

MSU Extension Grant Services

Demystifying Grants and Service Agreements

Supporting MSU Extension staff pursuing sponsored funding opportunities and fee-for-service activities.

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Sponsored Project / Fee-for-Service / Gift

What's the difference?

- **Sponsored project:** is an activity defined in scope and goal generally undertaken by University personnel utilizing University facilities and equipment and conducted with financial and/or other valuable support from an external sponsoring entity. Sponsored projects may include basic and applied research, scholarly activity, training, instruction and instructional design, public service and other creative endeavors.
- **Fee-for-Service:** service projects for which an external client requests a deliverable generated using known practical applications of standard procedures and established theories, methods and standard experiments using special or unique MSU research capabilities. The results of such work are of specific interest to the client and normally involve a set fee according to a published rate schedule
- **Gift:** funding given to MSU that does not originate from a governmental agency, that does not require pre-approval of expenditures, that does not require the return of unspent funds, that does not require a technical report, and does not restrict publication rights



Poll#1: Have you applied for a grant or led a service agreement?

- Yes
- No



What does MSUE Grant Services do?

- Coordination of the sponsored project submission process: KC Proposal Document and budget development, PD approvals, grant checklists and uploading of documents, and, if time permitting, review of all grant documents.
- Coordination with other institutions or partner agencies if MSU is going to be a subaward or our partners will be subawardees.
- Compiling of fee-for-service contract and budget, and collection of all necessary signatures.
- Facilitates contract negotiations if clients/partners will not use MSU standard agreement templates.
- Invoicing for fee-for-service activities.
- Dissemination of funding opportunities.



Submission Forms

- **[Proposal / Grant Submission Form](#)**
- **[Service Agreement / Contract Submission Form](#)**
 - If you have a clear statement of work with budget, dates, and partner contact information you do not need to complete the service agreement form, just email the statement of work to the MSUE Grant Services team:
 - MSUE.GrantServices@campusad.msu.edu

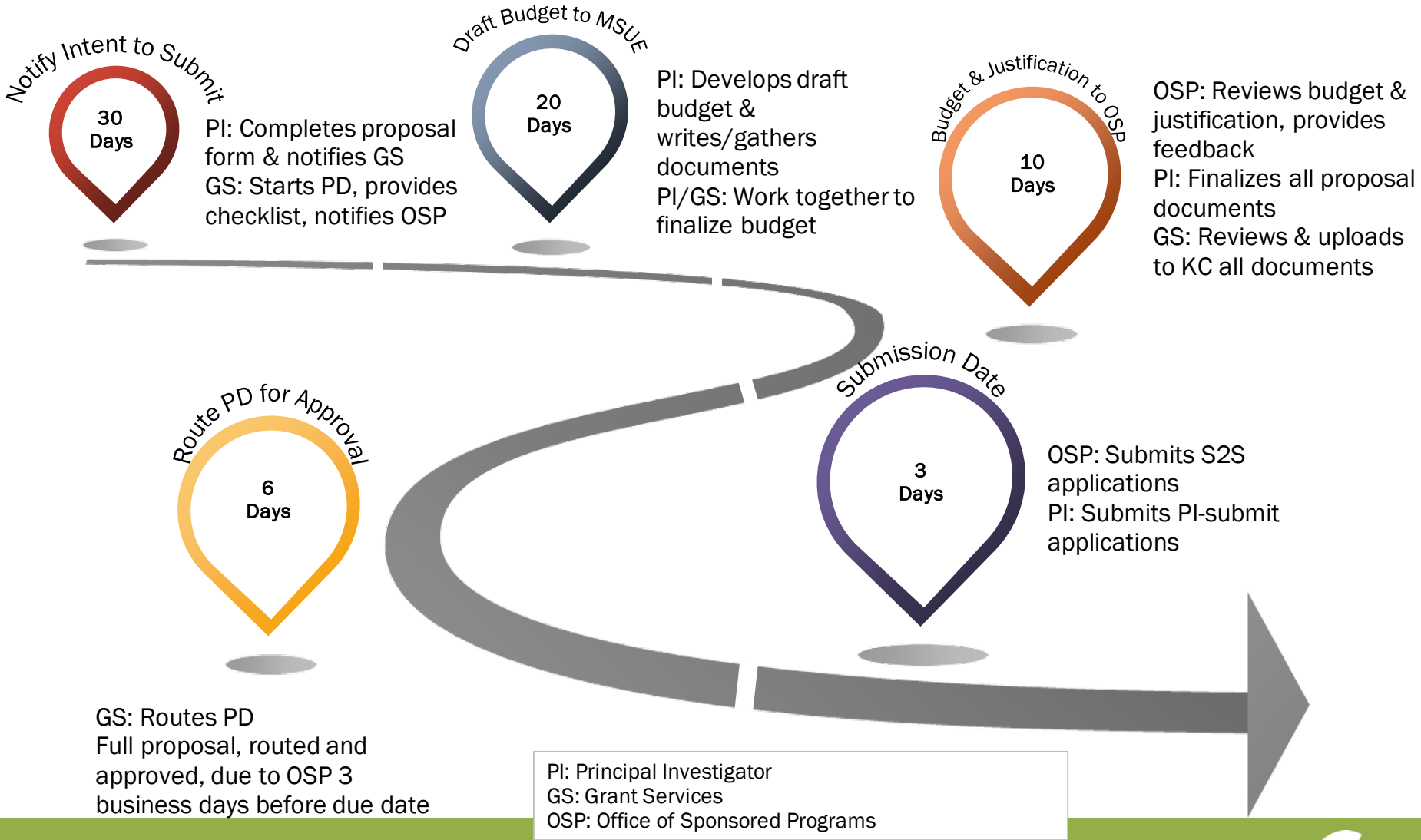


Timeline - Optimal Days Needed before Deadline Date for Grant Submission

- **30+ Business Days:** Submit the proposal form.
- **20+ Business Days:** Draft budget numbers to MSUE Grant Services
- **12 Business Days:** Final budget, budget justification, scope of work, sent to MSUE Grant Services.
- **6 Business Days:** Submit all remaining documents needed for the sponsored project submission to MSUE Grant Services.
- If your sponsored project involves outside partners as subrecipients please plan for a longer timeline.



Grant Submission Process Outline



Timeline – Optimal Days Needed before Start of Services for Service Agreement

- **15 Business Days:** Submit the Service Agreement Form.
- **12 Business Days:** Review and approve draft agreement.
- **9 Business Days:** Service agreement routed for signatures.
- **3-5 Business Days:** All signatures collected, and agreement fully executed.
- If the client/partner does not wish to use MSU's pre-approved service agreement template, deadlines should be extended by minimum 7 business days. MSU's Office of General Counsel must review all non-standard contracts.



Service Agreement Process Outline

1. MSUE staff person completes the [Service Agreement Submission Form](#).
 - a. Please be prepared with:
 - i. Statement of work: (What are you going to do? Length of engagement or days of the programming? How many participants? Number of sessions/classes/etc? Be thorough).
 - ii. Budget (including personnel involved, hours of involvement by each person, and travel, supply, co-facilitator/volunteer stipends, and facility rental expenses), and
 - iii. Full contact information for the client/partner (organization name, contact name, title, address, phone, email).
2. MSUE Grant Services reviews the submission and drafts an agreement or quote and sends to staff person, or follows-up with staff person for more information.
3. MSUE staff person reviews draft and sends email approval to MSUE Grant Services.
4. MSUE Grant Services initiates signature collection using SignRequest (our e-signature tool).
 - a. Routes to Institute Direct and then partner/client.
 - b. Upon partner/client signature MSUE Grant Services sends agreement to MSU Authorized Organizational Representative (CGA or BusinessConnect) for final signature.
5. MSUE Grant Services returns fully executed agreement to MSUE Staff Person and client/partner.
6. MSUE Grant Services sends out sub-account creation email, CCing the District Director and FO.
7. MSUE staff person notifies MSUE Grant Services when work has been completed. It is strongly encouraged to send notification within 14 days of completion.
8. MSUE Grant Services will create and send an invoice for payment.
 - a. If an invoicing schedule was predetermined (monthly, quarterly, etc), MSUE Grant Services will automatically send out invoices.



Helpful Resources

- [MSU Library – Grant & Related Resources](#)
- [Grants.Gov – Find Federal Funding](#)
- [MSU Office of Research Facilitation & Dissemination – Assistance with proposal writing, editing, reviewing](#)
- [MSUE Organizational Development – Grant Trainings](#)
- [MSU Sponsored Programs Administration](#)



Poll#2: What Additional Trainings/Resources Would Make You More Comfortable with the Grant/Service Agreement Process?

- Interactive D2L Course
- Detailed Manual
- Weekly Office Hours
- Monthly Grant & Service Agreement Hot Topics
- Monthly Newsletter
- Other?



Upcoming Opportunities & New Offerings

- Oct 1 3-4pm Finding Foundation Funding:
 - <https://vp.research.msu.edu/event/finding-foundation-funding>
- Weekly Grant Services Office Hours – Jump on for questions.
- Monthly Hot Topics – From applying for funding to managing it.



Key Takeways:

- Never sign any contract/document committing MSU to perform work or service (this includes your time as an employee) or committing MSU to buy something or use an outside facility/space.
- Contact MSUE Grant Services if you want to pursue a sponsored project or fee-for-service activity as far in advance as possible of application deadline or start of service date.
 - msue.grantservices@campusad.msu.edu
- Not sure which category something might fall into (sponsored project, fee-for-service, or gift)? Contact MSUE Grant Services or your Fiscal Officer.
 - msue.grantservices@campusad.msu.edu
- Have an active sponsored project or fee-for-service project and have a question? Contact your Fiscal Officer.



Questions?

Thank you for attending this session!



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To file a program discrimination complaint, a complainant should complete a Form AD 3027, USDA Program Discrimination Complaint Form, which can be obtained online, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

mail:

U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or

fax:

(833) 256-1665 or (202) 690-7442;

email:

program.intake@usda.gov.

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