

SPA NEWS

Sponsored Programs Administration Newsletter

Fall 2019

Greetings from SPA/OSP/CGA!

Fall is here once again, bringing beautiful colors and cooler temperatures, along with new opportunities and challenges. Fall is an especially busy and exciting time at MSU, and this issue of the SPA Newsletter is packed with practical advice and resources to help make this busy time of the year a bit more manageable.

We have developed some helpful resources to assist you including our updated sponsor webpages, proposal timeline guidance, and FAQs for expense processing on RC accounts. Articles on getting your budget ready for review and making the most of your budget justification offer useful tips and advice that you can use to streamline and optimize the proposal submission process.

Other articles offer important updates on new policies or requirements. There are updates on the new travel requirements and changes to KFS revenue object codes. You will also find details on CGA's revised process for institutional allowance, information on emerging federal guidance on foreign influence, and updated requirements for certain training grants. We have also provided an article on workplace resilience to help you manage stress and maintain well-being during busy times such as these.

This issue also announces our Fall 2019 Unit Research Administrator Spotlight Award recipients. We are proud to sponsor this award and we welcome the opportunity to recognize the exceptional service of the recipients. We congratulate the winners of the Fall 2019 Unit Research Administrator Spotlight Award, and we also acknowledge and deeply appreciate the many other MSU research administrators who provide outstanding service in support of MSU's research mission. Thank you for your commitment, for your support, and for all your effort for MSU.

I hope you enjoy the Fall 2019 issue of our newsletter. 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.

Twila Fisher Reighley, Assistant Vice President for Research and Innovation



MSU Research Activity

Proposals Submitted:
3,913

Awards Received:
2,825

Funds Awarded:
\$659,922,149

*Based on date of acceptance
by the Board of Trustees as
of 6/30/2019*



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Benefits of the CRA

by Nathan Umlor, OSP

Certification in sponsored programs and research administration is highly valued and provides formal recognition of basic knowledge and expertise in the field. The Certified Research Administrator (CRA) credential is one indication of up-to-date proficiency in this specialized field. This designation shows a broad knowledge base that covers the full spectrum of research administration including, but not limited to: project development and administration, legal requirements and sponsor interface, financial management, and general management.

The CRA certification provides evidence to your current/future employer and to your peers that you not only have sufficient work experience in the field, but that you also possess a level of knowledge that is expected for a professional in the field of research administration. In addition, this certification demonstrates your commitment to lifelong learning and to the research administration profession.

Interested candidates must possess a bachelor's degree, have at least three (3) years of related experience, and pass the Certified Research Administrator examination before being conferred the right to use the CRA designation. Additional certifications for eligible and interested candidates include the CPRA (Certified Pre-Award Research Administrator) and CFRA (Certified Financial Research Administrator). These certification exams are managed by the Research Administrators Certification Council (RACC).

Once certified, recertification will be required at the end of each five (5) year period in order to continue to use the designation. Study resources, the CRA Body of Knowledge, and more information can be found at <http://www.cra-cert.org/>. For interested candidates, Virginia Tech offers an online guided CRA self-study program for all institutions at <https://www.research.vt.edu/professional-development/programs/cra-study-team.html>.



Is Your Budget Ready for Review?

by Nicol Springer & Sue Ferris, OSP Proposal Team 1

Feeling like that budget has been on your desk forever and you just want it approved? With the number of submissions increasing each year, who has the time to do any extra work? Fortunately, budget review and approval is one area that can be streamlined to help you have more time for that next task. Ensuring that your budget is ready for review before sending it to OSP will improve the submission process.

Be sure:

- To double-check the solicitation for unique and specific requirements, such as:
 - Funding amounts: you don't want to build a budget for more than the sponsor allows
 - Indirect Cost (IDC or F&A) limitations: does the sponsor limit the amount of F&A? Should your F&A Rate Type in Kuali Coeus (KC) be updated to reflect a different F&A base?
- Salaries are pulled in properly, or salary rate caps are correct, if applicable
- Proper object codes pertain to each line item
- To include, or exclude, inflation as needed/allowed
- To check the Modular Budget box on the Budget Parameters tab in KC (if using a Modular Budget), and sync rates to the modular amount within the Budget/Modular tab
- The F&A rate is appropriate based on the Activity Type (i.e. research rate vs. other sponsored activities rate vs. fee-for-service rate). Remember the new rate is 56.5% for research!
- To sync your rates on the Rates tab in KC (bonus to completing this step: this will remove the warning that the budget rates are out of sync!)
- Cost sharing is accounted for:
 - If Voluntary Cost Sharing, put explanation on the Custom Data Tab
 - If Mandatory Cost Sharing, build into the budget
 - Check or uncheck the Submit Cost Sharing box on the Parameters Tab
- The budget justification matches your budget. (See the [Your Budget Justification](#) article in this newsletter for tips on creating the justification.)
- To let us know the budget is ready for OSP review only when final. If you've notified us the budget is ready for review, please let us know if you need to make changes while we are conducting our review.

Hopefully, this checklist will come in handy when you review your budgets. We want to work together to meet all of the criteria set forth in the solicitation, and have successful proposals!

Your Budget Justification Don't Just Recap—PERSUADE!

by Marcy Bishop, OSP

The budget **justification** is an MVP on your team of proposal players. Be sure you've put it to work to do that! A **justification** is more than a narrative reiteration of the budget itself; it serves several important purposes:

- It provides important details about supported personnel
 - ◇ Clarification of roles—Demonstrates that you have the best possible people to do the proposed work, and that you have taken the time to carefully select funded personnel
 - ◇ Specifies how TBN (to be named) individuals such as graduate assistants and student labor will be utilized
- It clarifies and explains budget line items that may not be clear in a tabular, numeric budget. For example, it can demonstrate that you are answering solicitation requirements, such as travel to grantee meetings. In general, it should address:
 - ◇ Purpose(s) of travel costs
 - ◇ Materials and supplies details
 - ◇ Justify the need for and the applicability of consultants and other professional services
 - ◇ Provide standard language such as F&A, fringe and inflation rates
- It demonstrates WHY each expense is necessary, reasonable, allowable and allocable, by directly tying each expense to critical aspects of the proposed research.
 - ◇ It can help demonstrate the depth and breadth of your project
 - ◇ The budget justification provides an opportunity to persuade the sponsor to fund you fully!

Graduate Assistants (GAs): MSU utilizes $\frac{3}{4}$ time, $\frac{1}{2}$ time, and $\frac{1}{4}$ time grad students.

In a KC budget, the salary listed should reflect the appointment type; the percentage of time listed reflects the proportion of that appointment devoted to the specific project.

For example you might say, "100% of a $\frac{1}{2}$ time graduate assistant will serve on this project."

Well before your proposal goes to the sponsor, the budget justification begins its work here at home. If you've worked with an OSP Proposal Team member on budget reviews, you may have noticed that many of the comments pertain to the required budget justification rather than to the budget numbers themselves. At proposal stage, a well-written justification can greatly reduce the number of questions a budget reviewer may have, making the process much more efficient. Keep in mind the justification is part of the budget review & approval process.

What does OSP look for in a budget justification?

- Formatting & content requirements dictated by the solicitation
- Consistency with numeric justification
- Clarification of budget items and accuracy of object codes.

Unless a solicitation/agency requires that dollar amounts be included (e.g. NSF, USDA), OSP recommends not including them in the budget justification. Omitting dollar amounts:

- puts the focus on the justification rather than the amount requested
- reduces the chances of inconsistencies
- streamlines the process if the budget changes

The Budget Justification is an opportunity to sell your proposal—don't waste it!

New & Improved Sponsor Information Webpages

SPA/OSP/CGA has been diligently working on updating the [Sponsor Information](#) section of the SPA website. At the beginning of October, we rolled out new sponsor webpages that have a consistent format between sponsors and organizes the information with standard categories. Some of the categories are: What's New, Proposal Guidelines, Budget Guidelines, Award Guidance, Compliance, Prior Approvals, Reporting, Record Retention, and more! A link to the [Sponsor Information](#) webpage can be found under the Resources section of the SPA website.

We hope the sponsor webpages will be a good resource for you when preparing proposals and managing sponsored projects.

If you have questions or comments related to the sponsor webpages please send them to: Laura Johnston, cooklau1@msu.edu.

The specific sponsor webpages include:

- Commodities
- Department of Defense
- Department of Energy
- Department of Justice
- Foundations
- National Aeronautics and Space Administration
- National Institutes of Health
- National Science Foundation
- State of Michigan
- United States Agency for International Development
- United States Department of Agriculture
- United States Department of Education



Proposal Timeline Guidance Updated

Would you like additional guidance on the proposal process to help with a successful submission? Please visit the recently updated [SPA webpage](#) to view recommended steps and minimum time periods for logistical development, which can vary based on the size of the project, the sponsor's general submission requirements, and the solicitation (if applicable).

Contact your [OSP Proposal Team](#) with questions.

USDA Agency Update

by Stephanie Hay, CGA

USDA NIFA's move from Washington, DC to Kansas City, Missouri has led to some delays in their review and processing of post award approvals. While NIFA is working hard to minimize the disruption, CGA recently received a suggestion from the sponsor to submit post award prior approval requests 4-6 months in advance, rather than the usual 1-2 month recommendation. No Cost Extensions and other prior approval requests can be sent to CGA Awards Group at (awards@cga.msu.edu).

Please visit the USDA Sponsor Page (<https://cga.msu.edu/PL/Portal/183/>)



F&A Rate Agreement Update

by Ryan Kelemen, CGA

The University has negotiated a new Facilities & Administrative (F&A) rate agreement that is effective from July 1, 2019 – June 30, 2023.

The MSU F&A rates for July 1, 2019 – June 30, 2023 are:

- Research – 56.5%
- Other Sponsored Activities – 36%
- Off-Campus – 26%

The increase in the Research rate (+1.5%) is primarily due to an increase in costs for major infrastructure projects. The Other Sponsored Activities rate and Off-Campus rate remain unchanged. The new Research rate will apply to new proposals and supplemental awards, however it will not retroactively apply to current awards.

The on-campus Research rate of 56.5% is near the Big Ten average of 56.2%, and includes the following components:

- Building Depreciation – 5.0%
- Equipment Depreciation – 2.7%
- Interest – 2.6%
- Operation & Maintenance – 18.2%
- Library – 2.0%
- Administrative – 26.0%

More information and a PDF copy of the new rate agreement is available on the SPA website at the following link: <https://www.cga.msu.edu/PL/Portal/165/FacilitiesAdministrativeCostRates>.

Implementation of New Travel Requirements



by Jarrod Thornton, CGA

How do the new travel policies that were effective July 1, 2019 (<http://ctrl.msu.edu/combp/mbp70ebs-July2019.aspx#IIIB>) impact CGA's review of your travel expenses?

In general, CGA's review of travel expenses on "RC" accounts has not substantially changed since July 1, 2019 with the following exceptions:

- 1) Type of Transactions Processed: With the implementation of Concur, the review process is evolving from reviewing Disbursement Vouchers and Distribution of Income and Expense documents to reviewing travel expense reports in Concur as more and more colleges go live.
- 2) Room Sharing Policy: Similar to university funded accounts, travel charged to RC accounts must comply with the new room sharing policy.
- 3) Receipts: CGA is confirming that all support documentation for travel expenses, including taxi charges, are attached to travel reimbursements as the university now requires receipts for all expenses. If receipts cannot be obtained, a reasonable explanation must be provided. These will be reviewed on a case by case basis.
- 4) Comparative Quotes: Per university requirements, a comparative quote must be obtained at the time of booking airfare for an indirect flight for personal reasons. A comparative quote must also be obtained, at the time of booking, when personal days are added to an international business trip – irrespective of indirect routing.
- 5) CGA is not able to disapprove transactions in Concur but will "send back" the transaction to the traveler if any changes or explanations are required on the travel reimbursement.

If you have additional questions or would like further clarification on travel expense requirements related to RC accounts, please feel free to email the CGA Transactions group at transactions@cga.msu.edu.

Expense Processing FAQs Created for RC Accounts

by Paige Feldpausch, CGA

FAQs on Expense Processing for RC accounts have been created and can be accessed at Account Explorer → Award Management → Monitoring & Oversight → Expense Processing FAQs (<https://cga.msu.edu/PL/Portal/1515/ExpenseProcessingFAQs>).

This is a great resource when processing various expense transactions, such as Nonresident Alien Professional Services Contracts (NRAPSC), Subaward Payments, Meal/Food Expenses, SAP Salary Redistributions, International Travel, Computers, General Error Corrections (GEC), and Research Participant Payments. If you have additional questions or would like further clarification on any of the transaction documents, please feel free to email the Transactions group at transactions@cga.msu.edu.

Institutional Allowance

by Stacy Salisbury & Stephanie Hay, CGA

USDA (NIFA, AFRI) and NIH do not allow indirect costs on fellowship awards. Rather, these sponsors provide an annual fixed amount to support the costs of training called an institutional allowance. The allowance is intended to defray expenses for the individual fellow, such as research supplies, equipment, travel to scientific meetings, and health insurance and to otherwise offset, insofar as possible, appropriate administrative costs of training.

Because the institutional allowance is a fixed amount and institutions aren't required to report the itemization of the expenditures, these funds are less restrictive in nature. You may be familiar with CGA's previous practice of allowing the amount provided for institutional allowance to be redirected into an unrestricted department account. However, due to industry practice and audit trends, CGA is revising its process for institutional allowance. Going forward, funds awarded for institutional allowance will be placed in a child account of the main award.

As a reminder, NIH does have some restrictions on the rebudgeting of the institutional allowance in the Grants Policy Statement, for example:

- 11.2.9.4 If the fellow is not in training status for more than 6 months of the award year, both the stipend and the institutional allowance for the second half of the year must be returned
- 11.2.9.4 Funds may not be expended to cover the costs of travel between the fellow's place of residence and the domestic training institution, or for exams or interviews
- 11.2.9.8 In the rare case where institutional allowance may be unexpended, it can only be re-budgeted into the tuition and fees category when tuition and fees have been awarded

Regardless of the funding agency, all expenses must be allowable, reasonable, allocable and consistently treated.

For any questions regarding institutional allowance, please contact Stephanie Hay at haysteph@cga.msu.edu or Stacy Salisbury at salisbury@cga.msu.edu.



KFS Revenue Object Code Changes

by Andrew Cascaddan & Kasey Schiellerd, CGA

KFS object codes for sponsored program revenue have been recently updated. In the past, object code 4057 *Other Grants & Contracts* has been used to report revenue in RC accounts. Effective July 1, 2019, revenue is identified by its source of funds. The below three main object codes will be used for RC accounts:

- 4057 *Other Grants & Contracts*
- 4062 *Federal Grants & Contracts*
- 4085 *State Grants & Contracts*

For RG accounts, revenue object code 4007 *Gifts Expendable* should be used for research gifts. For RG account revenue that is not a gift, i.e. a scope of work exists, reporting is required, or some type of exchange is made (payment received for a deliverable, service or other output), then object code 4057 *Other Grants and Contracts* should be used.

If you have questions about the correct revenue object code to be used, please contact:
CGA Cash Management Team at cashmanagement@cga.msu.edu

NIH and AHRQ Training Grant Updates by Jeff Banghart, CGA

Beginning 10/1/2019, NIH and AHRQ (Agency for Healthcare Research and Quality) training grant recipients will be required to use the xTRACT system in the eRA Commons to prepare the required data tables for Research Performance Progress Reports (RPPRs) for pre- and postdoctoral research training grants. This applies to NIH and AHRQ T15, T32, T90/R90, and TL1 awards. Guidance on preparing the required tables for the RPPR can be found here:

https://era.nih.gov/files/xTRACT_userguide.pdf and <https://grants.nih.gov/grants/forms/data-tables.htm>

The complete policy announcement (NOT-OD-19-108) can be found at: <https://grants.nih.gov/grants/guide/notice-files/NOT-OD-19-108.html>

****NOTE:** Recipients of other types of predoctoral, postdoctoral, and career-level training, education, and career development awards that currently use training data tables (e.g., T37, R25, K12/KL2 awards) will not be required to use the xTRACT system to prepare tables for RPPRs in FY 2020.

New Training Grant, Fellowship, Research Education and Career Development Award ID Required

Beginning in FY 2020 individuals supported by research training, fellowship, research education, and career development awards will be required to have an ORCID iD (Open Researcher and Contributor Identifiers).

ORCID iD's are unique, persistent digital identifiers that distinguish individual investigators and can be used to connect researchers with their contributions to science over time and across changes of name, location, and institutional affiliation. These free identifiers are assigned and maintained by the non-profit organization [ORCID](https://orcid.org/).

eRA profiles must be linked to the ORCID profile. More information can be found here:

<https://grants.nih.gov/grants/guide/notice-files/NOT-OD-19-109.html>

https://era.nih.gov/erahelp/ppf/default.htm#PPF_Help/8_2_orcid.htm%3FTocPath%3D_____13

Resilience in the Workplace

by Amanda Jones, SPA

Resilience is the capacity to recover, move forward, and carry on in difficult circumstances. Resilience is an especially valuable skill for Research Administrators. The frequently changing guidelines, short turnaround times, and other day-to-day challenges of the job make resilience necessary in this line of work.

It is important to note that resilience is a skill that can be cultivated, not an inherent quality that people do or do not possess. We can all take steps to become more resilient. Lisa Laughman, a counselor with MSU's [Employee Assistance Program](#) and an Emotional Wellness Consultant for Health4U, has developed a [framework for resilience](#) that can be applied to any situation. The basic steps of the framework are:

Acknowledge—Honor—Release—Relax—Reflect—Resolve

When faced with a daunting proposal, an overspent budget, or a SOW gone awry, it's helpful to *acknowledge* where you are and what your reality is. It may be helpful to say it out loud, if the situation allows. *Honor* your feelings and initial reactions as normal and expected for someone faced with your circumstances. Then *release* those feelings. Release your frustration, anger, and other negative emotions in a healthy way. Take advantage of any opportunity to become and stay calm. Deep breathing and meditation, exercise classes, journaling, and spending time with friends or family may help. *Relax* into your usual self and connect with your values. *Reflect* on your challenges, your strengths, and your way forward. Soon you will see your way through your present difficulties, and you will have the *resolve* to move forward. This process should be repeated as needed to see you through your challenges.

Taking care of your physical, mental, and emotional well-being can help you to become more resilient. MSU offers several resources to promote health and wellness among its workforce. [Health4U](#) offers programming in nutrition, emotional wellness, physical activity, and other health-related areas. It also houses the [Employee Assistance Program](#). Other resources on campus include: the [WorkLife Office](#), [Recreational Sports and Fitness Services](#), [Eat at State](#), and more.

There are many small steps that you can take to become more resilient. Reach out to someone and ask for help with a big project. Take a break when you feel stressed. Exercise or practice meditation. Reflect on the positive aspects of your day. Drink more water. Prioritize a passion in your life by adding it to your calendar (and make a point of keeping those appointments, even when you are busy).

In time, small changes can become long-lasting habits that strengthen your resilience and enhance your life, both personally and professionally. As you practice the steps in the framework, you may find that your stress levels decrease and your senses of contentment and satisfaction grow.



Unit Research Administrator Spotlight Awards

by Twila Reighley, SPA AVPRI; 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 sixth award nomination and review process, and received nominations for strong applicants who exhibit many of the qualities of a good research administrator. The Recommendation Panel, which includes faculty (from the Council of Research Deans and Sponsored Programs Advisory Committee), selected the two following individuals to receive this award. They are recognized with a plaque of accomplishment along with a small financial award as a token of our appreciation.

Erin Gorman

Director of Research Operations
Health Colleges Research Services
College of Human Medicine

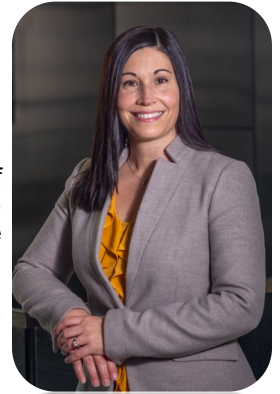
Erin has over 10 years of service at MSU, and her office primarily provides pre-award grant support to a number of units in the Colleges of Human Medicine and Osteopathic Medicine. They are currently providing interim staffing to the College of Nursing to support their research functions as well. Her office also serves as a post-award resource for units, along with managing a small portfolio of grants.

What do you enjoy most about your job here?

"The most gratifying part of my job is knowing that our team helps alleviate the administrative burden of proposal preparation and compliance for our faculty. Our primary goal is to allow investigators to focus on the science while we take care of the rest. I am grateful to work with a phenomenal group of professionals and I genuinely enjoy the work we do. After 15 years in research administration, I continue to learn every day. I know that will continue until I retire!"

What advice do you have for new research administrators?

"A career in research administration is full of opportunities to learn and grow. If you try one position and do not enjoy it, seek out other opportunities in the field. There are positions in pre-award and post-award at the central, college and department levels and in various research related compliance offices that might be more professionally fulfilling. We have a great network of research administrators across all units at MSU that are happy to help mentor folks interested in a career in the field."



Barbara Miller

Research Administrator II
Research Office
College of Arts and Letters

Barb will be celebrating 10 years of service at MSU next month, and her current position supports CAL as the pre-award administrator. She began her MSU career working on the KC project team where she tested the system, reported bugs and suggested changes. She has 24 years of pre- and post-award experience overall, working at two tier-one research universities (MSU and UofM). Her previous experience includes working at a historic theatre doing fundraising where she wrote a grant that was funded for \$40,000!

What do you enjoy most about your job here?

"I enjoy helping our faculty and students find funding for their research, scholarly, and creative activities. I love the people I work with. You can do the same work anywhere, but it's the people that make all the difference! Arts & Letters has provided me with flexibility in my work schedule, and my Research Associate Dean and administrative supervisor have encouraged me in my professional development. In addition, we've added a post-award research administrator to our team which has helped in many ways. These things contribute to a very happy work environment."

What advice do you have for new research administrators?

"Research Administration is the type of job where you constantly encounter new things and new issues. Things don't stay the same for long, so I've found flexibility is an important key to enjoying the work. One successful initiative Arts & Letters has implemented in the past few years is to hold grant kickoff meetings. We've had a lot of positive feedback from faculty and fiscal officers, and it seems to help get everyone on the same page before the work, spending, and problems begin."



Thank you, Erin and Barb, for playing an integral role in advancing MSU's research mission and for leading by example! We truly appreciate your dedication and hard work.

Stay tuned for another chance to nominate your favorite research administrator for the RA Spotlight Award next spring! Please contact Erin Schlicher at schlic11@osp.msu.edu with any questions.



Federal Agencies and Foreign Influence by Twila Reighley, SPA AVPRI

Foreign influence has become a hot-button issue. The federal government has become increasingly concerned with issues described under the heading of foreign influence on research, primarily the diversion of intellectual property, sharing of confidential information provided to peer reviewers, lack of disclosure of research support, and the influencing of priorities, practices, and funding decisions by foreign entities. As a result, multiple federal agencies, including NIH, DOD, NSF, DOE, and U.S. Department of Education have issued statements about disclosing international collaborations, affiliations, activities, and/or interests.

The NIH has reinforced and expanded reporting requirements related to foreign influence. We are reminded that prior approval is required for foreign components of NIH-funded projects, defined by the agency as, "the performance of any significant scientific element or segment of a project outside of the United States either by the recipient or by a researcher employed by a foreign organization, whether or not grant funds are expended." Examples may include human subjects or animals, foreign travel, use of facilities or resources, collaborations, or any involvement that may impact U.S. foreign policy. Additionally, NIH has updated its disclosure requirements for Other Support and foreign affiliations and has issued stricter protections for confidential information related to intellectual property ownership and the peer review process. We encourage you to review our [recent communication](#) on Other Support, Foreign Components, and Financial Conflicts of Interest.

Although NIH and several other agencies have released their own statements on foreign influence concerns, definitive requirements to help institutions mitigate the risks are not yet available. There are indications, however, that the federal government is planning a more coordinated effort through the Office of Science and Technology Policy (OSTP). Four of the five agencies referenced above have specifically indicated their guidance/direction will be delayed. NSF, for example, is delaying release of the 2020 Proposal & Award Policies & Procedures Guide (PAPPG) that would normally go into effect in January.

To help faculty and staff stay current with the emerging federal guidelines, the Office of the Senior Vice President for Research and Innovation (OSVPRI) has developed a webpage: <https://vp.research.msu.edu/foreign-influence-guidance>. Agency-specific information will also be referenced on the sponsor pages on the SPA/OSP/CGA website and the resources will be updated as new information becomes available. Resources are being developed to support implementation of the requirements and will be linked as appropriate on the OSVPRI page.

For questions related to proposal and award requirements, e.g., Current and Pending Support, Foreign Component, please contact [SPA/OSP/CGA](#). If you are developing a proposal, please contact your [Proposal Team](#). If you have a question related to an award that has already been funded, please email awards@cga.msu.edu.

Client Feedback Surveys by Erin Schlicher, SPA

At SPA/OSP/CGA, we strive to provide excellent customer service in all stages of research administration, from proposal development to the final closeout of an award. We continue to use client feedback surveys to solicit feedback on our proposal, award, and post-award processes. Ratings response details are available on the [SPA Metrics](#) section of our website (two-factor authentication required).

RA Recruiting Video Now Available!

The SPA/OSP/CGA Management Team, Sponsored Programs Advisory Committee (SPAC), and Council of Research Deans (CORD) held several discussions over the past couple of years on leveraging campus resources to support faculty. One of the top priorities identified in these discussions was recruiting interested and qualified candidates to research administration positions at MSU. As a result, the RA Recruiting Video Workgroup was formed, including Lori Bramble (CANR), Dania Diaz (CNS), Erin Gorman (CHM), Tracy Halloran (SPA), Jennifer Lafferty (SPA) and Shannon Lutz (formerly SPA). This workgroup created a recruiting video that can be posted on your unit's website(s) and/or linked in relevant MSU job postings! Please view the video here (and use this link when posting): https://mediaspace.msu.edu/media/RA+Recruiting+Video/1_zj4mrhxx

We extend our sincere gratitude to the faculty and staff featured in this video!



Training, Education & Resources by Jenny Lafferty, SPA

Essentials of Research Administration (ERA) Series

SPA/OSP/CGA, in collaboration with SPROUT and an extensive network of MSU staff involved in pre-award, post-award and compliance aspects of research administration, provide a certified training series for research administrators and other support staff with responsibilities for research proposals, grants, contracts, and pre- and post-award administration at MSU.

Certification/Recertification Requirements:

- Initial Certification – ERA participants must attend all 5 Cores plus a minimum of 3 Electives within 2 calendar years to obtain the initial ERA certificate, which will be valid for 2 calendar years (beginning in the year the participant began attending ERA classes).
- Recertification – 2 Electives (or equivalent approved research-related trainings) are required every calendar year after the initial certification period.

2019 Schedule: 3 in-seat sessions remain, along with 3 eLearning courses in D2L. Please register in the Ability LMS on www.ora.msu.edu/training. To register for eLearning, please email Jennifer Lafferty (stumpje1@osp.msu.edu) to be added to the course in D2L.

Animal Care & Use Requirements	CANCELLED
NIH & NSF Agency Specifics	November 12
Reporting & Data Collection	November 19
Hot Topics	December 10
International Research I	eLearning in D2L
International Research II	eLearning in D2L
Contracts and Other Agreements	eLearning in D2L

2020 Schedule: 5 Cores and 9 Electives, along with eLearning options, will be available in 2020 and are open to anyone with a valid MSU NetID. Each session name below is hyperlinked directly to the corresponding registration page in Ability.

Core 1	January 21
Core 2	February 11
Core 3	February 25 (morning)
Core 4	February 25 (afternoon)
Core 5	March 10
Effort Reporting & Other Direct Cost Documentation	April 21
University Services for Research Administrators	May 19
Animal Care & Use Requirements	June 18
Post Award Receivable Process & Financial Transactions	August 18
Reporting & Data Collection	September 15
Departmental Post-Award Account Management	October 13
Fee-for-Service & Service Centers	October 27
NIH & NSF Agency Specifics	November 17
Hot Topics	December 8
eLearning: International Research I, International Research II, Contracts & Other Agreements (Effort Reporting & ODC—Coming in Spring 2020!)	Email Jennifer Lafferty (stumpje1@osp.msu.edu) to register.

SPA 360 Training & Resources

Training Videos: SPA/OSP/CGA have created several [training videos](#) to assist MSU research faculty and administrators, located on our website and on Kaltura MediaSpace. **3 NEW Effort Reporting Videos** have been added since the last newsletter!

KC Training: [Job Aids & Videos](#) (20 job aids and 24 videos available) and [System Updates](#) (tips, instructions, bug fixes, training opportunities, system outages, etc.)

April 2020 KC Upgrade: Training opportunities will be available—Stay tuned!



Contact Us!

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Hours: M-F 8-12 & 1-5

Website

www.spa.msu.edu
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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>

New to research administration at MSU? Visit our [Welcome Page!](#)

