Health Colleges Research Services
News and Announcements
MONDAY DECEMBER 16, 2024

SUBAWARD SUBMISSION PROCESS
BY DANA GUNDERSON

As a general rule of thumb, if you submit a grant application where MSU or HFH + MSU HS is a sub-award site, HCRS requires that all sub-award documents be forwarded to the lead site by the HCRS research administrator. This will ensure all documents meet funding agency guidelines, compliance requirements, and approval from our Office of Sponsored Programs. Additionally, if awarded, it guarantees that HCRS can access the final version of all required documents that may need to be referenced by post-award staff. Please reach out to our team with any questions or concerns.

HYPERTEXT, HYPERLINKS, AND URLS
BY RYAN JOHNSTON

HCRS has noticed a recent uptick in Hypertext, Hyperlinks, and URLs within documents for NIH submissions. Some of those documents include but are not limited to Bibliographies, Biographical Sketches, Budget Justifications, and Authentication of Key Biological and/or Chemical Resources. Here are the current format requirements from NIH:

- Refer to NOT-OD-20-174
- Hyperlinks and URLs are only allowed when specifically noted in funding opportunities and/or form field instructions. It is highly unusual for a funding opportunity to allow links in Specific Aims, Research Strategy, and other page-limited attachments.
- Hyperlinks and URLs are not to be used to provide information necessary for application review. Applications must be self-contained and reflect the information available at review time.
- Unless the link is requested in the FOA instructions, reviewers have no obligation to view linked sites and are cautioned not to access the website as it could compromise their anonymity.
- When allowed, you must hyperlink the URL text on the page rather than hide the URL behind a specific word or phrase (hypertext). Examples:
  - NIH (http://www.nih.gov/)
  - http://www.nih.gov/

Per NIH guidelines, a hyperlink is only allowed within a Biosketch sharing a complete list of published work. It is not a requirement but is allowable. My Bibliography is a great resource to generate a list of publications. Visit **"**Reporting Publications to NIH**,"** MyBibliography FAQ or URL creation for more information.

Contact your HCRS pre-award representative if you have questions regarding hypertext, hyperlinks, and URLs in your NIH documents. This will help avoid delays during the final steps of submission to OSP.

FORMS I

For NIH applications, FORMS-H Application Packages will expire on 01/25/2025. FORMS-I is required for all applications due on or after 01/25/2025. [Major changes to note are](#):

- Renamed Fellowship attachments and forms.
- The PHS Assignment Request form is updated.
- Training Data Tables
  - Removed Redundancies.
  - Updates to Table instructions.
  - Optional structure for partnership programs in tables 2 and 4.
  - Table 5 reorganization to focus on trainee publication outcomes and to include interim research products.
  - Predoctoral and Postdoctoral
    - Limited data collection to information for the training stage of the program in Tables 1 and 2.
    - Removed Trainee characteristics in Table 6.
    - Removed Part II from Table 8.
  - Undergraduate
    - Table 1 contains the Census of Participating Biomedical Departments and Interdepartmental Programs.
    - Table 7 includes Appointments to the Training Grant for Each Year of the Current Project Period (renewals only).
- Biosketch and Other Support
  - Common Forms to be used by a target date of May 2025

HCRS PRE-AWARD PROPOSAL TIMELINE POLICY

Please submit your [proposal intake form](#) by **Monday January 6th**, if you intend to apply for the Cycle 1 deadline with NIH. Due to the holiday breaks at MSU and other institutions, it is best to allow extra time for processing documents this cycle. As a reminder, our office requests notice of intent to submit a proposal at least [8-weeks before the sponsor deadline](#), for our team to provide robust support, including budget development, compliance reviews, PDF conversions, and proposal routing. Please refer to MSU's [deadline policy](#), and direct questions to HCRS.Proposals@msu.edu.

HCRS POST-AWARD REMINDERS

Effective August 1, 2024, CGA implemented the Sponsored Program Final Cost Deadline Guidance. This was created to streamline the closeout process for awards to ensure compliance and reduce audit and financial risk.

- Costs for RC accounts must be posted by a specific deadline date. This is the PIs responsibility.

Summary of Deadline Dates

Final Financial Report (FFR) / Invoice Due Date	Deadline for Posting Costs
• 60+ days after project period end date	• 30 days prior to FFR/invoice due date
• 45-60 days after project period end date	• 30 days after project period end date
• Less than 45 days after project period end date	• 30 days after project period end date, *AND* • A list of final pending expenses is provided to the CGA Reports Group two weeks before the final invoice/financial report is due.
• No FFR/invoice requirements	• 60 days after project period end date

- Costs posted to the account's Operating Statement by the deadline date will be included in the final financial report, draw, and/or invoice to the sponsor. **If not posted timely, the costs *must* be covered by an unrestricted MSU account.**
- You can find the deadline date in the Closeout tab in Account Explorer titled, "*Deadline for Posting Costs*."
- For accounts requiring CGA review/approval of pending transactions, please contact the CGA group listed in the guidance.

UPCOMING EVENTS

Our pre and post award office will be observing MSU's 2024 winter break from ***Tuesday, December 24, 2024 through Wednesday, January 1, 2025***. We will not be working during this time and actions requiring our involvement (e.g. proposals, RPPRS, etc.) must be submitted by **8:00 AM on December 23rd**.