



Health Colleges Research Services

News and Announcements

SEPTEMBER 30, 2019

CONTENTS

HCRS Update

Our growth over the last three years

Proposal Requests

A reminder of when a proposal request form is needed

Form D Reports

A review of Form D reports for promotion and tenure packet

Commons Profile

How to update your eRA Commons profile

HCRS TEAM UPDATE

By Erin Gorman

Three years ago, we embarked on a journey to implement a shared services model for pre-award research administration in the College of Human Medicine. What started out as two staff members handling pre- and post-award administration for a couple of departments has grown more than we could have imagined.

We are now a **team of four** and provide pre-award support in some capacity to nearly **twenty departments** in **three colleges**. For a number of units, we assisted with transitioning post-award administration to new staff members and continue to be available to help as needed. We are currently on track to submit just under 700 proposals by the end of October.

Thank you to the Deans and Chairs for entrusting us with this important work, to the Faculty for keeping us busy, and to the Unit Administrators who are our partners in success. We enjoy what we do and are grateful for the opportunity to provide our services.

WHEN IS A PROPOSAL REQUEST FORM NEEDED?

By Theresa Couch

Any sponsored project application must be approved in Quali Coeus prior to submission. HCRS can assist with the application once you complete the [proposal request form](#). But do you need to complete a proposal request form for letters of intent, fellowships, internal proposals, or no money agreements?

Generally, **letters of intent** do not need to be approved in KC prior to submission, and you do not need to engage HCRS. Of course, there are exceptions! You'll need to complete a proposal request form if the letter of intent includes cost share commitments, there are export control concerns, or the sponsor requires institutional review and approval at the pre-proposal stage. A full list of conditions that would require a proposal request form for a letter of intent is available as an FAQ at the bottom of [this web page](#).

Fellowships for students and research associates typically do require approval in KC, and you'll need to submit a proposal request form. This is true anytime MSU manages the award and when MSU resources are used for the project. Examples of this type of funding include pre- and postdoctoral NIH, AHA, and AOA fellowships. If funds are awarded directly to the fellow as an individual, no proposal request form is required.

Only two MSU **internal funding** sources require a proposal request form: MEDC/MTRAC and the Discretionary Fund Initiative (DFI). It is optional to have KC approval for all other MSU internal sources of support.

Finally, **no money agreements** do require approval in KC, so please complete a proposal request form and HCRS can assist.

If you have questions on when a proposal request form is required, please contact [HCRS](#) for further clarification.

REPORTS FOR PROMOTION AND TENURE PACKET

By Erin Gorman

There are two standardized reports available to assist faculty with the grant related portion of Form D (IV E) in the promotion and tenure packet.

The reports are available within EBS Business Intelligence (BI) under University RA Reports – **Award Form D** (RA026) and **Proposal Form D** (RA028). Each can be run within a predefined date range by Principal Investigator (PI). The results returned will include all awards or proposals on which the individual has some level of credit given in the combined credit split panel in the KC proposal. This includes any project role – PI, Co-Investigator, or Key Person (if added to the credit split).

All faculty have direct access to these reports in BI and all research administrators in the units should have access. If you need to add access to this report for an administrator in your unit, please email [HCRS](#).

Please reference the detailed [instructions and job aids](#) for running the Form D reports.

UPDATE YOUR eRA COMMONS PROFILE

By Theresa Couch

If you haven't reviewed your profile in a while, please take a moment to log in to [eRA Commons](#) and make sure your information is up to date. You may want to update your email address to your @msu.edu account and link Commons to your ORCID ID if you've already registered.

A frequent question we get is how to change the displayed affiliated institution at the top of the screen when you log in. This issue is most common for investigators new to MSU who have affiliations at more than one institution.



Welcome: THOMAS JEFFERSON

ID: JEFFERSON.T

Institution: MOUNT VERNON COLLEGE

Roles: PI IAR

[Logout](#) | [Contact Us](#) | [Help](#)

Only users can update the displayed institution in their own profiles, and HCRS cannot change this for you. To edit, click on the hyperlinked institution name, and then select the institution on the Change Affiliation screen. Refer to these step-by-step [instructions](#) for further guidance.

You will only be able to access information associated with the displayed affiliated institution. For example, if you want to view a recent proposal submitted at MSU, make sure MSU is listed at the top of the screen when you log in.

Please keep in mind the original institution under which your account was created will always be listed as the “primary organization” in your profile details and cannot be changed. The primary organization field is different from the displayed affiliated institution.

All instructions to update your profile are found in the [eRA Commons user guide](#).

Health Colleges Research Services
965 Wilson Road, A209 East Fee Hall
517-432-4789 | hcrs.msu.edu
hcrs.proposals@msu.edu

HCRS Newsletter [Archive](#).

Unsubscribe from this newsletter [here](#).

Subscribe to this newsletter [here](#).