LBC Grant Application Guide
EH Simmons, LBC Dean 8-14-2012

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
• 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 the university to provide matching funds, you must *ask* the LBC Dean’s office for the college’s share of the 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.
• 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’s time to write it. Include a draft of the proposal (or at least the abstract) and a link to the call for proposals.

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
• Ms. Denise Poirier is available to assist faculty 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 to work with you on a proposal so she can set aside time for this.
• Ms. Kathie Ellis is available to assist with the post-award work of spending and tracking the grant funds. If you would like her to do this work, you need to arrange it with her before submitting the grant, so this will be noted properly on the e-transmittal (LBC gets extra IDC when we do the accounting for a grant).
• LBC has funds available to support the gathering of preliminary data that will be used as part of a future proposal for external grant funds. Talk to Dean Simmons or Associate Dean Millenbah 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.