



## GRANT HANDBOOK

*FORMS, POLICIES AND PROCEDURES FOR THE OFFICE OF  
SPONSORED PROGRAMS*

## **PREFACE**

This handbook replaces and supersedes any previous “Grant Handbook” which has been published by Mississippi University for Women.

## **PURPOSE**

The purpose of this handbook is to describe the university’s policies and procedures related to the development and submission of sponsored program proposals and the management of sponsored program awards.

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# **Overview of the Office of Sponsored Programs**

## **Who We Are**

The Office of Sponsored Programs reports to the Provost/Vice President for Academic Affairs while providing services to the administration, faculty and staff of the university. The Office of Sponsored Programs is the administrative unit authorized to submit and receive sponsored program proposals and awards on behalf of the university. Additionally, the Office of Sponsored Programs has been authorized to conduct and monitor compliance activities related to sponsored programs.

## **Mission**

The Office of Sponsored Programs will provide the administration, faculty and staff of Mississippi University for Women with professional service during the life of a sponsored program while ensuring compliance of applicable federal and state laws and university policies procedures.

## **Essential Duties and Responsibilities**

The Office of Sponsored Programs performs the following duties:

- Monitors and reviews request for proposals (RFPs) and other potential grant opportunities dealing with funds available from governmental agencies and private foundations to determine appropriateness and feasibility of developing programs to supplement local annual budget allocations.
- Provides continuous support for grant applicants during the entire grant process.
- Discusses program requirements and sources of funds available with administrative faculty.
- Writes and assists in writing grant applications and submits applications to funding agencies or foundations.
- Directs and coordinates evaluation and monitoring of grant funded programs and develops procedures for evaluation and monitoring of programs funded by external agencies.
- Assists award recipients in writing periodic reports to comply with grant requirements.
- Maintains master files on grants and monitors paperwork related to grant funded programs.

## **Governing University Policies**

The Office of Sponsored Programs operates under the following university policies:

- P.S. 5203 - Solicitation of Sponsored Programs from External Sources
- P.S. 5204 - Administration of Sponsored Programs from External Sources.

In addition to the policies referenced above, the following policies are applicable to the Office of Sponsored Programs:

- P.S. 1311 – Misconduct in Research
- P.S. 3503 – Institutional Review Board
- P.S. 6708 – Whistleblower
- P.S. 7401 – Records Retention
- P.S. 7501 – Intellectual Property (Copyright)
- P.S. 7202 – Conflict of Interest/Anti-Kickback and Procurement Ethics

These policies can be located on the Office of Human Resources and Office of Sponsored Programs websites.

### **Definition of a Sponsored Program**

**Definition:** A sponsored program is defined as a project supported by the University as a result of a competitive application process to a governmental entity (local, state, regional or national) or foundation (as approved by the Office of Alumni and Development). A sponsored program normally has one or more of the following characteristics required or specified by the funding agency:

- published application guidelines or procedures
- restricted use of funds or materials
- specified performance and/or outcomes
- limitations in the use of project data, inventions and other products produced
- programmatic, technical and/or financial reports

**Items excluded from the definition of a sponsored program and not handled by the Office of Sponsored Programs are:**

- funding secured from charitable trusts or other similar entities
- all direct payments to individuals, i.e., faculty fellowships
- gifts and bequests to the university
- student financial aid

## **Pre-Award Responsibilities: Office of Sponsored Programs**

Below are the responsibilities of the Office of Sponsored Programs during the pre-award phase of a sponsored program. The items listed below are a non-inclusive list of the responsibilities/services performed by the Office of Sponsored Programs.

- **Assist administration, faculty and staff of the university in locating funding opportunities**

The Office of Sponsored Programs uses two forms to assist administration, faculty and staff in locating solicitations for sponsored projects: The *Sponsored Programs Interest Survey* form and the *Conceptual Outline for Proposal Development* form. These items have been developed to provide the Office of Sponsored Programs with a detailed list of information for performing funding searches. *ATTACHMENT A*

- **Reviews the Request for Proposals (RFPs) or Request for Applications (RFAs) to verify eligibility and ensure terms and conditions are applicable**

The Office of Sponsored Programs reviews the RFPs or the RFAs before submission of an application to ensure eligibility. Additionally, the review is conducted to ensure the university can accept the terms and conditions, if stated, of the sponsoring agency.

- **Processes *Intent to Submit a Sponsored Program Proposal* form**

The Office of Sponsored Programs tracks proposals by assigning each one an internal proposal number. This is performed through the processing of the *Intent to Submit a Sponsored Program Proposal* form. Once the principal investigator has identified the solicitation which best fits his/her concept, he/she will complete the *Intent to Submit a Sponsored Program Proposal* form. Once received by the Office of Sponsored Programs with approval signatures, the proposal will be assigned an internal proposal number and the original form returned to the principal investigator. *ATTACHMENT A*

- **Reviews proposed budget to ensure compliance with university policies and procedures and sponsoring agency guidelines**

The Office of Sponsored Programs reviews the proposed budget to ensure compliance with university policies and procedures as well as compliance with sponsoring agency guidelines. In instances where discrepancies are discovered, the Office of Sponsored Programs will work with the principal investigator to correct.

- **Reviews proposal application package to ensure compliance and completeness**

Before submission, the Office of Sponsored Programs reviews the application package to ensure compliance and completeness as it relates to university and sponsoring agency procedures and guidelines.

- **Submits proposals on behalf of the university**

As the authorized administrative unit for proposal submission, the Office of Sponsored Programs submits the proposal/application package for external funding on behalf of the university.

- **Maintains records of proposal activities for reporting**

The Office of Sponsored Programs maintains official audit records for reporting requirements.

## **Post-Award Responsibilities: Office of Sponsored Programs and Office of University Accounting**

Below are the responsibilities of the Office of Sponsored Programs and the Office of University Accounting during the post-award phase of a sponsored program. The items listed below are a non-inclusive list of the responsibilities/services performed by the Office of Sponsored Programs and the Office of University Accounting.

### **Office of Sponsored Programs**

- **Reviews awards and performs contract negotiations**

The Office of Sponsored Programs, in conjunction with the principal investigator, will review award documents to ensure the principal investigator and the university can comply with the terms and conditions stated. If there are terms and conditions with which the principal investigator and/or the university cannot comply, the Office of Sponsored Programs will perform contract negotiations with the sponsoring agency. University legal counsel will be consulted if any questions/concerns arise during contract negotiations.

- **Processes awards for approval**

Once an award document has been approved for signature, the Office of Sponsored Programs will gather required signatures and return the award agreement to the sponsoring agency. Once the award is fully executed (signed by MUW and the sponsoring agency) and Institutional Review Board (IRB) approval has been obtained (when required) the award will be processed internally by the Office of Sponsored Programs. This is done via the internal *Notice of Award* document. Three copies of the *Notice of Award* document will be distributed. One will be sent to the principal investigator, one will be forwarded to the Office of University Accounting, and one will be maintained by the Office of Sponsored Programs. *ATTACHMENT A*

- **Processes budget revision request**

In conjunction with the principal investigator and the Office of University Accounting, the Office of Sponsored Programs assist in completing paperwork required for a budget revision request. Once budget amounts have been verified by the principal investigator, the Office of Sponsored Programs will ensure the request is in compliance with university and sponsoring agency guidelines. Once verified, the Office of Sponsored Programs will submit the budget revision request to the sponsoring agency.

Once a budget revision request has been approved by the sponsoring agency, the Office of Sponsored Programs will process the award modification. This is conducted by the reissuance of the internal *Notice of Award*. Once processed the principal investigator, the Office of University Accounting and the Office of Sponsored Programs will receive a modified internal *Notice of Award*.



- **Processes programmatic/technical reports**

The Office of Sponsored Programs assist the principal investigator in compiling information required for programmatic/technical reports as outlined in the award document. Once the programmatic/technical report has been completed by the principal investigator, the Office of Sponsored Programs will review to ensure completeness and compliance with the terms of the award document, obtain necessary signatures and submit to the sponsoring agency. Once submitted the Office of Sponsored Programs will distribute copies of the reports to the PIs supervisors. If the PI is a faculty member the report will be sent to their department chair and dean. If the PI is a staff member the report will be sent to their direct supervisor.

- **Processes no-cost extensions**

When the goals and/or objectives of a sponsored program cannot be completed within the awarded time period the university may request a No-Cost Extension (NCE) if allowed by the sponsoring agency. The Office of Sponsored Programs will assist the principal investigator in gathering material required by the sponsoring agency. Once required information has been compiled and verified by the principal investigator, the Office of Sponsored Programs gathers required signatures and submits the request to the funding agency.

- **Monitors monthly effort reporting**

The Office of Sponsored Programs requires monthly effort reporting to ensure university compliance with applicable laws and regulations. Signed effort reports should be submitted to the Office of Sponsored Programs by the 5<sup>th</sup> day of each month.

*ATTACHMENT A*

- **Monitors monthly account reconciliation reports**

The Office of Sponsored Programs monitors monthly account reconciliation reports to ensure compliance with university procedure. The Office of Sponsored Programs will notify PIs via e-mail which account reconciliations are due, as a reminder. Monthly account reconciliations are due to the Office of Sponsored Programs 10 working days after notification of month end by the Office of University Accounting.

- **Processes award closeout**

Once the final invoice has been paid and the final technical/programmatic report has been accepted and processed, the Office of Sponsored Programs will close out the award and forward relative information to the principal investigator.

- **Maintains official records for reporting**

The Office of Sponsored Programs maintains official records for auditing and reporting requirements.

### **Office of University Accounting**

- **Financial administration of sponsored programs**

The Office of University Accounting reports directly to the Chief Financial Officer and facilitates the financial administration of externally sponsored programs. This administration includes, but is not limited to, setting up of an organizational number in the university accounting system, submission of financial reports, submission/tracking of invoices submitted to sponsoring agency and notifying PIs when organizational numbers are ready to be reconciled.

## **Overview of the Principal Investigator**

The U.S. Department of Health and Human Services' National Institutes of Health defines the Role of the Principal Investigator(s) (PIs) as follows: "The individual(s) judged by the applicant organization to have the appropriate level of authority and responsibility to direct the project or program supported by the grant."

The U.S. Department of Health and Human Services' National Institutes of Health also states that each PI is responsible and accountable to the applicant organization or, as appropriate, to a collaborating organization, for the proper conduct of the project or program including the submission of all required reports.

Mississippi University for Women accepts these definitions when defining a Principal Investigator.

NOTE: The process of obtaining external funding for university programmatic efforts results in a legal agreement between the sponsoring agency and the university. While the principal investigator is responsible for the development and expression of his/her idea into a written proposal, it is the university who submits the proposal to the sponsor and who commits to the successful completion of the project. Consequently, in most cases, awards for external funding are made to the university rather than the principal investigator. Therefore, if the principal investigator leaves the university and wants to relocate the award to his/her new place of employment he/she must receive approval from Mississippi University for Women, his/her new employer and the sponsoring agency.

## **Pre-Award Responsibilities: Principal Investigator**

Below are the responsibilities of the principal investigator during the pre-award phase of a sponsored project. The items below are a non-inclusive list of the responsibilities to be performed.

- **Identifies potential funding opportunities which are most appropriate for his/her idea**

The principal investigator should attempt to identify funding opportunities for his/or idea. The principal investigator will make the final determination as to which funding opportunity or source is most appropriate.

- **Discusses potential idea/concept with Department Chair/Supervisor**

Before the principal investigator begins writing the proposal he/she should meet with his/her Department Chair/Supervisor to discuss the idea. The PI should be prepared to discuss such items as: the feasibility of the project, the impact the project will have on the department, reassignment/release time needed to accomplish project and required office/lab space that will be relevant to the project.

- **Initiates *Intent to Submit a Sponsored Program Proposal Form***

Once the principal investigator has received permission to begin developing the proposal he/she is to initiate the *Intent to Submit a Sponsored Program Proposal* form. The submission of this form will allow resources to be properly allocated in advance to ensure successful submission to the funding agency. *ATTACHMENT A*

- **Writes the proposal for submission**

The responsibility of writing the proposal including but not limited to the abstract, narrative and budget falls upon the principal investigator.

- **Initiates Internal Approval Sheet (IAS)**

Upon completion of the application, the principal investigator is to initiate the Internal Approval Sheet (IAS). This document, along with the application, is to be submitted to the Office of Sponsored Programs three (3) working days prior to the submission date. If the application cannot be provided to the Office of Sponsored Programs three working days prior to submission, the Office of Sponsored Programs cannot guarantee approval or submission. Exceptions to the procedure may be evaluated in rare and documented circumstances. *ATTACHMENT A*

**NOTE: The Office of Sponsored Programs cannot submit a proposal for the University without the Internal Approval Sheet's required signatures in place.**

- **Initiates Institutional Review Board (IRB) approval**

If the application has the potential to be classified as human research, it is the responsibility of the principal investigator to obtain Institutional Review Board approval. The U.S. Department of Health and Human Services policy for the “Protection of Human Research Subjects” can be located in 45CFR Part 46. The university policy governing IRB is PS # 3503.

**NOTE: If the application is awarded the Office of Sponsored Programs cannot process the *Notice of Award* until the Institutional Review Board has approved the project.**

## **Post-Award Responsibilities: Principal Investigator**

Below are the responsibilities of the principal investigator during the post-award phase of a sponsored project. The items below are a non-inclusive list of the responsibilities to be performed.

- **Implements, manages and conducts the project in accordance with university and sponsoring agency rules and regulations**

The principal investigator is to implement, manage and conduct the project in accordance with the scope of work approved during the application process while staying within the policies and procedures established by the university and the sponsoring agency. If the principal investigator is unable to conduct the work as presented, it is his/her responsibility to alert his/her supervisor and the Office of Sponsored Programs that a change in the scope of work needs to be requested.

There are instances when a project cannot be completed within the awarded period of time. When this occurs it is the responsibility of the principal investigator to alert his/her supervisor and the Office of Sponsored Programs that a No-Cost Extension (NCE) needs to be requested. The principal investigator will work with the Office of Sponsored Programs to compile all relevant information to be submitted to the funding agency for the request. It is important to note a NCE should only be requested when the work stated cannot be completed on time.

Note: **A No Cost Extension cannot be requested solely to expend unspent funds.**

- **Responsible for maintaining technical, programmatic and fiscal oversight of related records**

The principal investigator is responsible for the fiscal oversight and maintenance of the technical and programmatic records or information produced during the course of his/her project. All expenses (personnel, travel, purchases and services) must be made in accordance with university policies and procedures as well as the sponsoring agency's policies and procedures. The principal investigator is responsible for ensuring all allowable expenses are charged to the grant in a timely manner so that the university can be reimbursed by the funding agency.

- **Prepares monthly account reconciliation report**

The Principal Investigator is responsible for reconciling their budgets on a monthly basis. Any discrepancies should be reported to the Office of University Accounting immediately. A copy of the monthly account reconciliation report should be submitted to the Office of Sponsored Programs within 10 working days of notice of month end by the Office of University Accounting. Reports should be completed in accordance with University procedures.

- **Prepares programmatic and technical reports**

The principal investigator is responsible for preparing and submitting programmatic and technical reports required by the sponsoring agency to the Office of Sponsored Programs three (3) working days prior to the due date established by the sponsoring agency.

- **Initiates budget revision/s**

Part of the fiscal oversight of the principal investigator requires careful stewardship of the awarded budget. The principal investigator should alert the Office of Sponsored Programs when a budget revision request needs to be submitted. The principal investigator submits this request to the Office of Sponsored Program for review and submission to the funding agency. The Office of Sponsored Programs will assist the principal investigator as needed in compiling material for the budget revision request.

- **Submits *Effort Reporting Form***

When a sponsored project covers any portion of an MUW employee's salary or if any portion of an MUW employee's salary is used as a cost share/match they are required to complete a monthly effort report. This report is due by the 5<sup>th</sup> day of the month following the month in which work was performed. It is the principal investigator's responsibility to ensure that all parties who are paid by his/her project submits this form to the Office of Sponsored Programs. *ATTACHMENT A*

- **Initiates Sponsored Programs Personnel Action Forms (SP-PAFs)**

In the event a sponsored program is to pay salaries it is the responsibility of the principal investigator to submit a *Sponsored Programs Personnel Action Form* to have the salaries charged to the correct organization number. **Individuals who have salaries charged to a sponsored programs organizational number cannot begin work on the project until approval is granted by Human Resources.** *ATTACHMENT A*

## **Compliance**

The Office of Sponsored Programs is responsible for ensuring sponsored programs are conducted in such a manner that the University remains compliant with state and federal laws and university policies and procedures. To meet this responsibility the Office of Sponsored Programs has established a training program. This program has been designed for Principal Investigators. Each Principal Investigator must attend the training sessions before an organizational number will be established and work can begin. Once the Principal Investigator has received training he/she will be eligible to serve as a PI for a period of two years. At the end of this period the PI will have to repeat the training. Principal Investigators will be trained in areas such as: Office of Sponsored Programs Policies and Procedures, University Accounting Policies and Procedures, and Institutional Review Board (Human Subjects)

In addition to attending required training, PIs are required to read and sign the MUW Grant Handbook. The signing of the grant handbook assists the university in ensuring that PIs have been made aware of their roles and responsibilities.

Policy Statements governing Mississippi University for Women can be located at:  
<https://www.muw.edu/policy>

Rules and Regulations governing federal programs can be located at:  
<https://www.federalregister.gov/articles/2013/12/26/2013-30465/uniform-administrative-requirements-cost-principles-and-audit-requirements-for-federal-awards>



# MISSISSIPPI UNIVERSITY FOR WOMEN

## MUW Grant Handbook Signature Page

As a Principal Investigator at Mississippi University for Women I, \_\_\_\_\_,  
understand my roles and responsibilities and agree to preforms these duties to the best of my  
ability.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

*Please return the signature page to the Office of Sponsored Programs at W-Box 969  
If questions please call 662-329-7140*

# **ATTACHMENT A**

**Mississippi University for Women**  
**Office of Sponsored Programs**  
**Sponsored Programs Interest Survey Form**

*Completion and Submission of this form will give the Office of Sponsored Programs the information needed to locate potential funding opportunities associated with your interest and expertise.*

Contact Information

Name: \_\_\_\_\_  
Campus Telephone #: \_\_\_\_\_  
Campus Mailing Address: \_\_\_\_\_  
E-Mail Address: \_\_\_\_\_

Research/Grant Profile

Highest Degree Earned: \_\_\_\_\_ Year Obtained: \_\_\_\_\_  
Prior Research Experience: \_\_\_\_\_

\_\_\_\_\_

Expertise and Research Interest: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Current/Prior Grants Received: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Professional Memberships: \_\_\_\_\_

\_\_\_\_\_

*Please return the survey to the Office of Sponsored Programs at W-Box 969  
If questions please call 662-329-7140*

## Conceptual Outline For Proposal Development

Writing a short concept paper (2-3 pages) that describes your project is an important step in proposal development. By answering the following questions, you will be able to organize your thoughts in order to better explain your concepts to others. You will then have a short, concise paper to send to a program officer or to use as a tool for finding a potential funding source.

Answer each question thoroughly but succinctly.

1. What would you like to accomplish?
2. What are your objectives?
3. What activities will be carried out?
4. When do you plan to start and complete each activity? Is this timetable realistic?
5. How are you going to accomplish the project?
6. What need are you going to address with this project?
7. What does the current literature indicate about the project?
8. Who will perform the actual project?
9. How will the staff be organized?
10. Who will lead the project?
11. What equipment and facilities will be used or needed?
12. How much will it cost to accomplish your objectives? Is this figure realistic?
13. Who will the project benefit and how?
14. What methods are being proposed to achieve the results?
15. Can the proposed results be measured? Who will do this evaluation and at what point?
16. What are the plans for the project at the end of the grant?

# Mississippi University for Women

## Intent to Submit Sponsored Program Proposal

*The Intent to Submit form is an internal requirement for submitting grant proposals. It is to be completed once funding has been identified and a decision has been made to prepare an application. The form is intended to inform all parties, in the proposal submission process, of the upcoming submission. This will allow resources to be properly allocated in advance to ensure a successful application submission to the funding agency. **The fully executed form must accompany the Internal Approval Sheet when submitting your final proposal.***

**Today's Date:** \_\_\_\_\_ **Due Date:** \_\_\_\_\_ **Internal Proposal #:** \_\_\_\_\_

**Principal Investigator:** \_\_\_\_\_

**Department:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_ **E-Mail Address:** \_\_\_\_\_

**Co-Principal Investigator:** \_\_\_\_\_

**Department:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_ **E-Mail Address:** \_\_\_\_\_

**Program Title:** \_\_\_\_\_

**Announcement Number:** \_\_\_\_\_

**Sponsoring Agency:** \_\_\_\_\_

**Collaborating Agency/ies:** \_\_\_\_\_

**PI w/ Collaborating Agency/ies:** \_\_\_\_\_

**Is MUW the Lead Institution?:** Yes  No

**Type of Submission being prepared:**

**Full Proposal:**  **Pre-Proposal:**  **Letter of Intent:**  **White Paper:**  **Other:**

**Cost Share Proposed:** Yes  No

**Release time for Faculty:** Yes  No

**Salary Support for Students:** Yes  No

**Potential Development of Academic Program/Course:** Yes  No

*Obtain Principal Investigator(s), Co-Principal Investigator(s), Department Head(s) and Dean(s) signatures.  
Submit original: The Office of Sponsored Programs, W-Box 969. For assistance call 662-329-7140.*

**Potential Budget:** *The Budget Information is strictly tentative. You will not be obligated to this budget when writing your application.*

|                                 | Year One Amount | Year Two Amount | Year Three Amount | Year Four Amount | Year Five Amount | Total Amount |
|---------------------------------|-----------------|-----------------|-------------------|------------------|------------------|--------------|
| (1) Request from Funding Agency | \$              | \$              | \$                | \$               | \$               | \$           |
| (2) MUW Cost Share              | \$              | \$              | \$                | \$               | \$               | \$           |
| (3) Total Request (1 + 2)       | \$              | \$              | \$                | \$               | \$               | \$           |
| (4) Indirect Cost               | \$              | \$              | \$                | \$               | \$               | \$           |
| (5) Project Total Cost (3 + 4)  | \$              | \$              | \$                | \$               | \$               | \$           |

*I certify that I have reviewed the details provided on this form, and approval is granted based on the stated information:*

| Title                             | Signature | Date |
|-----------------------------------|-----------|------|
| 1. Principal Investigator         |           |      |
| 2. Department Head                |           |      |
| 3. Co-Principal Investigator      |           |      |
| 4. Co-PI Department Head          |           |      |
| 5. Dean(s)                        |           |      |
| 6. Director of Sponsored Programs |           |      |

*Obtain Principal Investigator(s), Co-Principal Investigator(s), Department Head(s) and Dean(s) signatures. Submit original form to: The Office of Sponsored Programs, W-Box 969. For assistance call 662-329-7140.*

**Mississippi University for Women  
Notice of Award**

**MUW ORG #:** \_\_\_\_\_ **Status:** \_\_\_\_\_

**Principal Investigator:** \_\_\_\_\_ **Department:** \_\_\_\_\_

**Sponsor:** \_\_\_\_\_

**Flow Thru Agency:** \_\_\_\_\_

**Award #:** \_\_\_\_\_ **Modification #:** \_\_\_\_\_

**Project Title:** \_\_\_\_\_

---

**Effective Begin Date:** \_\_\_\_\_

**Final Expiration Date:** \_\_\_\_\_

**Anticipated Total Award:** \_\_\_\_\_

**Effective Date Current Obligation:** \_\_\_\_\_

**Expiration Date Current Obligation:** \_\_\_\_\_

**Total Amount Obligated:** \_\_\_\_\_

**Activity Type:** \_\_\_\_\_

**Award Type:** \_\_\_\_\_

**Account Type:** \_\_\_\_\_

Office of Sponsored Programs: \_\_\_\_\_

Date: \_\_\_\_\_

**Terms and Conditions:**

MUW Proposal #: \_\_\_\_\_

CFDA #: \_\_\_\_\_

**Payment:**

Basis of Payment: \_\_\_\_\_

Method of Payment: \_\_\_\_\_

Invoice Frequency: \_\_\_\_\_

Final Invoice: \_\_\_\_\_

**Reporting:**

Report Type: \_\_\_\_\_

Frequency: \_\_\_\_\_

Due Date: \_\_\_\_\_

OSP Distribution: \_\_\_\_\_

Final Report: \_\_\_\_\_

Due Date: \_\_\_\_\_

OSP Distribution: \_\_\_\_\_

**Equipment Title:** \_\_\_\_\_



# Mississippi University for Women

## Office of Sponsored Programs Effort Reporting Form

In order to comply with OMB Circulars, university employees who have a percentage of their salary charged against a sponsored project must report their percent of effort against such project.

This form represents the University's responsibility to account for effort reporting. This form should be completed monthly by each faculty, staff or student whose salary is charged against a sponsored project.

|                 |  |             |  |
|-----------------|--|-------------|--|
| Name:           |  | Department: |  |
| Month Reported: |  | Year:       |  |

Provide a breakdown of your responsibilities for the month. The total must equal **100%**.

**Non Sponsored Projects:**

|                                          |  |
|------------------------------------------|--|
| Teaching and Teaching Related Activities |  |
| Scholarly & Creative Activities          |  |
| Administrative Activities                |  |
| Service Activities                       |  |

**Sponsored Projects:**

|                   | MUW Org # | Effort Against Project | Cost Share | Total per Project |
|-------------------|-----------|------------------------|------------|-------------------|
| Sponsored Project |           |                        |            |                   |
| Sponsored Project |           |                        |            |                   |
| Sponsored Project |           |                        |            |                   |

**Total Monthly Effort:**

Send the completed form to the Office of Sponsored Programs, W-Box 969, by the 5<sup>th</sup> of the month following the reported time period. For questions call the Office of Sponsored Programs at 662-329-7462.

I certify that the information provided above is correct.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Confirming Signature\*

\_\_\_\_\_  
Date

\*The Principle Investigator must sign for all other employees on the project. The Department Chair or Immediate Supervisor must sign as the person confirming the Principle Investigator's time.

# Mississippi University for Women

## Sponsored Programs

### Personnel Action Form For Sponsored Accounts

#### Required Information

|                           |  |                                                                                                                                                                                                           |  |                                                                                                                                                    |  |       |  |
|---------------------------|--|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|----------------------------------------------------------------------------------------------------------------------------------------------------|--|-------|--|
| Banner ID:                |  | First Name:                                                                                                                                                                                               |  | MI                                                                                                                                                 |  | Last: |  |
| Street Address:           |  |                                                                                                                                                                                                           |  |                                                                                                                                                    |  |       |  |
| City:                     |  |                                                                                                                                                                                                           |  | State:                                                                                                                                             |  | Zip:  |  |
| Email Address:            |  |                                                                                                                                                                                                           |  | Phone Number:                                                                                                                                      |  |       |  |
| Effective Date of Action: |  |                                                                                                                                                                                                           |  | Expected End Date:                                                                                                                                 |  |       |  |
| Check Action Desired      |  | <input type="checkbox"/> New Hire<br><input type="checkbox"/> Rehire<br><input type="checkbox"/> Redistribution of pay<br><input type="checkbox"/> Termination<br><input type="checkbox"/> End of Program |  | Complete Sections I through III<br>Complete Sections I through III<br>Complete Sections II and III<br>Complete Section III<br>Complete Section III |  |       |  |

#### Section I. Sponsored Project Information

|                  |                                    |                                                                      |                                    |                                   |                                                      |
|------------------|------------------------------------|----------------------------------------------------------------------|------------------------------------|-----------------------------------|------------------------------------------------------|
| Job Title:       |                                    |                                                                      |                                    |                                   |                                                      |
| Department Name: |                                    |                                                                      | Budget Organization Number:        |                                   |                                                      |
| A. Select One:   | <input type="checkbox"/> 12 Month  | <input type="checkbox"/> 10 month                                    | <input type="checkbox"/> 9 month   | <input type="checkbox"/> Other:   |                                                      |
| B. Select One:   | <input type="checkbox"/> Full-time | <input type="checkbox"/> Part-time                                   | %, if part-time :                  |                                   |                                                      |
| C. Select One:   | <input type="checkbox"/> Regular   | <input type="checkbox"/> Time-Limited (Must be less than 4.5 months) |                                    |                                   |                                                      |
| Rate of pay:     |                                    | <input type="checkbox"/> per hour                                    | <input type="checkbox"/> per month | <input type="checkbox"/> per year | <input type="checkbox"/> one time pay - HR approval: |

#### Section II. Accounting Distribution

| Account/Org Name | Fund # | Organization # | Annual Rate | Workload % |
|------------------|--------|----------------|-------------|------------|
|                  |        |                |             |            |
|                  |        |                |             |            |
|                  |        |                |             |            |
|                  |        |                |             |            |
| <b>Totals</b>    |        |                | \$          | %          |

#### Section III. Approvals (Forward form in order of signatures)

|                         |        |        |  |
|-------------------------|--------|--------|--|
| Requested by:           |        | Date:  |  |
| Requestor's Department: | W-Box: | Phone: |  |

#### Approval Signatures:

|                                                  |  |       |  |
|--------------------------------------------------|--|-------|--|
| Principal Investigator                           |  | Date: |  |
| Academic Head or Non-Academic Director           |  | Date: |  |
| Human Resources Verification                     |  | Date: |  |
| Sponsored Programs                               |  | Date: |  |
| Dean (If Applicable)                             |  | Date: |  |
| Supervising Cabinet Member                       |  | Date: |  |
| VP for Finance & Administration                  |  | Date: |  |
| President (Not required for temporary positions) |  | Date: |  |

**Mississippi University for Women  
Internal Approval Sheet (IAS) for Sponsored Programs**

Today's Date: \_\_\_\_\_ Due Date: \_\_\_\_\_ Internal Proposal # \_\_\_\_\_

Principal Investigator: \_\_\_\_\_

Department: \_\_\_\_\_

Telephone: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

Co-PI: \_\_\_\_\_

Department: \_\_\_\_\_

Telephone: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

Project Title: \_\_\_\_\_

Sponsoring Agency / Organization: \_\_\_\_\_

| <u>Proposal Status:</u>                               | <u>Proposal Type:</u>                               | <u>Agency Type:</u>                           |
|-------------------------------------------------------|-----------------------------------------------------|-----------------------------------------------|
| <input type="checkbox"/> Preliminary                  | <input type="checkbox"/> Research                   | <input type="checkbox"/> Federal              |
| <input type="checkbox"/> New                          | <input type="checkbox"/> Education                  | <input type="checkbox"/> State of Mississippi |
| <input type="checkbox"/> Revised                      | <input type="checkbox"/> Public Services            | <input type="checkbox"/> Business & Industry  |
| <input type="checkbox"/> Competitive Renewal          | <input type="checkbox"/> Scholarships & Fellowships | <input type="checkbox"/> Foundation           |
| <input type="checkbox"/> Continuation                 | <input type="checkbox"/> Other:                     | <input type="checkbox"/> Non-Profit Agency    |
| <input type="checkbox"/> Supplement to Existing Grant |                                                     | <input type="checkbox"/> Other:               |
| <input type="checkbox"/> No-Cost Extension            |                                                     |                                               |

| <u>Anticipated Award Terms:</u>                | <u>Contract:</u>                            | <u>Subcontract:</u>                         |
|------------------------------------------------|---------------------------------------------|---------------------------------------------|
| <input type="checkbox"/> Grant                 | <input type="checkbox"/> Cost-Reimbursement | <input type="checkbox"/> Cost-Reimbursement |
| <input type="checkbox"/> Cooperative Agreement | <input type="checkbox"/> Fixed Price        | <input type="checkbox"/> Fixed Price        |
| <input type="checkbox"/> Other:                |                                             |                                             |

**Abstract:**

**Special Considerations: Does the project involve any of the following?**

- |                                               |                               |                             |
|-----------------------------------------------|-------------------------------|-----------------------------|
| Subcontractors Proposed                       | <input type="checkbox"/> Yes  | <input type="checkbox"/> No |
| Consultants Proposed                          | <input type="checkbox"/> Yes  | <input type="checkbox"/> No |
| Released Time for Faculty                     | <input type="checkbox"/> Yes  | <input type="checkbox"/> No |
| Development of New Academic Programs/ Courses | <input type="checkbox"/> Yes  | <input type="checkbox"/> No |
| Summer Courses/Conferences/Workshops          | <input type="checkbox"/> Yes  | <input type="checkbox"/> No |
| Salary Support for Students                   | <input type="checkbox"/> Yes  | <input type="checkbox"/> No |
| Human Subjects                                | <input type="checkbox"/> Yes: | <input type="checkbox"/> No |

If Yes has the proposal been submitted to IRB for Approval:  Yes:  No

If Yes has the proposal been approved: If  Yes:  No Yes attach approval letter

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Obtain Principal Investigator(s) and Department Head(s) signatures. Submit original IAS and proposal to:  
Office of Sponsored Programs, W-Box 969. For assistance call 662- 329-7140.

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**BUDGET:**

|                                       | Year One Amount | Year Two Amount | Year Three Amount | Year Four Amount | Year Five Amount | Total Amount |
|---------------------------------------|-----------------|-----------------|-------------------|------------------|------------------|--------------|
| (1) Total Request from Funding Agency | \$              |                 |                   |                  |                  | \$           |
| (2) Total Cost Sharing from MUW       | \$              |                 |                   |                  |                  | \$           |
| (3) Total Request (1 + 2)             | \$              |                 |                   |                  |                  | \$           |
| (4) Indirect Cost                     | \$              |                 |                   |                  |                  | \$           |
| (5) Project Total Cost (3 + 4)        | \$              |                 |                   |                  |                  | \$           |

*I certify that I have reviewed the details provided on this form, and approval is granted based on the stated information:*

| Title                             | Signature | Date |
|-----------------------------------|-----------|------|
| 1. Principal Investigator         |           |      |
| 2. Department Head                |           |      |
| 3. Co-Principal Investigator      |           |      |
| 4. Co-PI Department Head          |           |      |
| 5. Dean(s)                        |           |      |
| 6. Director of Sponsored Programs |           |      |

**ADMINISTRATIVE SIGNATURES:**

\_\_\_\_\_  
V.P. for Academic Affairs Date

\_\_\_\_\_  
V.P. for Finance & Administration Date

\_\_\_\_\_  
Office of Alumni and Development (If Applicable) Date

\_\_\_\_\_  
President Date

**Final Action of Sponsoring Agency:**  Funded  Not Funded  
**Amount \$** \_\_\_\_\_ **Project Start Date** \_\_\_\_\_ **Date of Notification:** \_\_\_\_\_