Health Colleges Research Services
News and Announcements
MONDAY MARCH 17, 2025

MSU TRAVEL POLICY- OBJECT CODES
BY LISA REICHSTETTER AND JULIE ROBINSON

Recent updates to MSU Travel Policy limit expense coding to three categories. This policy applies to Report Headers in Concur Travel and eDoc Accounting Lines in KFS. There are several "old" object codes currently active in KFS; those codes should not be used and are only for historical reporting by the university.

The eDoc initiator and the Fiscal Officer should ensure the object code for any travel-related expenses or transactions in Concur Travel and KFS use codes 6901, 6902, or 6903.
- **In State (CONUS**) = The Object code in KFS 6901
- **Out of State (CONUS/OCUNUS)** = The Object Code in KFS 6902
- **International =** The Object Code in KFS 6903

Due to the unique services provided by MSU, the only exception is 6609, Travel- Motor Pool.

You can refer to Michigan State University's travel policy (Section 70) in the Manual of Business procedures for more information on Travel at MSU.

If you need help with travel requests, booking travel, or expense reports, please book a lab for 1-on-1 support. To book a lab, visit: Travel @ State-Open Labs.

MOTOR POOL LOCATION CHANGES

Do you utilize the motor pool for your research project? If so, Transportation Services will be moving. At the end of April, the motor pool office will relocate to the University Services Building, 169 Service Rd., while the service garage will remain in its current location. Pick-ups, drop-offs, vehicle substitute needs, and driver sign-ups will be at the new location.

ARTIFICIAL INTELLIGENCE (AI) RESOURCES AVAILABLE AT MSU

MSU IT is expanding our campus experience with AI tools by providing a broad range of AI-driven solutions. The goal is to promote success and foster a culture of excellence in education, research, and outreach. MSUIT encourages the use of innovative technology but also understands the risks associated with AI. MSU IT and MSU Ethics Institute have come together to establish guidance on generative AI, and MSU has policies in place for the use of AI.

AI Assistants:
- [Copilot](#): AI assists with coding, writing, creating images, answering questions and is available to faculty, staff and students at no additional cost. The data entered will be secure and will not be used to train the AI model.
- [Microsoft 365 Copilot](#): Integrates Copilot into Microsoft 365 apps (Word, Excel, etc.). Assists with writing documents, data analysis and presentation creation. This will be available in March for [purchase](#).
- [Gemini](#): versatile AI assistant integrated with Google services aimed at brainstorming ideas, speech synthesis, text generation, and image creation. This tool will be available soon.
- [ChatGPT](#): Conversational OpenAI that customizes, improves conversations and has interactive dialogue. ChatGPT will be available at MSU soon.

For questions regarding the use of AI at MSU, contact [the MSU IT Service Desk](#).

LETTER OF INTENT

Please notify our pre-award department and submit a [proposal intake form](#) when you submit or plan to submit a Letter of Intent for grant funding. Often, a budget outline is required, and it is best to consult with our team to avoid errors or incorrect numbers in your budget. Thank you!

UPDATES AND CHANGES WITH NIH AND FEDERAL FUNDING

We want to ensure you that we are continuing to monitor the situation with NIH and other federal agencies. Please continue your work to advance science unless you have been specifically asked to stop, in which case, please notify [Dr. Nara Parameswaran](#).

As a reminder, below are various resources that will help you stay up-to-date on the current situation and ways to advocate for science and funding:
- [MSU Sponsored Programs Administration](#)
  - You will find updates, impacts to proposals and awards, MSU Communications, and additional resources.
- [MSU Government Relations](#)
- Important information from the [Association of American Medical Colleges](#)
  - [AAMC Statement on Preliminary Injunction Against Cuts to NIH-Funded Research](#)
  - [Fact sheet](#), [FAQ](#), and [Costs](#) of Facilities and Administrative Costs of Research
  - [Fact sheet](#), Comparing Foundation and Federal Government Research Support
  - This [site](#) provides a high-level view of impact per state.
- Check our previous newsletter [here](#) for a template to write to your Congressional leaders regarding cuts to research funding and facilities & administrative costs (also known as indirect cost return)
- If you missed Dean Sousa's weekly updates on this subject, you can catch them [here](#). You can also follow Dean Sousa's weekly Town Hall [here](#) for updates and resources.

- [VPR&I Federal Update Webinar via Zoom](#): **Wednesday**, **March 19 @ 10:30AM-11:30AM**
  - Leaders from Government Relations and Research and Innovation will provide an update on the current federal administration and funding environment.

We are here to support your best research and move your science forward. Please let us know how we can be helpful.