



MISSISSIPPI STATE
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Faculty and Staff Guide

Sponsored Programs Administration

November 2012

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Preface

This guide provides information on services offered through the Office of Sponsored Programs Administration (SPA)¹, its personnel, and their duties. It serves as the administrative guide to the complexities of generating a successful proposal and managing an effective research program.

Operating Policy 70.01: The policy of Mississippi State University is that all proposals and awards for project funding from external sponsors shall be processed through the Sponsored Programs Administration unit of the Office of Research and Economic Development. This includes proposals and awards for research, service, and instructional activities.

SPA serves as a center for the identification and distribution of information concerning research, scholarly programs, external funding sources, grant support, and related matters. Our mission is centered on a philosophy that our client's needs require a dedication to the pursuit of extraordinary administrative competence, exuberance and ambition. As an operational arm of the leadership of Mississippi State University (MSU), Sponsored Program's staff is committed to protecting academic freedom, institutional resources and fostering a team approach to the administrative management of sponsored programs, and the protection of researchers, the institution and the community in which we operate.

Introduction

The process of obtaining external funding for support of MSU's programmatic efforts is a legal agreement between the sponsoring agency and MSU. The Principal Investigator (PI) develops and expresses the concept and details of the proposed project, and SPA submits the proposal on behalf of MSU. MSU commits to providing the personnel and infrastructure to complete the project. Sponsoring agencies rarely award directly to individuals, thus, the infrastructure and support to complete projects are the responsibility of the institution.

The authority of commitment for university facilities, support, and employment is a function of the Board of Trustees for Institutions of Higher Learning. The Board delegated this authority and responsibility to the President of the university who has further delegated this responsibility to the Director of Sponsored Programs Administration.

Sponsored Programs Administration provides services to the faculty, staff, and professionals involved in sponsored project activities regardless of their divisional affiliations.

¹ References to SPA typically refer to Sponsored Programs Administration. Sponsored Programs Administration is the proposal/pre-award office of the university and Sponsored Programs Accounting is the fiscal/post award office of the university.

I. Proposal Submission

A. What is a Sponsored Program?

A sponsored program is any project supported by external funds received by MSU as a result of communication such as a letter, application, or written proposal submitted and approved by an authorized university official. SPA is responsible for coordinating such activity. Sponsored programs have one or more of the following characteristics required or specified by the funding source.

- Published application guidelines or procedures.
- Restrictions on the use of funds.
- Specified staff performance and/or project outcomes (objectives or products).
- Limitations on the use of project data, inventions, and other products.
- Programmatic, technical, and/or financial reports.

Excluded from this definition of sponsored programs.

- All direct payments to individuals, such as faculty fellowships.
- Gifts and bequests to the university.
- Student financial aid.
- General solicitations resulting in funds collected by the Mississippi State University Development Foundation.

B. Who May be an Investigator?

Project Director/Principal Investigator: Any person personally and professionally qualified to conduct the project determined by the submitting college, center, school, or unit, and for whom the submitting component will assume full responsibility consistent with other obligations it assumes when transmitting the proposal. This person must be an employee or maintain a privileged status with MSU during the project period.

Each proposal requesting external funding becomes a legal document binding MSU to fulfill the conditions specified in the proposal. It is the PI's responsibility to ensure the proposal, in addition to the programmatic aspects of the project, complies with MSU's policies, missions, and obligations.

When submitting a proposal, it is submitted by MSU, not an individual. When an award is received, it is received by MSU.

C. Limited Submissions

Some grant competitions sponsored by outside agencies restrict the number of applicants a university can nominate. In such cases, potential applicants must go through an internal review process and receive approval from the Office of Research and Economic Development (ORED) prior to submission to the sponsoring agency.

Researchers intending to apply for an institutionally limited competition should contact Teresa Gammill in the Office of Research and Economic Development at tgammill@research.msstate.edu or (662) 325-3570 as soon as the announcement is released. The Limited Submission Policy is available at <http://research.msstate.edu/limitedsubmissions/>.

D. Pre-Award Responsibilities

Principal Investigator

- Identifies funding opportunities compliant with goals and objectives and those of the department, college, school, or unit.
- Review the Request for Proposals (RFP)
- Prepare proposals with all required forms.
- Develop project plan consistent with the mission of MSU.
- Assumes responsibility for:
 - Implementing and managing the project consistent with MSU and sponsoring organization's policies.
 - Proper technical, programmatic, and fiscal management and maintenance of related records.
 - Quality of project performance.
 - Preparation of technical or programmatic reports.
 - Reporting any inventions that may result.
 - Compliance with the terms and conditions.
 - Compliance with cognizant regulations of the sponsored agreement.
- Transmit complete proposal² with Internal Approval Sheet (IAS) to department head.
- Initiate regulatory compliance requirements.
- Budget development with Sponsored Programs Administrator.

Department Head

- Identify funding opportunities for the department.
- Review proposals for consistency with department, school, center, or unit missions, availability and commitment of support resources.
- Evaluations of compliance with proposal regulations.
- Evaluate the programmatic aspects of the proposal for scientific merit.
- Assure department obligations are met.
- Sign IAS
- Sends proposal packet to appropriate college, school, center, unit dean, or directors.

Dean/Director

- Review proposal for consistency with department, school, center, or unit missions, availability and commitment of support resources.
- Verify and document appropriate arrangements for projects involving extra space allocation, renovation, new courses, campus housing, etc.
- Evaluations of compliance with proposal regulations.
- Evaluate the programmatic aspects of the proposal for scientific merit.
- Assures department, college, school, center, or unit obligations are met.
- Send proposal to SPA.

² A proposal is a commitment, and only Sponsored Programs Administration is authorized to make those commitments. If you have questions, contact Sponsored Programs Administration.

Vice President for Research and Economic Development or Vice President for Agriculture, Forestry, and Veterinary Medicine

- Reviews and approves institutional commitments to waive F&A Costs (overhead).
- Reviews and approves cost share provided by the VP.

Sponsored Programs Administration

- Review Request for Proposal (RFP).
- Evaluate and negotiate RFP terms and conditions.
- Review proposal for consistency with MSU mission and policies.
- Review budget for compliance with MSU policies, cost accounting standards and sponsor guidelines.
- Prepare “Representations and Certifications” in coordination with the department.
- Verify required reviews have been conducted for proposals involving animals, human subjects, radioisotopes, biohazards, hazardous waste, conflict of interest, and debarment.
- Prepare the required copies
- Prepare and forward letter of commitment with the proposal to the sponsor.
- Maintain proposal activities records.
- SPA houses the authorized signatory and sign on behalf of the institution when required.
- Assign proposal log number.
- Distribute necessary documents to the PI, department head and College.
- Maintain records of proposal activities.

E. What is the role of Sponsored Programs Administration?

Proposal Review

SPA is responsible for reviewing and analyzing proposals prior to their approval. This service assures compliance with the various sponsor, university, and other entity regulations or guidelines pertaining to the submission of a request for funding.

Once completed, proposals are submitted to SPA with necessary departmental, collegiate, and/or center level approvals. SPA then submits the proposal on behalf of the institution.

The IAS provides SPA with departmental, collegiate, and center level approvals. In addition to the evaluations of compliance with proposal regulations, the department head, dean, or director evaluates the programmatic aspects of the proposal for scientific merit.

SPA carefully evaluates the proposal for submission to insure regulations are followed, commitments are acknowledged, and the collective proposal effort is a favorable representation of MSU.

Part of the proposal process includes a proposed cost estimate. SPA assists in the development of a proposal budget. The proposal cost estimate must be reviewed by SPA several days prior to the proposal due date. This assures compliance with institutional procedures, cost accounting standards, external regulations, and sponsor imposed regulations.

Award Review and Negotiation

SPA is the official office for coordinating and conducting sponsored agreement negotiations. This includes relationships with the PI, the PI supervisor, Sponsored Programs Accounting, the Office of General Counsel, and the sponsor's negotiator, among others.

Sponsored agreements must be evaluated prior to acceptance. During the evaluation a sponsored programs administrator prepares a memorandum of exceptions for a designated negotiator from the sponsor.

Once negotiated and accepted, sponsored agreements are "awarded" by SPA. The award package consists of an award information form (Notice of Award), the sponsored agreement, an IAS, the original proposal, and a final budget. The award package is routed to Sponsored Programs Accounting for the establishment of a new fund, or maintenance of an existing fund number. Sponsored Programs Accounting emails the fund notification to the appropriate personnel indicating costs may be incurred and charged.

SPA also communicates with the sponsor for approvals needed after the proposal is awarded such as re-budgeting, scope of work changes, no-cost extensions, change of PI, etc. Generally these requests are drafted by the PI and sent to SPA for review and signature.

F. Project Planning and Management

Identification of Funding Sources

To find potential funding sources, PIs should contact their dean, research center director, or departmental administrator in proposal development. Once a funding source is located the PI is urged to contact the sponsor to discuss the proposed project. SPA personnel are able to assist in identifying the appropriate person and determining the means of contact. Prior to contact, the PI is encouraged to contact their associate dean or director of research to determine if there is already an initiative between MSU and intended sponsor.

Funding Support

The majority of externally funded projects at MSU are grants or contracts. Contracts are procurements between MSU and the sponsor. MSU agrees to perform services carried out on a schedule negotiated with the sponsor.

Grants are another form of funding. Assistance is given to carry out a project in which the university PI and sponsor have a common interest. These and often require cost-sharing.

Preliminary Proposals

Some sponsors require preliminary proposals, letters of inquiry or white papers. This is often stated in the program announcement or communicated by the sponsor's liaison. Correspondence quoting budget estimates, or commitment of university personnel, equipment, facilities, or other resources must be processed via SPA. If you are not sure, contact your SPA Administrator.

Internal Approval Sheet (IAS)

The IAS is the main document used for processing proposals, awards, and for the generation of reports dealing with institutional proposal activities. The electronic IAS may be found at on the SPA website located under "Forms." The IAS must be fully completed prior to signing. The PI's signature certifies the proposal is complete and ready for consideration.

G. Regulatory Compliance

MSU's Office of Regulatory Compliance & Safety (ORCS) encompasses areas including projects involving human subjects, animals, hazardous waste, radioactive materials, and biohazards. The Office of Regulatory Compliance & Safety works with SPA to facilitate the award process. The ORCS provides detailed compliance information at <http://www.orc.msstate.edu/>. They are also available at (662) 325-3294.

Human Subject Research

University and federal regulations require research involving human subjects to be reviewed and approved by the Institutional Review Board (IRB) prior to initiation of the project. This requirement applies to all human subject research conducted by faculty, staff, and students.

IRB approval is required before funding is awarded. Certain agencies require certification of Human Subjects Research and IRB training at proposal submission. ORCS and SPA can help determine when IRB documentation is needed and when it must be submitted. Additional information can be found at <http://www.orc.msstate.edu/irb/>

Animal Care and Use

The Institutional Animal Care and Use Committee (IACUC) reviews protocols involving animal use to ensure all animal use on campus is conducted in accordance with local, state, and federal laws and regulations. The IACUC is a standing committee that reports to the Vice President for Research and Economic Development. PIs planning projects that utilize animals must submit their proposed protocol to the IACUC for review and approval early in the process to avoid potential delay. Additional information can be found at <http://www.orc.msstate.edu/iacuc/>

Hazardous Waste

Research that results in the generation of hazardous wastes requires a license or permits from the EPA. Hazardous wastes are any material or substance that can threaten health or the environment if disposed of improperly. ORCS trains university personnel in the proper procedures for management and disposal of hazardous waste. The Chemical Hygiene Officer is responsible for advising waste generators of which federal regulations are applicable to a specific problem and what documentation is needed for proper waste disposal.

Department and unit heads are responsible for the compliance of their organizations. This compliance includes being aware of the nature of wastes generated by their operations, hazardous or nonhazardous. Annual training of all personnel who generate or manage hazardous waste is required by federal regulations. Additional information can be found at <http://www.orc.msstate.edu/hazardous/>

Radiological Safety

Procedures and policies for the procurement, use, and disposal of all radioactive materials and sources of ionizing radiation on campus are the responsibility of the Radiological, Chemical, and Lab Safety Committee. This committee is also responsible for establishing safety measure to ensure the protection of all operating personnel, university employees, students, and the public. The Radiological Safety Officer (RSO) oversees the practice of these policies and procedures, and must be contacted before the use of any radioactive materials.

MSU operates under a special license issued by the Mississippi Department of Health, bound by the “Regulations for Control of Radiation in Mississippi.” Specifics of the required procedures are given in the “Handbook of Responsibilities, Procedures, and Regulations Governing the Safe use of Ionizing Radiation on the Campus of Mississippi State University” issued by the Radiological, Chemical, and Lab Safety Committee. Additional information can be found at <http://www.orc.msstate.edu/radiological/>

Biohazards

The Institutional Biosafety Committee (IBC) is designed to establish guidelines to ensure all regulations promulgated by federal agencies are known by MSU personnel who work with infectious agents. All projects involving (1) human blood, blood products, human tissues and other potentially infectious materials such as human cell lines, (2) recombinant DNA technology, (3) infectious agents of humans, plants and animals, and (4) other biohazardous materials such as toxins, venom or prions are reviewed by the IBC prior to acceptance of funding from a sponsor. Additional information can be found at <http://www.orc.msstate.edu/ibc/>

The Regulatory Compliance & Safety office also provides information about Chemical and Laboratory Safety at <http://www.orc.msstate.edu/chemical/>

H. Financial Conflicts of Interest

The University's policy on Financial Conflict of Interest in Sponsored Activities was recently revised and becomes effective August 24, 2012. The policy is available at <http://www.msstate.edu/dept/audit/7009.html>.

The revised policy contains significant revisions to the previous policy and incorporates changes that meet updated federal requirements governing disclosure and reporting of Financial Conflicts of Interest. The new policy will affect all individuals who are responsible for the design, conduct or reporting of research.

The revised policy requires completion of Conflict of Interest training by all individuals who are responsible for the design, conduct or reporting of research. A web-based training module has been implemented and training may be completed at any time.

Upon completion of Conflict of Interest training, all affected researchers will be required to complete a Financial Interest Disclosure Form. Additionally, the revised policy requires completion of the Financial Interest Disclosure Form annually or when changes occur.

For information on the new PHS policy, see the Frequently Asked Questions at the National Institutes of Health website, http://grants.nih.gov/grants/policy/coi/coi_faqs.htm. At the university, the Office of Regulatory Compliance & Safety can answer additional questions. You can contact them at (662) 325-3294.

I. Export Controls

The U.S. Government maintains two primary sets of export control regulations that may impact university research. The Export Administration Regulations ("EAR") regulate exports of commercial items with potential military applications (so called "dual-use" items). The International Traffic in Arms regulations ("ITAR") regulate exports of items and services specifically designed for military applications.

In addition to these export control regulations, university activities also may be subject to the U.S. Government's economic sanctions against certain countries, entities and individuals. These economic sanctions programs are administered by the Treasury department's Office of Foreign Asset Controls ("OFAC").

Depending on the sponsor, additional forms or disclosures may need to be completed.

For more detailed information regarding Export Control regulations visit the Office of Research Security's website at <http://ors.msstate.edu/>. You can also contact Neil Lewis at nelewis@fso.msstate.edu or (662) 325-8682.

J. The Proposal Document

The proposal content should be responsive to the sponsor's interest. The narrative portion of the proposal should represent the methods to be employed, the qualifications of the project personnel and the institution, the effect of the project on the infrastructure of the science, engineering, or education in these areas, and the amount of funding required.

The project description provides a clear statement of the work undertaken. It must include: expected significance; relation to the long-term goals of the PI's project; and relation to the present knowledge in the field. It should outline the general plan of work, including the broad design of activities to be undertaken, provide clear descriptions of experiment methods, and procedures and plans for preservations.

Style Suggestions

Proposal documents should be clear, concise, readable, and free of jargon. They should demonstrate the project is important and addresses significant needs. They should also show that the PI has done a thorough job of choosing the best approach to solving the need, and that the applicant has the capabilities of carrying out the proposed project successfully. Success hinges on the proposal's organization, readability, and clear communication on how the proposed project meets the sponsor's needs.

Do's and Do Not's:

Do read all forms and instructions provided by the sponsor and follow them carefully. Have someone not involved in writing the proposal see that the information requirements have been met.

Do contact your program officer to discuss your idea.

Do adapt the language of the proposal to the audience at the sponsor. Highly technical words or phrases should always be explained unless they are common.

Do write clear and concise. Proposals are rarely judged on length.

Do have your proposal read for clarity, grammar, and style.

Do not bury important parts of the proposal plan behind too many introductory phrases. Reviewers should be able to discern the important elements easily.

Do not be afraid to use underlining, capitalization, headline titles, etc., as needed to make the proposal more readable.

Do not clutter the body of the proposal with many drawings, charts, tables, etc. unless required by the application instructions. Usually these types of information should be attached as appendices.

Proposal Format

All proposals have special requirements for the proposal format and submission. You are urged to read carefully the technical proposal requirements of the sponsor before writing begins.

Illustrations and Tables

Illustrations and tables should be referenced in the text and placed as close as possible to their respective references without negatively affecting the readability or flow of the narrative. An exception to this is when the sponsor has established a strict limitation of the number of pages permitted. Under such circumstances, it usually is possible to place a series of illustrations or tables in an appendix.

Page Numbering

If the proposal instructions include specifics on page numbering follow those instructions. If not, use the following. All pages are to be numbered, however, do not display the number on the cover. Use lower case Roman numerals through the contents page. The text begins with the introduction, page 1, and continues to the appendices, with Arabic page numbers. Appendices are identified either by capital Roman numerals, or capital letters. Pages within the appendix are numbered with Arabic numerals, as A-1, A-2, or IV-1, IV-2, etc.

Page Format

One inch margins should be used on all sides of the text unless specified by the sponsor's guidelines. Sections should not use double spacing, unless otherwise specified. If the sponsor does not specify spacing, but does place a limit on pages allowed, use single spacing with double spacing between paragraphs if necessary. Direct quotes, especially those running more than three typewritten lines, typically are indented 10 spaces and should be typed single-space, block style.

Proposal Content Outline

Cover Sheet: Use a proposal cover sheet unless specified differently from the sponsor. If the starting date is unspecified, select a date appropriate for the sponsor review cycle and MSU calendar. If a project involves nine month faculty personnel, scheduling during a semester can cause problems. Show the duration for which funds are requested.

Contents Page: A separate page listing the major parts of the proposal with page numbers.

Abstract: A concise statement, often less than 250 words, outlining objectives of the research, the methodology used, type of research sought, and application of results.

First: Define the problem. Give some quantification to support the prevalence or seriousness of the problem.

Second: State the solution and explain briefly how and why it is the right solution. Here and in the definition of the problem, show that you are familiar with the literature and recent advances in the field.

Third: What solution do you propose and why? What personnel are you going to use, for how long, doing what? Define a timetable of events.

Fourth: What attributes can MSU offer to make it the place to conduct this project?

Fifth: How are you going to measure attainment of your goal? The evaluation component can consist of internal evaluation, external consultants, the sponsoring activity conducting evaluations, or a combination of these.

Sixth: How are you going to disseminate your findings so that they can be evaluated, adapted, and utilized by others facing the same problem? Through reports, journal articles, or other means?

Narrative or Research Plan

Introduction: Include a statement of the overall objectives of the proposal. This may include a literature review, current knowledge in the field, long term goals, and related work the PI has done in the field.

Specific Aims: List specific objectives to be accomplished.

Methodology: Give details of the project plan. Describe experiments, methods, techniques, specialized equipment, data expected, etc.

Significance: Describe the significance of the anticipated results.

Evaluation Component: Describe the evaluation methods for efficiency and effectiveness of the project and post project.

Personnel: List key personnel starting with the PI. Include name, title, role in the project, qualifications, and percent of time devoted to the project. A complete curriculum vita, including list of publications, should be included as an appendix. Be sure to follow sponsor guidelines for format. Graduate students and other personnel need not be listed by name if not available.

Facilities Available: Briefly describe pertinent equipment and technical support facilities supporting the project. Lengthy listings or descriptions should be included as an appendix and cited in the text.

Project Period: State length required to complete the project, including a schedule of major activities/milestones.

Current or Pending Support: Give a summary of current and pending support the PI is receiving, and the support of other key personnel. Include the title and dates of current sponsored agreements, source of funds, annual budget amounts, and percentage of time that project personnel are committed.

Representations and Certifications

Certain sponsors require certifications, ex. Lobbying and Drug-Free Workplace, and representations, ex. Cost Accounting Standards (CAS) and Federal Acquisition Regulations (FAR). SPA, working with the PI and department, handles these documents.

K. Budget Planning and Computation

Primary responsibility for budget planning and development rests with the PI in consultation with the department head or research director. SPA advises the PI in general matters of preparation for the budget, and reviewing and approving the budget prior to submission off the proposal.

When preparing a budget, be realistic. Include sufficient funding to carry out the project, but do not artificially inflate items. Underestimating project costs suggests that the proposal author does not comprehend the proposed work. When a researcher is awarded a project that is not sufficient to cover costs, some organization must come up with the funding, often MSU.

All line items should be escalated 4-7% per year to account for inflation. Additional budgeting information can be found at <http://www.spa.msstate.edu/budgeting/>

Cost Proposal Review

Initiating a SPA review: To obtain SPA review/approval email your budget along with the budget justification to your SPA administrator as early as possible.

Deadlines: SPA requires three working days to review and process a proposal, therefore send the complete proposal to SPA at least three working days before the proposal must be submitted.

Salaries and Wages

Faculty and Staff: Use current salary figures with an appropriate inflation factor as of July 1 of each year thereafter. If an MSU faculty is only consulting on a project, it is calculated as a percentage of the appointment. No extra compensation may be paid from a sponsored project unless specifically identified and requested from the agency in the proposal, and then approved.

Wages/Temporary Employees: Use hourly rates as appropriate for work performed within the guidelines issued by Human Resources.

Fringe Benefits

Refer to SPA website's budgeting page at <http://www.spa.msstate.edu/budgeting/> for up to date fringe benefits.

Fringe benefits include: FICA, Retirement, Life Insurance, Workers' Compensation, Unemployment Insurance and Health Insurance

Graduate Student Tuition Remission

Graduate students participating in research projects may receive a reasonable amount of support (tuition remissions and other support) on the basis of the student's participation in the sponsored project. Tuition remission is considered an allowable direct charge for most sponsors, provided that: (1) the student is conducting activities necessary to the sponsored agreement (2) tuition remission is consistently provided in a like manner to students in return for similar activities conducted in non-sponsored as well as sponsored activities; and (3) during the academic period, the student is enrolled in an advanced degree program at Mississippi State University and the activities of the student in relation to the sponsored project are also related to the degree program in which the student is enrolled.

Tuition Rates: Information on tuition rates is available at <http://spa.msstate.edu/budgeting/> under Estimated Fringe Benefits. Use these rates when preparing your budget.

Equipment

Only items costing \$5,000 or more per unit must be listed. Cost estimates must include sales tax and shipping. Identify equipment with its corresponding cost.

Equipment Definition: an article of nonexpendable tangible personal property having a useful life of more than one year, and an acquisition cost of \$5,000 or more per unit.

Travel

When preparing for travel, check with the approved MSU travel Agency. Mileage rates are listed in the MSU Policies and Procedures manual. To travel to foreign destinations you must contact the MSU Travel office for procedures. Designate two subcategories, one for MSU employee travel and another for consultant, participant, or honorarium travel. Provide justification of travel expenses. A lump sum figure with no destinations or details often holds up the award process. Additional travel information can be found on the SPA website at <http://www.spa.msstate.edu/budgeting/>

Materials and Supplies

When preparing the materials budget, the PI must estimate or catalog price, tax, and shipping for each item. Individual component to be used for equipment fabrication should be identified as such.

Publications

Prepare for publication expenses within the budget. Be mindful of page charges These can be several thousand dollars and are allowable if budgeted.

Consultant Services

Some agencies limit the maximum daily compensation rate for consultants, so care should be taken to consult agency guidelines.

Computer Services

Contact Information Systems and User Support for rates on special services and access.

Subawards

If subawards are listed in your budget, you should email your subaward contact the MSU Subrecipient Commitment Form (SAF 03) found at <http://www.spa.msstate.edu/forms/>. Please check this site from time to time to make sure you are using the most updated version. This form requires the subawardee to submit a statement of work, budget and budget justification, and a signed SAF03. If your project is funded, then SPA should have everything necessary to execute a subaward agreement.

Keep in mind that MSU F&A cost on subcontractor costs are calculated using our approved federal rate for the first \$25,000 of the subcontractor total costs only. If there are multiple subcontracts, F&A costs are collected on each subaward.

Other Direct Costs

Any MSU service center used must be noted. Each center is contacted by the PI to obtain estimates for services required.

Telephone tolls, photocopy charges, equipment maintenance, conference registration fees, etc. must be noted and are subject to OMB A-21 acceptance. If telephone equipment/line rental is charged to the grant, it must be separately identified as such and not included as tolls. Charges for equipment and line rental need strong validation in the budget justification.

Inflation factor for these items are at the PI's discretion.

Total Direct Cost

The total direct cost is the sum of all direct costs.

Modified Total Direct Costs

Modified Total Direct Cost (MTDC) is defined as total direct costs less capital expenditures (alterations, improvements, renovations, and equipment), tuition remission, patient care charges, the portion of individual subgrants or subcontracts in excess of \$25,000, off-site rentals and fellowships.

Facilities and Administrative Costs (F&A)

Normal F&A cost rates are applied to proposals unless the funding agency prohibits F&A costs, or has their own rate. To waive F&A costs on a project, prior approval must be obtained from the appropriate Vice President (ORED or DAFVM).

For the correct rate, see http://www.controller.msstate.edu/docs/FArate_fy2008.pdf.

Proper classification of your project is essential to the selection and application of the appropriate rate. Generally, the following definitions apply:

Research:	Separately budgeted scholarly or scientific investigation or inquiry; to study thoroughly
Instruction:	Training or teaching activities (other than research training) including the possible development and distribution of curriculum
Other Sponsored Activities:	Programs and projects that involve the performance of work other than instruction and research. Examples of such programs and projects are health service projects and community service programs

Off-Campus Definition: For all activities performed in facilities not owned by the institution and to which rent is directly allocated to the project(s) the off-campus rate will apply. Grants or contracts will not be subject to more than one F&A cost rate. If more than 50% of a project is performed off-campus, the off-campus rate will apply to the entire project.

L. Cost Sharing

Cost sharing is a phrase indicating multiple sponsors share costs associated with a project. The most common cost share is external sponsors providing the majority of the funds and the university to provide the remaining funds. Matching is a form of cost sharing generally defined as a specific ratio of sponsor and university dollars. Matching is typically stated in the RFP.

The two primary types of cost sharing/matching are in-kind and cash contributions. In-kind contribution values can be readily determined, verified, and justified without cash transactions for securing the goods or services comprising the contribution. Examples of in-kind contributions are donation of volunteer time at a reasonable rate and donation of non-institution space. With cash contributions actual cash transactions occur and must be documented in the accounting system. This includes allocation of compensated faculty and staff time to project and purchasing of equipment by the institution.

Cost sharing included in a proposal or proposal document must be documented in the accounting records. MSU requires the transfer of budget from an appropriate fund to cover cash contribution amounts. Transfer of budgets must initiate from a university E&G, designated, or gift fund. In-kind contributions must be documented with official correspondence from the organization providing the in-kind cost sharing to include published rate schedules, time cards from volunteers, etc.

If cost sharing is in the proposal, an obligation will be set up once the award is given. If the obligation is not met, the grant may be subject to a reduction by the agency. If cost sharing obligations are not required, they should neither be listed on the budget page nor in the narrative. Lab space should not be shown as an MSU contribution. Make sure to not commit a person's time beyond 100% effort. Generally, cost share the minimum amount required.

Using federal dollars as matching or cost sharing toward another sponsored project is not allowed without written federal authorization.

F&A costs waived on the sponsor share can be claimed as cost sharing as well as F&A costs on cost sharing portion if the sponsoring agency authorizes it. When cost sharing MSU resources, the provider of the cost share must approve the commitment on the Internal Approval Sheet.

For more information about Cost Sharing, visit <http://spa.msstate.edu/budgeting/>

M. Proposal Approval and Transmission

Proposals seeking outside funding must receive full internal approval prior to being sent to the sponsor. The IAS is a key instrument in the internal review, approval, and transmittal process. This form is available on the SPA website at <http://www.spa.msstate.edu/forms/>

Proposal Package

The proposal packet consists of the original copy of the proposal and the IAS. The proposal is sent to the sponsor while SPA retains the IAS.

Routing the Proposal Package

The PI is encouraged to write a brief informative abstract using lay language explaining the potential application of this work. The PI prepares and obtains necessary signatures for the IAS.

Internal Approval Sheet

The PI must complete and sign the Internal Approval Sheet which is available at http://training.spa.msstate.edu/docs/IAS_v1.0.7.3.4.pdf. The form must be typed for legibility. If the regulatory elements on the first page of the IAS are checked, the PI must obtain the appropriate approvals to fulfill regulatory requirements resolving the specific situation.

For proprietary research that contain stipulations on the release of information journal publications or use in dissertations, claims to copyrights or patents, or other stipulations, the PI must ensure all researchers involved fully understand and accept all restrictions of the proposal.

Proposal Processing Lead Time

The PI must allow sufficient time for processing of the proposal package by the department, college, school, or unit and SPA. **10 to 14 days** must be allotted to this process. The process can be expedited by making a draft copy of the proposal available to the aforementioned offices prior to completion of the proposal.

The PI is strongly advised to discuss and resolve with the appropriate persons such matters as the use of human subjects, hazardous wastes, use of animals, proprietary agreements, etc.

A MINIMUM of 3 full working days is required for SPA to assure the proposal is reviewed, approved, duplicated, and sent appropriately.

II. Proposal Negotiation/Award

Negotiations regarding technical content of the proposal are the responsibility of the PI. Questions relating to the financial and administrative aspects of the proposal should be referred to SPA.

A. *Revision of Proposals*

If a sponsor requires changes in a proposal the PI should review the proposed revision and determine if it fits the interest of the University. If the changes are realistic the PI must prepare and sign a letter to the sponsor describing the proposed changes and attach a revised budget sheet, statement of work, and other requested material. The letter to the sponsor must include signatures by the department head, college, or school official, and SPA director. SPA will then submit the revision to the sponsor.

B. *Proposals Approved for Funding*

Once funded, the proposal's sponsor normally generates a sponsored agreement in the form of a grant, contract, or cooperative agreement. The agreement must be sent directly to SPA.

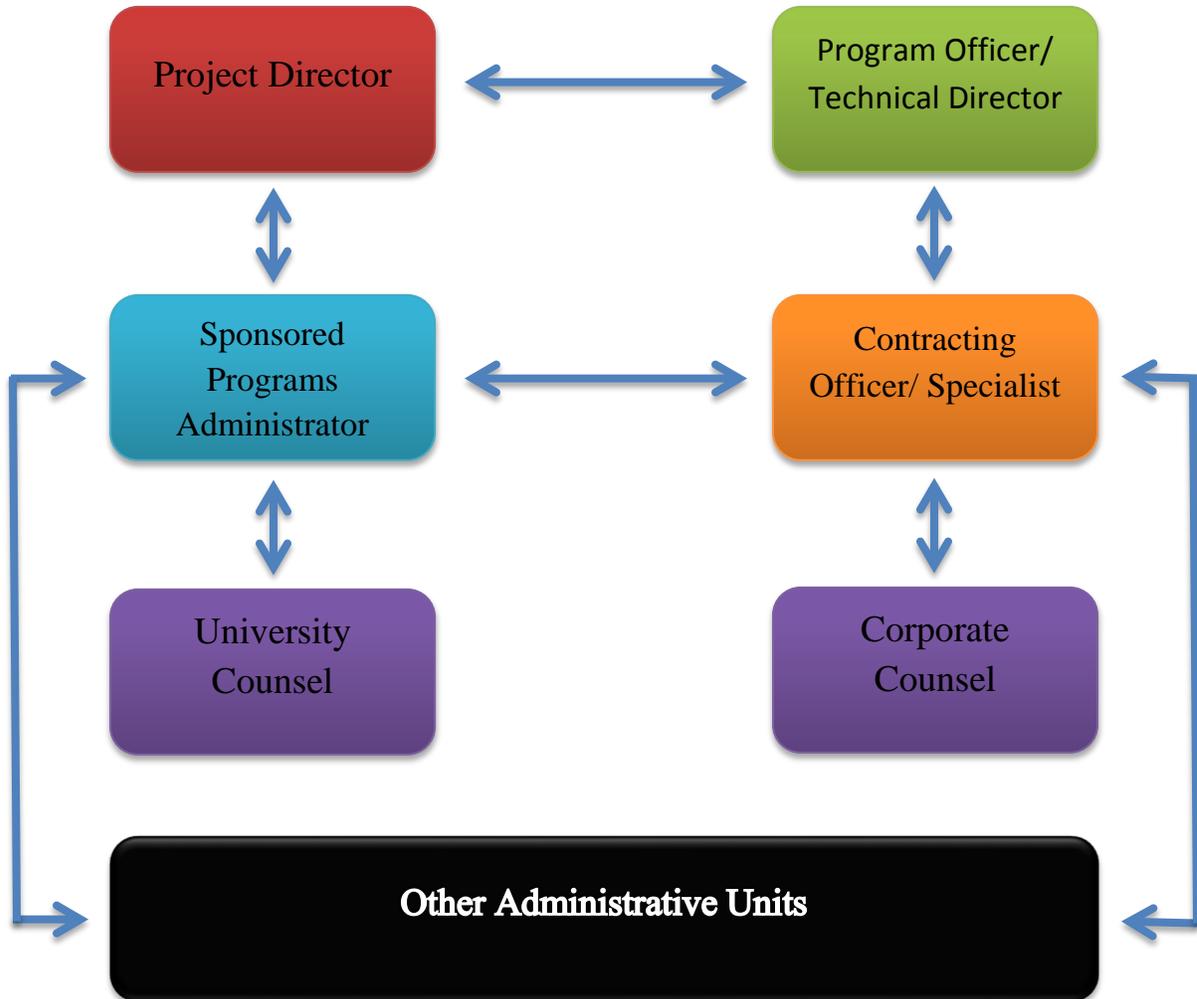
C. *Components of a Sponsored Agreement*

Upon receipt of a sponsored agreement SPA commences a comprehensive review. This review includes the grant or contract document, negotiated award budget, proposed narrative, proposed budget, IAS, etc.

D. Sponsored Agreement Negotiation

SPA coordinates the negotiation process. Key participants in the negotiation process are the PI, sponsored programs administrator, sponsors technical or program officer, and the sponsor’s contracting officer.

Appropriate Communications during Award Negotiation



<i>Sponsored Agreement Element</i>	<i>Negotiation Responsibility</i>
Contract Recitals (Identification of the parties)	SPA
Authorities	SPA
Contract Management	SPA
Special Conditions	SPA/SPAccounting/OETT/General Counsel
General Terms and Conditions	SPA/SPAccounting/OETT/General Counsel
Statement of Work/Objectives	PI/Dept Head/Unit Head/ ORCS/ OETT
Award Budget	SPA/PI

E. Grant Contract Acceptance

Contracts, grants and other binding documents must be signed by an authorized signatory which is housed in SPA. SPA Director is authorized to coordinate the acceptance of sponsored agreements on behalf of the President. Once the award clears the review and evaluation, SPA processes the document. A copy of the award package is sent to the PI. SPA holds a copy of all award documents and originals are sent to SP Accounting. SPA sends a monthly report of awards to the appropriate Deans and Vice Presidents.

F. Cancellation/Withdrawal of Proposal

To withdraw or cancel a proposal before the sponsor has acted upon it the PI should contact SPA immediately. SPA will then discuss and take appropriate action.

G. Proposals Declined for Funding

SPA returns the Not Funded letter, Internal Approval Sheet and proposal to the PI along with a note of explanation. In the cases where the PI receives the notification, a copy of the notification must be forwarded to SPA.

For proposals that undergo peer review, the PI should request a copy of the evaluation summary from the sponsor to review for constructive criticism. Many awards received have been the result of proposals submitted a second or third time, after revisions based on peer evaluations.

H. Proposal & Award Database

SPA maintains a record of proposals submitted and awards received. This information is summarized monthly and annually, and distributed to the President, other University administrators, and the Board of Trustees.

I. American Recovery and Reinvestment Act (ARRA)

Recipients of ARRA awards are subject to numerous accounting and reporting requirements. These include quarterly reports that provide precise status updates on progress and estimates on the number of jobs created and/or retained. The quarterly reports must be made within ten (10) days after the end of each quarter and will be made available to the public via <http://www.Recovery.gov>

Sponsored Programs Accounting tracks ARRA awards and coordinates the required reporting. For additional information, please visit <http://www.controller.msstate.edu/sponsoredprograms/arra/>

III. Account Establishment

Once Sponsored Programs Administration negotiates the terms of sponsored agreements with external sponsors. The award package is sent to Sponsored Programs Accounting to establish an account.

A. Preliminary Account Request

Preliminary Accounts enable investigators to incur costs on a sponsored project before the university has actually received award funds but reasonably expects the award in the very near future. Expenses from a PAR fund will not be reimbursed if the award is not received.

Preliminary Accounts require authorization from the investigator's department head and dean (school of primary appointment). The department head and dean by approving the Preliminary Account agree to cover with local funds, under the control of the Department/College, all charges made to the Preliminary Account.

The Preliminary Account Request form can be found at <http://spa.msstate.edu/pdf/PAR.pdf>

B. Account Creation

Establishing a project account is done by Sponsored Programs Accounting on transmittal of an agreement from SPA. Administrative support is transferred from SPA to Sponsored Programs Accounting. The PI will also receive notification from SPA that his award has been transferred to Sponsored Programs Accounting at this time.

C. Division of Overhead for Multi-Department Projects

The method of distribution of F&A costs recovered from grants and contracts is explained at <http://www.msstate.edu/dept/audit/8012.html> . This F&A typically goes back to the generating unit. Distributions of F&A in a different manner than outlined in policy 80.12 are allowed, but must be negotiated by the collaborating units.

IV. After Research Commences

A. Project Management

The PI, department head, and college or school official share responsibility for the timely performance of the work required for the award. They are responsible for the project management within the policies and procedures of MSU and the sponsoring agency. If policies or procedures differ between MSU and the sponsoring agency the PI should seek the Director of SPA to discuss the problem. Any deviation from the grantor or the University's policies must have approval in writing from the proper authority.

The PI must communicate with the department head, college/school official, and SPA any circumstance threatening to prevent or delay satisfactory completion of the project. The PI must also keep the sponsor informed of progress through formal reports and letters as specified by the contract agreement. If a project requires more time, initiate action in sufficient time to allow for agency response. No Cost Extensions must be processed through appropriate University channels.

PI's Role in Project Management

PI's responsibilities

- Insure funds are expended for, and at rates specified by, items and missions delineated in the contract.
- Provide guidance for personnel.
- Technical liaison to the sponsoring agency.
- Timely preparation and submission of reports required in contract.
- Notify department head of project performance and progress.

Project Accounting

The PI is accountable for charges and transactions made to the sponsored account and must make sure to initiate a Personal Action Form for each individual assigned to the project in a timely manner. The percent of time charged by each person must be debited against the project account.

Project charges must be coded and charged correctly at the time documentation is prepared. All expenditures charged to the project account must be for items required accomplishing the project, and must be based on the approved budget. Charges that do not meet these criteria, as well as post facto cost transfers, may be disallowed by Federal auditors. Excessive cost transfers alert auditors to a serious breakdown in the controls in place to ensure proper classification and codification of expenditures. Certain items may require written approval by the sponsor, regardless of their inclusion in an approved budget, if they are to be allowed as acceptable charges. Foreign travel, for example, requires the approval of most federal sponsors prior to the trip, even if justified in the proposal and accepted in the award. Foreign travel also requires the permission of the university administration.

As a project progresses, it may become apparent that they purchase of equipment not specified in the original budget is mandatory for completion. Written permission of the contracting officer is often required for such expenditures to be considered allowable expenses.

Certification of Time and Effort

Salaries and wages charged to sponsored projects must have certification from the employee and department head to assure federal sponsors the efforts of individuals were consistent with salary charges. A computer listing showing the percentage of time allocated to each project can be run by the appropriate department. This report must be certified by the department head and individual then sent to Sponsored Programs Accounting. For more information visit <http://www.controller.msstate.edu/sponsoredprograms/training/>

Cost Transfers

Requests for transfer of expenditures between sponsored projects and/or university funds must be explained and fully supported for audit purposes. Transfers requested more than ninety days after initial assignment of the cost are approved on an exception basis. Sponsored Programs Accounting provides guidance for transfers. For more information visit <http://www.controller.msstate.edu/sponsoredprograms/training/>.

Budget Adjustments

The PI is responsible for consulting the sponsored agreement to determine if external approval is required for budget adjustments. If so, the PI must prepare a revised budget with justification in narrative form. The correspondence should be prepared in memorandum or business letter format and contain spaces for signatures from the PI, department head, and director of Sponsored Programs. All such correspondence must be routed through Sponsored Programs Administration. Sponsored Programs Administration will route a copy of the request for adjustment and original approval notification to Sponsored Programs Accounting for maintenance of the BANNER accounting system and update the official contract file.

Project Revisions

Revisions to the project require the approval of the sponsor. The PI should prepare and send a formal letter outlining the requested action to the department head, college, school or unit official, and Sponsored Programs Administration for signature. SPA will then forward the signed letter to the sponsor.

Completion of Projects

At completion, the PI must make sure all technical reports, final reports on patents, and other deliverables are completed and sent to the sponsor as soon as possible. Sponsored Programs Accounting closes projects after all requirements have been met and final payments received.

B. Subrecipient Monitoring

All Subcontractors must sign a subcontract that includes a detailed statement of work. The form to request a new subaward is available at http://www.spa.msstate.edu/forms/pdfs/SAF_01.pdf . Each subrecipient is also required to complete the Subrecipient Commitment Form available at http://www.spa.msstate.edu/forms/pdfs/SAF_03.pdf .

Investigators should monitor subcontractors to ensure that they are complying with the terms of the award. These monitoring duties include confirming that the subcontractor is satisfying the statement of work, and that the invoices submitted by the subcontractor are reasonable, allocable and allowable on the project.

C. Program Income

Program Income is gross income earned by a grantee that is directly generated by the project or activity or earned as a result of the award, other than income resulting from royalties or licensing fees. All program income must be reported on the financial status report.

D. Use of Consultants

The policy and procedure for securing and paying consultants can be found at <http://www.msstate.edu/dept/audit/PDF/6504.pdf>.

Some agencies limit the maximum daily compensation rate for consultants, so care should be taken to consult agency guidelines. An inflation rate of 4% per year is suggested, but not mandatory.

Consulting within the university is a complicated issue. It needs to be carefully planned and thought out as there are specific rules and regulations that govern it. If you are considering consulting within the university or using a consultant from within the university work closely with your business manager and Sponsored Programs Administration.

E. Expenses and Purchases

All expenses and purchases funded by a sponsored project account must directly and fully benefit the project. Furthermore, all expenses and purchases funded by a sponsored project must comply with the sponsor's guidelines.

F. Service Centers

A Service Center is an organizational unit or activity that charges users, which are primarily University departments or Sponsored Projects, for specific technical or administrative goods and/or services. For more information about Service Centers, visit <http://www.controller.msstate.edu/cas/svc/>

Operating Procedures for Service Centers at Mississippi State University can be found at <http://www.controller.msstate.edu/docs/servicectrpolicy.pdf>

Both the form for Service Center Fund Establishment and the form for Service Center Rate Revision are found at <http://www.controller.msstate.edu/forms/>

G. When do I notify regulatory research committees?

Investigators must inform regulatory research committees of any changes that relate to studies under their jurisdiction, such as: adverse events, changes to study personnel, protocol changes, and changes in funding sources. If you are unclear as to whether to report a change, consult the applicable committee.

H. Material Transfer Agreements

A Material Transfer Agreement (MTA) is a binding written contract between parties that governs the use of "Material." Material can be defined as the physical substance being transferred. However, in a proposed contract the term may be enlarged to include other items, including confidential information about the Material, and the forms of the Material which may arise from replication and maintenance in the recipient laboratory.

The guidelines for Material Transfer on a sponsored project can be found at <http://www.oett.msstate.edu/inventors/mta.php>.

I. Non-Disclosure Agreements

A Non-Disclosure Agreement is stand-alone agreement that identifies the responsibilities of the University in receiving proprietary information necessary to conduct a research or scholarly project. This term is used synonymously with Confidentiality Agreement. Usually, a Non-Disclosure Agreement is executed independent of a Sponsored Agreement but may be referenced in a future Sponsored Agreement.

J. Audits

If you receive oral and/or written notice from a sponsor or other outside agency that it intends to conduct an audit or any other type of review of your sponsored project, please immediately contact Sponsored Programs Administration at (662) 325-7404, Sponsored Programs Accounting at (662) 325-1937 and Internal Audit at (662) 325-7353.

K. NIH Public Access Policy

The NIH Public Access Policy mandates that journal articles that arise from NIH funding be submitted to PubMed Central for open access upon acceptance by the journal. Also, all NIH applications, proposals, and progress reports must include the PubMed central reference number when citing an article that is authored or co-authored by the investigator, or arose from the investigator's NIH award. It is important to comply with this requirement to ensure that your research can continue to be funded by NIH.

For further information on how to comply with this requirement, please visit the NIH website at <http://publicaccess.nih.gov/>.

V. Closeout

A. Reporting

The PI must make every effort to meet with the sponsor's schedule for technical reports. Some agencies place an emphasis for having publications in refereed journals and want only brief technical reports, with copies of the reprints of publications forwarded to the project officer. Other agencies require a comprehensive final report.

B. Intellectual Property

Inventions

Disclosure: Disclosure is required for all inventions developed under grants between external sponsors and MSU, or developed as a university assigned effort. To facilitate the disclosure process, a standardized "Invention Disclosure Form" is available for download from the OETT home page.

Ownership: A grant or contract sponsor may specify the intellectual property be placed in the public domain, claim reproduction, license-free use, or other rights, or may assign rights to MSU. For university assigned efforts, MSU owns the invention.

Patents: Provisional patent applications for MSU owned inventions may be filed on licensing potential or other factors. Utility patent applications are generally not filed unless a sponsor is willing to fund the patent costs. OETT coordinates the patent prosecution with outside counsel.

Scholarly or Creative Works and Copyright Material

Individual Efforts: Scholarly or creative works include traditional academic publications, such as professional papers published in scholarly journals, or newly created texts that result from usual activities of faculty and nominal use of MSU resources. Decisions relative to registering works with the Copyright Office are left to the creator. However, the individual is urged to copyright such material in his/her name. For assistance in obtaining and completing proper forms, proper marking of work, and related matter, contact OETT.

University Support Efforts: Copyright materials created with Substantial Use of university resources or for research and educational use in the laboratories and classrooms of MSU are considered to be work for hire, therefore copyright of these materials is vested with MSU. MSU makes decisions relating to registration of sponsored works, and the application is filed by OETT.

Sponsored Support Efforts: For copyright materials developed under grants and contracts between external sponsors and MSU, the sponsor can specify the materials be placed in public domain, claim reproduction, license-free use, or assign all rights to MSU.

Copyright Registration: Copyright protection is created automatically once work is created. However, registration must be filed before a copyright owner can file an infringement lawsuit. Refer to the Copyright Office of the Library of Congress website for forms.

Software

Disclosure: To protect MSU's copyright, software with commercial potential must be disclosed to OETT prior to publication or distribution to third parties. OETT uses a standardized "Software Disclosure Form" available for download on the OETT homepage.

Ownership: The creation of software is considered to be "work for hire" and a copyright registration with the Library of Congress lists MSU as the author. The copyright application is filed by OETT. MSU owns the copyright to all software created:

- under grants or contracts with federal agencies and most sponsors.
- as a result of an assigned MSU effort or commission.
- with substantial use of MSU resources.
- for research and educational use in the laboratories and classrooms.

Copyright Registration: Regarding copyright registration of a computer program, a computer program is defined as "a set of statement of instructions to be used directly or indirectly in a computer in order to bring about a certain result." Copyright protection extends only to the literary or textual expression contained in the computer program. Copyright protection is not available for ideas, program logic, algorithms, systems, methods, concepts, or layouts.

Other Intellectual Property

Please see the intellectual property policy for detailed information on trademarks, trade secrets, patentable plants, mask works, and novel plant varieties.

Intellectual Property Policies

The PI must familiarize themselves with the intellectual property policies of the University (<http://www.msstate.edu/dept/audit/7601.html>) and the sponsor. The PI is not authorized to negotiate intellectual property matters with potential sponsors. If the project yields any intellectual property, contact the Director of the Office of Entrepreneurship and Technology Transfer before action is taken with respect to the property. Contact OETT for more information on developing sound lab management practices relating to protection of intellectual property. Visit the OETT website at <http://www.oett.msstate.edu/>

VI. Scientific Integrity

Policy and Procedure: Ethics in Research and other Scholarly Activities

<http://www.msstate.edu/dept/audit/8002.html>

A. *Data Management*

Data can include laboratory notebooks, notes, preliminary analyses, as well as any other records that are necessary for the reconstruction and evaluation of results of research, regardless of the form or media on which they are recorded. Generally speaking, MSU owns all research data created in the course of research conducted at the university.

Data Management Plans for Successful NIH and NSF Grants presented by Michael Lesiecki, PhD are available at <http://www.research.msstate.edu/rresources/>

B. *Authorship*

Generally speaking, authorship credit should be given to those who have made significant contributions to the conception and design, or analysis and interpretation of data, or both; to drafting of the manuscript or revising it critically for intellectual content; or on final approval of the manuscript. Principal authorship and other publication credits should accurately reflect the relative scientific or professional contributions of the individuals involved, regardless of their relative status.

VII. Education Requirements

A. *Responsible Conduct of Research (RCR)*

The responsible and ethical conduct of research is critical for excellence, as well as public trust, in science and engineering. Consequently, education in RCR is considered essential in the preparation of future scientists and engineers. MSU's Plan of Implementation of Requirements to Provide Responsible Conduct of Research (RCR) Training for the National Science Foundation, the National Institutes of Health, and the Federal Demonstration Partnership can be found at http://www.research.msstate.edu/rconduct/pdf/instructions_for_ethics.pdf.

Additional information can also be found on the MSU VP for Research website: <http://www.research.msstate.edu/rconduct/>.

B. *Human Subjects Education*

Training in the Protection of Human Subjects is required prior to initiation of research with human subjects. For human subjects researchers that would like to take the initial training course in a classroom setting, online or just need a refresher course, enroll at <http://www.orc.msstate.edu/quicklinks/training.php>.

C. *Animal Use Education*

Personnel listed on an IACUC protocol must complete the Animal User Certification course. "How to take the course" can be found at <http://www.orc.msstate.edu/quicklinks/training.php>.

All personnel working with or around vertebrate animals at MSU are required to enroll in the Occupational Health and Safety Program (OHSP). This training can be found at <http://www.orc.msstate.edu/quicklinks/training.php>

D. *Radiation Safety Education*

All users of radioactive materials or radiation emitting devices must complete this online questionnaire. User information is collected and basic radiation safety information is provided by to the participant. This class provides enough basic safety information to the user to allow access to the lab while further training is completed. You can enroll at <http://www.orc.msstate.edu/quicklinks/training.php>. A live session class for Basic Health Physics is also available at this address. In addition, Rad Safety for CVM via MyCourses and Rad Safety for Lab Workers via MyCourses enrollment are available at this website location. The Radiation Safety Refresher course is also available.

E. Institutional Biosafety Education

Bloodborne Pathogens - All personnel handling human blood, tissues or body fluids are required to take the Bloodborne Pathogens course before work has started. The initial training is a live session. You can enroll at <http://www.orc.msstate.edu/quicklinks/training.php> All personnel who have attended the initial live Bloodborne Pathogens training course are required to take annual refresher training either online or attend a live session. You may redo the initial live training or take an online course.

NIH Recombinant DNA (rDNA) Training - This training is designed to familiarize the Principal Investigator (PI) and laboratory personnel with the NIH Guidelines for Research Involving Recombinant DNA Molecules (NIH Guidelines). The NIH Guidelines are standards for containment and safe research practices involving rDNA activities. PIs are responsible for knowing the Guidelines and training lab personnel as it pertains to their research. You can enroll at <http://www.orc.msstate.edu/quicklinks/training.php>

Biosafety: Principles & Practices - This comprehensive training course on biosafety will consist of 3 stand alone modules which cover risk assessment, principles of biocontainment, biological safety cabinets and other equipment, decontamination, biohazardous waste management, emergency response and biosecurity. The goal of the live workshops is to provide an overview of biosafety principles and practices. Each module can be taken individually; however, a certificate of achievement will only be awarded after completion of all 3. You can enroll at <http://www.orc.msstate.edu/quicklinks/training.php>

Biosafety Module 1: Principles of Biosafety, Biosafety Module 2: Effective Use of BSC, and Biosafety Module 3: Biosafety Operations are also offered at <http://www.orc.msstate.edu/quicklinks/training.php>

F. Hazardous Waste Education

The Hazardous Waste course available at <http://www.orc.msstate.edu/quicklinks/training.php> covers disposal requirements for generators of hazardous waste materials regulated under the US EPA Resource Conservation and Recovery Act and provides information on the packaging and disposal of medical/infectious waste materials as well as sharps such as needles and broken glass.

Hazwoper – A live session class is based on the OSHA Hazardous Waste Operations and Emergency Response regulations specifically for a university also available at <http://www.orc.msstate.edu/quicklinks/training.php> . Topics covered include EPA/OSHA regulations regarding emergency response and spill cleanup, chemical safety/good handling practices, and basic DOT hazardous materials shipping issues. 24 hours of class time.

Additional research and safety training is available at <http://www.orc.msstate.edu/quicklinks/training.php>

G. Research Advancement

The Office of Research and Economic Development offers a Seminar Series each year. For more information about the series visit http://www.research.msstate.edu/rresources/seminar_12.php. Sponsored Programs Administration also provides tutorials and training videos on their website at <http://training.spa.msstate.edu/>

H. Sponsored Programs Administration Staff

A list of the Sponsored Programs Administration staff and their responsibilities can be found at <http://www.spa.msstate.edu/staff/>.