

COST SHARE GUIDELINES CLARIFIED

The Sponsored Programs Resource Outreach Team (SPROT) has clarified our internal practice for cost sharing on sponsored projects. The internal practice is located at http://www.admin.mtu.edu/research/sprot/policies/cost_share_guidelines.pdf and defines three categories of cost share: *Mandatory*, *Voluntary Committed*, and *Voluntary Uncommitted*.

Mandatory Cost Share is required by statute or the sponsors program requirements or solicitation as a condition of the proposal/agreement. This type of cost share is always pledged in the proposal.

Voluntary Committed Cost Share is offered by MTU when not specifically required by statute or sponsors program requirements.

Voluntary Uncommitted Cost Share is normally faculty effort, or can be any additional line items over and above that which is pledged and budgeted for in a sponsored proposal/agreement.

The internal practice outlines four different types of cost share: effort, other direct costs, graduate student support, and facilities and administrative costs. Procedures are outlined for requirements related to proposal submission and project modification when cost sharing exists. In addition, responsibilities are defined.

MTU must document and record Voluntary Committed cost share on projects, as required by the Office of Management and Budget (OMB) in Circular A21 (Cost Principles for Educational Institutions), in the organized research base for Facilities and Administrative (IDC) cost calculation purposes.

The primary source of Voluntary Committed cost share comes from faculty research effort. Several academic departments now account for their faculty research effort in a separate general funded "Research" index. For this reason MTU's research administration is discouraging the use of Voluntary Committed Cost Share. In other words, unless a sponsor is requiring "Mandatory" cost share, don't show cost share in your budget.

COMING SOON – MONTHLY FINANCIAL REPORTS DISTRIBUTED ELECTRONICALLY VIA EMAIL

Beginning this fall, in cooperation with Administrative Computing and Research Accounting, Accounting Services will be running the monthly financial reports centrally and distributing the reports electronically as email attachments in PDF format. The monthly financial reports will be distributed to each individual financial manager/Principle Investigator and to each department coordinator. The PDF format is readable by Adobe Acrobat Reader.

The electronic distribution of reports will be distributed the third working day of the month and will save your department coordinator time. All you have to do is open the attachments and view or print them. If someone other than your department coordinator manages your accounts you can just forward the email to that person.

The following is a list of reports that each financial manager will receive:

- Budget versus Actual Summary by Pool Account
- Transaction Detail
- Open Encumbrances/Purchase Orders
- One Line per Employee Payroll Report

Look for more information from Accounting Services in the near future in regards to the electronic distribution of Financial Reports.

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Calendar of Events

September, 2004

- 8 Call for proposals [C2E2](#) (Century II Endowed Equipment Fund)
- 22 Call for proposals [FSG](#) (Faculty Scholarship Grant)

October, 2004

- 14 Faculty Orientation for Proposal Processing – information will be coming soon.
- 23 C2E2 Proposal due

November, 2004

- 20 FSG Proposals due

REMINDER: HELP IN WRITING YOUR PROPOSALS IS AVAILABLE

As we begin another academic year, we want to remind you that Valorie Troesch is here to assist faculty and graduate students with their research proposals and fellowship applications. Last year, her work helped bring over \$7.5 million in federal research funding and graduate student support to Michigan Tech.

Here are some of the things she can help you with:

- Rewrite proposals where reviewers have encouraged the research idea but rejected the proposal because it failed to include essential information
- Plan for education and outreach activities, an area which is frequently weak in proposals
- Assist with preparation for and writing of sections such as project management, data management, evaluation, education, outreach, and other non-research sections
- Edit your entire proposal - anything from editing for readability, paring proposals to meet word-limit requirements, helping when English is not your primary language. Editing can range from a re-write to a read-through.
- Edit graduate fellowship applications. Again, this can be anything from making certain you have covered everything you are asked to include to editing your essays.
- Just ask – Valorie will let you know if she can help.
- Don't forget to allow sufficient time before the proposal is due.

Valorie can be reached at 7-2906 or vtroesch@mtu.edu.

REQUESTS FOR NO COST TIME EXTENSIONS

Every year Research and Sponsored Programs receives over 100 requests for no cost time extensions. Although it is understood that there are times when a project can be held up due to unforeseen circumstances, generally requests of this nature should be held to a minimum. You, as a principal investigator running a research effort at MTU, have an influence on decisions that funding agencies are making for other MTU investigators. Quoted below is a recent comment made under “weaknesses” from a Department of Energy reviewer on one of MTU’s proposals:

“Proposing organization has a history of requiring No Cost Extensions to complete the project work.”

Your timely efforts and performance affect MTU’s reputation. Please try and meet your project deadlines. If you receive similar comments on proposal reviews, please forward them to Anita Quinn (aquinn@mtu.edu).

NEW CONFLICT OF INTEREST COORDINATOR

Dr. David Hand (CEE) is now the Conflict of Interest Coordinator for MTU. Any inquiries regarding Conflict of Interest should be directed to him at dwhand@mtu.edu or 487-2777.

FOUNDATION FUNDING RESOURCES AVAILABLE

The Foundation Center Collection provides leads for good foundation funding “fits.” Information about foundations’ interests, application requirements, criteria for eligibility, and available support is available. Targeted searches using the Collections’ search tool and reference volumes have yielded funding that is meeting a range of needs at Michigan Tech. Recent awards support research, curriculum development, graduate student fellowships/undergraduate scholarships and pre-college programs throughout campus.

Michigan Tech sponsors a Cooperating Collection affiliated with the National Foundation Center. The local Collection is housed in the Advanced Technology Development Complex (ATDC), the new home of Corporate Services. For more information contact Carolyn Weissbach at cweissba@mtu.edu or 487-3457.

HUMAN SUBJECT RESEARCH

An educational tool is being offered for MTU faculty, staff, and students who may be conducting research involving human subjects.

Investigator 101 is a program designed to provide uniform basic information and training for investigators involved in research involving human subjects. This program provides a combination of interactive features such as: cross linking, search engines, speakers, slide presentations, transcripts, ethical and research guidelines, and federal regulatory documents.

MTU has a license agreement for faculty, staff, and students to use this software. If you would like a copy of this program, please contact Joanne Polzien (jpolzien@mtu.edu).

COMMUNITY OF SCIENCE - Update Your COS Profile

Now is the time to update your COS Expertise Profile. MTU’s COS membership benefits individuals as well as our research and outreach programs. Our success in this endeavor depends upon having current profiles for all of our staff.

To update your profile, go to www.cos.com and enter your username and password. Once logged in, click on ‘my profile’ at the top right of your screen. If you’ve forgotten your username and password, contact Joanne Polzien at jpolzien@mtu.edu.

Updating your profile only takes a few minutes and will: 1) give you a professional homepage; 2) promote your work to the 1000 sponsors, universities, and research corporations using COS Expertise to find collaborators, assessors, and consultants; and 3) provide one place online for managing your CV.

Please update or verify your profile within the next few weeks so that you can take advantage of the COS expertise and funding services, and help Michigan Technological University promote our research excellence.