

LBC Grant Application Guide
EH Simmons, LBC Dean 2016-6-25

Rules

- When applying for any external grant, you must always complete an electronic MSU “transmittal form”, sign it, and have it signed by the LBC Dean and the head of any other department or college in which you have a (non-zero) appointment. See: <https://www.osp.msu.edu/PL/Portal/OSP.aspx>
- When applying for any external grant, complete the LBC proposal timeline form online at <http://lbc.msu.edu/proposal/> to see the deadlines for each stage of proposal submission including:
 - Notify the LBC Dean’s office at least two weeks in advance that you are submitting a proposal (even if another unit is responsible for the pre-award phase of the grant submission) and will need a signature on a certain date. This allows the Dean to be ready to sign – or arrange for an alternative signatory if she will be unavailable.
 - If the grant requires MSU to provide matching funds, you must ask the LBC Dean whether the college can provide its share of the matching funds at least two weeks before the grant proposal deadline. In your request, explain explicitly whether the matching funds are cash or in kind and how much you are requesting. The college cannot always provide all funds requested.
 - If the grant requires the LBC Dean to provide a support letter, you must ask for this at least two weeks in advance to ensure there is time to write it properly. Include a draft of the proposal (or at least the abstract) and a link to the call for proposals.
 - If you wish to propose that a grant should buy out some of your teaching, you must ask the LBC Dean about this at least two weeks before the grant proposal deadline, so the Dean can see whether the request can be accommodated. The college norm is for a faculty member to be able to use the “replacement instruction” rate for at most one course every other year in a grant proposal; additional buyouts (if approved) must ordinarily be funded at a rate of 25% of faculty salary per course.

Indirect Cost (IDC)

- At the top of the e-transmittal, you must specify what fraction of the grant work is being done by you (right column) and say how your appointment is split between LBC and other departments or colleges (middle column). You need to do this in both the “overhead credit” and “academic” credit rows. Your appointment should read the same in both boxes and you should check that it is listed properly before you sign. LBC cannot sign the form unless this is correct.
- LBC’s rules for sharing indirect cost return with faculty PI’s is listed here <http://www.lymanbriggs.msu.edu/faculty/LBC-IDCpolicy-2009.pdf>

Resources

- The Dean’s Executive Assistant can assist with the pre-award work of submitting grant proposals (e.g., preparing budgets and e-transmittals, uploading documents). Please let her know well in advance that you’d like her assistance so she can set aside time for this.
- If a grant requires matching funds, the Dean can help you ask all relevant units to provide them.
- The LBC Budget Officer can assist with the post-award work of spending and tracking the grant funds. If you would like him to do this, please arrange it with him before submitting the grant, so this will be noted on the e-transmittal (LBC earns additional IDC in this situation).
- LBC has Pilot Research Funds available to support preliminary research toward a future proposal for external grant funds or a major new scholarly work. Talk to the Dean if you’d like to apply for these college funds. They can be used for hiring student assistants, purchasing supplies, or other things that will help you build a stronger external proposal or project.