

# Key Considerations for Conducting Research at Morgan State University

## **Fall 2022 Faculty Institute Workshop: Concurrent Faculty Development Workshop**

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Office of Research Administration

Thursday, August 11, 2022

1:30pm to 4:30pm  
(3 interactive sessions, 45 minutes each)



# Outline

- Pre-Award
- Post-Award
- Ask questions throughout

# ORA Staff



Dr. Edet Isuk  
Director, Research Compliance



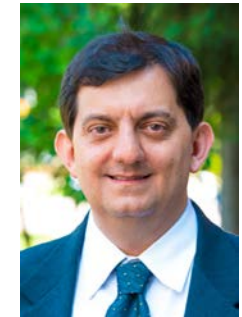
Mr. Olatunde Aladesote  
Assistant, Research Compliance



Ms. Ailing Zhang  
Sr. Grants Manager



Ms. Deshun Li  
Budget Development Specialist



Dr. Farin Kamangar  
AVP, Research



Ms. Lucy Manyara  
Budget Officer



Ms. Shamon Shine-Lee  
Budget Officer



Mr. Matthew Lee  
Contract Specialist



Ms. Rebecca Steiner  
Executive Assistant



Ms. Gillian Silver  
Director, ORA



## Pre-Award: Submit through ORA!

- ALL sponsored projects MUST be submitted through the Office of Research Administration
- Under no circumstances should a PI sign a grant or contract binding the University; this will be handled by ORA and, if necessary, routed to the Division of Finance & Management



ORA Website: [www.morgan.edu/ora](http://www.morgan.edu/ora)

- The ORA website will soon be updated.
- There you can (or soon will be able to) find many resources, such as:
  - PI Handbooks
  - ORA Training Presentations
  - University Application Information
  - Internal Routing Form
  - Morgan State University Contract
  - “Boilerplate” versions of certain grant proposal components
  - And much more!



# PI Handbooks

1. General Principles
2. Budget Preparation
3. Grant-Related Processes
4. Research Facilities & Resources
5. Policies and Guidelines
6. Student Payments

# Pre-Award: Identify Funding Opportunities

**Pivot-RP: <https://pivot.proquest.com/> (use first.last@morgan.edu email)**

- Search Pivot® and Research Professional - the most comprehensive and trusted source for global funding information
- Save searches and track funding opportunities
- Discover collaborators
- Get tailored funding recommendations and alerts
- Gain insights from previously awarded grants
- Inform your funding strategies with our authoritative global funding news and analysis service

# Pre-Award: Internal Routing Form

- <https://www.morgan.edu/office-of-research-administration/pre-award>

**INTERNAL ROUTING FORM**

The purpose of this form is to ensure that Morgan State University administrators are aware of the grant requirements (e.g., release time, cost share, indirect cost rates) and are in agreement. For questions regarding the completion of this form, please contact:

Grants Manager: **Ms. Ailing Zhang**  
 Phone: 443.885.4118  
 Email: [ailing.zhang@morgan.edu](mailto:ailing.zhang@morgan.edu)

Research Budget Specialist: **Ms. DeShun Li**  
 Phone: 443.885.3309  
 Email: [desahun.li@morgan.edu](mailto:desahun.li@morgan.edu)

**Section 1. The MSU Principal Investigator** \*required

MSU Principal Investigator Name (Last, First): \_\_\_\_\_ MSU School/College: \_\_\_\_\_

Department: \_\_\_\_\_ MSU Center or Institute: \_\_\_\_\_

Other Department: \_\_\_\_\_ Other Center: \_\_\_\_\_

Email Address: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Office Phone: \_\_\_\_\_ Preferred Method of Contact: \_\_\_\_\_

**Section 2. The Funding Opportunity & Sponsor** \*required

Funding Announcement URL or Program Name: \_\_\_\_\_

CFDA Number: \_\_\_\_\_ Announcement Number: \_\_\_\_\_ Type of Funding: \_\_\_\_\_

Sponsor Type: \_\_\_\_\_ Sponsor Agency: \_\_\_\_\_ Funding Subject: e.g. NSMF \_\_\_\_\_

Other Sponsor Type: \_\_\_\_\_ Other Sponsor Agency: \_\_\_\_\_ Proposal Due Date: \_\_\_\_\_

**Section 3. The Application** \*required

Proposal Title: \_\_\_\_\_

MSU Role in Application: \_\_\_\_\_ Primary Location of Work: \_\_\_\_\_ On Campus \_\_\_\_\_ Off Campus \_\_\_\_\_ Submission Type: \_\_\_\_\_

Other Role: \_\_\_\_\_ Off-Campus Site: \_\_\_\_\_ Type of Activity: \_\_\_\_\_

Indirect Cost Rate: \_\_\_\_\_ Total Funding Requested: \_\_\_\_\_ Proposed Start Date: \_\_\_\_\_ Other Type of Activity: \_\_\_\_\_

Other Cost Rate: \_\_\_\_\_ MSU Share of Funding: \_\_\_\_\_ Proposed End Date: \_\_\_\_\_ Type of Organized Research: \_\_\_\_\_

Other institution in the Application? Yes \_\_\_\_\_ No \_\_\_\_\_ *If YES, complete Section 4*

**Section 4. The Partner PI & Institution**

Partner Role in Application: \_\_\_\_\_ Partner PI Name (Last, First): \_\_\_\_\_ Partner PI Affiliation (University): \_\_\_\_\_

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*If YES to any of the questions in Sections 5, 6 & 7, please attach additional sheet(s) to explain.*

**Section 5. Restrictions** all required

Have you been barred, suspended or excluded from participating in Federal or State funded projects/programs? Yes No

Have you been convicted in the preceding three years of any offenses listed in 2 CFR part 180.800(a) or had a civil judgement for one of those offenses within that time period? Yes No

Are you presently indicted for or criminally or civilly charged by a governmental entity (Federal, State, Local) with commission of any of the offenses listed in 2 CFR part 180.800(a)? Yes No

Does your project (including research personnel, subrecipients, or contractors) anticipate utilizing foreign national(s) in the performance of the award? Yes No  
*A foreign national is defined as any person who is not a U.S. citizen by birth or naturalization.*

Is this project receiving any funding from a foreign government or institution? Is any sensitive information being shared with a foreign government or institution? Yes No

Do you have any conflict of interest? Yes No

**Section 6. Requirements**

*Please indicate if any of the following apply to the project:*

Cost share: Yes  No \_\_\_\_\_ If yes: In-kind time \_\_\_\_\_ Indirect cost \_\_\_\_\_ Cash \_\_\_\_\_ If cash: \$ \_\_\_\_\_

Need for resources, renovation, construction, or space: Yes  No \_\_\_\_\_

Purchase or maintenance of equipment, apparatus, or furniture NOT included in the proposal: Yes  No \_\_\_\_\_

Expanded utility (or network) services to support project (e.g., computers, fume hoods, air-conditioning): Yes  No \_\_\_\_\_

Additional personnel requiring funds NOT included in the proposal or likely to require support of space AFTER the project: Yes  No \_\_\_\_\_

Human subject research: Yes  No \_\_\_\_\_ If yes, has protocol been reviewed by IRB? Yes  No \_\_\_\_\_

Animal research: Yes  No \_\_\_\_\_ If yes, has protocol been reviewed by IACUC? Yes  No \_\_\_\_\_

Planned or potential use of radioactive materials: Yes  No \_\_\_\_\_  
*PI must be a permit holder or authorized under a non-occupant permit.*

Planned or potential use of (a) ionizing radiation device: Yes  No \_\_\_\_\_  
*e.g., accelerators, x-ray machines (diagnostic, therapy, diffraction), electron microscope, reactor or fusion devices, non-ionizing radiation devices (laser, ultraviolet, microwave, radio, ultrasonic frequency).*

Faculty release time:  Yes \_\_\_\_\_ No \_\_\_\_\_ *If YES, complete below for each faculty member (attach additional sheet if needed)*

Last name, First name	Role	%	Last name, First name	Role	%
Other		25%			

**Section 7. Certification**

I, the PI, certify that:

- This project has been thoroughly discussed with my Department Head, and that I have not committed the institution to expenses which are not covered in the grant except for "in-kind" contributions or cost share which I have thoroughly discussed with the Department Head and the Dean, who both have agreed to fund such expenses from their budgets;
- The information submitted within the application is true, complete, and accurate to the best of the PI's knowledge;
- Any false, fictitious, or fraudulent statement or claim may subject the PI to criminal, civil, or administrative penalties of local, state, and federal statutes;
- The PI agrees to accept responsibility for the scientific conduct of the project and to provide the required progress reports if a grant is awarded as a result of the application.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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Primary PI (or Project/Program Director)

Department Chair

Dean

Research Budget Specialist

Grants Manager

A/P for Research Administration



# Pre-Award: Limited Submissions

- A funding agency may place limits on the number of letters of intent, pre-proposals, proposals, or applications that any one university may submit in response to a funding opportunity announcement.
- <https://www.morgan.edu/office-of-research-administration/pre-award/limited-submission>

Pre-Award: ORCID

- <https://orcid.org/>

ORCID

stands for

Open Researcher and Contributor ID

# Pre-Award: Science Experts Network Curriculum Vitae



- <https://www.ncbi.nlm.nih.gov/sciencv/>
- Will be required for NSF biosketches in January 2023

## Pre-Award: eRA Commons



- <https://www.era.nih.gov/>
- Email requests to create accounts to [edet.isuk@morgan.edu](mailto:edet.isuk@morgan.edu)

# Pre-Award: Collaborative Institutional Training Initiative (CITI)



- Training on the responsible conduct of research
- [www.citiprogram.org](http://www.citiprogram.org)
- Login using Morgan State University as the institution

# Pre-Award: Levels of Authority

- Federal – Code of Federal Regulations  
<https://www.ecfr.gov/current/title-2>
- Agency – e.g., NIH GPS, NSF PAPPG
  - <https://grants.nih.gov/policy/nihgps/index.htm>
  - [https://www.nsf.gov/pubs/policydocs/ppg22\\_1/index.jsp](https://www.nsf.gov/pubs/policydocs/ppg22_1/index.jsp)
- Program/Funding Opportunity Announcement
- Notice of Award
- Maryland State
- Morgan State University



# Pre-Award: Budget Cost Principles

1. Allowable
2. Allocable
3. Reasonable
4. Consistent

# Pre-Award: Budgeting to work with MSU

Budget is assigned to lines, such as:

- 01: Regular salaries
- 02: Contractual salaries
- 03: Communications
- 04: Travel
- 08: Contractual services
- 09: Supplies
- 11: Equipment
- 12: Grants and contributions





# Pre-Award: Preparing the Budget

- How to prepare a budget document
- Excel budget worksheet
- Budget justification template
- MSU fringe rates
- MSU Indirect Cost Rate Agreement (next slide)

# Pre-Award: Indirect costs

- MSU's Negotiated Indirect Cost Rates (NICRA) available at:  
<https://www.morgan.edu/office-of-research-administration/pre-award/cost-rates>

Types of indirect costs:

- Modified Total Direct Costs (MTDC)
- Salaries & Wages

# Pre-Award: Cost Sharing or Matching

*Morgan strongly discourages voluntary committed cost sharing. Cost sharing is subject to audit. If the sponsor does not require it, **don't do it.***

- Mandatory: Required by the FOA
- Voluntary Committed: Not required by the FOA but we commit ourselves to bear some of the costs
- Voluntary Uncommitted: Not required, and we do not commit ourselves, but we may bear some of the costs

# Pre-Award: Subawards

- Subawards where MSU is the prime
- Subawards where MSU is the subaward recipient
- Contact Ailing Zhang ([ailing.zhang@morgan.edu](mailto:ailing.zhang@morgan.edu)) for:
  - Subaward form for institution to complete, and
  - List of information needed from intended subawardee institutions
- Subaward Information Form is available at:

<https://www.morgan.edu/office-of-research-administration/pre-award>

# Post-Award: Receiving the Award

- You are notified (by phone or email) that you have received an award
- You receive the Notice of Award
  - Make sure that ORA and your Dean, Chair, and Budget Officer are informed
- You will attend a post-award briefing, where we will review MSU grant management procedures
  - A Banner account will be created, and you will be provided with the index and fund numbers

# Post-Award: MSU Offices Involved

## **DRED**

- Office of Research Administration

## **Division of Academic Affairs**

- Department Chair
- Dean of School/College
- Provost
- Financial Aid

## **Division of Finance**

- Office of VP for Finance
- Office of Human Resources
- Purchase Card Office
- Office of the Comptroller
- Office of Restricted Funds Accounting
- Office of Procurement
- Bursar's Office

# Post-Award: Administrative Paperwork

*Details available in PI Handbook #3*

- PF10
- EPAF
- Stipends
- Tuition
- Release-time requests
- Travel authorizations
- Honoraria
- Fund transfers
- Requisitions (equipment, supplies, consultancies, etc.)
- Banner training
- Banner Workflows for financial system access
- Purchase Card training and request form



## Post-Award: Subawards

- Contact Matthew Lee ([matthew.lee@morgan.edu](mailto:matthew.lee@morgan.edu)) to process subawards to other institutions



# Post-Award: Research Working Funds

- To provide incentives for study subjects/participants  
<https://www.morgan.edu/comptroller/working-fund>
- You can purchase gift cards, but NOT using a purchase card

# Post-Award: Compliance

- IRB
- IACUC
- Export Control
- Disclosure of Conflict(s) of Interest
- Biohazards
- Radiation
- Recombinant DNA
- Etc.

# Post-Award: Other Responsibilities

- Approve timesheets
- Reconcile monthly Purchase-Card Logs
- Approve invoices
- Stay in touch with your Restricted Fund Accountant
- Monitor Subawardees
- Request Carryover Funds, if applicable
- No-Cost Extension, if applicable



# Post-Award: Types of Reporting

- Time and effort
- Programmatic
- Financial
- Closeout

Any Questions?

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