

James Madison College Grant Application Policy

This policy is written to facilitate faculty grant applications and to ensure James Madison College (JMC) is in compliance with MSU's policies related to the development and submission of grant applications. This policy should be used to supplement the guidance from the MSU Office of Sponsored Programs (OSP) (<https://cga.msu.edu>).

1. Only the Office of Sponsored Programs (OSP) has the authority to submit proposals on behalf of the university. Faculty members are not permitted, by MSU policy, to submit grant proposals without clearance from both the JMC Dean's Office and from the Office of Sponsored Programs/VP for Research and Graduate Studies.
2. The JMC Associate Dean for Research can provide guidance on the concept and potential MSU and non-MSU colleagues who may add value to the proposal, as well as overall mentoring on the research funding process.
3. The JMC Finance Director is the college's authorized submitter of QualiCoeus Research system (KC) proposal documents and can provide guidance on the proposal submission process and development of the budget. This electronic system includes the proposal narrative, budget, and various attachments, and facilitates the approval process for the proposal.
4. Once a faculty member is interested in applying for a specific funding opportunity, including both internal MSU funds and external funds, they must alert the JMC Associate Dean for Research and the JMC Finance Director. A conversation with the JMC Dean or JMC Assistant Dean for Academic Affairs is not a substitute for this step.
 - a. This notification should occur as soon as serious consideration is being given to a specific solicitation or unsolicited proposal submission, and no less than four-weeks prior to the application deadline (20 business days).
 - ☐ This includes work as a subaward on another Universities grant proposal.
 - b. This alert should include a link to the solicitation and the application deadline.
 - c. This includes proposals led by other units on campus that include JMC faculty as key personnel.
 - d. If the proposal is for federal funds, requiring a Grants.gov submission, additional lead time of six weeks prior to the application deadlines (30 days) is necessary as these proposals require a complicated budget and several attachments.
5. If the proposal includes a buy-out of teaching effort, this must be discussed with the JMC Associate Dean for Research as soon as serious consideration is being given, and no less than four-weeks prior to the application deadline (20 business days) to determine if the request is able to be accommodated. It is the college's expectation that faculty effort for course buy-outs be budgeted to cover the full cost of the

release **including** applicable fringe benefit costs. Please refer to the JMC Funding for Course Release Policy for further guidance (Faculty Resources | James Madison College | Michigan State University (msu.edu))

6. Letters of Intent (LOI) or pre-proposals may require formal university clearance. If a funding agency requests an LOI or pre-proposal, that submission still requires notification as detailed in #3 above. The JMC Associate Dean for Research and JMC Finance Director will work with the faculty member to determine what, if any, clearances are required.
7. Any proposals to foundations require clearance from MSU's University Advancement Corporate and Foundations Relations office. This approval will be facilitated through JMC's Associate Dean for Research and JMC's Development Officer. Please allow a minimum of one week to process the request. Complex requests will require additional turn-around time, so plan accordingly. Advance notice of foundation proposals will aid in this process. Written approval from University Advancement must be shared with the JMC Finance Director to include on the KC proposal document.
8. Any proposal including an indirect cost waiver must be approved by JMC's Associate Dean for Research and the Office of Research and Innovation. Please allow a minimum of one week for the Office of Research and Innovation to process the request. Complex requests will require additional turn-around time, so plan accordingly. Guidelines on what this request should include are provided on the OSP website (<https://osp.msu.edu/PL/Portal/165/FacilitiesAdministrativeCostRates>).
9. Faculty must work with the JMC Finance Director to develop a budget for the proposal. This includes the appropriate indirect cost rate, faculty effort, any requested cost-sharing, etc. For JMC faculty collaborating on proposals being led by another campus unit, the faculty member's financial involvement must be reviewed by the JMC Finance Director.
10. All college proposals must comply with the OSP Proposal Submission Deadline Policy (<https://cga.msu.edu/PL/Portal/DocumentViewer.aspx?cga=aQBkAD0AMwAwADEA>). The JMC Finance Director will coordinate compliance with OSP's policies. Faculty compliance with the notification guidelines outlined in #3 will allow the college to meet the OSP deadlines. A "Late Proposal" is one that is received by OSP less than 3 days prior to the deadline. An "At Risk" is one that is received by OSP less than 8 hours prior to the deadline. Both statuses jeopardize that specific proposal submission and the college's overall status with OSP. "At Risk" proposals require an endorsement from the JMC Associate Dean for Research, requesting OSP to review and submit these extremely late proposals. There is no guarantee these proposals will meet the funding agency's deadline. It is the college's goal to avoid both statuses

by staying in compliance with the 10/6/3 rule by following the lead-time outlined in #3.

11. The routing/approval process for the college will include the JMC Finance Director as the primary approver at Level 1/Department Level, with the JMC Dean's College Alumni and Events Coordinator providing backup, and the JMC Associate Dean for Research as the primary approver at Level 2/College Level, with the JMC Dean and JMC Assistant Dean providing backup.
 - a. For jointly appointed faculty, it is the JMC faculty member's responsibility to give advance notice of the upcoming application to their joint unit if JMC is handling the grant submission. This will assist with timely approval and review as the proposal must be approved by all units associated with the faculty member's appointment.
 - b. If a JMC faculty member is participating on a proposal coordinated by another unit, it is the JMC faculty member's responsibility to alert the JMC Associate Dean for Research and JMC Finance Director of the routing timeframe to ensure that JMC administration is prepared and expecting the KC document.
12. Any proposals requiring matching funding must be discussed and approved in advance of the routing process with the JMC Associate Dean for Research who will consult with the JMC Dean (a draft of the proposal to be submitted is required for matching funds requests). Discussions on cost-share may require weeks of discussion.
13. If the grant requires a college support letter, this must be requested in advance of the routing process (letter request needs to be made at least one week in advance of any deadlines). This letter should be requested through the JMC Associate Dean for Research. A draft abstract/narrative and a draft letter of support should be submitted with your request for the support letter.
14. If a grant requires submission of an Export Control and Open Research Review Worksheet (ECORRW), the JMC Associate Dean for Research serves as the primary approver for the College. The form and instructions can be found at <https://www.osp.msu.edu/PL/Portal/DocumentViewer.aspx?cga=aQBkAD0AMQA2ADQA>
15. Faculty interested in having JMC administer larger-scale grants on a post-award basis must discuss this in advance with the JMC Associate Dean for Research, JMC Dean and JMC Finance Director.