SPA NEWS

Greetings from SPA/OSP/CGA!

We are happy to release another issue of the *SPA News*. Our Fall 2017 issue includes stories of change and recognition, and provides information, resources, and data to tackle challenges that we may encounter in research administration and at MSU. In this issue, here are just a few of the topics you will find:

- Insight on Research Terms and Conditions (RTC) for NSF, NIH, DOE, and USDA NIFA grants;
- Highlights on a Michigan agency, Michigan Department of Health and Human Services;
- A description of Facilities and Administrative Costs and the connection to supporting sponsored research;
- New templates created to assist with subrecipient invoicing;
- An overview of an enhancement to Account Explorer featuring a new tab for Closeouts;
- Recognition of the recipients of the Fall 2017 Unit Research Administrator Spotlight Award.
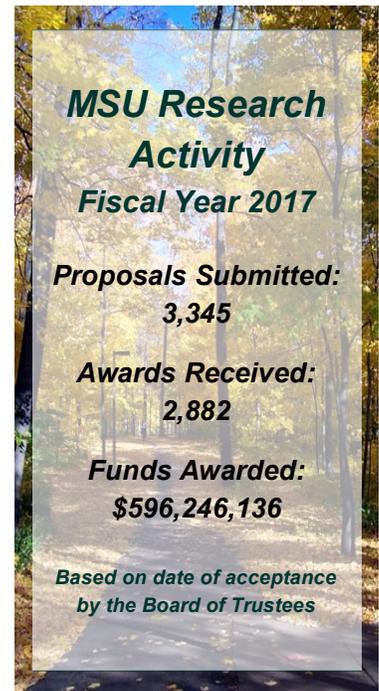
One of our major activities in recent months has been the implementation of the Kuali Coeus System. Echoing the list of acknowledgements in the Spring 2017 *SPA News*, I appreciate the efforts of so many that continue to work through implementation. Change can be challenging and SPA/OSP/CGA staff continue to make every effort to be responsive to campus. From others across the country who have implemented KC, we understand that many added benefits are realized in the second year of operation. Our KC coverage in the *SPA News* is brief, because our team has shared KC information through "Friday Updates" on the Sponsored Programs Listserv (16 such updates as of the end of September 2017). On the off-chance you've missed those updates, they can be accessed on our KC/Research Administration Project webpage.

We also wanted to let you know about a developmental opportunity coming up soon. I encourage you to consider attending the third Global Research Administrator Network and Development (GRAND) Forum** on November 29, 2017. The Forum will be particularly applicable to those working with or interested in global research administration, but can be helpful to others. Event details will be available until the November meeting: here, and registration closes Nov 22, 2017. The November meeting will have a full agenda and features the Premiere of *Making it Real,* a video presentation of exciting international projects at MSU and their administrative challenges as reported by faculty. Past presentation materials are included on our website.

For suggestions for future content or feedback on this issue, please contact Jennifer Lafferty, stumpje1@osp.msu.edu or me, reighley@osp.msu.edu. Authors or contact information have been included in each article for topic-specific questions. My appreciation is extended to the authors.

*Sponsored Programs Administration, Office of Sponsored Programs, Contract and Grant Administration
**The GRAND Forum was created as a recommendation from the International Sponsored Awards Workgroup (ISAW) as an opportunity for those who work on global research projects or who are interested in global research administration to share with and learn from others and is currently hosted by SPA/OSP/CGA.

MSU Research Activity
Fiscal Year 2017

Proposals Submitted:
3,345

Awards Received:
2,882

Funds Awarded:
$596,246,136

Based on date of acceptance by the Board of Trustees

Featured Articles

Subrecipient Invoice Templates

by Kristy Smith

Did you know invoice templates for subrecipients are available on our website? There are two versions of a subrecipient invoice located in the Resources/Training section of our website, under "Forms and Templates". (https://www.cga.msu.edu/PL/Portal/Forms.aspx)

The invoice templates can assist MSU's subrecipients submit requests for payments that meet the requirements of MSU's sponsors, which in turn, can improve payment turnaround time. They were developed by the International Sponsored Award Workgroup (ISAW), which included both departmental and central office administrators, and take into consideration the varying requirements of subrecipients. The Standard Subrecipient Expenditure Invoice Template is ideal for subrecipients who submit a certified invoice as a payment request. The Detailed Subrecipient Expenditure Invoice Template helps organize and record expense information (including advance payment tracking/reconciliation) for subrecipients who submit supporting documentation with their invoice. Help your subrecipients, and yourself, by providing these at the beginning of a project!

Questions related to the invoice templates can be sent to:
Kristy Smith
CGA Assistant Director
smith@cga.msu.edu
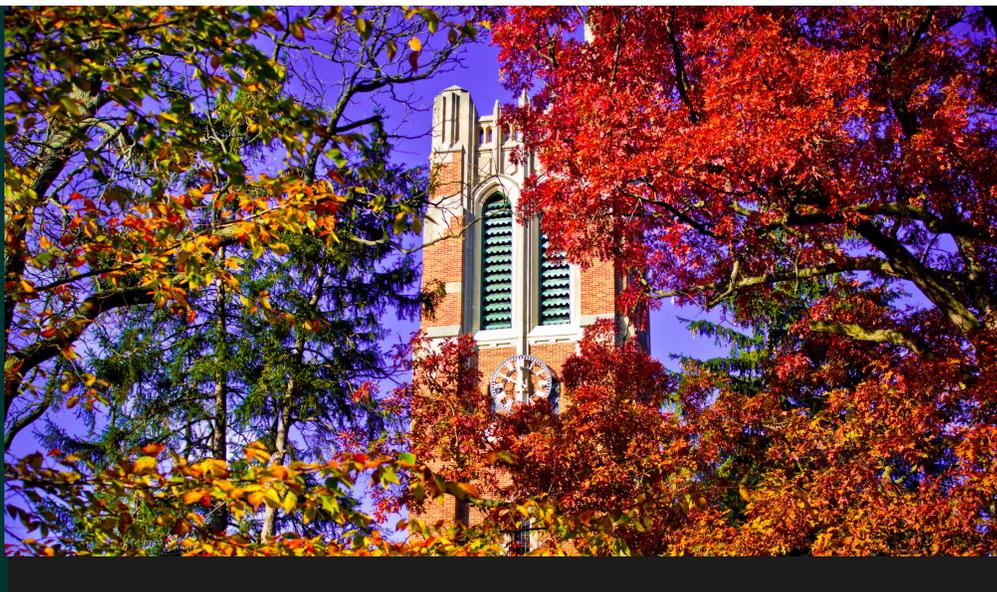
Facilities & Administrative Costs

by Adam Stone, Diane Cox & Nanne Olds, OSP

In light of the current discussions across the nation concerning Facilities & Administrative (F&A) costs and common questions received by individuals across campus, we've compiled some information in hopes of assisting with understanding what F&A costs are and how they support sponsored research.

A common misconception is that F&A costs do not directly support research since they are separated from the "direct costs" needed to conduct a project. F&A costs are costs incurred for common or joint objectives, such as utilities, that cannot be easily allocated to a particular sponsored project. Direct costs and F&A costs together represent the total cost of performing research.

Often referred to as "indirect costs", these reimbursements are vital to the continued support of research. When agencies pay F&A, they are reimbursing for actual costs. Therefore, research universities and institutions cannot successfully implement research programs if sponsors do not support the real costs of research infrastructure and compliance activities.[1] F&A costs incurred by awards are for research operating cost categories including maintenance & operations (e.g. heating, lighting, security, internet, and power), building & equipment depreciation, library costs, general administration (e.g. Accounting office, Office of Regulatory Affairs, MSU Public Safety office, etc.), departmental administration, and sponsored programs administration.

While it is theoretically possible to determine the actual cost of F&A on every sponsored program, the resources required to determine the amounts for each project would itself be a significant project cost. Instead, the Federal Government works with universities to negotiate an agreeable F&A rate, which is good for three – four years, based on a proposal submitted to the government with the overall annual costs of those items to the university during a specified base year.

The F&A rates used for sponsored programs can vary based on the nature of the project, as well as the source of its funding. For more specific information about various rates and determining the correct one for your project, please visit our F&A Rates page.

> FUN FACT: F&A costs on Federal awards have remained relatively constant for the past two decades at less than 28% of the total cost of Federal awards. That stability has occurred despite ever-increasing federal regulations and reporting requirements necessitating additional compliance activities.[1]

[1] *Council on Governmental Relations (2017, April 7). F&A Talking Points. Retrieved August 29, 2017, from http://www.cogr.edu/sites/default/files/2FA%20Talking%20Points_0.pdf*

FEATURED AGENCY:
Michigan Department of Health
and Human Services (MDHHS) *by OSP Proposal Team 1*

Formerly the Michigan Department of Community Health (MDCH), MDHHS awards a wide variety of grants and contracts to MSU around topics such as autism, nutrition, health disparities, and other issues of importance in our state. Services from many of these projects extend statewide. There are two ways departments may receive grants/contracts through MDHHS:

- As part of the Master Agreement
- As a stand-alone project

Each year, the Master Agreement runs from Oct 1-Sept 30, and encompasses over 40 projects, including research, education, and public service. Projects range from a few thousand dollars to several million per year, and many are continuing projects that renew each year. For the year starting Oct 1, 2017 (MA-2018) the total funds to be granted is nearing $16 million. All of the Master Agreement projects follow essentially the same submission/amendment/awarding process, administered through eGrams (aka e-grants).

Outside of the Master Agreement, there are also competitive grants and contracts made by MDHHS. They tend to adhere to the submission/awarding process dictated by the agencies within MDHHS, and may utilize eGrams or a variety of other systems such as Buy4Michigan.

The Master Agreement is a multiple step process, and starts typically in the spring for the following October 1 start date. PIs discuss plans for new or continuing projects with their MDHHS Program Managers, and typically establish an estimated budget. OSP prefers that a Proposal Development document be created at this time for tracking purposes, and that we have an opportunity to pre-review the proposed budget. This also ensures that we can track progress and assist in making sure final proposals are submitted on time. MDHHS Program Managers finalize allocations for each project, and send that information to the MDHHS Bureau of Grants and Processing for inclusion in the Master Agreement.

Typically in late June, MSU OSP receives an email from MDHHS that outlines which projects will be included in the upcoming year's Master Agreement, and the funding amount for each project. OSP informs the PIs and their research administrators of the final funding allocation, which rarely matches the original estimate. At this time a final budget is created, and after approval, the Proposal Development document can be finished and routed. The proposal is entered into eGrams by the research administrator, reviewed by OSP and then submitted by OSP.

Once all projects are entered by MSU personnel and approved by MDHHS project managers, the full agreement is sent back to MSU for negotiation and signature. The goal is to have this happen by early September. Once signed, the account set-up process begins. The start date for the majority of the projects funded by the Master Agreement is October 1.

Throughout the year, individual projects may be asked to amend their eGrams entries, most commonly to adjust final budget figures and to provide the names of personnel who were entered originally as "To Be Named."

Fun (and sometimes confusing) Facts:
- Even though the agency name/acronym has officially changed to MDHHS, the URL and other materials still say DCH or MDCH in some spots.
- Principal Investigator is misspelled in eGrams
- The online submission system is referred to as "eGrams" but it is really "e-grants", which can be confusing to users who have used an e-grants system for other sponsors.

Have questions about the MDHHS grants or the Master Agreement?
Please email ProposalTeam1@osp.msu.edu.

Unit Research Administrator Spotlight Awards

by Twila Reighley, AVPRGS; Katie Winkler, SPA; Jenny Lafferty, SPA

MSU's research administration offices of Sponsored Programs Administration (SPA), Office of Sponsored Programs (OSP), and Contract and Grant Administration (CGA) encourage excellence and exemplary service modeled through *The Spartan Experience* by recognizing professional contributions and quality of service through the Research Administration (RA) Spotlight recognition.

We have completed the second award nomination and review process and received several nominations for strong applicants who exhibit qualities of a good research administrator, with commitment to quality, excellence, and exemplary service. The Recommendation Panel, which includes three faculty (from the Council of Research Deans and Sponsored Programs Advisory Committee) and two SPA/OSP/CGA staff, selected the two individuals below to receive this award. They were each recognized with a plaque and a financial token of appreciation.

Lori Bramble
Research Coordinator
AgBioResearch Office of Research Support (ABR-ORS)
College of Agriculture and Natural Resources (CANR)

Lori has 21 years of service at MSU, and currently provides pre-award support to the faculty in the College of Agriculture and Natural Resources.

What do you enjoy most about your job here? "I really enjoy all the different aspects of my position. I like meeting and working with the various faculty in CANR and finding out about their research. I also like that I can help with the specific requirements that are listed in the solicitations to make sure the faculty member is submitting the best possible proposal, which hopefully leads to an award. Research administration is always changing and I am always learning something new."

What advice do you have for new research administrators? "Be organized, diligent, and detailed in your work and make sure you have some type of organization system in place to help you juggle multiple proposals and keep them all on track. Read the entire solicitation and if there is something you do not understand or have a question about, ask and get your answer as early as possible. SPA, OSP, CGA, and other MSU research administrators will help you be able to do the best job that you can do. Together we are all a part of the team and all on this crazy fun ride together!"

SPA Domain

We have added a SPA domain to our website! The functionality and information is the same regardless of the URL you use to come to our site. You can access our website using "spa," "osp," or "cga," i.e. via the following URLs:

- https://spa.msu.edu
- https://www.spa.msu.edu
- https://osp.msu.edu
- https://www.osp.msu.edu
- https://cga.msu.edu
- https://www.cga.msu.edu

If you have any questions about these changes, please contact Katie Winkler.

Unit RA Spotlight Awards *(continued)*

Teresa Thomas

Research Administrator
Office of Research
Flint Campus
College of Human Medicine

Teresa has over 30 years of service at MSU, and is currently responsible for providing pre-award assistance for college faculty across the state of Michigan. When she joined CHM in the fall of 2016, the CHM-Flint

Pictured: Dr. Walter Esselman, Teresa Thomas, Erin Gorman

campus was growing rapidly and ramping up the hiring of research faculty/staff and receiving sponsored awards. There was a strong need to get the post-award process set up for the Division of Public Health. Teresa notes, "It was a privilege to take on this challenge and to get procedures in place to assist the division faculty/staff manage the post-award. The number of CHM Flint faculty continues to grow and they are very fortunate in the success of obtaining grant funding. The growth and excitement is contagious! As the College of Human Medicine continues to grow in East Lansing, Grand Rapids, Flint and statewide, the Office of Research has a great team in place to assist the faculty in all aspects of research administration. Go GREEN!!!!"

What do you enjoy most about your job here? "Being a SPARTAN!!! Every day brings new opportunities, new challenges and exciting rewards. I am continually learning and the variety of challenges keeps things fresh and rewarding. Research administration is a service-oriented career and I enjoy helping faculty and MSU succeed. I have been fortunate to work with incredibly talented faculty, staff and students over the years."

What advice do you have for new research administrators? "For new research administrators, welcome to Team MSU! You are in for an exciting, demanding, rewarding and ever changing career at MSU. Be flexible, have a sense of humor, learn something new every day and BE KIND! Learn as much as you can from those more experienced; read updates from federal agencies; attend professional development opportunities (on-campus or nationally) and establish your relationships with your team (Faculty, SPA/OSP/CGA, VPRGS, College/Department administrators, HR, University Services, Controllers, etc). Find what organization system works for you to keep yourself organized and to help the faculty remain organized. If you find an area you enjoy more than other areas, investigate/learn more about it. Research administration is an extensive field from pre-award/proposal processing to award management to compliance/regulatory affairs for both domestic and international research. Every proposal/ grant/award and every faculty member is different. Ask questions! The popular phrase "there's no such thing as a stupid question" applies greatly in this career. If you are not certain of something, ask! It is much easier to ask questions up front and do things right from the beginning than to do things incorrectly and need to fix them later. You will save a lot of time and headaches down the road. Research is exciting! Faculty are passionate about their research – ask them about it. Remember you are an integral part of research for Team MSU and the success of faculty and students is OUR success as well. You never know if you will assist the next noble prizewinner! SPARTANS WILL!"

Thank you Lori and Teresa for playing an integral role in advancing MSU's research mission and for leading by example! We greatly appreciate your dedication and hard work.

Stay tuned for another chance to nominate your favorite research administrator for the RA Spotlight Award next Spring! If you have any questions on this recognition program, please contact Katie Winkler at ashbau10@osp.msu.edu.

Thank you

Website Updates

In an effort to maintain consistency in information and facilitate communication and changes to the SPA/OSP/CGA website, the process of edits to the website will be managed.

When major changes have been made to the website, it will be summarized on a central underlined webpage.

To increase communication with campus, an email will be sent periodically to the SPONPRGMS-OSP-CGANEWS listserv providing a link to the summary webpage. If a change is significant, it normally will be communicated before or at the time of change. It is anticipated, the changes will be archived by time period on the summary webpage for about 10 years.

Please contact Katie Winkler with any questions on this procedure.

Google Search Change

Based on feedback from the Sponsored Programs Advisory Committee, we have improved the search feature on our website by switching to a Google search engine which will yield more results. As with other Google search engines on MSU's webpages, it defaults results based on Relevance. Sometimes it may be more helpful to search by Date so consider switching sorts. Please let Katie Winkler know if you have any questions or additional feedback to help us make the SPA/OSP/CGA website easier to use.

Research Terms & Conditions Made Easy

by Stacy Salisbury, CGA

Did the title get your attention? Are you wondering if it is too good to be true?
Not if you have a National Science Foundation (NSF), National Institutes of Health (NIH), Department of Energy (DOE) or U.S. Department of Agriculture/National Institute of Food and Agriculture (USDA NIFA) grant. These agencies participate in the Research Terms and Conditions (RTC). The RTC build off of the Uniform Guidance (UG), found at 2 CFR 200. The RTC includes a standard set of terms and conditions, as well as an easy to read Prior Approval Matrix.

Prior Approval Matrix, you say? How does it work?
If you have an NSF award, for example, you can look through the Matrix to see if you need prior approval to issue a subaward, obtain a no cost extension, or in other situations. This handy Matrix is found here: https://www.nsf.gov/bfa/dias/policy/fedrtc/appendix_a.pdf.

How do I know which terms to pay attention to out of the award document, the Uniform Guidance, and RTC?
Look to the most granular level first. For instance, the award is going to include the most project specific terms. If the award is silent on a topic, look to the agency specific policy. The agency terms are going to be more specific than the UG because the UG is for all federal agencies. (So look to the UG last if the award document and agency specific terms are silent on your item.)

How do I know if the RTC apply to my award?
The RTC are incorporated by reference in your award agreement, or, as specified in the following Agency Implementation Statements
https://www.nsf.gov/bfa/dias/policy/fedrtc/agencyimpstatements_may17.pdf

What is the website for the RTC? https://www.nsf.gov/awards/managing/rtc.jsp
Don't be fooled by the "nsf.gov" domain. NSF hosts the terms for all participating RTC agencies. Future agency participants are expected to include: Department of Commerce (DOC), Department of Transportation/Federal Aviation Administration (FAA), National Aeronautics and Space Administration (NASA), Department of Homeland Security (DHS), and Environmental Protection Agency (EPA).

If you have any questions regarding terms and conditions, please contact Stacy Salisbury at salisbury@cga.msu.edu.

Assets on RC Accounts *by Paige Feldpausch, CGA*

When an asset is assigned to an RC account the department should ensure that the asset number is included on all related transactions. An asset is defined as an item costing $5,000 or more with a useful life of one year or more. Two ways that an asset may be acquired and assigned to an RC account is by: 1) purchasing equipment and 2) fabricating equipment. When equipment is purchased, it is assigned an asset number at the time the purchase order (PO) is approved in the Kuali Financial System (KFS). This is done by Capital Asset Management (CAM) and requires no further action to be taken by the department.

Equipment that is fabricated from separately acquired materials and constructed by MSU trades, principal investigators (PI), project representatives or any combination of these individuals is defined as fabricated equipment. To create an asset number for fabricated equipment, the department must notify CAM to initiate an asset eDoc in KFS. Once initiated, the document will route to the appropriate individuals, such as the fiscal officer (FO) for the account and Contracts & Grants Administration (CGA) for approval. CAM will create an asset record with an asset number once the asset eDoc is approved.

Please note, the following statement must be signed/certified by the PI and attached to the eDoc (Asset Request, Requisition or Purchase Order) when equipment is being purchased with federal funds:
"I certify that this equipment is necessary and will be used for the project charged or in relative proportion to the projects to which the costs will be charged and that similar equipment is not available for use."

Additional information on equipment acquisition and fabrication can be found at MBP 224: http://usd.msu.edu/mbp/mbp-224/index.html

Closeout Tab—New to AE! *by Jen Hunter, CGA*

CGA has added a new informational closeout tab in Account Explorer. This tab now shows when the final financial report is due, when it was submitted and the team member to whom the closeout of the account has been assigned. The account's destroy date will be displayed here as well once it has been determined. If you have any questions on the closeout of a particular account, please contact the CGA contact listed under "Closeout assigned."

Training & Education

by Jenny Lafferty & Shannon Lutz
SPA Training Team

ERA Series Update

The Essentials of Research Administration (ERA) series provides on-campus training and certification for research administrators and other support staff who have responsibilities for research proposals, grants, contracts, pre- and post-award administration and related activity at Michigan State University.

Sponsored Programs Administration (SPA) now uses an internal online registration system for the ERA series, available on the SPA website: https://cga.msu.edu/PL/ERA/ERAPortal.aspx. You will need to login with your MSU NetID (with two-factor authentication) to access the Course Catalog & Registration information. A "Help" tab is also available with registration instructions and contact information for further assistance.

The remaining 2017 schedule is shown below.
(*We anticipate resuming the full schedule of Cores and Electives beginning in the winter/spring of 2018.)

Date	Course	Time
October 17	**Core 3**	8:30 a.m. - 4:30 p.m.
October 24	**Core 4**	8:30 a.m. - 12 p.m.
November 7	**Core 5**	8:30 a.m. - 12 p.m.
November 14	**International Research**	8:30 a.m. - 12 p.m.
November 28	**Departmental Post-Award Account Mgmt**	8:30 a.m. - 12 p.m.
December 12	**Hot Topics**	8:30 a.m. - 12 p.m.

Please contact the SPA Training Team with any questions:
Jennifer Lafferty, stumpje1@osp.msu.edu
Shannon Lutz, lutzsha1@osp.msu.edu

For more information on the ERA certification series, please visit our underline website.

Initial ERA certification is obtained by attending all 5 Cores and a minimum of 3 Electives (or equivalent) within a 2-year period. ERA certification is valid for two (2) years following the completion of the initial certification. In order to keep your certification active, you must complete three (3) ERA electives every 2 years after your initial certification period. You may also attend an approved conference or training program (local, regional or national) every 2 years. Please visit the SPROUT website at https://sprout.vprgs.msu.edu/training/ for more information, or contact Jennifer Lafferty, at stumpje1@osp.msu.edu.

Need additional assistance with KC?

Please contact the Sponsored Programs Administration (SPA) Training Team to request a special KC training session for your unit or college:
Jennifer Lafferty (stumpje1@osp.msu.edu)
Shannon Lutz (lutzsha1@osp.msu.edu)
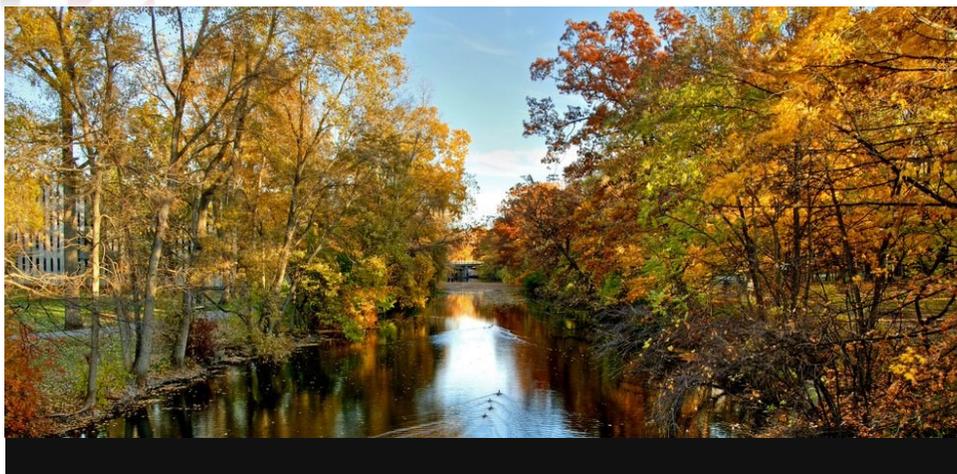
Contact Us

Please contact our office for more information:

Office Location
Hannah Administration
426 Auditorium Rd, Rm 2
East Lansing, MI 48824
(517) 355-5040
Hours: M-F 8-12 & 1-5

Website
www.spa.msu.edu
www.osp.msu.edu
www.cga.msu.edu

SPA/OSP/CGA Listserv
https://www.osp.msu.edu/PL/Portal/DocumentViewer.aspx?cga=aQBkAD0AMQA1ADUA

Important Links
- **OSP Department Organization:** https://www.osp.msu.edu/PL/Portal/DocumentViewer.aspx?cga=aQBkAD0AMwA4ADAA
- **CGA Department Organization:** https://www.osp.msu.edu/PL/Portal/DocumentViewer.aspx?cga=aQBkAD0AMwA3ADkA