You got a grant, now what?

1. **KC Proposal Development System**
   - The Kuali Coeus (KC) Proposal Development System is used by MSU to track grant activity and generate reports. To get credit for participation on a grant, your name must appear on the KC Proposal Development Document as an investigator or key personnel, even if your effort is In Kind.
   - By MSU policy, 10% of the total Facilities & Administrative costs (F&A) derived from a grant go to the college and 10% go to the department. The percentages in the Combined Credit Split section on the Key Personnel tab of the KC Proposal Development Document reflect how this portion of the F&A costs is distributed between the colleges and departments involved in the grant.
   - KC Proposal Development Documents are completed and routed electronically and must be approved by the investigators, the department chairs, the deans, and the Office of Sponsored Programs (OSP).
   - All key personnel on a KC Proposal Development Document must complete both an annual and a project specific Financial Conflict of Interest certification. Faculty submitting to the NIH or PHS must also have completed FCOI training. More information can be found at https://coi.msu.edu/ .
   - The Office of Sponsored Programs (OSP) is the final approver of the KC Proposal Development Document and will not approve it until it has reviewed the completed proposal document and approved it for submission. For proposals not requiring direct submission by OSP, they will approve the KC Proposal Development Document when it has successfully routed through the lower approval levels.
   - If the grant is awarded, you can track its negotiation through the Medusa tab of the KC Proposal Development Document.

2. **Hardship or Advance Accounts**
   - If you have a reasonable commitment from a sponsor that you will receive a grant, but the official award document has not been received, you may request a "Hardship Account" through your department.
   - A hardship account is essentially an account on credit that enables project expenditures to begin. It needs to be guaranteed by the department up to $100,000 and by the Dean if approved for more than $100,000. If the award never comes through, the department will need to cover the expenses.
   - An "Advance Account" is similar to a hardship account with the exception that an award has been approved, but it has not been fully negotiated at the time the account is set up.

3. **Notice of Award**
   - Congratulations! Make sure to forward the Notice of Award (NoA) to your fiscal officer (FO) and/or department administrator. A copy to the ORS is much appreciated.
   - Read it thoroughly. This document will explain what you need to know:
     - Applicable regulations
     - PI responsibilities
     - Budget flexibility
     - Reporting responsibilities
     - Communications: agency contacts, rules about publicity, etc.
     - Data sharing and publication requirements
     - Restrictions and Compliance

4. **Finalize the Details**
   - If the project involves human subjects, animals, or regulated materials/activities, you'll need to obtain the appropriate compliance committee approval before the award is released by the sponsor.
   - The sponsor may require a budget revision at this time.

5. **Obtain an Account Number**
   - When the above details are final, the Office of Contract and Grant Administration's (CGA) Award Group will assign the project an account number, unless the project already has a hardship or advance account.

6. **Plan and Initiate Necessary Personnel Actions**
   - Are there any restrictions? Examples:
     - Does the grant prohibit paying tuition?
     - It there a cap on the total fringe payable?
     - NSF limits faculty salary support at 2 months for all active NSF grants.
     - Are there restrictions on the national status of grant paid personnel, such as that they must be U.S. citizens?

7. **Spend the money**
   - Some grants are more flexible than others. It depends on the sponsor and the grant itself. These restrictions will be mentioned in the award document; it is important to follow your budget as closely as possible or discuss possible deviations with your grant administrator.
   - Grant administrators should refer to the following, as applicable, to determine the applicable rules:
     - Notice of Award (NoA)
     - [2CFR200 (https://www.ecfr.gov/cgi-bin/text-idx?node=2:1.1.2.2.1&rgn=div5)](https://www.ecfr.gov/cgi-bin/text-idx?node=2:1.1.2.2.1&rgn=div5) – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.
     - [NIH Grants Policy Statement (https://grants.nih.gov/grants/policy/nihgps/HTML5/introduction.htm)](https://grants.nih.gov/grants/policy/nihgps/HTML5/introduction.htm)
     - [NSF Award and Administration Guide (https://www.nsf.gov/publications/pub_summ.jsp?ods_key=aag)](https://www.nsf.gov/publications/pub_summ.jsp?ods_key=aag)
     - Other sponsor-specific guidelines

8. **Carrying over a balance from one fiscal year to another**
   - An award document will indicate if the investigator needs to formally request a carryover.
   - If a grant is given as a lump sum for a period greater than one year, then the carryover is automatic.
   - If a federal grant is designated as having "Expanded Authorities" or is subject to eSNAP, the carryover is automatic.

9. **No Cost Extensions**
   - Most grants allow for the request of a no cost extension (NCE), the extension of the project period without additional funds.
   - The time frame for requesting an NCE will vary. It's important to plan ahead, and to know your sponsor's policy. It will be mentioned directly in the award document or it will be available in one of the referenced documents on the award. As a general rule, NIH and NSF automatically approve a PI's request for an initial NCE of up to 12 months.
   - An NCE may require a budget revision justifying the use of the remaining balance.

10. **Effort Reports**
    - Effort Reports (ER) are required of academic staff, graduate students, and other staff when part of their salary comes from a federal grant or if part of their time is committed without pay to a federal grant (cost-shared). Individuals paid on a per hour basis and consultants do not need to complete ER's.
    - Foundation grants, private grants, and other non-federal funds will not require the completion of an ER, though if you also receive funds from these, they will appear on the SER as "Unsponsored Effort".
    - ER's are completed every 6 months for the periods of January 1-June 30 and July 1-December 31.
    - The purpose of an ER is to certify that the individual dedicated "at least" the amount of effort that he or she was paid for or had committed as cost-shared effort to the project.
    - It is never a problem to report a higher effort, however, a lower effort would require a change of status to reimburse the grant account for effort paid, but not worked.
    - The percentages on an ER may look different from the percentages on the budget, but represent the same amount of time. This is because effort is prorated. If a grant was active for only one month of a 4 ½ month term and the investigator worked 30% on the project only during that month, the ER will reflect a prorated 7% effort on the grant during the total term. The math goes as follows: Total effort on grant is 30% (Month 1) + 0% (Month 2) + 0% (Month 3) + 0% (Month 4) + 0% (final half month) = 30%. Total work effort for period is 100% (Month 1) + 100% (Month 2) + 100% (Month 3) + 100% (Month 4) + 50% (final half month) = 450%. 30% divided by 450% = 6.67% or roughly 7%.
    - Once certified, a person has 14 days to amend the effort reported on the ER. After that, the ER cannot be changed!

11. **Close-Out**
    - You'll have a grace period after the end of the project period to finish paying (financial) "obligations" incurred during the project period. The purchase or service must have been rendered or procured during the project period.
    - At this time, CGA will require disallowed expenses or budget overages to be removed.
    - Usually after 90-120 days, though the exact number of days will depend on the grant, CGA will close out the grant. They will submit a final Financial Status Report.
    - For a standard grant, any remaining balance will need to be returned to the sponsor. Only fixed-cost agreements allow the university to keep the remaining balance. Fixed cost agreements are usually contracts, not grants.
    - The PI may also need to complete additional reports, such as final progress reports, patents and inventions reports, etc., during this closeout period. Please refer to your NoA.