

School of Planning Design and Construction (SPDC)

Managing Proposal Submissions for the College of Agriculture and Natural Resources (CANR) vs. College of Social Science (CSS) Majority Appointed Faculty

EFFECTIVE 1/1/2024

The purpose of this document is to clarify procedures that SPDC faculty (and by extension, individuals assisting faculty) should follow when submitting proposals. Because of the fact that some SPDC faculty have majority appointments in CANR and some faculty have majority appointments in CSS, challenges have occurred when faculty have attempted to submit proposals resulting from a lack of clarity in which college's procedures should be followed. To reduce those challenges on proposal submissions, we recommend that SPDC faculty with majority appointments in CANR follow CANR procedures while faculty with majority appointments in CSS follow that college's procedures, including in selecting which unit (CANR vs. CSS) should provide pre-award support.

Proposals involving CANR majority appointed faculty and without CSS majority appointed faculty:

- These proposals will not need any prior approval or review from CSS as they will follow all CANR policies and procedures.
- Faculty with joint appointments are reminded that two colleges must approve proposals before submission. Because of that, faculty are encouraged to allow for extra time when submitting to ensure that both colleges have sufficient time for review. At the same time, timely review is appreciated when the PD arrives at the CSS college level for review and approval.

Proposals with a CANR majority appointed faculty as lead PI and CSS majority appointed faculty as Co-PI, Co-I or key personnel:

- These proposals shall be processed by CANR (or units within) and follow the CANR proposal submission deadline policy.
- The CSS majority appointed faculty member will be required to adhere to the CSS budget policies and approval processes. This includes the amount of salary that can be budgeted (AY, AY & Summer), the amount of cost share/match that is being provided, and any CSS policies on cost share/match documentation and approval.
- CSS shall provide written communication to their faculty of their budgeting policies and procedures surrounding proposal submissions with a CANR faculty member as lead PI and be made aware that extra time may be required to adhere to CANR timelines.

Proposals with a CSS majority appointed faculty as lead PI and a CANR majority appointed faculty as Co-PI, Co-I or key personnel:

- These proposals shall be processed by CSS (or units within) and follow the CSS proposal submission deadline policy.
- The CANR majority appointed faculty member will be required to adhere to the CANR budget policies and approval processes. This includes the amount of salary that can be budgeted (AY, AY & Summer), the amount of cost share/match that is being provided, and cost share/match approval from the unit (see policy below).

- CANR shall provide written communication to their faculty of their budgeting policies and procedures surrounding proposal submissions with a CSS faculty member as lead PI and be made aware that extra time will be required to adhere to CSS timelines.

Other circumstances

When SPDC faculty serve as co-PIs on proposals in other units besides SPDC, they should follow the budget policies and approval processes of their primary college.

CANR's Pre-Award Information

<https://www.canr.msu.edu/ors/pre-award/>

CANR faculty providing cost share/match in proposal budgets need documented authorization/approval from their department chair and/or FO that the dollar amount and effort is available to be provided as cost share/match. This documentation should be uploaded to the PD.

CSS's Pre-Award Information

<https://socialscience.msu.edu/research/internal/index.html>

Policy on match (document)

CSS faculty providing cost share/match in proposal budgets need documented authorization/approval from their department chair that the dollar amount and effort is available to be provided as cost share/match.

CSS Cost Share Guiding Principles/Criteria

- ***Is it required?*** – If yes, cost share or match should be at the sponsor's required percentage.
- ***Is the proposal being submitted by a faculty PI on behalf of a graduate student?*** If yes, small cost share (~1% effort) for faculty effort is appropriate.
- ***Does the proposal primarily provide graduate/undergraduate student support?*** If yes, small cost share (~1% effort) for faculty effort is appropriate if AY faculty salary < 1%.
- ***Is the PI providing AY supervision but not charging AY salary?*** small cost share (~1% effort) for faculty effort is appropriate.
- ***Is the cost share provided as voluntary committed cash/effort?*** If yes, should be reasonable; typically not exceed **20%** of total proposed budget.

A cost share commitment form needs to be completed and signed at both the departmental and college levels before uploading to the PD.

https://socialscience.msu.edu/assets/pdfs/CSS_%20Cost%20Sharing%20Commitment%20Form.pdf

Comparison of Proposal Development Timeline (numbers in brackets indicate business days prior to Sponsor Deadline)

