

MSU Extension Grant Services Team

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

<https://www.canr.msu.edu/od/grants/>

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POLL

Have you participated in a grant submission in the past?

- Yes, as a principal investigator
- Yes, as a contributor
- No



POLL

Do you intend on developing a proposal in the next year?

- Yes, as a principal investigator
- Yes, as a contributor
- No



Sponsored Project / Fee-for-Service / Gift

What's the difference?

- **Sponsored project:** 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



What does MSUE Grant Services do?

- Coordinates the sponsored project submission and approval process.
- Compiles fee-for-service contract and budget and collects necessary signatures.
- Facilitates contract negotiations if clients/partners will not use MSU standard agreement templates.
- Invoices for fee-for-service activities.
- Disseminates funding opportunities.



Timeline - Optimal Days Needed before Deadline or Service Start Date

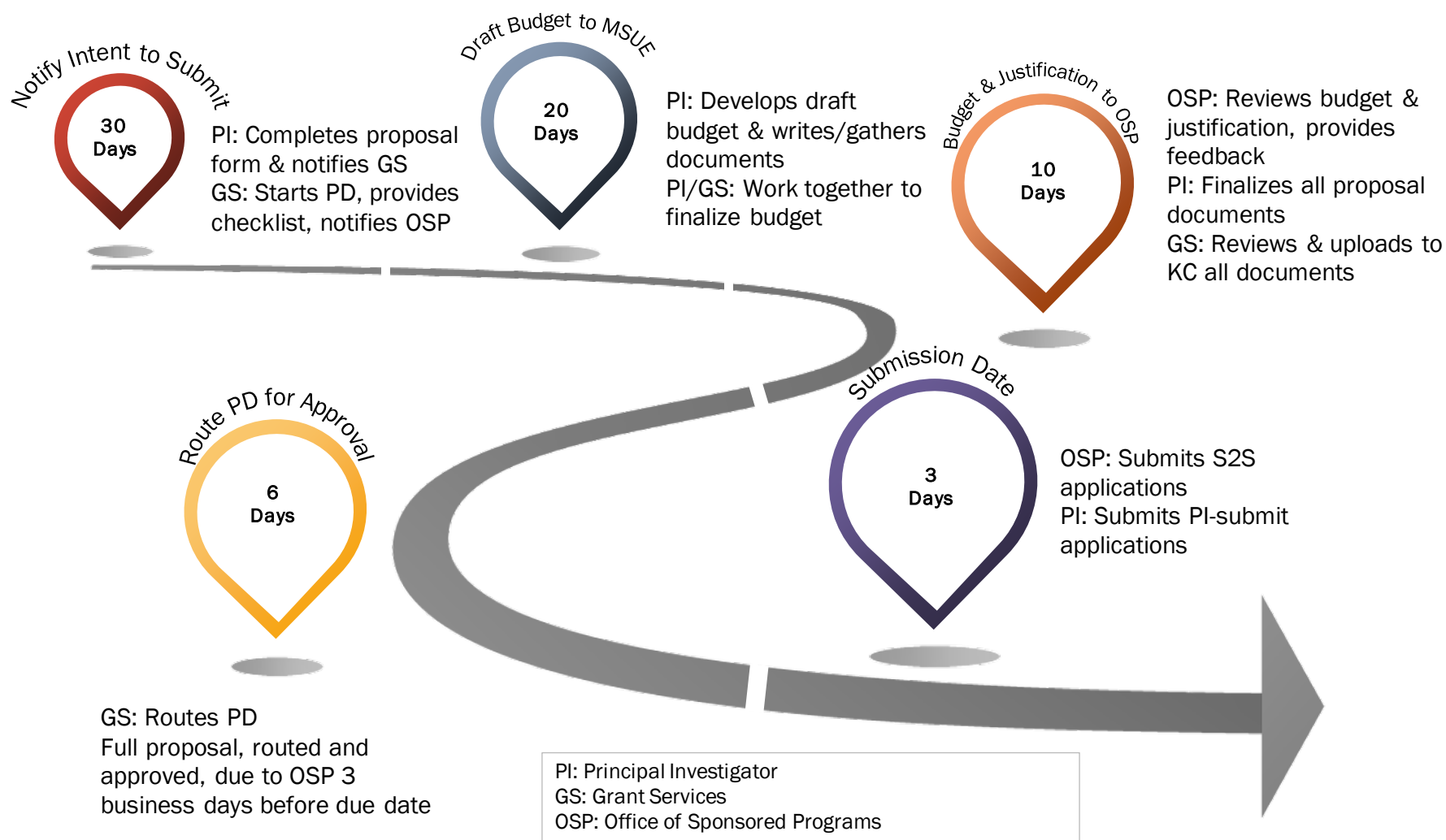
- **30+ Business Days:** Submit the proposal or service agreement form.
<https://www.canr.msu.edu/od/grants/>
- **20+ Business Days:** Draft budget numbers to MSUE Grant Services
- **10 Business Days:** Budget and budget narrative ready for OSP initial review
- **6 Business Days:** All remaining documents to MSUE Grant Services and routed for approval
- **3 Business Days:** Full proposal due to OSP



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





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](#)



Key Takeways:

- Never sign a 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.



Poll

What additional resources would be helpful to make you more knowledgeable or comfortable with the grant writing process?

- Interactive D2L Course
- Detailed Manual
- Weekly Office Hours
- Monthly Grant and Service Agreement Hot Topics
- Monthly Newsletter
- Other? (please type in chat)



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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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Para presentar una queja por discriminación en el programa, el reclamante debe completar un formulario AD 3027, Formulario de queja por discriminación del programa del USDA, que se puede obtener en línea, en cualquier oficina del USDA, llamando al (866) 632-9992, o escribiendo una carta dirigida al USDA. La carta debe contener el nombre, la dirección y el número de teléfono del reclamante, y una descripción escrita de la supuesta acción discriminatoria con suficiente detalle para informar al Subsecretario de Derechos Civiles (ASCR, por sus siglas en inglés) sobre la naturaleza y la fecha de la presunta violación de los derechos civiles. La carta o el formulario AD-3027 completado debe enviarse al USDA por medio de:

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