Welcome to the South Dakota School of Mines and Technology (SDSM&T)!

On behalf of Research Affairs and the Office of Sponsored Programs (OSP), welcome to SDSM&T. OSP is here to assist you with your administrative needs related to research. Our over-all goal is to enable researchers to focus on research by providing them the administrative management support needed to obtain and manage externally funded programs in a friendly and efficient manner.

OSP Pre-Award services include tracking grant opportunity announcements, reviewing proposal guidelines, budget creation, and proposal submission. **SDSM&T requires all proposals, pre-proposals, concept papers, letters of intent, contracts, and subcontracts, hereinafter referred to collectively as proposals, submitted to external agencies requesting funds and/or committing University resources (e.g. personnel, space, funds, equipment and facility use, etc.) be reviewed and approved by OSP prior to submission.**

Once all approvals have been completed, the OSP will either transmit, or authorize the transmission of, a proposal to the sponsor. **OSP is the entity specifically delegated by the administration to submit proposals on behalf of the School. Therefore, OSP reserves the right to withdraw any proposal submitted directly to a sponsor without proper review from Sponsored Programs.**

Step 1: Finding funding

OSP sends a weekly list of federal opportunities that may be of interest to researchers on campus. If you are not already receiving this newsletter via email, please contact OSP at sponsored.programs@sdsmt.edu to be added to the distribution list. The following websites are also excellent resources to find federal grants:

www.grants.gov
www.nsf.gov
www.fedconnect.net

Step 2: Preparing the proposal

1. Once you have found a research opportunity to apply for, notify the OSP Staff by completing the Intent-to-Propose page on our website (http://research.sdsmt.edu/osp/). The full and complete proposal (including the signature page approving the proposal by your Department Head/Chair) is ***due to OSP a minimum of 5 days prior to the submission due date***. Researchers should also discuss their intentions with their department chair and University Provost (or Vice President for Research for proposals submitted by Campus Research Centers). If you know that you will not have the proposal completed five days before the submission date you can request a waiver of this provision from the Vice President for Research.
2. OSP reviews the proposal guidelines for eligibility and contacts the researcher with any questions or potential problems.
3. OSP forms a preliminary budget based on information provided by the researcher, and revises the budget as requested. OSP will prepare the budget justification against the final budget, then forward to the PI for review and completion.

Common Budget categories and some notes about these expenses:

- *Senior Personnel*: PI, Co-PI's
- *Other Personnel*: Admin, students, etc. (NOTE: there is a MINIMUM rate for students but no MAXIMUM; if you are budgeting Graduate Student wages you will also incur Tuition Reimbursement costs as they go hand –in-hand)
- *Equipment*: equipment with a net value over $5,000 (NOTE: an assembly of components each costing less than $5,000 is considered a piece of equipment if they are functioning as if they were one item. EXAMPLE: The Examiner consists of a Reader (cost = $3,000), a Scanner (cost = $2,500), an Analyzer (cost - $4,500). When assembled the Examiner's net cost = $10,000 (3,000 + 2,500 + 4,500) and it can function for 5 or 10 years. This is a piece of equipment even though no single component cost more than $5,000. ALSO NOTE: per policy IX-03, there is a Major Scientific Equipment Acquisition Plan required when a grant purchases equipment over $35,000 and you will need to discuss the equipment with someone from Environmental Health & Safety (EHS)
- *Travel*: domestic and international: we are limited to SD travel rates
- *Participant Support*: workshops, etc. (these costs are excluded from our indirect rate calculations)
- *Materials & Supplies* (if you are purchasing chemicals or other potentially harmful supplies you will need to discuss this with someone from EHS)
- *Subawards* –

  A subaward is an agreement with another institution to complete a portion of the work on a research project. The primary institution submits the proposal on behalf of all parties and is responsible for disbursing the funds to each institution upon receipt of the award. If SDSM&T is named as a subaward on a proposal from another institution, the same internal procedures as a regular proposal apply. If a subaward is listed on a SDSM&T proposal, the following documents are required from the subawardee's institution prior to proposal submission:

  - Statement of Work
  - Curriculum Vita/Biographical Sketches for all Investigators
  - Current and Pending Awards for all Investigators
  - Facilities, Equipment, and Other Resources
  - Letter of Commitment signed by the institution's designated official
  - Budget (must come from the institution's OSP)
  - Budget Justification
  - Copy of the institution's indirect cost rate agreement, if applicable
  - Data Management Plan (if NSF proposal)
  - Post Doc Mentoring Plan (if NSF & budget contains a Post Doc personnel)
  - NSF Non-discrimination Form (if NSF proposal)
- *Equipment/Facility Rental Fees*
- *Tuition Remission* – (See "Other Personnel" above – these are calculated at the out-of-state rates as a default unless you know the student's circumstance.)
- *Conference Registration Fees*
- *Indirect Costs* – also known as Facilities & Administration Costs or F&A. F&A costs are institution costs that cannot be readily associated with a single project, such as facilities operations, utilities, administrative salaries, library costs, etc. SDSM&T has a federally negotiated and approved rate of 37% MTDC for these costs and this amount is included in every proposal. The current approved F&A rate is 37% of the modified total direct costs, excluding equipment, tuition remission, fellowships/scholarships, and subaward amounts over $25,000. Participant

support may also be excluded or subject to a special rate or limit. SDSM&T does not waive F&A unless it is required by the project guidelines.

4. The researcher writes the text of the proposal. Necessary proposal documents will be dictated by the funding guidelines associated with the proposal and generally include, but are not limited to:

Document Title	**Number of pages**
Project Summary/Abstract	1
Project Description/Narrative	15
References Sited	as needed
Curriculum Vita/Biographical Sketches for all Investigators	2 per investigator
Current and Pending Awards for all Investigators	as needed
Budget	as needed
Budget Justification	2
Facilities, Equipment, and Other Resources	1

NOTE: OSP is NOT a subject matter expert and will not review the proposal for its scientific merits. OSP's role is to review the proposal to see that all of the conditions specified in the proposal guidelines have been met.

5. The following internal forms are required to be submitted to the OSP staff working with you on your proposal ***5 days PRIOR to the submission deadline for the proposal***:

OSP Proposal Authorization Signature Page-completed by the researcher and signed by the Department Head/Chair for the PI and all Co-PIs, and University Provost for approval to proceed with submitting (Campus Research Centers should submit the signature page to the Vice President for Research for approval rather than the University Provost). Your Department Head/Chair will need to see a completed budget and a substantially complete or fully complete proposal narrative.

Cost Share Approval Form-required for proposals that contain matching funds provided by the University. SDSM&T's policy is to provide cost sharing **ONLY** when it is required by the funding agency. OSP completes the form and sends to the researcher for review and approval by their Department Head/Chair or VP of Research if the proposal is being submitted by a Research organization.

Major Scientific Equipment Acquisition Plan - is required for proposals that contain a piece of equipment totaling $35,000 or more. OSP prepares the form and forwards to the PI for completion. This plan must be signed by the Department Head/Chair or Research organization Director and addresses projected usage, revenues, maintenance contracts, other operating costs, physical location, technically trained operators, and other pertinent information. NOTE: As part of this plan approval will need to be obtained from the Director of Environmental Health & Safety.

Step 3: Proposal Submission

Submitting proposals to National Science Foundation:

NSF has their own website for submitting proposals, www.fastlane.gov. New users to Fastlane must register through OSP to be associated with the institution; please contact us at sponsored.programs@sdsmt.edu to register. NSF requires that all proposals through Fastlane be submitted electronically by an OSP representative.

To begin a proposal in Fastlane:

1. Log into Fastlane. Click on **Proposal Functions,** then **Proposal Preparation.**
2. Click on **Prepare Proposal,** than **Create Blank Proposal**.
3. Go to the **Cover Sheet** and complete.
4. Select **Go Back** from the main menu. You should see a list of temporary proposals currently assigned to you. Highlight the proposal you are working on, and click **Allow SRO Access.** Select **Allow SRO to view, edit and submit proposal**. This allows us access to enter the budgetary information, and review your proposal for missing items. (We will never submit your application without final authorization from you.)
5. OSP will receive email notification from Fastlane that you have started the proposal.
6. OSP will complete the budget section and download the budget justification. Researchers can download the remaining documents to the application directly.
7. When the proposal is ready to submit, OSP will submit the proposal.

Submitting proposals through Grants.gov:

Multiple federal agencies use grants.gov as a mechanism for submitting proposals. Grants.gov uses a PDF application packet that is submitted electronically through their website by an OSP representative. This document is not sharable; only one person can work on the application at a time. OSP will download the application packet from the website and complete certain sections. OSP will then forward the packet to the PI for completion. When the proposal packet is ready to submit, the PI will forward the packet to OSP who will review for errors (that would prevent the submission), submit the proposal and send an electronic copy to you for your records.

Submitting proposals via email or other means:

Some federal agencies or industrial sponsors use other means for submitting proposals, such as their own websites or via email. These procedures vary by funding source and therefore are handled on a case by case basis. The exact requirements for submission will be determined as part of your proposal process**.**

What's next??

Once the proposal is awarded through the funding agency, a staff member from OSP will contact the researcher to continue the process of establishing the award through the university. Notices of an accepted or declined proposal that the researcher receives should be forwarded to the OSP as soon as they receive it. Like proposals, only OSP and the Associate Vice President for Research are authorized to accept awards on behalf of the researcher and the School.