

## INTRODUCTION

### ***What is a Sponsored Program?***

A sponsored program is any activity supported by external funds awarded to the University as a result of some formal communication. The communication may be a contract, a letter, an application, or a written proposal signed by an authorized University official. Such communication must be reviewed and processed by the Office of Sponsored Programs and Research (OSPR). Typically, a sponsored program also has one or more of the following attributes:

- Award is contingent upon the University accepting specific staff performance and/or achieving specific performance targets.
- A line item budget with restrictions on the use of funds by function or activity, and/or restrictions on the transfer of funds among budget categories.
- Requirement for programmatic or technical report.
- Requirement for fiscal report or external audit.
- Provision for the disposition of intangible property such as patents, copyrights, inventions, and licenses, which may result from the activity.
- **Overall, it's important for PIs to keep in mind that if an award is received from a private agency or foundation for academic affairs and requires a technical and financial report, it should be processed by the Office of Sponsored Programs and Research.**

### **Excluded from this definition of Sponsored Programs are the following:**

- Gifts and bequests to the University;
- General development campaigns which result in funds collected by the Morgan State University Foundation;

- Student financial aid; (except as it is provided by a sponsored project);
- Direct payments to individuals such as faculty fellowships.

Federal awarding agencies may use any of the following legally binding instruments to provide extramural funding for sponsored research and projects: grant, cooperative agreement or contract. In each instance the agency decides on the appropriate award instrument. The distinctions among these instruments are explained in OMB Circular A-110: Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals and Other Nonprofit Organizations.

**Grants**

A grant is used when the principal purpose of the transaction is to accomplish a public purpose of support or stimulation authorized by Federal Statute. Substantial involvement between the sponsor and the recipient is not expected when carrying out the activity. The exact course of the work and its outcome cannot be defined precisely.

**Cooperative Agreement**

A cooperative agreement is used when the principal purpose of the transaction is to accomplish a public purpose of support or stimulation authorized by Federal Statute, and substantial involvement between the sponsor and recipient is anticipated during the performance of the work. The nature of the involvement can be defined and specified in advance.

**Contract**

A contract is used when the primary purpose of the transaction is acquisition of property or services for the direct benefit or use of the Federal Government involvement.

### ***Why Sponsored Programs?***

A significant proportion of the funds that the University uses to support research, enhance its facilities, develop new academic programs, and undertake other developmental, training and educational activities for the public good are derived from extramural sources. For these reasons, colleges and universities encourage faculty and staff to obtain external or extramural funding through grants and contracts.

### ***Who is Responsible for Coordinating this Activity?***

The Office of Sponsored Programs and Research (OSPR) has the primary administrative responsibility to provide needed services and support in the University's efforts to obtain external funding. Each institution participating in sponsored programs needs such an office to assist the faculty in finding funding sources, developing grant capabilities in preparing sponsored proposals, and adhering to the institutional and funding sources' rules and regulations and maintaining compliance with set policies and procedures.

### ***How Does it Work?***

As illustrated in Figure 1, winning an award for a sponsored project is a multi-step process. This handbook is intended not only to facilitate this process, but also to serve as a guide to both new and experienced investigators in developing applications for extramural funding, and in meeting the responsibilities expected from Principal Investigators or Project Directors when funded. It is an evolving document, which will be modified as University policies and sponsors' guidelines change.

**In order for this process to work, the faculty or Principal Investigators/Program Directors (PIs/PDs) must assume certain responsibilities as listed in Figure 2.**

# A PROCESS APPROACH TO SPONSORED PROGRAMS & RESEARCH

## STEPS IN OBTAINING EXTRAMURAL FUNDING

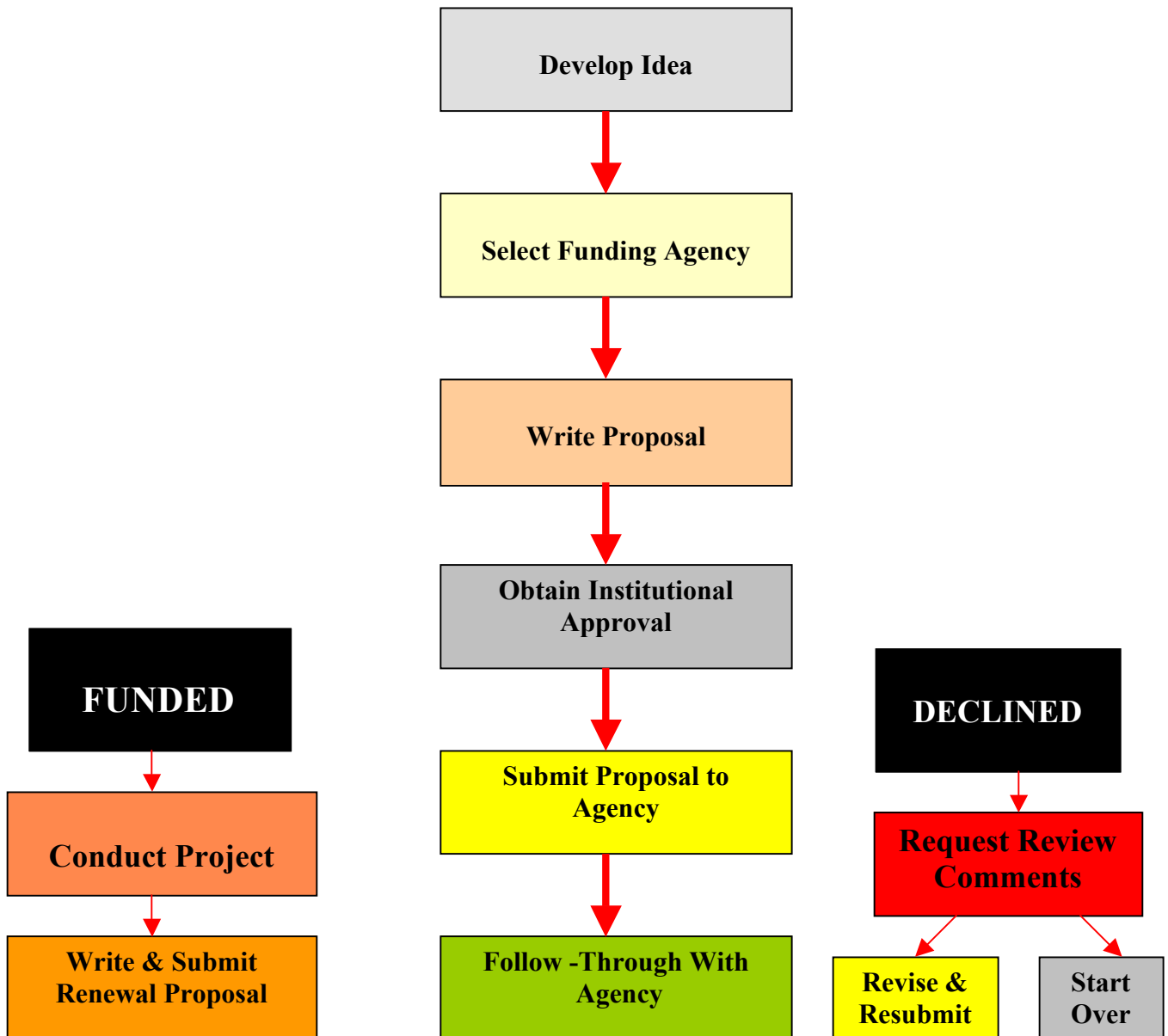


Figure 1

**RESPONSIBILITIES OF PRINCIPAL INVESTIGATORS  
AND PROGRAM DIRECTORS (PIs/PDs)**

<b>Be responsible</b>	for the direction of the project, scholarship and/or the education and training of students.
<b>Be knowledgeable</b>	about the regulatory requirements of the sponsor.
<b>Conduct</b>	the work supported by the grant or contract in a timely and professional manner
<b>Ensure</b>	that all costs are allowable and allocable.*
	that all cost sharing and/or matching fund commitments set forth in the award are met and documented. <b>Do not cost share or match unless required.</b>
	that any subcontractors comply with the terms and conditions of each subcontract/sub-agreement and with the reporting requirements passed down to them.
	<b>that all closeout requirements are met including final technical report, reports on invention, property, and financial status report (FSR). Although the Restricted Funds Accounts department is responsible for the preparation and submission of the FSR, the PI/PD must review the report for accuracy; and</b>
<b>Keep and maintain</b>	securely on campus all research or programmatic records conducted or produced in the course of the grant or contract for the period required by the audit retention clause of the award.

\*OMB Circular 21 – Cost Principles for Educational Institutions

**Figure 2**

## SPONSORED PROGRAMS AT MORGAN STATE UNIVERSITY

Morgan State University requires that any application for a sponsored project initiated by a faculty or employee of the University must be submitted by the institution. This makes the institutional review, approval and authorization of all proposals critically important. The Office of Sponsored Programs and Research (OSPR) is the administrative unit charged with the responsibility of coordinating these functions.

The reputation of the University and its faculty, as well as the institution's success in winning extramural funding is dependent on the interplay of several factors. Not the least of these factors are the quality of proposals submitted, the integrity and professionalism of Principal Investigators and the fiscal responsibility of both the investigator and the institution in the management of sponsored projects.

Accordingly, this manual attempts to address issues most commonly encountered in sponsored programs both to elucidate and increase awareness of these issues. The Office of Sponsored Programs staff is available, however, to answer questions that may not have been covered or adequately addressed, help find solutions to unusual problems, and assist Principal Investigators to comply with existing University policies and sponsor requirements.

### ***Office of Sponsored Programs and Research***

Organizationally, OSPR is located within the Division of Academic Affairs. It is headed by the Assistant Vice President for Academic Affairs/Sponsored Programs and Research, who reports directly to the Provost and Vice President for Academic Affairs. Figure 3 shows the present staffing structure of the Office.

OSPR serves as the central coordinating unit for the University's externally sponsored research activities and projects. The Office is responsible for developing, sponsoring and coordinating all research and research-related activities at the University. It assumes the initiatives as well as assists faculty in the identification of potential funding sources, development of research proposals, and interaction with program officers at sponsoring agencies. The Office of Sponsored Programs processes, monitors, and facilitates the evaluation of all sponsored research projects to ensure that all grants and contracts are consistent with institutional goals, policies and procedures.

***Specific functions of OSPR include the following:***

- Maintaining up-to-date funding information and related materials from a variety of funding agencies, including public, private and corporate sponsors.
- Maintaining a computerized system to aid in the search for and the identification of potential sponsors.
- Disseminating pertinent sponsor information to faculty sources.
- Offering grantsmanship and proposal writing workshops and seminars.
- Providing assistance to faculty and staff in clarifying and interpreting agency guidelines, requirements, regulations, as well as University policies and procedures.
- Assisting Principal Investigators in proposal preparation with editing and evaluation of proposals to ensure responsiveness to sponsor requirements, and correctness of style and content.
- Processing proposals for internal reviews and approval.
- Assisting Principal Investigators in proposal duplication and transmittal to sponsors.
- Undertaking post-submission inquiries and tracking.
- Providing Principal Investigators with post-award briefs.
- Coordinating compliance with federal and state government regulations and University policies.
- Maintaining official University Sponsored Programs award files.
- Preparing administrative reports of University Sponsored Programs activities.

- Undertaking post-award monitoring for adherence to sponsor terms and conditions of award, including fiscal and technical accountability requirements.
- Coordinating compliance issues relating to human subjects, animal care and use, radioactive materials and biohazards.
- Coordinating development of memoranda of understanding (MOUs) with potential sponsors.
- Evaluating client-initiated subcontracts to ensure that University interests are protected.
- Developing and monitoring University-initiated contracts, subcontracts and sub-agreements.
- Serving as official University point-of-contact between the sponsor and the institution.
- Reviewing, implementing, and monitoring the University's research administration policies and procedures, as well as contributing to the formulation of new policies as necessary.
- Protecting and managing innovations created at the university by utilizing patents, trademarks, and copyright procedures as needed.
- Facilitating the transfer of university technology useful in the promotion of economic development and new found relationships with industry.
- Ensuring that invention disclosures are reported to their respective agency and remaining in compliance with government legislation, i.e. Bayh-Dole Act.

**Staff**  
**Office of Sponsored Programs and Research**

<b>Dr. Mildred D. Huff Ofosu</b>	<b>Assistant Vice President for Academic Affairs/Sponsored Programs and Research</b>
Dr. Edet E. Isuk	Director
Dr. James Haynes	Title III Coordinator
Dr. Mary Stephens-Frazier	Grants Associate II
Ms. Sharronn Johnson	Grants Coordinator/Grants Associate I
Mr. Daniel Coleman	Contracts Specialist
Ms. Julianita Alexander	Budget Officer
Ms. Rochelle J. Massey	Assistant Budget Officer
Ms. Ailing Zhang	Grants Specialist
Mr. James E. Lewis	Director of Technology Transfer and Economic Development
Mr. Marvin Perry	Research Development Associate
Mr. Patrick Saget	Grants Information Specialist
Ms. Patrice Jones	Administrative Assistant, Title III
Ms. Vickie Payne	Compliance Officer – Title III
Ms. Patricia Mines	Assistant to the Asst. Vice President for Academic Affairs/Sponsored Programs and Research

**Figure 3**

## PRE-AWARD ISSUES

### FUNDING INFORMATION SOURCES

The list of possible resources available to assist prospective investigators in identifying potential sponsors is a long one. It encompasses electronic resources, periodicals, brochures, newsletters, and basic references. Some of these are listed in Appendix (A-6), which also includes a brief description for each publication.

#### ***Morgan State University Subscribed Databases:***

The Office of Sponsored Programs subscribes to two funding opportunity databases, both of which are available to users from computers with the MSU IP addresses. You can use these databases to do your own funding search that provide capability campus-wide to search for funding opportunities electronically. These databases include:

- Community of Science (**COS**) includes information about sponsors in all disciplines. COS provides information on Federal, non-federal, and international opportunities.

**COS website is [www.cos.com](http://www.cos.com)**

You can create a profile, and begin receiving the e-mail alerts.

- Sponsored Programs Information Network (**SPIN**) is similar to COS in that it provides detailed and timely information about thousands of Federal, non-federal and international funding opportunities. A user-friendly database, searches can be initiated through general keywords (Quick search) or specific criteria categories (Advanced search).

Access SPIN at [www.infoed.org](http://www.infoed.org) and get search instructions.

## SMARTS/GENIUS

A subsystem of SPIN, SMARTS/GENIUS notifies the registered participant of new funding opportunities via e-mail.

You can create a profile, and begin receiving the e-mail alerts.

This service is available, upon request, to the faculty or other research staff who may need assistance in identifying potential funding sources for their ideas. Sample copies of the OSPR forms to be used for such requests are included in the Appendix (A-7), and may be obtained from the Office.

### ***Federal Funding Sources:***

National Science Foundation (NSF)  
Department of Health and Human Services (DHHS)  
National Institutes of Health (NIH)  
(ACF, HRSA, SAMHSA, CDC)  
National Endowment for the Humanities (NEH)  
National Aeronautics and Space Administration (NASA)  
National Oceanic and Atmospheric Administration (NOAA)  
National Institute of Standards and Technology (NIST)  
Department of Education  
Department of Defense  
Department of Homeland Security

### ***Other Funding Sources:***

- Grants.gov
- Illinois Research Information Service (IRIS)
- Grants.net
- Federal Register
- Fedbizopps.gov
- Grantmaker Websites (<http://fdncenter.org/funders/>)  
*Over 70,000 private and community foundations in the U. S.*  
(e.g.) Robert Wood Johnson Foundation  
Ford Foundation  
William K. Kellogg Foundation  
Carnegie Corporation  
American Cancer Society  
Alfred P. Sloan Foundation  
Howard Hughes Medical Institute  
Commonwealth Fund  
Andrew Mellon Foundation  
Juvenile Diabetes Foundation International
  
- MOLIS

## PREPARATION OF A SPONSORED PROPOSAL

Following identification of a funding source or potential sponsor, the next important task is to prepare a strong proposal for submission to the agency. The proposal is the primary vehicle by which the prospective project director communicates an idea and plan to a sponsor. It informs why, how, when and by whom the activities being proposed will be done. Formats vary but a typical proposal would include the following parts outlined below.

### *Developing a Proposal*

#### Cover Page

Most sponsoring agencies provide their official cover sheets. When none is provided, the Principal Investigator should develop a cover page that includes the following:

- Title of the proposed research;
- CFDA #
- Name and address of the sponsor;
- Name and address of Morgan State University;
- DUNS #
- Name and Title of the Principal Investigator;
- Total amount requested;
- Proposed duration of research, typically given in months;
- Authorizing signature of the Assistant Vice President for Academic Affairs/Sponsored Programs and Research.

Sample of official cover pages (face sheets) for various agencies and a generic cover page developed by OSPR can be found in the Appendix (A-2).

## *The Technical Aspects of a Proposal*

### Abstract/Executive Summary

The abstract provides a brief summary of the project, and in most cases, within a space limitation specified by the sponsor. It is important to use words economically and efficiently in writing the abstract. The abstract should be clear, and should accurately reflect and parallel the content of the proposal without exceeding the sponsor's page limit. It should include the problem to be addressed, the objectives to be achieved, the approach to be used and the total cost of the project. Although it appears first in the proposal, the abstract should be written last with the thought that it may be the only part of the proposal that is read by some agency reviewers. It should be clear, succinct and effective in generating interest for the project.

### Introduction/Background

This section of the proposal allows the investigator to briefly sketch the background for the proposal; demonstrate knowledge of the field by critically evaluating existing knowledge; specifically identify gaps the project is expected to fill; and persuasively and concisely state the importance of the project. It is useful in this section to relate the aims of the project to the broad long-term goal.

### Goals & Objectives

In this section the Principal Investigator states the broad long-term goal and the expected outcome(s) of the proposal. This should be followed with a listing of specific objectives which should be clear, brief, realistic, and where possible, measurable.

### Methodology

Having stated what is to be done in the specific objectives, the sponsor must now be told how these objectives will be achieved in this section of the proposal. The discussion should relate the specific approach to specific objectives and explain why the ones proposed are best suited to achieve the project objectives. In some proposals, this section may include the projected sequence or timetable for the project.

### Key Personnel

This section answers the question, "who will do what is being proposed?" It should include a brief description of the qualifications, relevant experiences and specific roles of all the key personnel, listing the Principal Investigator first. Personnel critical to the successful completion of the project should be included even if no salary is requested. In the appropriate section, relevant publications of key personnel must be listed.

## Evaluation

Most sponsored projects, especially training programs or demonstration projects, may require an evaluation component. The narrative in this section should relate the evaluation to the stated objectives; describe evaluation method and data to be used; give time frame and describe resources and personnel that will be involved; and discuss the intended use of the evaluation results.

### *Developing a Budget or Cost Proposal*

The budget, also called a cost proposal (generally for contracts) by some sponsors, is just as important as the technical proposal. It is a comprehensive planning document that integrates all of the details for attaining the objectives of the proposal. The budgetary process should take into account preparation for the long-range goals, as well as the short-term objectives.

Practically all grant proposals are funded on the basis of a line-by-line budget, which typically includes both direct cost and facilities and administrative cost (indirect cost). The project budget is the instrument through which the cost of the project's activities, plans, priorities, and organization are expressed. One of its main characteristics is its lack of flexibility. The funding agency grants a certain amount of money to the project on the basis of the line-by-line budget estimate that is submitted as part of the grant proposal.

## Direct cost

**Direct cost** is defined as the cost of the project that will be paid directly to personnel or a vendor and is clearly assignable to a project activity.

Most government granting agencies expect that the project director will adhere to the budget, and may require prior approval before certain changes are made. A number of foundations also require prior approval for budget modifications subsequent to an award. Typically, such approvals must be requested and approved in writing.

## Budget Elements

Included in the budget should be provisions for the following cost categories:

1. Salaries, wages, technical and special fees to cover personnel needs, honorariums, clerical assistance, and consultants. Salaries requested must be consistent with the regular practices of Morgan State University. In addition to making provisions for the above

categories, it is imperative that the budget includes funds to cover fringe benefits for both regular and contractual employees.

**NOTE: *Proposed Guidelines for Processing Work-Based Awards and financial Aid.***

**On January 31, 2008 President Earl S. Richardson approved new guidelines for processing work-based awards and financial aid. Please see the addendum for details of the new policy.**

2. Fringe Benefits (employee benefits such as social security, worker’s compensation, retirement, unemployment, health insurance, etc.) should be factored into this object using the appropriate rates, which currently are:

Regular employees	32% of the gross salary
Contractual employees	9% of the gross salary

Anticipated Consultant services should be justified. Daily compensation rate, number of days of expected service and per diem allowances should be included in the travel, consultant or “other” category of the budget.

3. Communications include postage, mailing service and telecommunication charges.
4. Travel includes in-state and out-of-state trips for fieldwork, attendance at conferences and seminars needed by the investigator to enhance his/her ability to perform the work of the proposal, or to present the results of the project.

Domestic travel includes travel in the United States, its possessions, and travel to Puerto Rico and Canada. All other travel is considered foreign travel. Government sponsors generally require persons traveling under a grant or contract to travel by U.S. flagged carriers, if available.

The current 2007 reimbursable rates under the State of Maryland are:

- Use of personal automobile - \$.055 per mile.
- Portage is \$1 per bag.
- For meals –

Breakfast	\$ 8.00
Lunch	\$10.00
<u>Dinner</u>	<u>\$23.00</u>
Total per Day	\$41.00

Gratuities are included in the above rates for meals.

Due to price fluctuations from state to state, the employee who travels out-of-state and is entitled to meal reimbursement may receive an adjusted amount depending upon geographical location.

5. Contractual Services include hiring a consultant, data processing, equipment rentals and supplies, film and other equipment rentals.
6. Supplies and materials include items such as printing instructional materials, office supplies and audiovisual and computer supplies. The budget should indicate in general terms the type of expendable materials and supplies that are required to meet the goals of the project.
7. Equipment includes allowable items such as scientific equipment and apparatus unavailable to the Principal Investigator for the purpose of conducting the work required on the project. Generally, equipment refers to an item of property that has the acquisition cost of \$5,000 or more and an expected service life of more than one year. A brief description and justification to show the purpose, function and cost of the equipment is necessary.
8. Grants, scholarships and awards are provided for support of graduate or undergraduate research assistants to help carry out the proposed research. Tuition remission is not taxable. Stipends are taxable and should be filed as a source of income for the tax year in which the funds were received.
9. Facilities and Administrative cost (formerly indirect cost) appears as a single separate item in the budget. This item is not University profit; rather, it represents the total real costs to the university in support of the project, which cannot be directly attributed to a project activity. This includes a portion of the university's overall administrative cost, such as purchasing and procurement, personnel, payroll, building and equipment maintenance, office space, utilities, maintenance of the library and research administration. **Facilities and Administrative cost is 46.5% of the modified total direct cost** at Morgan State University, approved by the U.S. Department of Health and Human Services, Division of Cost Allocation, Region III. **The modified total direct cost is the total direct cost excluding student stipends, tuition and capital expenditures (building, individual items of equipment, alterations and renovations).**

10. In-kind contribution is the value of such items as equipment, facilities, and supplies that a grantee contributes as its share of project costs. The value of these services must be approved by the Principal Investigator's or project director's Department Head and Dean of the College or School because funding of such expenses comes from that departmental budget. Explanation for the source(s) of funds to cover this item should be clearly spelled out and a copy of the explanation attached to the proposal when forwarded for review and signature to OSPR. Principal Investigators should contact OSPR staff for assistance with in-kind contribution or cost-sharing issues. All in-kind time and services **must** be documented. PI's should not volunteer in-kind contributions or matching unless explicitly required by the sponsor.

11. Matching funds are funds equal to some percentage of the total project cost. Some funding agencies may require that the applicant institution provide matching funds. The costs of such items as travel, computer time, supplies, printing or telecommunications may also be used for matching under some circumstances. Contributions of salaries and fringe benefits must be approved by the Dean of the College or School and the Assistant Vice President for Academic Affairs/Sponsored Programs and Research and/or the provost prior to submission of the proposal. Contributions of facilities and administrative cost (indirect cost) must be approved by the Vice President for Finance and Management. In some cases the approval of the Vice President for Academic Affairs may also be necessary. Principal Investigators should contact OSPR for assistance or clarification on matching funds.

**Note: Voluntary matching or cost sharing is prohibited. PIs should contact OSPR for assistance or clarification where such matching is required by the funder.**

12. Third Party in-kind contribution means the value of non-cash contributions provided by non-Federal third parties. Third party in-kind contributions may be in the form of real property, equipment, supplies, and other expendable property, and the value of goods and services directly benefiting and specifically identifiable to the project or program.

Since the budget format and allowable costs vary from one funding agency to another, it is advisable to obtain a copy of the application guidelines, program brochure, or grant policy manual from the appropriate agency to ensure that all criteria have been satisfied. Pertinent sections of the sponsor guidelines should also be submitted

along with the completed budget to OSPR to prevent processing delays if questions should arise regarding the cost proposal.

**Subawards or Subcontracts:** A subaward is an award to a subrecipient when the prime award is assistance (grant or cooperative agreement). It may be in the form of money, or property in lieu of money.

A subcontract is an award to a subrecipient when the prime award is procurement (contract). A subaward or subcontract constitutes an agreement between the University and another party to transfer a portion of the University’s obligations under an award to that party.

Principal Investigators must make clear provisions in the budget to pay for such sub-agreements if they are included in the proposal. Each sub-agreement should be identified separately, and followed with a brief explanation of the services that the sub-awardee or subcontractor will provide, and the appropriateness and reasonableness of the cost.

Sub-agreements, sub-awards, and subcontracts are not executed until the award or contract is received by the University. **Project directors should contact OSPR for assistance in developing appropriate sub-grant or subcontract instruments following their award.**

***Sample Budget Computations***

**I. PERSONNEL**

**a. Salaries and Wages**

Principal Investigator ( <a href="#"><u>25%@\$60,000/annum</u></a> )	\$15,000
Co-Investigator ( <a href="#"><u>20%@\$50,000/annum</u></a> )	10,000
Research Associate ( <a href="#"><u>50%@\$32,000/annum</u></a> )	16,000
Secretarial Support (4 <a href="#"><u>mo@\$18,000/annum</u></a> )	6,000
Research Assistant (100%)	12,000
Technician ( <a href="#"><u>10%@\$27,000/annum</u></a> )	<u>2,700</u>
	\$61,700

**b. Fringe Benefits**

*32% x \$41,000 (PRINCIPAL INVESTIGATOR, CO-PRINCIPAL INVESTIGATOR, R-Assoc.)	13, 120
9% x \$20,700 (Sec’y, RA, Tech)	<u>1,863</u>
	\$14,983

**Consultant Fees**

Jason Starr, D.Sc. (4 x \$250)	1,000
Stella Bright, Ph.D. (2 x \$250)	<u>500</u>
	1,500

**Total personnel \$78,183**

**\*Assumed to be full-time regular employees**

**II. TRAVEL****a. Airfare**

RT: BA-CH-BA (2 x \$450)	\$ 900
Per diem (5 days x \$41 /day x 2 persons)	410
Ground transportation (2 x \$40/trip)	<u>80</u>
	<b>\$1,390</b>

**b. Local Travel –Round Trip**

MSU-BA-MSU; BA-DC-BA (800 mi x \$.585/mi)	<u>404</u>
<b>Total Travel</b>	<b><u>\$1,794</u></b>

**III. EQUIPMENT**

Two (2) Dell PC system and peripherals	\$4,400
Perkin-Elmer Model 5000 Atomic absorption Spectrophotometer	<u>22,000</u>
<b>Total Equipment</b>	<b><u>\$26,400</u></b>

**IV. SUBCONTRACT\***

Top analytical Services, Inc.	<u>\$7,800</u>
<b>Total subcontract</b>	<b><u>\$7,800</u></b>

**V. OTHER DIRECT COST**

Materials and supplies	\$1,200
Communications	
Telephone	800
Postage	300
Printing and Photocopying	1600
Equipment service and maintenance	<u>900</u>
<b>Total other cost</b>	<b><u>\$4,800</u></b>

**TOTAL DIRECT COST** **\$118,977**

**VI. FACILITIES AND ADMINISTRATIVE COST**

<b>***46% X \$89,829 (**modified total direct cost)</b>	<u>\$41,321</u>
	<b><u>\$41,321</u></b>

**TOTAL PROJECT COST** **\$160,298**

\* Note: All subcontracts, subgrants, or consultant agreements must have prior OSPR approval.

\*\*modified total direct cost = total direct cost – [student stipends + tuition + capital expenditures (building, individual items of equipment, alterations and renovations)]

\*\*\*Starting July 1, 2008 the facilities and administrative cost will increase to 46.5%.

### ***Sample Budget Justification***

#### **I. PERSONNEL**

##### **Salaries and Wages**

- a. The Principal Investigator on this project is approved to commit 25% of his/her time per year to oversee the coordination and successful operation of the project to include the timely submission of all reports, both written and financial.
- b. The Co-investigator has been approved to commit 20% of his/her time per year to the project. He/She will be involved in the implementation of the first four initiatives of project Phase 1, assuring all project materials are requested in a timely fashion and assisting the Principal Investigator in the crafting and review of reports.
- c. A Research Associate, employed half time (50%) on this project, will assume the duties described in the table.
- d. Secretarial support will be required for four months per year in the preparation of annual reports and other documents to be submitted for publication.
- e. A Research Assistant will be hired to work 100% of his/her time to this project assuming duties as described in the table and others as required for the success of the project.
- f. The graduate student assigned to the laboratory will spend 10% of his/her time to providing technical expertise to this project.
- g. Special expertise of consultants (2) will be required as indicated in the table. Both will be paid as a rate of \$250.00 per 8 hours.

#### **II. TRAVEL**

Round trip airfare, per diem and ground transportation will be provided to the Principal Investigator and Co-investigator to travel to one meeting to give/support a presentation related to the project. Round trip local travel will be reimbursed at a rate of .585 per mile for up to 800 miles as required to support the project.

#### **III. EQUIPMENT**

Two IBM/PC systems and peripheral materials for operation will be purchased, one for use by the Co-investigator and the other for set up in the laboratory to be used by the Research Assistant in data gathering, organization and display.

**IV. SUBCONTRACT**

Portions of the technical components of this project will be subcontracted to Top Analytical Services, Inc. as indicated in the table. The total contractual amount represents standard contracting rates agreed upon by the University and the State for these services.

**V. OTHER DIRECT**

Cost to cover materials and supplies, communications, printing and photocopying, glassware as well as equipment service and maintenance are included in the direct cost.

**VI. FACILITIES & ADMINISTRATIVE (F&A) COST**

The University negotiated F&A (indirect cost) rate is 46% of the modified total direct cost. Starting July 1, 2008 the F&A rate will increase to 46.5%.

### ***Checklist for Developing and Polishing the Proposal***

The following checklist should help Principal Investigators in developing and polishing their proposals before final submission to a funding agency.

- Do you have a title that reflects the nature of the proposed research or project?
- Have you clearly stated the problem and made a good case for its solution?
- Are the project objectives clear, succinct, measurable and achievable?
- Do you have an appropriate and logical plan for achieving the project objectives?
- Do you have a tentative timetable for your project?
- Have you (re)checked your budget computations?
- Are the facilities and equipment consistent with the equipment requested in the budget?
- Is your abstract/survey appropriate and parallel with the final version of your technical proposal?
- Do you have a biographical sketch for each professional person listed under Key Personnel and Consultants?
- Do you have a letter of collaboration for each external collaborator and consultant on their letterhead?
- Do you have the necessary documentation for any consortium arrangements?
- Are all assurances and certifications duly completed and properly signed?
- Has there been an internal review of the proposal/contract?
- Are all the pages numbered correctly and consecutively?

- Have you (re)checked the spelling and the grammar?
- Have you included the CFDA # and DUNS #?
- Has the Principal Investigator signed the application?
- Has the authorized institutional representative(s) signed the application?

### ***Proposal Development Milestones***

The final copy of the proposal should look neat. An unprofessional looking proposal may be interpreted by some reviewers as a reflection of how the Principal Investigator/University conducts research. Preparing a good proposal may take anywhere from several weeks to several months, a rigid timetable may not be suitable for every application. However, setting deadlines for completing certain critical milestones will reduce the chances of submitting a hastily prepared proposal to the funding agency. Often, hastily prepared proposals are weakened because they tend to contain obvious mistakes or omissions. Always leave enough time to:

- Think and Conceptualize
- Plan
- Outline
- Write
- Revise
- Get peer(s) or consultant help
- Revise and polish
- Get internal review
- Get OSPR/Administrative Approval  
(Allow 10 days minimum)
- Reproduce
- Mail or submit electronically (Allow time cushion for receipt by the submission deadline)

# MSU POLICIES AND PROCEDURES

## PROPOSAL PROCESSING

### *MSU Internal Review, Approval, & Signatures*

All proposals submitted to funding agencies by faculty or other employees of the University must go through internal review and approval prior to submission. The process is summarized in the flow chart diagram in Figure 3.

### *Primary Responsibilities*

The various steps in the review chain have specific responsibilities designed to strengthen the quality of the proposal, its responsiveness to the requirements of the funding agency as well as to protect the interests of the University. The following are the primary responsibilities of the principals in the chain:

1. The *Principal Investigator* is responsible for:
  - Proposal Development
  - Technical Merit
  - Budget Appropriateness
2. *Chairperson/Department Head* reviews proposal to:
  - Assure academic soundness;
  - Assure consistency with departmental goals;
  - Assure availability of resources if awarded;

- Reconcile faculty release time with other responsibilities;
- Ascertain the contribution of proposed project to departmental advancement.

3. *Dean* reviews proposal to:

- Become conversant with sponsored activities undertaken within the school or college;
- Ensure that proposed activity is consistent with university-wide academic policies and goals;
- Ensure that problems such as academic appointments, release time, leave, space allocation etc. are resolved;
- Ensure that the University is appropriately reimbursed for faculty time;
- Ensure that technical merit of proposal meets institutional standards;
- Ensure that source(s) of funds for any matching or cost-sharing commitments are identified, documented, and authorized.

4. *University Budget Office* reviews to:

- Ensure compliance with university's fiscal policies;
- Ensure correctness of direct cost, salaries and fringe benefits computations;
- Verify cost sharing and in-kind contributions;
- Assure that University is appropriately reimbursed for services;
- Verify budget totals.

5. *Office of Sponsored Programs* reviews proposal to:

- Coordinate the internal review process;
- Ensure compliance with sponsor guidelines and policies;
- Ascertain compliance with institutional policies and mission objectives;
- Verify proper authorization of institutional commitments regarding matching, cost-sharing or in-kind contribution;
- Ensure approval by appropriate institutional review board(s) when necessary.

All proposals for internal review must be accompanied by agency guidelines or instructions and the University internal processing form, a copy of which is included in the Appendix (A-1). Copies of the form may be obtained from OSPR. Principal Investigators should submit their proposals to OSPR for processing and final approval only after the proposals have been reviewed, and the processing form endorsed by the chairperson/department head and dean, respectively. Thereafter, OSPR will obtain all other necessary endorsements and final approvals before the proposals are transmitted to the sponsor. The review process may take several days to complete; therefore, Principal Investigators should plan to submit their proposals to OSPR at least **five (5) days** prior to the funding agency's deadline, to ensure that the deadline can be met.

The Principal Investigators should submit one hard copy of the proposal and an electronic copy in **Microsoft Word with the budget in the Excel spreadsheet format**.

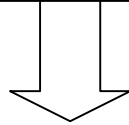
**Special Note Concerning Electronic Submissions:**

It is well to note that even if the proposal is to be submitted electronically that internal processing and administrative approval(s) must be completed before submission.

# PROPOSAL ROUTING PROCESS

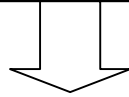
**Department Chair**

The Principal investigator submits proposal to the Department Chairperson/Head for initial review. If approved, Principal Investigator submits proposal to the Dean of the College or School.



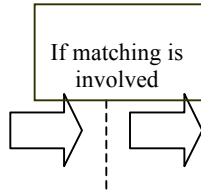
The Dean reviews proposal for alignment with college/school requirements. If approved, the Principal Investigator submits to the Office of Sponsored Programs for review.

**Dean**



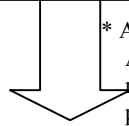
OSPR coordinates the internal review

**Sponsored Programs**



**OSPR Budget Officer**

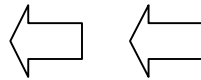
University Budget Officer reviews proposal for alignment with University's fiscal policies.



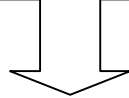
\* Assistant Vice President of Academic Affairs/Sponsored Programs and Research reviews and signs proposal. OSPR submits proposal to the funding agency as requested.

Vice President for Finance and Management reviews and signs proposal and submits to OSPR.

**Sponsored Programs**



**VPFM**



**Funding Agency**

Figure 3

\* Note: In some cases the President or the Vice President of Academic Affairs may be required to sign the proposal.

### ***Signature Authority on Proposals***

Generally, the Assistant Vice President for Academic Affairs/Sponsored Programs and Research is the authorized signee on proposals. The Assistant Vice President for Academic Affairs/Sponsored Programs and Research signs grants and cooperative agreements, whereas the Vice President for Finance & Management (VPF&M) signs contracts. However, some funding agencies may require that the chief executive officer endorse the proposal. In such cases it may be necessary to obtain the signature of the President.

### ***Proposal Transmittal***

Where Principal Investigators are uncertain about whom the authorizing signatory should be, the signature space on the proposal cover sheet should be left blank, and an OSPR staff will fill in the appropriate official.

Upon completion of internal review and approval, OSPR will advise the Principal Investigator that the proposal is ready for transmittal to the funding agency.

Two options are available for forwarding proposals:

1. The Principal Investigator may choose to pick up the proposal from OSPR and assume the responsibility for transmittal;
- Or
2. The Principal Investigator may request OSPR to handle the transmittal.

OSPR transmits proposals either electronically or by U.S. Postal Service (First Class Mail), United Postal Service, Airborne Express, or Federal Express; depending on the requirements of the sponsor. Specialized services such as courier service and hand-delivery remain the responsibility of the Principal Investigator. A proposal forwarded by OSPR is accompanied by a transmittal letter, a copy of which is sent to the Principal Investigator.

### ***Proposal Revisions***

Sometimes, negotiations with the sponsor may dictate that either the cost proposal or the technical proposal or both be revised before an award is made. In such instances, the revisions must go through the same internal processing procedures for review and approval as the initial proposal.

### ***Declined Proposals***

If a proposal is declined by the sponsor, OSPR should be informed **IMMEDIATELY** so that records may be updated. The Principal Investigator would be well advised to phone or write within one week to the sponsoring agency for review comments. These critical comments are often helpful if a resubmission to the same agency or to another sponsor is contemplated.

### ***Withdrawal of Proposals***

If a proposal is to be withdrawn for any reason, OSPR should be contacted prior to submission of the withdrawal request to the agency. Generally, the withdrawal request should be generated and transmitted by OSPR.



### **Assurances and Certifications**

The Assistant Vice President for Academic Affairs/Sponsored Programs and Research is the official authorized to sign supporting assurances and certifications required by sponsoring agencies. However, certifications regarding fiscal matters are signed by the Vice President for Finance and Management.

The OSPR staff will provide Principal Investigators whatever assistance is necessary to complete all required assurances and certifications for proposals.

### ***Human Subjects in Research***

Morgan State University adheres to a rigorous policy for the protection of human research subjects in accordance with the United States Department of Health and Human Services regulations, 45 CFR 46. All research projects involving human subjects that are conducted under the auspices of the University, regardless of the funding source, must be reviewed and approved by the Institutional Review Board (IRB). The Office of Sponsored Programs is the administrative unit responsible for coordinating the functions of the IRB.

Proposals involving human subjects should be submitted to OSPR for assignment to the appropriate IRB, including the proposed research protocols and informed consent forms. A model consent form necessary for documenting informed consent of human subjects can be found in the Appendix (A-4). Copies of the consent form may also be obtained from OSPR. Principal Investigators should allow at least **30 days** for completion of IRB review. Following IRB review, the Principal Investigator will be advised of the outcome in writing, whether approval, disapproval, or suggestions for modifying the proposed protocol. Under no circumstances will a research project involving human subjects be allowed to proceed without prior IRB review and approval.

OSPR Publication "Protection of Human Subjects In Research: Policy and Procedures," should be consulted for a copy of the Institutional Assurance of Compliance, as well as details of the University policy, procedures and application of policy for the protection of human subjects in research.

PIs should **be aware** that NIH has a requirement for documentation of education on the protection of human research participants for all investigators who submit NIH applications for grants or proposals for contracts and receive new or non-competing awards for research involving human subjects. A convenient and free on-line tutorial for meeting this requirement is available at:

[Protecting Human Research Participants \(http://phrp.nihtraining.com\)](http://phrp.nihtraining.com)

### *Use of Vertebrate Animals in Research*

Federal regulations require that the University assure the humane care and use of animals as research subjects in accordance with the Animal Welfare Act (P.L. 99-158). The Public Health Service (PHS) Policy further requires that institutions must have on file in the Office for Protection from Research Risks (OPRR) of the National Institutes of Health (NIH) an approved Animal Welfare Assurance document before they can receive PHS research funds.

Accordingly, the policy of Morgan State University is to take appropriate measures for the proper care and humane treatment of animals used in research, testing, and education conducted under the jurisdiction of the Institution.

To ensure compliance with this policy, the university has established the Institutional Animal Care and Use Committee (IACUC), which have the responsibility for monitoring and approving all research protocols conducted under the auspices of the Institution that involve vertebrate animals.

Prospective investigators whose research may require the use of vertebrate animals should submit their proposals including the protocols to IACUC at least **30 days** prior to sponsor deadlines to allow enough time for the Committee to review the proposal protocols. Questions regarding the use of animals in research may be directed to the IACUC Chairperson at **Ext. 4515**

### ***Radiation Safety***

The Nuclear Regulatory Commission (NRC) has licensed the University to use specific radioisotopes for research, instruction and training. Under the license the University has specific responsibilities, which it must fulfill in order to be in compliance.

A researcher proposing to use radioisotopes must meet the following requirements:

- Ensure that the University is licensed to use the proposed isotope(s).
- Have adequate training in the safe use of radioactive materials.
- Strictly adhere to all requirements for ordering, handling, storing, and disposing of the radioactive material.

The University Radiation Safety Officer is Dr. James Wachira of the Biology Department. All researchers contemplating the use of radioactive materials should first contact Dr. Wachira for specific guidelines and licensing procedures.

### ***Hazardous Materials and Biosafety***

The University has a designated safety officer in the Office of Environmental Safety and Health to assure general safety including the handling of hazardous materials in accordance with federal regulations and the Maryland Occupational Safety and Health Act (MOSH). Detailed information and answers to safety related questions can be obtained from the Office of Environmental Safety and Health (**Extension 3740**).

Principal Investigators are expected to exercise all appropriate precautions when working with potentially hazardous materials.

Administrations and/or engineering controls must be determined prior to use of such materials. When necessary, the University safety director may assign a trained industrial hygienist or other technically qualified person to provide assistance. All incidents and potentially unsafe conditions must be reported immediately to the safety director.

***Recombinant DNA***

In conducting research that involves the use of Recombinant DNA or other hazardous biological agents, Principal Investigators must assume the following responsibilities in accordance with NIH guidelines:

1. Determining real and potential bio-hazards;
2. Determining the appropriate level of biological and physical containment;
3. Selecting the laboratory techniques and microbiological practices;
4. Devising safe procedures to minimize the risk of human and/or environmental contamination;
5. Determining the applicability of various precautionary medical practices;
6. Obtaining approval of proposed research protocol;
7. Applying for approval from the appropriate NIH committee on Recombinant DNA;
8. Ensuring that staff is appropriately trained in both safety practices and in procedures for dealing with accidents;
9. Supervising the safety performance of the staff.

The investigator must promptly report all accidents, extended illness of a worker, or any other incidents that may pose danger to humans or the environment to the appropriate Dean and the Assistant Vice President for Academic Affairs/Sponsored Programs and Research, who will in turn alert the Biohazards committee and other relevant institutional authorities. OSPR will make any required reports to the NIH.

## POST-AWARD ADMINISTRATION

### AWARD ACCEPTANCE

#### *Setting up a Sponsored Award*

The award is made to the University, not an individual. Notification of a sponsored program award to the University may be simply an award letter, a purchase order, a detailed contract, or an agreement spelling out the terms and conditions of the award.

Generally, the notification of award goes to the Assistant Vice President for Academic Affairs/Sponsored Programs and Research. OSPR will send copies to the V.P. for Finance and Management who will notify the Restricted Funds Accounting department in the Division of Finance and Management, and the Principal Investigator, respectively. If award notices (or letters of decline) are sent directly from the funding agency to the Principal Investigator or other University officials, original copies should be forwarded to OSPR.

Upon receipt of an award, OSPR will forward copies of the award documents to the Vice President for Finance and Management who will then request that OSPR execute and transmit the appropriate acceptance documents to the sponsor on behalf of the University.

*Awards for proposals that did not undergo the normal internal processing, review, and approval through OSPR may be refused by the University. In all cases, the University is not obligated to accept an award.*

#### ***Project Account Number***

**After an award has been formally accepted by the University, the relevant documents are sent to the Restricted Funds Accounting Department, which then assigns an account number for the award and sets up the account in the University's financial reporting system (Banner). This process typically takes three days or less. OSPR is notified once the account number is assigned.**



## Managing A Sponsored Award

### **Post-Award Monitoring**

*The responsible OSPR staff for the project:*

- Briefs the Principal Investigator on the award terms and reporting requirements via a post-award meeting;
- Monitors the account through the term of the award;
- Approves all requisitions for expenditures under the account;
- Prepares periodic account status reports;
- Works with the Principal Investigator to obtain proper authorization for rebudgeting or transfer of funds across budget line items.

Principal Investigators should be aware that they are responsible not only for meeting the technical requirements of the award, but also they are ultimately responsible for managing their budgets. Therefore, they should always ensure that:

- Allocations are available for object code expenditures;
- Expenditures have been properly approved;
- Expenditures are consistent with proposed budget;
- Expenditures are consistent with sponsor guidelines and University policies.

### **Technical Reporting**

In most cases, sponsors require both progress reports and final reports. Final reports are normally **due within 90 days after the end of the project period**, and usually include the technical, property (major equipment) and invention reports. It is well to note that the Property and Invention reports must be filled for completeness even when the project acquired no equipment nor produced an invention. Principal Investigators should take this requirement seriously and ensure that all reports are submitted to the sponsor on or before the due date. Failure to do so may adversely affect the

investigator's (and by extension the University's) future prospects for funding from the agency. The schedule for required technical reports is often incorporated in the award document from the sponsor.

### **Effort Reporting**

All PIs/PDs, faculty and professional staff paid directly from federal grants and contracts (including federal flow-through sub-contracts) are required to submit an Effort Report Form at the end of the Fall, Spring and Summer semesters to the Office of Sponsored Programs and Research (OSPR). This provides a mechanism for complying with the federal Office of Management (OMB) Circular A-21 (Cost Principles for Educational Institutions) requirements for certifying that effort expended on a sponsored project is commensurate with the salary charged against the project.

The effort report asks for percentage distribution among various categories (sponsored research, university non-sponsored research, administrative activities, instruction, advising, etc.), not for the number of hours worked. The form must be certified by both the employee and the Department Chairperson or Supervisor, who has personal familiarity with the employee's compensated effort. Since this is an after-the-fact report, it must be a reasonable estimate of actual services performed. The estimate must be based on careful reflection and judgment, and must consider all of those professional activities that benefit the University and for which the individual is compensated. **A copy of the Effort Report Form is included in appendix A-6.**

### **Personnel Hiring**

Although all personnel hiring at the University is processed by the University's Office of Human Resources, all requisitions for hiring under sponsored project accounts must have prior OSPR approval before submission to the Human Resources for processing. Principal Investigators should contact the Human Resources office to get answers to questions on university hiring policies and procedures, and to obtain the appropriate forms as soon as possible following the notification of award. One should initiate the processing of requisitions well before the proposed starting date for new personnel.

A Principal Investigator shall not engage new personnel to work on a project before a legally binding personnel contract becomes effective. Payment for such services rendered prior to the effective date of the approved contract may be disallowed and may become the personal liability of a Principal Investigator or designee who ignores this provision.

### **Purchasing**

All requisitions for purchasing equipment and materials for sponsored projects should be submitted to OSPR for approval. OSPR submits the

request to the Comptroller's Office, which forwards such requisitions to the University procurement office for final processing and execution. Principal

Investigators should contact the Department of Procurement and Property Control (**Ext. 3074**) or OSPR for the required purchasing forms (BB-4). While OSPR staff will offer whatever assistance is necessary to expedite the acquisition process, Principal Investigators should find the following suggestions helpful:

- Consult the Procurement and Property Control as far as you can in advance of a major procurement. Allow adequate time for advice and assistance. This could save you several steps and money or prevent later problems.
- Obtain at least three (3) quotes for procurements \$2,501.00 up to \$5,000.00. Proposed requirements exceeding \$5,000.00 must be submitted to Procurement and Property Control. Attach a written bona fide sole source justification if only one vendor can supply an item or service to meet the exact specifications of the project task(s).
- Provide as much background information as possible and any special instructions that may be important on the requisition form (BB-4).
- Forward, concurrently with your purchase requisition or BB-4, copies of any pertinent supporting or explanatory documents.
- Set a meaningful and realistic "delivery date" on the requisition. Use a specific date rather than "ASAP", "NOW", "RUSH", etc.
- Be specific when filling out purchase requisitions. The department's FOAP, part numbers, exact sizes, units of measures, quantities, colors, etc. are important. If there are some questions about what you want, talk it over with the Procurement Department.

All equipment purchased with extramural funds must be properly tagged and inventoried by the Department of Procurement and Property Control. Principal Investigators should contact the department at the Washington Service Center on **Ext. 3114** for the appropriate procedures.

Since title to all equipment purchased under a sponsored project is vested in the State, under Federal Regulations, the Principal Investigator cannot dispose of, or transfer equipment without proper approval.

**In-State  
Travel**

Investigators whose projects involve in-state travel should follow the following steps for reimbursement of travel expenses:

1. Complete State of Maryland Expense Account Form. (This form may be obtained from the Washington Service Center and charged to departmental accounts.)
2. Follow instruction on the form and obtain the required signatures (department head, supervisor, dean, or division vice president as applicable).
3. OSPR verifies funds availability and approves.
4. OSPR forwards request to the Comptroller's Office for processing and reimbursement.

**Out-of-State  
Travel**

The University has an established procedure for approval of out-of-state travel that applies to all employees. Faculty should contact the University general accounting unit on extension 3045, if they have questions concerning travel. However, for travel under Sponsored Project Accounts, the following steps apply in the approval process:

1. Complete a pre-numbered out-of-state approval request form. (This form may be obtained from the Washington Service Center and charged to departmental accounts).
2. Follow instructions on the form and obtain the required signatures (departmental head, supervisor, dean, or division vice president as applicable).
3. Submit form with the appropriate signatures to the **Office of Sponsored Programs and Research**.
4. OSPR verifies funds availability and appropriateness and approves.
5. The request is sent from OSPR to the Comptroller.
6. Final approval is given and out-of-state authorization is issued by the Vice President for Academic Affairs.

7. Principal Investigator picks up authorization form from the Vice President for Academic Affairs' office. This form should be attached to the expense account report form after the trip for reimbursement.
8. Principal Investigator's wishing to receive a travel advance should ensure that a completed advance request form is attached to the travel approval form initially. In such cases, the investigator will normally be advanced 70% of the estimated total cost, if the travel is approved.

The Office of the Provost requires investigators to submit their travel approval requests to OSPR at least thirty (30) days prior to the intended date of travel.

### **International Travel**

Virtually all sponsors require prior approval for travel overseas unless the sponsored project is to be conducted outside the continental United States, or the necessity for such travel was explained in the proposal. Government policies governing international travel require that U.S. flagged carriers must be used wherever possible.

Principal Investigators planning international travel should submit their requests not less than 2 months in advance of the contemplated travel date because of the additional requirement for state approval. The procedures are similar to those for out-of-state travel, except that the request has to be sent by the Vice President for Academic Affairs' office to the Board of Public Works in the Governor's office for final authorization.

### **Changing Principal Investigators**

Circumstances may occasionally arise which necessitate the selection of a new Principal Investigator or Co-PI for an active sponsored project. The new appointment can only be made with the concurrence of the departmental head, the dean of the school or college and ultimately, the sponsor. The request for a change should provide an explanation of why the change is necessary and also include the vita of the new Principal Investigator and/or Co-PI, and should be channeled through the Assistant Vice President for Academic Affairs/Sponsored Programs and Research to the sponsor.

### **No-Cost Extensions**

Should a Principal Investigator determine that more time will be needed to complete work on a sponsored project beyond the expiration date of the award, a no-cost extension may be requested from the sponsor. The Principal Investigator should notify OSPR in writing about the need for a no-cost extension at least forty-five (45) days prior to the expiration date of the award. OSPR will work with the Principal Investigator to obtain the sponsor's approval.

**Transfer of Award  
From Another  
Institution**

A new faculty member may wish to transfer an award from a previous institution to the University. Such a transfer must have the approval of both the funding agency and the previous institution. If approval is granted, the Principal Investigator should prepare a new or revised proposal for internal processing following standard OSPR procedures.

**Transfer of Award  
To Another  
Institution**

Occasionally, a Principal Investigator may accept an appointment in another institution before the expiration of an award received while employed by the University.

If the University elects to retain the project, a new Principal Investigator will be appointed to take over the project, following the process described in the preceding section. The departing Principal Investigator may be retained in the project using a sub-grant or sub-contract or a consultant agreement.

Should the University elect not to retain the project, the departing Principal Investigator must send a request to transfer the unspent portion of the award to the new institution. Such a transfer must be approved by the department head, the dean of the school or college, and ultimately by the sponsoring agency. Approved transfers occur only after final accounting and certification by the responsible grant accountant that all incurred obligations have been settled, and a balance remains for transfer to the new institution.

**Expanded  
Authorities**

In an effort to simplify grants management for grantee institutions, NIH has waived cost-related and other prior-approval requirements for many activities and expenditures, and provided authority for these activities and expenditures to the grantee. These operating authorities are termed "expanded authorities." The following chart presents a summary of expanded authorities.

<b>Summary of Expanded Authorities</b>	
May exercise as expanded authority	Except
Carryover of unobligated balances from one budget period to the next	Centers (P50, P60, P30, other), cooperative agreements (U), Kirschstein-NRSA institutional research training grants (T), non-Fast Track Phase I SBIR and STTR awards (R43 and R41), clinical trials, and awards to individuals, or if the NGA indicates otherwise.
Cost-related prior approvals, including research patient care costs and equipment	If the scope would change.
Extension of final budget period of a project period without additional NIH funds	If the grantee already has given itself one extension of up to 12 months.
Transfer of performance of substantive programmatic work to a third party (by consortium agreement)	If the transfer would be to a foreign component or it would result in a change in scope.

### Prior-Approval Requirements

The chart below, which is provided for guidance only, summarizes the activities and/or expenditures that require NIH prior approval. For the prior-approval requirements specified, approval is required whether or not the change has a budgetary impact and whether or not the grant also is subject to expanded authorities.

<b>Summary of Actions Requiring NIH Prior Approval</b>	
NIH prior approval is required for	Under the following circumstances
Alterations & Renovations (A&R)	Re-budgeting into A&R costs that would exceed 25 percent of the total approved budget for a budget period.  If re-budgeting would not meet this threshold but would result in a change in scope.  Any single A&R project exceeding \$300,000.
Capital expenditures (construction, land, or building acquisition)	All instances when purchase proposed; any proposal to convey, transfer, assign, mortgage, lease, or in any other manner encumber real property acquired with NIH grant funds.
Change in scope	All instances.
Changes in status of key personnel	Withdrawal from the project; absence for any continuous period of 3 months or more; reduction of time devoted to project by 25 percent or more from level in approved application.
Change of grantee organization	All instances.
Carryover of unobligated balances	If the NGA indicates that the grantee does not have the authority to automatically carry over balances.
Deviation from award terms and conditions	All instances. Includes undertaking any activities disapproved or restricted as a condition of the award.
Foreign component added to a grant to a domestic organization	All instances.
Need for additional NIH funding	All instances, including extension of a final budget period of a project period with additional funds.
Pre-award costs	More than 90 days before effective date of the initial budget period of a new or competing continuation award, at grantee's own risk.

<b>Summary of Actions Requiring NIH Prior Approval</b>	
NIH prior approval is required for	Under the following circumstances
Retention of research grant funds when K award made	All instances.
Second no-cost extension or extension greater than 12 months	All instances.
Transfer of funds between construction and non-construction work	All instances.
Transferring amounts from trainee costs	All instances.

The University's approval process for all procurements and expenses of sponsored projects are somewhat more restrictive than agency requirements for prior approval authority. However, OSPR will provide whatever assistance is necessary to Principal Investigators to facilitate the procurement process. In all cases, Principal Investigators seeking approval for procurements and expenses under sponsored projects should ensure that such procurements and expenses are allowable under the award. Incurring pre-award costs becomes the risk of the University if funding is reduced or not approved by the sponsor. The University, therefore, does not readily approve such cost risks.

In many cases, budgets may also be adjusted by the grantee institutions without prior approval. However, since the amounts vary by sponsor, please see OSPR prior to planning expenditures based on budget lien item adjustments. In all cases, formal University approval must be rendered by OSPR in conjunction with the funding agency.



## CONCLUSION of the AWARD

### **Closing out a Sponsored Award**

Project closeout involves much more than simply the expiration of an award. For a sponsored project to be properly closed-out, the Principal Investigator must ensure that the following requirements are met:

- All technical and financial reports required by the sponsor have been submitted in time;
- OSPR requires copies of technical reports;
- Any sponsor requirements for the transfer or disposal of property purchased through the award have been met;
- Patent or copyright procedures have been followed, if applicable;
- Proper termination procedures have been followed for personnel hired only for the duration of the award.

OSPR is developing an automated award management information system to remind Principal Investigators of project closeout dates.

It is the responsibility of the Principal Investigator to notify the responsible grant accountant of any outstanding financial charges so that the sponsor can be properly billed before the final FRS report is submitted to the sponsoring agency.



## **Best Practices for Timely Submission of Required Reports on Sponsored Projects**

- Send “Reminder Postcard about ending of budget period” to investigator/ project director/coordinator **90 days** prior to end of project period, with copy to Dean, Chair and Divisional Budget Officer/Academic Affairs;
- Send “Reminder Postcard – Progress/Final Technical Report” to investigator/ project director/coordinator **60 days** prior to end of project period, with copy to Chair and Dean;
- Request that a copy of the report(s) be submitted to OSPR, Chair or Dean;
- Verify that report has been submitted and, if possible, received by the appropriate point of contact (POC) at the funding agency.

### Additional Steps

- Send the list of overdue reports to the appropriate Dean and Chair;
- Request Dean and Chair to take necessary steps to resolve the overdue reports within 2 weeks;
- Request that a copy of any reports submitted as a result of these steps be sent to OSPR.

### Investigator Sanctions

Non-/unsatisfactory response by the Investigator/Project Director/Coordinator may result in the following sanctions:

- Suspension of the right to submit proposals for new, renewal, supplemental or continuation funding;
- Suspension of spending funds in currently active sponsored projects.

### Sanctions following consultation with Provost:

- Recommend to Provost the withholding of salary pending resolution of delinquent report(s)

**Approved by: Provost and Vice President for Academic Affairs**

## Types of Records Maintained by OSPR for Awards

RECORD TYPE	DESCRIPTION
Internal Processing Form	An official document signed by the PI, Chair and the Dean and Asst. VP for Sponsored Programs & Research documenting approvals, budgets, cost-shares commitments, required institutional clearances, space requirements and other basic characteristics of the proposal.
Complete Proposal including budget, attachments and any supplementary information	The document submitted to the prospective sponsor describing the work to be done, the resources requirements, the qualifications of the principals and the institutional commitment to the project.
Significant External Correspondence With Sponsor	Correspondence with the sponsor that should be maintained for future reference – various types
Award Notification from Sponsor	The official document from the sponsor notifying the MSU that an award has been made and the terms and conditions of that award
Fully Executed Sub-Award Agreements and Amendments	Documents signed by authorized officials of both MSU and the Subrecipient agreeing to the terms and conditions governing the sub-agreements between them to conduct a portion of the project
Effort Reports and Certifications	Reports documenting and certifying after-the-fact effort applied to the award
Budget Modifications	Documentation of any official changes in the budget that require sponsor or MSU prior approval
Request for Services – BB4	Documentation explaining purchases of Service including vendor information
Travel Request	Documentation of the purposes and cost of travel
Purchase Requisition	Documentation describing types and cost of materials and supplies to be purchased, including vendor information
Technical Progress and Final Reports	Reports or other documents describing the progress or final outcomes of the project
Invention/Patent Report	Report from PI stating if any inventions or patentable discoveries resulted from the project
Close-out Documentation	Documentation that all required technical and financial reports have been delivered to sponsor, and the project terminated

## GENERAL POLICIES of MSU

### **Principal Investigator**

In light of the institutional responsibilities and obligations inherent in the conduct and management of sponsored programs, and the desirability of having the same Principal Investigator throughout the term of an award for purposes of accountability, it is the policy of Morgan State University that a Principal Investigator must be tenured, on tenure track, senior staff, or an administrative officer of the University.

### **Faculty Compensation**

Faculty compensation for work performed on sponsored projects will be based on the faculty member's base salary during the academic year. A faculty member on an academic year salary may receive additional compensation for work on sponsored projects during the summer months. However, the monthly summer rate may not exceed 26.3% of the preceding academic year base salary if on a 9.5 month contract, and 22% of base salary if on 10 month contract.

### **Consultants**

Consultants are hired under sponsored projects to provide specific and specialized services that the project staff cannot provide. Principal Investigators should ensure that funds are allocated in the initial project budget for consultant services, before engaging a consultant. OSPR will offer assistance in the development and processing of consultant agreements.

### **Compensation Rate**

The Principal Investigator can get a fair idea of the going consultant rate by (1) comparing the fees paid for similar individuals in other projects; (2) comparing the range of fees quoted by individuals under consideration who have similar credentials; (3) comparing the limits paid by federal agencies.

The National Science Foundation (NSF) removed constraints on consultant payments under NSF awards in FY 2006. Payments, however, should be comparable to the normal customary fees charged and received by the consultant for comparable services, especially on non-government grants and contracts.

**Patents**

A patent is a property right granted by the federal government giving the owner the right to control the manufacture, use, or sale of an invention for a limited period of time. Occasionally, patentable discoveries result from research or educational activities performed at the University.

The University's Patent Policy that covers all faculty, administrators, staff, students, or other individuals who receive financial support from the University, or who use the University materials or facilities in the process of conceiving an idea, discovery, or invention is available on request.

In the case of sponsored programs, the agreement with the sponsor regulating patents, inventions, discoveries, licensing, etc. will govern. For all federal agencies with which there is no such agreement, the University agrees to provide an irrevocable non-exclusive free license to the government for the use of patents arising from programs that they sponsored. Faculty and other researchers having questions regarding disclosures and patent rights should contact the Office of Sponsored Programs.

**Copyrights**

A copyright is the right of ownership to an intellectual property including electronically produced work. Sponsored projects occasionally result in ideas that may yield patents or copyrights. Morgan State University desires to encourage its faculty and other research staff to generate new ideas that could be copyrighted. A copy is available upon request. Faculty who may have questions relating to copyright issues that result from sponsored projects should contact the Office of Sponsored Programs and Research.

**Publications**

Faculty and other University researchers are urged to broadly disseminate the results of their research and accomplishments. This is consistent with the University's goal to foster the growth and dissemination of knowledge. Most sponsoring agencies merely require that their support be acknowledged in publications resulting from projects they sponsored; however, others may require that they also be sent reprints of such review and comment before final submission for publication.

Faculty should review agency regulations on publications before submitting information from sponsored projects for publication. The Assistant Vice President for Academic Affairs/Sponsored Programs and Research may be contacted if there are any questions.

**Misconduct in  
Academic  
Research**

Morgan State University expects all investigators to adhere to the highest standards of intellectual honesty, integrity and ethics in formulating, conducting, interpreting and publishing research. It is only in adherence to such standards that researchers fulfill their obligations to the academic community at large. All seekers of knowledge need assurance that the body of data reported in research results can be relied upon for advancement in the various disciplines.

The University has established formal policies and procedures for dealing with research misconduct in consonance with NIH and NSF guidelines. Under these policies, misconduct in research encompasses such deviations; fabrication, falsification, keeping poor research records, demanding underserved authorship on papers by junior associates, sexual harassment and violations of IRB rules governing human subjects or animal use.

Excluded from this definition are honest errors, or honest difference in interpretations or judgments of data.

The process of handling misconduct matters normally consists of three (3) principal phases: Inquiry, Investigation, and Disposition of findings.

All cases of alleged or suspected misconduct should be reported in confidence within 60 days to the Assistant Vice President for Academic Affairs/Sponsored Programs and Research, who has the responsibility for initiating appropriate action(s). In cases judged to have merit, every effort will be made to conclude administrative proceedings within 120 days of such reports.

Investigators should consult the OSPR publication "Misconduct in Academic Research: Policies and Procedures," for details of institutional policies for dealing with this important aspect of the research enterprise. The Office of Sponsored Programs and Research can provide further guidance on issues related to Research Misconduct.

## DEFINITIONS

- Allocable Costs** A cost is allocable to a sponsored agreement if (1) it is incurred solely to advance the work under the sponsored agreement; (2) it benefits both the sponsored agreement and other work of the institution, in proportions that can be approximated through use of reasonable methods, or (3) it is necessary to the overall operation of the institution and is deemed to be assignable in part to sponsored projects.
- Allowable Costs** Costs are allowable and may be reimbursed by the federal government only if they are:
- **REASONABLE:** A prudent business person would have purchased this item and paid this price.
  - **ALLOCABLE:** They can be assigned to the activity on some reasonable basis.
  - **CONSISTENTLY TREATED:** Like costs must be treated the same in like circumstances, as either direct or F&A costs.
- Contract** A contract is used when the primary purpose of the transaction is acquisition of property or services for the direct benefit or use of the Federal Government involvement.
- Cooperative Agreement** A cooperative agreement is used when the principal purpose of the transaction is to accomplish a public purpose of support or stimulation authorized by Federal Statute, and substantial involvement between the sponsor and recipient is anticipated during the performance of the work. The nature of the involvement can be defined and specified in advance.
- Direct Costs** Costs that can be identified specifically with a particular sponsored project, an instructional activity, or any other institutional activity; or that can be directly assigned to such activities relatively easily with a high degree of accuracy.
- Examples:** Salary and benefits for researcher  
Supplies for project

**Facilities and  
Administrative  
Costs (F & A)  
Indirect Costs**

*Facilities and administrative (F&A) costs, formerly known as indirect costs*, means costs that are incurred for common or joint objectives and, therefore, cannot be identified readily and specifically with a particular sponsored project, an instructional activity, or any other institutional activity. The proportion of such costs which benefit the research activities of the institution can be included in the calculation to determine the F&A rate for federal grants.

**Examples:** Salary of departmental assistant  
Building utility and maintenance costs

**Grants**

A grant is used when the principal purpose of the transaction is to accomplish a public purpose of support or stimulation authorized by Federal Statute. Substantial involvement between the sponsor and the recipient is not expected when carrying out the activity. The exact course of the work and its outcome cannot be defined precisely.

**Reasonable  
Costs**

A cost may be considered reasonable if the nature of the goods or services and the amount of cost involved reflect the action that a prudent person would have taken under the circumstances prevailing at the time the decision to incur the cost was made. Major considerations involved in the determination of the reasonableness of a cost are: (a) whether or not the cost is of a type generally recognized as necessary for the operation of the institution or the performance of the sponsored agreement; (b) the restraints or requirements imposed by such factors as arm's-length bargaining, Federal and State laws and regulations, and sponsored agreement terms and conditions; (c) whether or not the individuals concerned acted with due prudence in the circumstances, considering their responsibilities to the institution, its employees, its students, the Federal Government, and the public at large; and, (d) the extent to which the actions taken with respect to the incurrence of the cost are consistent with established institutional policies and practices applicable to the work of the institution generally, including sponsored agreements.

# APPENDICES

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- Ex. 1 Lobbying, Debarment, Suspension and Drug-Free Workplace
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- A-4 Human Subjects
- \* Ex. 1 Application for Renewal of IRB Approval (rev. 04/08)
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# DEFINITIONS

# APPENDICES

# ADDENDUM