Office of
Sponsored Programs Administration
Your SPA Administrator

- How do you identify your Administrator?
  [www.spa.msstate.edu](http://www.spa.msstate.edu)

- Your POC for proposal development, review, submission

- Also your POC for award negotiation, processing and award administration
Our Role

- the administration of sponsored program proposals, contractual negotiations of fiscal and administrative matters, non-fiscal post-award matters.
SPA Mission

- Protect the University and the Investigator
- Provide guidance and direction
- Assist in problem resolution
- Verify adherence to MSU, state, and federal regulations and laws
What is a Sponsored Program?

- A sponsored program is any project supported by external funds received by the University as a result of some communication such as a letter, application, or other written proposal, approved and submitted by an authorized University official.
Excluded from the Definition of Sponsored Programs are:

- all direct payments to individuals such as faculty fellowships
- student financial aid
- gifts and bequests and general solicitations that result in funds collected by the University's Foundation.
The policy of Mississippi State University is that all proposals and awards for project funding from external sponsors shall be processed through the Sponsored Programs Administration unit of the Office of Research. This includes proposals and awards for research, service, and instructional activities.
The PROCESS

- Request for Proposal
  - Writing the proposal
  - Budget (during the writing of the proposal)
  - Necessary Forms

- Internal Approval Sheet
  - Getting the necessary signatures

- Submitting Your proposal to SPA
  - 3 Days in advance

- AWARD
Request for Proposal

- SPA does want to see the RFP!
- Download
- Read the requirements
- Highlight the DUE DATE
- Understand the Budget requirements
  - F&A – is it allowed
  - If F&A is allowed, it must be charged
  - What are the cost share requirements
Request for Proposal

- Negotiations to contractual issues prior to proposal submission
- Ask SPA for Assistance & Submit to SPA EARLY
- Proposal ready for submission Due 3 Days prior to DUE DATE
Budget Development/Review

- **Cost Sharing** (see SPA Faculty/Staff Guide for Definitions (p. 27 -29))

- **Overhead, Indirect Cost, Facilities & Administrative** (same thing) rate is 43% for research, 27.5% for Service and 52.8% for Instruction.

1) **Waived Overhead**—overhead allowed by sponsor but not charged by MSU *(requires documented advance approval by VP—e-mail is acceptable)*

1) **Overhead Not Allowed by Sponsor**—must be documented in the proposal guidelines, e-mail from sponsor, sponsor website, etc
Budget Development/Review

- Fringe Benefit Rate, currently 32.71%
- Graduate Assistant
  - Tuition
  - Stipend
  - Fringe Benefit Rate (1.1%)
Review

- SPA Administrator will review for RFP & university compliance.
  - Necessary Forms
  - Federal Regulations, Federal and State Laws
  - Export Control
  - Final Budget
- Prepare for Submission on behalf of Mississippi State University
Internal Approval Sheet (IAS)

☐ Latest Version (SPA Website)
☐ Must be completed in its **ENTIRETY**.
☐ If there are compliance issues, contact Regulatory Compliance (when submitted).
☐ Must be signed by PI, Department Head & Dean/Director
☐ If a Vice President has committed to Cost-Share, requires that signature
Submission - Grants.gov

- **Purpose (Public Law 106-107)**
  - (1) improve the effectiveness and performance of Federal financial assistance programs, (2) simplify Federal financial assistance application and reporting requirements, (3) improve the delivery of services to the public, and (4) facilitate greater coordination among those responsible for delivering services.
Submission - Grants.gov

- The 27 Federal agencies that award grants and cooperative agreements are actively implementing P.L. 106-107 through interagency work groups. The activities of the interagency include development of common data elements for applications and reports, common electronic processes, and uniform administrative rules across agencies.

- allows organizations to electronically find and apply for more than $400 billion in Federal grants.

- THE single access point for over 1000 grant programs offered by all Federal grant-making agencies.

- Once Submitted, you will receive an e-mail copy of your proposal with documentation.
Grants.gov is your source to FIND and APPLY for federal government grants. The U.S. Department of Health and Human Services is proud to be the managing partner for Grants.gov, an initiative that is having an unparalleled impact on the grant community. Learn more about Grants.gov.

To find out if you are eligible for grant opportunities offered on this site, click here.

What’s New This Week at Grants.gov

New Opportunities This Week
Important information about Microsoft’s Windows Vista and Office 2007
The Grant Fraud Task Force Provides Tips to Detect and Prevent Fraud against your Organization
PLEASE NOTE: You must be registered with a username and password obtained from a Credential Provider to apply for opportunities on Grants.gov. **Register for grant opportunities now.**

**Step 1:** [Download a Grant Application Package](#)

- Downloading a grant application package allows you to complete it offline and route it through your organization for review before submitting.
- You will need the Funding Opportunity Number (FON) and/or CFDA number of the desired grant. To search for this FON and/or CFDA information, click here.
- In order to view the downloaded application package, you will need to install the PureEdge Viewer (Windows EXE file) and Adobe Reader 7.0.9*[^1]. There are basic **system requirements** for using the PureEdge Viewer and there are basic **system requirements** [EXIT Disclaimer] for Adobe Reader 7.0.9. If you are a non-Windows user, please refer to this **support** page.

*Grants.gov recommends downloading both PureEdge and Adobe Reader 7.0.9 (current standard version for Grants.gov) to seamlessly apply for grants. Grants.gov is currently transitioning to phase out of PureEdge software to using Adobe Reader software exclusively. For a period of time applicants will still be able to use PureEdge as it is applicable.

**Step 2:** Complete the Grant Application Package

- Now that you have finished Step 1, complete the grant application offline.
- Instructions on how to open and use the forms in the package are on the application package cover sheet. You will also have access to agency application instructions, which will include what is required for your submission.
- Save changes to your application as you go. Grants.gov does NOT automatically save changes.
- The package cannot be submitted until all required fields have been completed.
- [View a narrated tutorial on how to complete a grant application package](#).
- If you're having problems completing the package, view our [Frequently Asked Questions](#).

**Step 3:** Submit the Completed Grant Application Package

- Click the submit button located at the top of the application package cover page. It will not be live until you have:
  - completed all required forms
  - attached all required documents
  - saved your application package
- If the Submit button is active and you are still unable to submit the application, make sure that your computer meets the **system requirements** and you have the latest version of the PureEdge Viewer.
- Review the summary to confirm the application will be submitted to the correct program. Click "Yes" if this information is correct.
- If you are not already connected to the Internet, you will be directed to do so and will need to log in to Grants.gov.
DOWNLOAD APPLICATION PACKAGE

Note: You will need to download and install PureEdge Viewer / Adobe Reader, prior to downloading an Application Package.

To download an application package, enter the appropriate CFDA Number OR Funding Opportunity Number and click the "Download Package" button.

CFDA Number:

Funding Opportunity Number:

Funding Opportunity Competition ID:

Download Package

If you do not remember the Funding Opportunity Number for the grant opportunity, return to the Find Grant Opportunities section to locate the grant opportunity and then return to this screen to enter the number.
SELECTED GRANT APPLICATIONS FOR DOWNLOAD

Download the application and its instructions by selecting the corresponding download link. Save these files to your computer for future reference and use. You do not need Internet access to read the instructions or to complete the application once you save them to your computer.

Before you can view and complete an application package, you must have the PureEdge viewer or Adobe Reader installed. Application packages may be in either PureEdge or Adobe format and applicants are encouraged to have both. Click here to download the required PureEdge Viewer and Adobe Reader if you do not have it installed already.

Below is a list of the application(s) currently available for the CFDA and/or Funding Opportunity Number that you entered.

To download the application instructions or package, click the corresponding download link. You will then be able to save the files on your computer for future reference and use.

<table>
<thead>
<tr>
<th>CFDA</th>
<th>Opportunity Number</th>
<th>Competition ID</th>
<th>Competition Title</th>
<th>Agency</th>
<th>Instructions &amp; Application</th>
</tr>
</thead>
<tbody>
<tr>
<td>12.800</td>
<td>BAA-07-01-PKD</td>
<td></td>
<td></td>
<td>Air Force Research Lab</td>
<td>download</td>
</tr>
</tbody>
</table>
DOWNLOAD OPPORTUNITY INSTRUCTIONS AND APPLICATION

You have chosen to download the instructions and application for the following opportunity:

CFDA Number: 12.800: Air Force Defense Research Sciences Program
Agency: Air Force -- Research Lab
Opening Date: None
Closing Date: 09/30/2009

If you would like to be notified of any changes to this opportunity please enter your e-mail address below, and you will be e-mailed in the event this opportunity is changed and republished on Grants.gov before its closing date.

Submit

Download the instructions and application by selecting the download links below. While the instructions or application files may open directly, you may save the files to your computer for future reference and use. You do not need Internet access to read the instructions or the application once you save them to your computer.

1. Download Application Instructions
2. Download Application Package
Post Award
The Award?

- External support for projects by sponsoring agencies - federal, state, foundation, or other and is, almost without exception, made to the university, not the researcher (investigator).

- The process of obtaining external funding for support of University programmatic efforts is a legal agreement between the sponsoring agency and the University.
What should be in a contract?

- Statement of Work Objectives
  - Reasonable efforts, too ambiguous?
- Publication Rights
  - Review period
  - Approval?
- Intellectual Property Rights
  - Patents
  - Copyrights
  - Background rights defined
What should be in a contract?

- Rights in Data
  - An example (Human Subject Data)
- Deliverables
- Reporting
- Export Control Regulations
Export Control Regulations

- Federal laws mandated by the U.S. Department of Commerce and State.
- Regulations that affect universities are those mostly administered by the Department of Commerce (Export Administration Regulations or EAR) which oversees domestic and dual-use items, and the Department of State (International Traffic in Arms Regulations or ITAR) which oversees defense articles and services.
Export Control Regulations

Violations & Penalties

Entity:
- Civil and Criminal Fines
  - $10,000 to $1 million

Individual
- Civil and Criminal Fines
  - $10,000 to $1 million
  - Up to 10 years in jail

Loss of Export Privilege
Contract Negotiation

• Who is involved?

• Responsibilities

• Terms and Conditions

• Technical Competent

• Award
Subcontract

Non Disclosure Agreement

MOU or MOA
Making Unauthorized Commitments
Signature Authority
When is a contract Awarded?

- Compliance issues
  - Human Subjects
  - Animals
  - Hazardous Waste
- Negotiations
- Budget Modifications
  - Cost Share Commitments
Requesting Changes
(after the contract has been executed)

• Budget Modifications
• Changes in Scope of Work
• No Cost Extensions
Managing Your Award

- PI/Department Responsibilities
- Sponsored Programs Administration
- Sponsored Programs Accounting
Close Out

Timely Submission of

• Technical Reports
• Invention/Patent Disclosure Form
• Equipment
Overhead Distribution

OP 80.12 Effective November 1, 2006

Distribution of facilities and administrative costs

- 40% General Fund
- 4% Reach for Excellence Fund
- 19% Office of Research and Economic Development
- 37% Deans/Departments
- 100%
SPA Website

- www.spa.msstate.edu

- What’s New?, Forms, Policies, Budgeting, Staff, Links to University, State and Federal Offices and Programs
Contact Us

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