

OVRGS Grant Proposal System

Frequently Asked Questions

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Application Process

Will the system automatically save my proposal?

No, your proposal will not automatically be saved. After completing each page, click "Save Form". If you leave the page without clicking "Save Form", the information on the page will not be retained. If you make no changes for 30 minutes, the system will close and you will lose any unsaved data. Be certain to save your information frequently.

You can return to any page to make changes before the system locks. Once your proposal has been finalized, you will be able to unlock it and make changes up until the submission deadline. Only locked proposals will be reviewed, therefore it is crucial that you lock your proposal once your changes are complete.

What if I want to familiarize myself with the application process without creating an official application?

If you would like to complete a test proposal you can do so by following the "How to Use the Grant Proposal System" directions. When you are prompted to enter your proposal title, enter the word "test" followed by your last name. This will differentiate your actual proposal from your test proposal. Be certain to submit only your actual proposal by the submission deadline.

What do I do if I am a new faculty and have not received my MSUNet ID, but would like to apply for an internal grant?

Contact your department and let them know you would like to apply for an internal grant. They can do one of two things; process your appointment paperwork which will trigger the release of your MSUNet

ID or contact the AIS Help Desk and pay for an MSUNet ID for your use.

I'm a new faculty member starting this fall. Can I get into the system to submit a proposal?

Your MSUNet ID, necessary to access the proposal submission system, is part of your MSU e-mail address. Your department may be able to arrange for an e-mail address before you arrive on campus. Otherwise, you can write the proposal and submit it after you reach MSU.

What is counted in the project description page limit?

The eligibility/abstract form, budget page, budget justification, current and pending support form, and CV are NOT included in the page limit. Please see the submission guidelines for specific requirements for each project type.

What is an application administrator and how do I add them to my project?

An Application Administrator can make changes to all components of your proposal. Other administrators to be designated by the proposal creator might include Co-PIs, staff, or graduate students who need to input or upload portions of the proposal.

Application Administrator's can be added under the "Application Administrator" tab located under the Application Menu. To add additional administrator's click the "Add" button, enter their username and click "save".

Budget

My department budget officer needs to work on and/or review my budget. How can I arrange for her or him to get into the proposal?

You can designate the budget officer as an application administrator. Go to the "Application Administrator" link after you create a proposal and follow the instructions. The budget officer can then log in with their MSUNet ID and password and access your proposal by using the "List Proposals" link.

The budget page has space for only one year of funding. Where do I list the remaining funding amounts?

For projects that will have only one funding allocation, the full amount should be inserted into the "Detailed Period One" portion of the budget page. For projects with multiple years of funding, the OVPRGS will initially ask for a detailed budget for the first year and a projected budget for each subsequent year. At the end of each year, you will be asked to submit a report including a detailed budget for the next year's funding.

I'm going on sabbatical and want to use the funds for the project I'll be working on then. Is that possible?

Yes, please review budget guidelines for your proposal type.

Can I hire a TA to do hourly work on my project?

Yes. However, a half- time TA can only work 10 hours per week in addition to their assistantship.

Why doesn't my detailed budget amount match my actual budget amount?

This error is likely caused by a duplicate budget session. A duplicate budget session is created when your budget page is open in more than one window, or you have multiple people working on your budget simultaneously. Contact the OVPRGS at 432-3773 or gps-help@msu.edu to have this issue fixed.

Why did my detailed budget information disappear?

This error is likely caused by a duplicate budget session. A duplicate budget session is created when your budget page is open in more than one window, or you have multiple people working on your budget simultaneously. Contact the OVPRGS at 432-3773 or gps-help@msu.edu to have this issue fixed.

Eligibility

I am a new faculty member arriving this year. Am I eligible to apply for any internal grants?

Please see individual Submission Guidelines for detailed information regarding the eligibility for each of these programs.

Miscellaneous

How do you calculate "person months" for the Current and Pending Support Form?

Multiply your percent of effort for the academic year by 9 and your summer effort by 3. The sum of the two numbers is the calendar year effort. For example, a 10 percent academic year effort plus a 50 percent summer commitment equals 2.4 person months $[(.10 \times 9) + (.50 \times 3)]$.

Why are there strange characters in my proposal PDF?

These characters appear when you copy text from a Word file and paste it into a text box within the grant proposal system. They can be corrected by manually deleting the character and retyping it.

Program Specific Questions

How do I know if I should apply for a HARP Development or HARP Production grant?

HARP Development awards are to be used for work or research that needs to be completed before something is produced. HARP Production awards are used to cover the actual costs of producing the end result. For example, a Development award would fund travel to a museum to research a specific topic, while a Production award would pay to publish the results of that research. Development=background, Production=end result.

What are some examples of projects that would fall under the Humanities Research category?

- Research that will result in an article, paper, book, non-fiction film or presentation
- Digital humanities projects such as educational programs or applications

What are some examples of projects that would fall under the Exhibition and Performance category?

- Work that will result in a painting, sculpture or multi-media art
- Work that will result in a theatrical, dance, or music production or recording
- Work that will result in an exhibition of artwork
- Research that will result in a work of fiction, poetry, or a recording

Proposal Review

Who will review my proposal?

Faculty members on the panel will screen the proposal for compliance with the guidelines, including eligibility, completeness, budget justifications, and length. Panel members will complete individual reviews. The panel will convene a meeting to discuss the applications, rank them for funding, and make funding recommendations to the Vice President for Research. Final funding decisions will be made by the OVPRGS.