



Essentials of Research Administration International One

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Office of Sponsored Programs International Session

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SPONSORED PROGRAMS ADMINISTRATION
OFFICE OF SPONSORED PROGRAMS
CONTRACT AND GRANT ADMINISTRATION



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



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://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
- “Maximum Per Diem Rate” should be budgeted unless the agency caps the cost.



TRAVEL.STATE.GOV

U.S. DEPARTMENT OF STATE · BUREAU OF CONSULAR AFFAIRS

U.S. Passports & International Travel

passports.state.gov - Information for U.S. citizens traveling and living abroad.

01.



Smart
Traveler
Enrollment
Program

02.

03.

01. Before You Go

U.S. Passport ▶

Apply for a New Passport

Where to Apply

Smart Traveler Enrollment Program

U.S. Visas

usvisas.state.gov

Visas for Travel to the United States

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→ Employment

→ Study and Exchange

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Visa News

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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.



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Foreign Per Diem Rates In U.S. Dollars

Country: **RWANDA**

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

Previous Rates:

Country Name	Post Name	Season Begin	Season End	Maximum Lodging Rate	M & IE Rate	Maximum Per Diem Rate	Footnote	Effective Date
RWANDA	Akagera	01/01	12/31	152	86	238	N/A	12/01/2014
RWANDA	Gisenyi	01/01	12/31	112	51	163	N/A	12/01/2014
RWANDA	Kigali	01/01	12/31	203	85	288	N/A	03/01/2015
RWANDA	Other	01/01	12/31	112	51	163	N/A	12/01/2014
RWANDA	Ruhengeri	01/01	12/31	120	46	166	N/A	12/01/2014

Health Costs

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>
- The HTH insurance for non-study abroad international travelers: “GeoBlue Traveler” at 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

Travel Budget

				YR 1			TOTAL
				Rate	Units	Amount	
<i>International Travel (Economy Class)</i>							
Round Trip to/From Kigali, Rwanda from DTW				\$2,762	4	\$11,048	\$11,048
<i>Sub-Total, International Travel:</i>						\$11,048	\$11,048
<i>Per Diem (M&IE)</i>							
Kigali	(18 days/trip)			\$288	72	\$20,736	\$20,736
<i>Sub-Total, Per Diem:</i>						\$20,736	\$20,736
<i>Miscellaneous Travel Costs</i>							
Medication/innoculations				\$400	4	\$1,600	\$1,600
Visas				\$50	4	\$200	\$200
Local transportation (in-country)				\$500	4	\$2,000	\$2,000
Parking, local transportation (in US)				\$150	4	\$600	\$600
DBA insurance (\$2.00/\$100 salary paid)				\$2.00	326	\$652	\$652
<i>Sub-Total, Miscellaneous:</i>						\$5,052	\$5,052

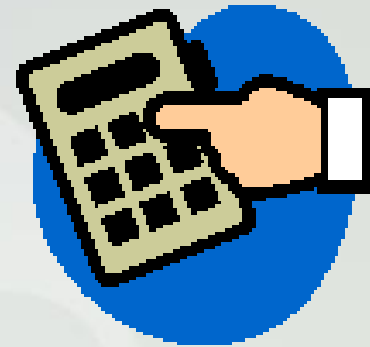
Partners

- 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)
- <https://osp.msu.edu/PL/Portal/DocumentViewer.aspx?cga=aQBkAD0AMQA2ADUA>

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>
- IACUC or IRB approval (when applicable)
<http://www.iacuc.msu.edu>
<http://hrpp.msu.edu/>
- Conflict of interest (when applicable)
<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

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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.

Subaward Database

Demonstration of Subaward
Database in Account Explorer