Essentials of Research Administration
International One

April 28, 2015
Office of Sponsored Programs
International Session

Julia Miszkiewicz
Sponsored Programs Administrator III
miszkiew@osp.msu.edu
Doing Business Overseas

- Common obstacles
  - Language issues
  - Currency difference
  - Different methods for conducting business
  - Laws and “rules”
  - Time differences (communication and submissions)
  - Political instability – travel warnings, uprisings
  - Expectations
  - Cultural respect
- Can be a very rewarding experience!
MSU Units:
Proposal and Project Management Support

- Office of Sponsored Programs (OSP)
- Contract and Grant Administration (CGA)
- MSU Business Connect
- Office of International Research Collaboration (OIRC)
- Vice President for Research and Graduate Studies (VPRGS)
MSU Units: Additional Resources

- Office of International Students and Scholars (OISS)
- Office of Study Abroad
- Office of International Studies and Programs (ISP)
- Controller’s Office: Payroll, Accounting, Travel
- Office of Export Control and Trade Sanctions (ECTS)
- Purchasing
- Human Resources
- Research Facilitation & Dissemination
- MSU Technologies
Role of Department Administrators

- Review RFP
- Develop budget & narrative with faculty
- Provide RFP/RFA, budget & budget narrative to OSP within recommended timeframe (new proposal policy)
- Complete necessary certs & reps
- Complete & route eTransmittal
- Complete & submit proposal package

NOTE: Communication with OSP is essential in getting an int’l proposal completed and submitted on time.
Faculty Responsibilities

- Review RFP and work with department administrator to obtain required documents
- DIFFERENCE between domestic and international proposals
- Coordinate proposal requirements with int’l partner
- Consider potential difficulties in working with foreign partners
- Know any restrictions or difficulties of working in a proposed country (he/she will be the “expert” and will need to know this information)
You are planning to submit an international proposal

- What will your project require?
  - International research team? Collaboration?
    - Memorandum of Understanding? Teaming agreement?
  - Overseas office?
    - Staffing, space, equipment, supplies, services
  - Long-term overseas employees? Short-term?
  - Subaward/Subcontract? Consultant?
  - Matching funds?
- Discuss proposal details with PI
Developing a Budget

A well-developed budget should:

- Meet sponsor norms and guidelines
- Match the clearly-defined narrative
  - Why is it important to include a narrative?
- Include correct subrecipient and contractor/vendor information
- Take into consideration all possible costs
- Usual costs – personnel, travel, supplies, subcontracts, F&A
- International considerations – wire fees, currency fluctuation, int’l travel costs, advance payments to partners, labor laws of other countries, etc.

**BE REVIEWED BY OSP PROPOSAL TEAMS**
Personnel

Faculty
- Campus-based
- Long-term overseas (MSU)
  - Special allowances
  - International researchers

Administrators
- Federal projects
  1. Administrative or clerical services are **integral** to a project or activity;
  2. Individuals involved can be specifically identified with the project or activity;
  3. Such costs are explicitly included in the budget or have the prior written approval of the Federal awarding agency; and
  4. The costs are not also recovered as indirect

- Non-Federal projects

**In-country personnel (CCN and TCN – USAID only)**
- Fulltime employees
- Temporary hires/consultants
International Travel

Airfare
- Economy, non-refundable (unless stated differently)
- Kayak.com, other airfare sites, travel agencies

Passport and Visas
- [http://travel.state.gov](http://travel.state.gov)
- [http://www.passportvisaexpress.com](http://www.passportvisaexpress.com)

M&IE (Meals and Incidental Expenses)
- Use U.S. Department of State rates for all projects, unless RFP specifies differently.
- [http://aoprals.state.gov/content.asp?content_id=134&menu_id=75](http://aoprals.state.gov/content.asp?content_id=134&menu_id=75)
- “Maximum Per Diem Rate” should be budgeted unless the agency caps the cost.
Office of Allowances

Per Diem Rates
- Foreign Per Diem Rates
- Other Per Diem Rates

Allowance Rates
- Allowance Rates (Sec. 920)
- Allowances By Location
- Allowances By Type
- Biweekly Updates

Standardized Regulations (DSSR)
- DSSR Table of Contents
- Search the DSSR

General Information
- Contact Us
- Effects of Administrative Furlough
- Frequently Asked Questions
- Summary of Allowances

Quarterly Report Indexes

Office of Allowances

The Office of Allowances in the Bureau of Administration develops and coordinates policies, regulations, standards, and procedures to administer the government-wide allowances and benefits program abroad under the Department of State Standardized Regulations (DSSR).

The office compiles statistics of living costs abroad, quarters allowances, hardship differentials, and danger pay allowances and computes the established allowances to compensate U.S. Government civilian employees for costs and hardships related to assignments abroad. The office is also responsible for establishing maximum per diem rates for foreign areas.
### Foreign Per Diem Rates In U.S. Dollars

**Country:** RWANDA  
**Publication Date:** 04/01/2015

<table>
<thead>
<tr>
<th>Country Name</th>
<th>Post Name</th>
<th>Season Begin</th>
<th>Season End</th>
<th>Maximum Lodging Rate</th>
<th>M &amp; IE Rate</th>
<th>Maximum Per Diem Rate</th>
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<td>Akagera</td>
<td>01/01</td>
<td>12/31</td>
<td>152</td>
<td>86</td>
<td>238</td>
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<td>Gisenyi</td>
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<td>85</td>
<td>288</td>
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<td>46</td>
<td>166</td>
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Health Costs

International health insurance

- May need to purchase for MSU-hired-in-country personnel
- Normally required for international scholars or training participants visiting MSU. For MSU outbound and inbound international travel, visit [http://rmi.msu.edu/insurance/international.html](http://rmi.msu.edu/insurance/international.html)
- The HTH insurance for non-study abroad international travelers: “GeoBlue Traveler” at [www.geo-blue.com](http://www.geo-blue.com)
- Make sure to budget for immunizations/medications needed
- Frontier MEDEX
Miscellaneous Travel Costs

Ground transportation
- To/from airport in US; parking
- In-country transportation

In-country hires needed during travel
- Interpreters, drivers, local field assistants, etc.

Defense Base Act insurance
- Required on Federal contracts for employees working outside the US
- Purpose is to provide compensation for injured employees. Failure to obtain DBA insurance carries stiff penalties, and it may result in fines and possible loss of contract.
## Travel Budget Example

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<td><strong>International Travel (Economy Class)</strong></td>
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<tr>
<td>Round Trip to/From Kigali, Rwanda from DTW</td>
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<td>Kigali (18 days/trip)</td>
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<td>Visas</td>
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<td>Local transportation (in-country)</td>
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<td>Parking, local transportation (in US)</td>
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Partners

- International vs. domestic
- Determine role in project
- Begin discussions early in the proposal state to ensure all requirements are met
- When many partners are working together, one must take the lead and provide deadlines to others.
- OIRC can assist with connecting faculty working in different areas of the world.
On-Campus vs. Off-Campus F&A

- Current NICRA (Negotiated Indirect Cost Rate Agreement) for period 7/1/11-6/30/15
- Research  53.5%
- Other     36%
- Off-campus 26%
- Testing   26%

- If the majority of expenses are incurred off-campus, then full project gets off-campus rate.
F&A Rates below MSU’s NICRA

- Federal agencies that cap F&A rates generally require MTDC (Modified Total Direct Costs), even at the lower rate.

- Non-Federal agencies that cap F&A rates usually allow TDC (Total Direct Costs). Unless otherwise specified, use TDC on every budget below MSU’s NICRA.

- F&A waiver request (if applicable)

The proposal is funded!

Prior to review/negotiation, OSP requires:

- Approved eTransmittal (should be done at proposal submission, will not begin review without fully-routed eTransmittal)
- Agreement/contract
- Contact information for individual at agency
- Revised budget, if different from proposed

- OSP will do all contract negotiations – involvement by departments and faculty can cause lengthy delays
Items needed for award set-up

- Export controls (when applicable)
  [http://exportcontrols.msu.edu](http://exportcontrols.msu.edu)
- IACUC or IRB approval (when applicable)
  [http://www.iacuc.msu.edu](http://www.iacuc.msu.edu)
  [http://hrpp.msu.edu/](http://hrpp.msu.edu/)
- Conflict of interest (when applicable)
  [http://coi.msu.edu](http://coi.msu.edu)
- Once the file is complete, it is forwarded to the Awards Group for account set-up.
International Session: Post Award

Kristy Smith
Contract and Grant Manager
Contract and Grant Administration
smith@cga.msu.edu
International Post Award: Agenda

- Project Administration
  - Department Administrator responsibilities
  - Faculty/PI responsibilities
- Expenditures
- Non-Resident Personal Services Contracts
- International Subawards
Department Administrator Responsibilities

• Process transactions/Reply to requests timely and accurately
• Reporting
  • In-country expenses
  • Invoicing
  • Subaward payments
• Track budgets
• Advise PI on project management issues
• In-country reconciliation
• Manage flow of funds in-country
Faculty/PI Responsibilities

- Overall responsibility for project
- Programmatic reports
- Monitor subawardees
- Changes in project
- Approve transactions/paperwork
- Programmatic accountability in-country
- Clear communication
Applicable Regulations

- Cost Principles set common policy for Federal Agencies
  - Circulars A-21, A-110, A-133
  - Uniform Guidance for awards issued in 2015

- USAID Specific Regulations
  - 22 CFR 226
    - Administration of Assistance Awards to U.S. Non-Governmental Organizations
  - 22 CFR 228
    - Rules on Source, Origin, and Nationality for Commodities and Services Financed by USAID
Travel

• International Travel
  • May require agency approval or notification
  • Must comply with Fly America
  • Advances do not require CGA approval

• In-country, project related expenses can be paid with receipt(s)

• Travel documents
  • Visas may be allowable with proper documentation (except for NIH)
  • Passports are typically unallowable
Non-Resident Personal Services Contracts

- Not a subcontracting mechanism
- Paper form should be sent to CGA for signature and the signed copy attached to each Disbursement Voucher
- CGA reviews for the following
  - Statement of Work
  - Budget
  - Allowability
  - Rate justification
  - EBD (if required)
Subaward Requirements

- Subcontract Advances
  - Must be included in the subcontract
  - Repayment schedule is required

- Annual A-133/Evidence of Responsibility required
  - Necessary to comply with federal regulations
  - Used to assess risk of subcontractor

- Supporting documentation
  - Low risk: no receipts required
  - High risk: copies of all receipts
Subaward Payments

- Processed as Disbursement Vouchers, Payment Reason Code Q.

- Must include PI Certification
  - New certification language can now be used
    "The services for which reimbursement is requested have been satisfactorily rendered and the costs thereof are proper and due in accordance with the terms of the agreement. If this payment is for an advance, it is in accordance with the terms of the agreement and necessary to further project objectives."
  - Three options for including PI certification
    - Added directly to the subcontractor invoice.
    - A separate sheet of paper can be attached to DV.
    - The PI can personally add as a note on the DV.

- Subcontractor Cost Share Requirements
  - Final payment will be held until cost share is met.
Demonstration of Subaward Database in Account Explorer