**Grant Proposal System FAQ's**

**Application Process**

**I'm a new faculty member starting this fall. Can I get into the system to submit a proposal?**

Your MSUNet ID, necessary to access the proposal submission system, is part of your MSU e-mail address. Your department may be able to arrange for an e-mail address before you arrive on campus. Otherwise, you can write the proposal and submit it after you reach MSU.

**What is counted in the project description page limit?**

The eligibility/abstract form, budget page, budget justification, current and pending support form, and CV are NOT included in the page limit.

**Budget**

**The budget page has space for only one year of funding. Where do I list the remaining funding amounts?**

For projects that will have only one funding allocation, the full amount should be inserted into the "Detailed Period One" portion of the budget page. For projects with multiple years of funding, the ORI will initially ask for a detailed budget for the first year and a projected budget for each subsequent year. At the end of each year, you will be asked to submit a report including a detailed budget for the next year's funding.

**I'm going on sabbatical and want to use the funds for the project I'll be working on then. Is that possible?**

Yes, please review program description for your proposal type.

**Can I hire a TA to do hourly work on my project?**

Yes. However, a half-time TA can only work 10 hours per week in addition to their assistantship.

**Eligibility**

**I am a new faculty member arriving this year. Am I eligible to apply for any internal grants?**

Please see individual program guidelines for detailed information regarding the eligibility for each of these programs.

**Miscellaneous**

**How do you calculate "person months" for the Current and Pending Support Form?**

Multiply your percent of effort for the academic year by 9 and your summer effort by 3. The sum of the two numbers is the calendar year effort. For example, a 10 percent academic year effort plus a 50 percent summer commitment equals 2.4 person-months [(.10x9) + (.50x3)].

**Program Specific Questions**

**How do I know if I should apply for a HARP Development or HARP Production grant?**

HARP Development awards are to be used for work or research that needs to be completed before something is produced. HARP Production awards are used to cover the actual costs of producing the end result. For example, a Development award would fund travel to a museum to research a specific topic, while a Production award would pay to publish the results of that research. Development=background, Production=end result.

**What are some examples of projects that would fall under the Humanities Research category?**

* Research that will result in an article, paper, book, non-fiction film or presentation
* Digital humanities projects such as educational programs or applications

**What are some examples of projects that would fall under the Exhibition and Performance category?**

* Work that will result in a painting, sculpture or multi-media art
* Work that will result in a theatrical, dance, or music production or recording
* Work that will result in an exhibition of artwork
* Research that will result in a work of fiction, poetry, or a recording

**Proposal Review**

**Who will review my proposal?**

Faculty members on the panel will screen the proposal for compliance with the guidelines, including eligibility, completeness, budget justifications, and length.  Panel members will complete individual reviews. The panel will convene a meeting to discuss the applications, rank them for funding, and make funding recommendations to the Office for Research and Innovation. Final funding decisions will be made by the ORI.