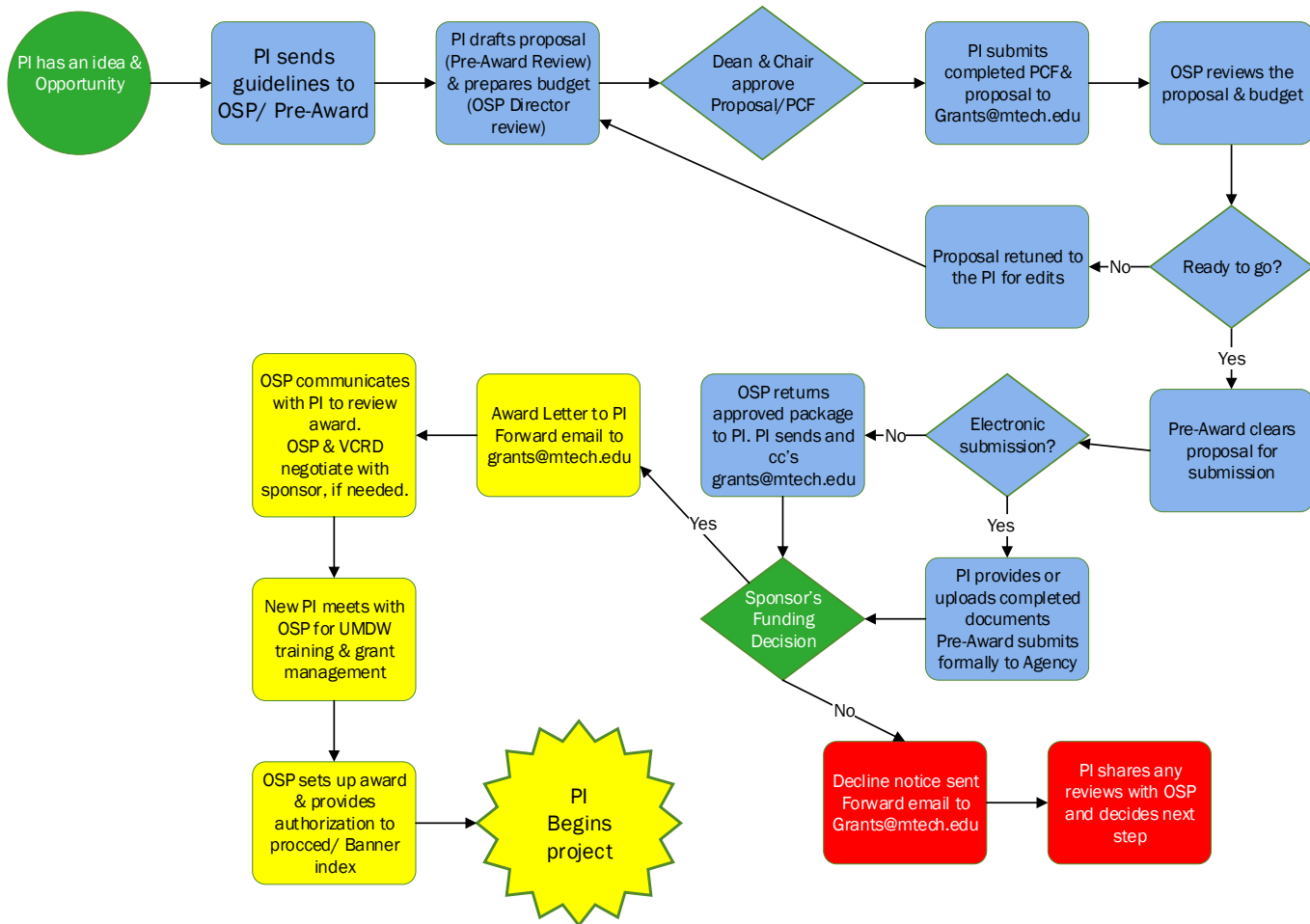


# Montana Technological University Office of Research and Sponsored Programs

## Sponsored Project Award Life Cycle



### Where to go for help (Services Provided):

**Dr. Angela Lueking**, Vice Chancellor for Research and Dean of the Graduate School ([Alueking@mtech.edu](mailto:Alueking@mtech.edu); ext. 4102): Dr. Lueking oversees the entire sponsored award process at MT Tech, is available to discuss new concepts and ideas for proposals, may negotiate awards with sponsors, and is the campus Authorized Official for awards.

**Victoria Pagan**, Executive Assistant to the VCR ([vpagan@mtech.edu](mailto:vpagan@mtech.edu); ext. 4102): Victoria provides administrative support for the faculty Undergraduate Research Program committee and manages the database, manages research-related policies, and manages day-to-day Research Office Operations.

**Joanne Lee**, Director of Sponsored Programs ([jlee@mtech.edu](mailto:jlee@mtech.edu); ext. 4769): Joanne has oversight of OSP staff, assists with budget development, administers the IDC rate, and oversees the financial reporting, compliance, and audit related tasks pertaining to sponsored projects.

**Sara Lester**, Assistant Director ([slester@mtech.edu](mailto:slester@mtech.edu); ext. 4176): Sara oversees the fiscal and administrative management of sponsored projects, is the liaison between the sponsor and MT Tech for financial and administrative concerns, is the main point of contact for the MBMG pre-award and post-award duties, and helps PI with all purchases/ services over \$10,000.

**Tim Tutty**, Pre-Award Grant Manager ([grants@mtech.edu](mailto:grants@mtech.edu); ext. 4340): Tim provides services in proposal development and submission requirements (formatting, eligibility requirements, mandatory forms, due date, etc.), assistance (upon request) in grant writing, grant submission, and research compliance. Send solicitations to Tim for a thorough pre-application review.

**Tara Caprara**, Budget Analyst ([tcaprara1@mtech.edu](mailto:tcaprara1@mtech.edu); ext. 4727): Tara processes all sponsored project related payables, pro-card transactions, and purchases orders under \$10,000; and supports the intellectual property process.

## Funding Opportunities:

Tools to connect researchers with funding opportunities and potential collaborators:

Provide key words to the Pre-Award Grant Manger for your research topics to aid in the search for solicitations.

1. [Grants.gov](https://www.grants.gov)
2. [Research.gov](https://www.research.gov)



(see full list at <https://www.mtech.edu/research/research-tools/links/index.html>)

## Proposal Development:

The Pre-Award Grant Manager can assist with the application package, review, and submit applications.

Notify your department head, Dean and the Pre-Award Grants Manager as early as possible: Know your deadline.

Email the solicitation to [grants@mtech.edu](mailto:grants@mtech.edu)

Read the solicitation so you know exactly what is required and what forms are needed; communicate this to any Co-PIs and key personnel.

If you are requesting reviews and edits on the project narrative/ Scope of Work, submit 7 working days in advance.

If you do not want the Pre-Award Grant Manger to review your proposal send 48 hours in advance.

All proposed budgets must be reviewed by the Director of OSP and approved prior to submission. OSP has a suggested budget template and can provide rates. Email [grants@mtech.edu](mailto:grants@mtech.edu) for more information or refer to:

<https://www.mtech.edu/research/indirect-costs-benefits.html>

## Award Management:

OSP will provide financial oversight, compliance, and financial report for projects. PIs are responsible for all technical reporting. One on one training is available for all PIs to understand how to read monthly report, and utilize the financial data warehouse. PIs are responsible for project and budget management. The PI is required to review and approve all expenses on the project. Any questionable charges or errors should be brought to OSP's attention immediately. The Assistant Director of OSP can aid in corrections and cost transfers.

OSP can help with travel, accounts payable, and procurement. Please contact the Budget Analyst for more information.

Cost Match is the portion of the project not paid by the sponsor. Required and committed cost match must be recorded and reported the to sponsor. Please work with the Assistant Director for timely and accurate reporting.

Time and Effort reporting is used to record employees time worked on the project. This is an after the fact report used as verification compared to the payroll records.

## Seed Fund Opportunities:

Faculty have several seed fund opportunities available to jump-start worthwhile projects by providing short-term support, encourage collaboration, and enhance the competitiveness of proposals.

- The Center for Advance Materials Processing (CAMP) offers seed fund opportunities to provide their analytical services as a mechanism to generate data for a specific solicitation. Seed funds must be matched by the department. Please contact CAMP staff for a cost estimate and the seed fund request form.
- Research Office Catalyst Program announced in Spring and Fall each year; contact [grants@mtech.edu](mailto:grants@mtech.edu) with questions.
  - Track 1, Seed: Provide seed funds to catalyze a new Montana Tech faculty member to engage in externally-funded research.
  - Track 2, Good2Great Resubmission: Provide seed funds for resubmission of a previously submitted [but unfunded] "good" proposal, such that it may become a "great" [funded] proposal.
  - Track 3, Scholarship: Track 3 supports smaller activities that are not tied to external funding opportunities. Activities that are not possible without the funds and have no avenues to pursue external funding will receive priority.

## Cost Sharing Information (Match):

- Montana Tech will not provide or support any matching/cost share for proposals where it is not explicitly required by the RFP.
- In cases where the RFP explicitly requires cost share, the following process will be followed:
  1. First, the time [salary, proportional benefits, and associated overhead] of the PIs will be used as match, assuming that such time is available and not already committed.
    - A PI may commit up to his/her fractional research appointment, i.e. when 15 credits are the standard departmental teaching load, the number of hours assigned to research may be used as cost share. For example, if a faculty member is teaching 6 credits per semester, with 3 credit hours of service and 6 hours of research, then 6/15 (40%) of the faculty member's salary may be used as cost share. When the assignment is 9 credits teaching, 3 credits service, 3 credit hours of research, then 3/15 (20%) may be used as cost share.
    - It is recommended that the PI commit only up to 90% of the research appointment, i.e. 36% in the 40% example. If 100% of the research fractional appointment is committed, this implies the PI will *only work on that research project during the academic year, and no time will be allocated to other research projects.*
    - Faculty may not commit the fraction of their salary that is allocated for administration, service, or teaching.
  2. Next, the *anticipated* fraction of IDC that will be returned to the PI(s) (if the proposal is awarded) will be used. Please refer to the Montana Tech cost share policy for the current IDC return procedure.
  3. Finally, the VCR will negotiate with the Dean(s) and Provost to identify any remaining necessary funds. Unrestricted "cash" contributions from the Research Office will typically be applied towards equipment, provided sufficient funds are available. PIs requesting cost match of equipment should send a brief description of the equipment and a quote to the Vice Chancellor of Research.

All remaining cost share from Montana Tech is dependent upon availability of funds, and will typically require a match between the Research Office, the PI(s), the Department Chair(s), and the Dean(s) subject to further negotiation.
- The PI/ department contribution to cost share may include the following funds:
  - Department discretionary funds
  - Faculty IDC return accounts
  - Faculty start-up funds
  - Department graduate student tuition waivers. Note that funds allocated for Graduate Teaching Assistants may not be used.
  - Equipment usage fees, provided the equipment has an established public rate.
  - Department chairs may commit to "buying out" faculty teaching time, at the rate of 10% per course, with 10% calculated based on the faculty's month base salary. **When this option is used as cost share, the faculty must be released from teaching one course per every 10% cost share commitment.** These funds will count toward the faculty time commitment, and the department will not receive reimbursement of funds.
- It is possible that for some proposals some of the match will come from industrial partners. Industrial partners may include "in-kind" cost share (i.e. time committed) when the funding agency allows, provided sufficient documentation is used to track this in-kind cost share.
- If the proposal has subcontractors that are contributing negotiated cost share, the subcontractors must commit in writing to their share of the cost share in general, the fraction of cost share provided by the subcontractor should match the subcontractors share of the budget.
  - In cases when a proposal is awarded and the subcontractor reneges on their promise of cost share, the subcontract and possibly the whole proposal may need to be renegotiated.
- It is possible that in rare cases no match can be identified. In such cases the proposal will not be submitted.

**NOTE:** Cost share arrangements must be completed at least 10 full business days before the sponsor's deadline for proposal submission. To apply for cost share, please request a cost share budget sheet from the pre-award manager. Send this document, with both the full budget and the cost share budget, to the pre-award manager to handle the cost share request.