



**RESEARCH
CORPORATION**

Quick Start Guide

**Overview of Grant
and Contract Processes**

**Applied Engineering Complex, Fourth Floor
1 John Marshall Drive
Huntington, WV 25755-0001
Phone: 304-696-6271
www.marshall.edu/murc**

Greetings, esteemed researchers and Principal Investigators (PIs):

Embarking on the journey of proposal development and grants management opens the door to exciting opportunities in research. At the heart of this endeavor is the dedicated Principal Investigator (PI), whose expertise and commitment drive the process forward. At the Marshall University Research Corporation (MURC), we stand by your side to ensure a seamless journey, managing the business aspects of applications, awards, and disbursements, while upholding fiscal responsibility, research integrity, and university policies.

We understand that the partnership between MURC and PIs forms the cornerstone of a successful journey. Our goal is to clarify these roles and responsibilities, making sure that every aspect of the process is smooth and efficient. This Quick Start Guide is designed to help you navigate the multifaceted world of administering grants and contracts at Marshall University.

When questions arise during the application or execution of your grant, your pre-award and post-award officers are your first line of assistance. With a simple email, they can promptly direct you to the right resources within MURC or the university. Get acquainted with our team by exploring our complete staff directory available [here](#).

To fully grasp the dynamics that enable collaboration between PIs and MURC, it is essential to embrace the following concept: Each and every grant and contract stands as a legal agreement between the sponsor or funding agency and the Marshall University Research Corporation, on behalf of Marshall University. This agreement outlines that the PI commits to executing the work described in the Statement of Work within the designated budget, all while adhering to relevant terms and conditions.

With genuine enthusiasm, we are excited to join together with you as we navigate the exciting realm of grant funding together. Your aspirations are our priority, and we can not wait to contribute to your success.

Warm Regards,

John Maher, Ph.D.

Vice President for Research, Marshall University
Executive Director, MURC

Responsibility and Purpose:

The Marshall University Research Corporation (MURC) plays a pivotal role as the steward of sponsored projects undertaken by Marshall University's esteemed faculty, staff, and students. Acting as the fiscal agent, MURC is entrusted with the management of all external funding on behalf of the university. This comprehensive role encompasses:

Enabling Research Growth:

MURC actively fosters the expansion of Marshall University's research endeavors, supporting the vibrant growth of our research enterprise.

Serving as Fiscal Agent:

- Applying for, receiving, and efficiently distributing grants and contracts on behalf of Marshall University.
- Allocating Facilities & Administrative (F & A) costs back to the university to ensure equitable resource utilization.
- Ensuring unwavering compliance with federal, state, and institutional regulations.
- Fulfilling fiscal requirements stipulated by funding agencies.

Ensuring Research Integrity:

- Overseeing Marshall University's Institutional Review Boards (IRBs) to safeguard human subject research.
- Maintaining the esteemed Association for the Accreditation of Human Research Protection (AAHRP) accreditation.
- Exercising oversight over the Institutional Animal Care and Use Committee (IACUC).
- Managing matters related to Conflict of Interest (COI).
- Supervising the university's biosafety program to ensure a safe research environment.

Managing Intellectual Property:

- Offering comprehensive evaluation, development, patenting, licensing, management, and marketing services for intellectual property originating from faculty, staff, and students.
- Determining the appropriate allocation of proceeds from intellectual property.
- Utilizing the university's intellectual property in technology transfer, promoting economic development.

At MURC, our dedicated team is committed to fulfilling these vital responsibilities, providing invaluable support to the research community of Marshall University. We take pride in facilitating a thriving environment that fosters impactful research outcomes.

Summary of the Grant Process:

1. Identify Opportunity

2. Proposal Preparation:

Contact MURC early on, sharing agency guidelines and deadlines.

- **Review and Eligibility Check:** Our Grants Officer meticulously reviews guidelines and verifies eligibility.
- **Complete Cayuse SP (Sponsored Programs) Form:** Ensure that the SP form is fully completed prior to hitting the "route for review" tab, or consult with your designated Pre-Award Grants Officer for further assistance.
- **Budget Refinement:** Collaborate with the Grants Officer to fine-tune the proposal's budget, ensuring accuracy
- **Submission Plan:** Work with the Grants Officer to devise a well-structured submission plan, including roles and access.
- **Attachments and Materials:** Finalize all necessary attachments and materials well in advance. A 5 business day lead time is appreciated.
- **Proposal Assembly Verification:** Collaborate with the Grants Officer to confirm that the proposal is accurately compiled.
- **Submission:** The Grants Officer submits the application on your behalf.

3. Application Review:

The submitted application undergoes a thorough review process by the funding agency.

4. Award Notification:

Receive notification of award acceptance from the funding agency

5. Grant Award Management:

Efficiently manage the awarded grant, adhering to guidelines and ensuring effective utilization of resources

6. Project Closeout:

Once your project has ended, your assigned Post-Award Compliance Officer will work with you to make sure all federal, state, agency, and institutional requirements have been met.

7. Share Results:

Showcase your research results and achievements resulting from the grant.

1. Identify Opportunity

There are various avenues to explore when seeking potential external funding agencies:

- Engage in discussions with peers and colleagues to tap into valuable networking opportunities.
- Explore connections within relevant industries that could lead to potential funding sources.
- Discover federal funding opportunities through the dedicated section on the [MURC website](#).
- Stay informed through MURC's circulated [Email List Serve](#) (subscribe through the provided link).
- Leverage the [Grant Forward](#) database, a comprehensive funding opportunity resource accessible to Marshall Faculty, staff, and students.

Consider the following:

- **Program Objectives:** Does my project align with the program's purpose and goals?
- **Eligibility Criteria:** Do I meet the requirements set by the program?
- **Grant Amounts:** Are the funding levels suitable for my project's needs?
- **Submission Deadline:** Is there an ample timeframe to complete the application process?

Connect with Agency:

Certain funding agencies welcome you to reach out and initiate a conversation about your proposal before submission. This interaction helps assess the compatibility of your project with the agency's mission. In instances where your project may not align perfectly with the agency's focus, the program officer might offer alternative funding options worth considering. For assistance with reaching out to a funding agency contact [Niki Rowe-Fortner](#) with our Grant Development Office.

Assignment of MURC Pre-Award Grant Officer

Contact your assigned [MURC Pre-Award Grants Officer](#) to express your intent to apply at your earliest convenience. The sooner we connect, the more efficiently we can provide assistance tailored to your needs. A dedicated MURC Pre-Award Officer will be assigned to guide you through the process and will promptly reach out to you regarding your application.

Ensure you have the following details readily available:

- Link to solicitation/agency website
- Deadline information

Your MURC Pre-Award Grants Officer will:

- Review guidelines/solicitation to determine PI/institutional eligibility
- Prepare a PI Proposal Checklist (upon request)

Important Note: To facilitate a successful submission, it's crucial that your proposals are submitted to your designated pre-award grants officer in a complete and final state, no later than five business days prior to the agency's deadline. Providing ample time for review greatly enhances the chances of a successful application.

2. Proposal Preparation:

Basic Guidance

As you embark on crafting your proposal, it is essential to take ownership of its content. Begin by thoroughly reviewing the proposal instructions to grasp the nuances. It's worth noting that funding agencies often have specific prescribed formats, encompassing elements like fonts and page limits. Adhering to these format requirements is pivotal, as non-compliance could lead to a proposal rejection without review.

Your MURC Pre-Award Grants Officer is here to assist you in navigating these proposal guidelines. Remember, while we're here to guide you, you, as the Principal Investigator, hold the ultimate responsibility for both the content and format of the proposal.

Navigating Proposal Components

In crafting your proposal, consider including these essential components:

Abstract

This is a brief overview of your entire project and is often the first section reviewers encounter, shaping their initial impressions and evaluations. This is often the last portion of the grant you will draft. There are typically two types needed:

- **Technical:** Geared towards reviewers and experts
- **Layperson:** Tailored for those unfamiliar with your field, offering a simplified understanding.

Research Plan

This is where your proposal comes to life. It generally includes the following key components::

- **Preliminary Studies/Needs Assessment:** *Why?* Communicate the urgency and importance of addressing the problem at hand.
- **Goals/Objectives:** *What?* Outline your strategy to tackle the problem, complete with measurable indicators and performance standards. Be practical in your ambitions, focusing on achievable milestones.
- **Implementation:** *How?* Lay out your approach to resolving the issue comprehensively.
- **Evaluation Anticipated Results:** Measurement of the project (test scores, attendance rates, surveys, opinions, etc. Devise a plan to disseminate your findings through publications or other means.
- **PI Information (Bio Sketch):** Provide a snapshot of your qualifications, reassuring reviewers of your capability to execute the proposed work. Many agencies follow the NIH (National Institutes of Health) Bio Sketch Format, available on the [NIH Forms Page](#).
- **Support Letters:** Include statements illustrating how others are committed to supporting your project. These letters can originate from collaborators, department chairs, deans, and other partners.

- **Management Plan:** Outline responsibilities and timelines to provide clarity on who is accountable for which tasks and when.
- **Facilities and Other Resources:** Detail the readily available resources at your disposal for executing the proposed work. This may include institutional information, laboratory facilities, and equipment.
- **Additional Research Aspects:**
 - **Animals:** Ensure all required training (both federal and institutional) is completed. For more information, refer to [Animal Resources](#).
 - **Human Subjects:** Fulfill all necessary training (both federal and institutional). For more details, explore the [Institutional Review Board \(IRB\)](#).
 - **Budget and Budget Justification** (see below)

For further formatting assistance, contact the [Grant Development Office](#).

For additional support, explore the [Tips for Writing Proposals](#) resource and consider attending our informative and free [grantsmanship professional development workshops](#). We are here to support you at every step of your proposal journey.

Budget

Timing is key when crafting your proposal budget – create it as soon as you can accurately estimate the costs of achieving your project's goals. The process can be intricate due to the multiple components, policies, rates, and other factors in play. A copy of the budget will also need to be uploaded to the Cayuse SP record, but your Grants Officer can assist you in navigating the form as needed. Additional guidance on the Cayuse SP form can be found [here](#).

Your designated Grants Officer is here to lend a hand throughout this process. Keep in mind that your budget requires review and approval from your Grants Officer at least 5 days prior to your planned submission date. This ensures everything is in order and increases the likelihood of a successful proposal submission.

A well-structured budget is key to a successful proposal. Here is a helpful breakdown of potential budget items:

- **Personnel:** Include the individual's name, their percentage of effort, the requested amount, and their designated project role. Remember, coordinating release time with the college dean is essential before submission.
- **Fringe:** For precise figures refer to the MURC [Institutional Data Sheet](#)
- **Travel:** Travel expenses should adhere to agency allowances and align with current university and MURC travel policies. Stay up to date with the General Services Administration (GSA) rates at www.gsa.gov
- **Supplies:** These are items valued at less than \$5,000. The researcher must show that the listed supplies are necessary for the proposed project's completion. General office supplies are typically not allowed as direct costs.
- **Equipment:** These are items valued at \$5,000 with a useful life of more than one year.

- **Contractual:** This line item includes consultants, evaluators, contracts for service and subawards/subcontracts.
- **Other costs:** Consider expenses such as postage, printing, and meeting costs (outside of travel).
 - **Cost sharing/Matching:** Include only when explicitly required by the agency.
 - **Facilities & Administrative (F & A):** Also referred to as overhead or indirect costs. These are shared costs, like utilities, building maintenance, and administrative support, which can't be tied to a specific project. Rates are detailed [here](#); however, it's essential to note that F&A calculations exclude equipment, tuition, and stipends. Please remember, F & A costs are not taxes or fees. And importantly, under no circumstance should a PI negotiate F & A rates.

Budget Templates:

- [One-Year Budget Template](#)
- [One-Year Budget Template with Match](#)
- [Two-Year Budget Template](#)
- [Two-Year Budget Template with Match](#)
- [Four-Year Budget Template](#)
- [Four-Year Budget Template with Match](#)
- [Three-Year Budget Template](#)
- [Three-Year Budget Template with Match](#)
- [Five-Year Budget Template](#)
- [Five-Year Budget Template with Match](#)
- [NSF Budget Justification Template with Instructions](#)

Budget Narrative/Justification:

The budget narrative/justification serves as your means of clarifying to reviewers the rationale behind each grant expenditure. It outlines why these expenses are essential for achieving the goals outlined in your proposal. The narrative also provides the details needed to allow us to set up your project in the Banner system. To streamline this process, please utilize our budget narrative template found [here](#).

Contract Process

The contract/subaward process at Marshall begins with your Pre-Award Grants Officer. As PI you are responsible for providing the following:

- Budget draft
- Statement of Work (SOW)
- Agency contact information

MURC will then negotiate the specific terms and conditions of the contract. The Cayuse SP form (see next section) must be completed online and routed by the PI. Once the contract is approved by both parties and has been executed, the PI will be notified.

Institutional Approval and Clearances

At Marshall University, obtaining institutional approval for financial commitments is a pivotal prerequisite before your proposal can advance for submission. These commitments include financial contributions, facility usage, cost-sharing arrangements, and faculty release time. It's essential to note that your proposal cannot move forward for submission until institutional approval is secured via the [Cayuse SP](#) Proposal Record Form online.

To ensure a smooth process, you will need to give your department chairperson and dean adequate time to review the proposal, budget, and budget narrative; to approve the university commitments; and to ultimately approve the proposal via Cayuse SP form online.

Cayuse SP Proposal Record Form (Official institutional online internal routing form)

Required approvals are:

- Your designated Pre-Award Grants Officer
- Principal Investigator (PI)
- Co-Principal Investigator(s) (if applicable)
- Department/Program chair(s)
- Dean(s)
- Provost/Senior Vice President for Academic Affairs (if applicable)

Your (PI) signature on the Cayuse SP Proposal Record Form attest the following:

1. The information submitted within this application is true, complete and accurate to the best of my knowledge;
2. Any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties;
3. I am not delinquent in any Federal debt;
4. I am not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from current transactions by any federal department or agency;
5. I am not delinquent in submitting final project reports to sponsors for previous awards I have received;
6. I agree to accept responsibility for the scientific conduct of this project and to provide the required progress reports if a grant is awarded; and
7. I agree to submit any required protocols/documentation required by MURC or agency policy and complete any required training prior to expenditure of funds.

Clearances Checklist:

Before the Cayuse Proposal Record form can be signed, the following must be addressed in the form:

- **Animals:** Does the project involve animals? If yes, indicate so in the “Research Subjects” tab of the Cayuse SP Form consult the [Institutional Data Sheet](#) for the appropriate contacts to establish protocols or biosafety level approvals.
- **Biosafety* (rDNA, Infectious Agents, Bloodborne pathogens):** Does the project involve recombinant DNA, infectious agents, or bloodborne pathogens? ? If yes, indicate so in the “Research Materials” tab of the Cayuse SP Form and consult the [Institutional Data Sheet](#) for the appropriate contacts to establish protocols or biosafety level approvals.
- **Facility Needs:** Does your project require additional space?
- **Hazardous Materials:** Does the project involve hazardous materials? If yes, indicate so in the “Research Materials” tab of the Cayuse SP Form and consult the [Institutional Data Sheet](#) for the appropriate contacts to establish protocols or biosafety level approvals.
- **Human Subjects:** Are human subjects involved in the proposed research? If so, will their rights and welfare be protected? If you are unsure if your proposed research will involve human subjects, contact the Office of Research Integrity. If human subjects are involved, a review will be conducted by the appropriate Institutional Review Board (IRB) in accordance with university, state, and federal policy. The reviews conducted by the IRBs are coordinated by and through MURC. Human Subjects are addressed in the Research Subjects tab on the Cayuse SP form.
- **Match and Cost Sharing Requirements:** Provide a detailed description of any proposed cost share. List account numbers and signature if university cash is included. If the agency does not require matching/cost share, DO NOT INCLUDE IT IN YOUR PROPOSAL.
- **National Science Foundation and or PHS-funded research:** Is the proposal to the National Science Foundation (NSF) or is PHS funded? New requirements related to [Responsible Conduct of Research Training](#) have been established for all NSF and PHS-funded awards. Responsible Conduct of Research Training is required of all Key Personnel. Key personnel are any person that is responsible for design, conduct,
- **Radioactive Materials:** Does the project involve radioactive materials? in the “Research Materials” tab of the Cayuse SP Form and consult the Institutional Data Sheet for the appropriate contacts to establish protocols or biosafety level approvals.
- **Release Time:** Must be approved by the dean and consistent with university policy.
- **Significant Financial Interest Disclosure (SFID*):** Key Research Personnel who contribute in a substantive way to the research project must have a current [Significant Financial Interest Disclosure \(SFID\) form](#) on file with the Office of Research Integrity. Individual Conflict of Interest in Research Policy and Courses Information can be found [here](#).
- **Subawards or Subcontracts:** If your project contains a subaward or subcontract, please provide appropriate contact/budgetary information, and indicate so in the Subawards tab of the Cayuse SP form (if known during proposal process)
- **Time and Effort Commitments:** The total commitments of time and must not exceed the threshold established by the Marshall University Board of Governors [Faculty Compensation from Grants and Contracts Policy](#).
- **Compensation:** Must be approved by the dean and consistent with federal and university policy
- **Graduate Assistants/Tuition Waivers:** New GA (Grant Administrator) positions must have approval from the dean and/or tuition waiver included in the proposal (if allowed by the funding agency).

You are responsible for all institutional clearances. Your Pre-Award Grants Officer is there to provide guidance through the process.

**Important: If you are applying for funding from NIH or any other agency under the Public Health System (PHS), new regulations require that the SFID form be completed by all PIs and co-PIs before proposal submission.*

Proposal Submission to Funding Agency

The submission of a finalized proposal to the funding agency through your Pre Award Grants Officer is a pivotal step, which can occur when:

- All agency proposal guidelines have been met.
- The budget has been reviewed and approved by MURC.
- A copy of the full proposal has been submitted to the Pre-Award Grants Officer for review.
- Confirmation of all mandatory reviews from colleges, institutes, or centers has been obtained.
- Dean's approval has been secured for release time, FTE, new GA, and others.
- The ATS form has been completed, signed, and routed to the Pre-Award Grants Officer.

In nearly all instances, submissions missing the designated deadline are unfortunately rejected by the funding agency. Make certain that both the Cayuse SP Proposal Record Form and your proposal materials are thoroughly completed and delivered to your MURC Grants Officer no later than five days prior to the submission deadline.

At MURC we are fully committed to assisting you in securing a successful submission that ultimately leads to funding. However, our pre-award office is exceptionally busy engaging with researchers across the university. To optimize the support we can offer, we encourage you to submit your information with ample time as securing last-minute assistance from your PreAward grants officer might be challenging without prior arrangements.

3. Application Review

After you have submitted your application to the funding agency, it enters a critical phase known as the application review. During this stage, the agency's team of experts and evaluators examine the proposal to assess its feasibility and alignment with the agency's objectives and criteria.

4. Notification of Award

The Notice of Award from the funding agency serves as an official acknowledgment of your successful application. While it's preferable for the agency to send this notification to both MURC and the PI, this may not always be the case. Should you receive this notification directly, please forward it to your MURC PreAward Grants Officer. This will facilitate our coordinated efforts moving forward. If MURC is the recipient of the award notification, we will forward it to you upon receipt. Our aim is to maintain clear communication and ensure you are promptly informed of the award status.

It is vital to note that the authority to enter contracts or agreements on behalf of Marshall University solely rests with the Vice President for Research/MURC Executive Director. No circumstances permit a PI to accept an award for the university or to negotiate the terms and conditions of an award or contract on the university's behalf.

Advance Funding

At MURC we understand that there are instances where the PI may need to initiate project activities before complete funding disbursement from the sponsor. In acknowledgment of this, MURC offers the option to request advance funding for expenses associated with the grant. These requests, however, must adhere to the terms outlined in the [Advance Funding Request Policies](#).

5. Grant Award Management

Compliance Officer Designation

When the notice of award is received by the MURC Compliance Office, a dedicated MURC Post-Award Compliance Officer will be assigned for your award. This assignment is determined in consideration of your specific college, center, or institute.

Account Set-up

Once your award account has been set up, you'll receive an email notification from your Post-Award Compliance Officer. This notification will include vital details to help you effectively manage your award, including:

- Your account number, providing easy reference.
- Comprehensive instructions and forms for accessing Banner and Informational Reports, ensuring you have the necessary tools for managing your project.
- A copy of the award document for your records.
- A list of the roles and responsibilities for both MURC and yourself as the (PI).

Account Management and Support

Your designated Post-Award Compliance Officer, in collaboration with the Financial Administration Office, is committed to working with you in maintaining your project accounting (payroll, spending, invoicing) to meet all federal, state, agency, and institutional guidelines.

Managing Personnel and Payroll

Employees funded by sponsored programs are supported through the MURC Human Resources/Payroll Office.

- MURC Human Resources: Questions regarding employee benefits should be directed to the MURC Human Resources Coordinator, [Coria Kent](#).
- Go here to view MURC'S [Human Resources Policies and Procedures](#)
- Make sure to submit a **Personnel Action Requests (PAR)** found [here](#) as soon as possible, for all employees that are working on the grant.
 - **MURC Payroll Office:** Questions regarding PARs (Personnel Action Request forms), timesheets or paychecks that are issued through MURC, should be directed to the MURC Payroll Administrator, [Tammy Brumbaugh](#).

Purchasing

- **Purchase Card (P-Card):** For the convenience of our researchers, P-Cards are available for making eligible purchases (e.g., laboratory and/or project supplies). If you need to apply for the MURC P-Card, please submit the [Cardholder Application and Agreement](#) to the P-Card Coordinator. Questions concerning the P-card should be directed to the MURC P-Card Coordinator, [Rebecca Hill](#).
- **Requisitions:** For purchases ineligible for the use of a P-card (such as large equipment): A requisition must be made in accordance with [Purchasing & Receiving Guidelines](#). Requisitions will go through the [Marshall University Office of Purchasing](#).

Travel

For project-related travel view the MURC Travel Policy [here](#).

Intellectual Property

It's important to note that all intellectual property originating from the university and MURC employees, utilizing university resources, falls under the ownership of Marshall University. This policy ensures clarity and consistency in the management of intellectual property rights. For a comprehensive understanding of this policy, you can refer to the [Marshall University Board of Governors Intellectual Property Policy](#).

For additional insights or inquiries, you're encouraged to reach out to [Amy Melton](#), Director of the [Technology Transfer Office](#).

Reporting

Effectively managing and reporting on your project's progress is a crucial aspect of your role as the Principal Investigator. Here's a breakdown of reporting procedures:

- **Progress Reports (Programmatic)**
 - As the Principal Investigator, the responsibility for furnishing necessary programmatic progress reports to the funding agency rests with you. To ensure our records remain aligned, kindly share a copy of these reports with your designated Post-Award Compliance Officer. For any queries related to progress reports, your assigned Compliance Officer is your go-to resource for guidance and support.
- **Financial Reporting**
 - Collaboration is key in financial reporting. You, your Post-Award Compliance Officer, and the MURC Financial Administration Office will jointly facilitate the submission of mandated agency financial reports. This partnership ensures a cohesive and accurate reporting process.

- **Cost Share Reporting**

- In cases where your proposal includes matching or cost-share elements, precise tracking and reporting are crucial. As the PI, you bear the responsibility of documenting these components and sharing the relevant information with the MURC Financial Administration Office. To ensure accurate reporting, we request that you provide comprehensive documentation in the form of Cost Share Reports.

6. Project Close-Out

Once your project has ended, your assigned Post-Award Compliance Officer will work with you to make sure all federal, state, agency, and institutional requirements have been met.

7. Share Results:

Showcase your research results and achievements resulting from the grant.

Contact MURC staff:

Our dedicated staff members are here to assist you with your grant endeavors. View our staff page [here](#) and contact us with any question you may have!

Contact Information Continued:

Various Protocol Approval Contacts	Bruce Day, Th.D., CIP, Director, ORI	day50@marshall.edu	304-696-4303
	Monica Valentovic, Animal Research(IACUC)	valentov@marshall.edu	304-696-7332
	Nathan Douglas, Hazardous Materials	douglas2@marshall.edu	304-696-3461
	Bertha Akagbue, Radioactive Materials		
	Vincent Sollars, Biosafety Committee	sollars@marshall.edu	304-696-7357