MICHIGAN STATE
UNIVERSITY

FOOD SECURITY GROUP
Handbook

A Unit in the Department of Agricultural Food and Resource Economics

TABLE OF CONTENTS

LIST OF ACRONYMS

ACH	Automated Clearing House, a U.S. financial network used for electronic payments and money transfers.
AE	Account Explorer, a customized project management tool
AFRE	Department of Agricultural, Food, and Resource Economics
AN	Annual appointment (12 months)
AOR	Authorized Organizational Representative
AY	Academic Year appointment (9 months)
CGA	Contract and Grant Administration
CONUS	Continental United States
COP	Chief of Party
DI	Distribution of Income and Expense
DOS	Department of State
DSSR	Department of State Standardized Regulations
DUNS	Data Universal Numbering System
DV	Disbursement Voucher
EAR	Export Administration Regulations
ECORRW	Export Control and Open Research Review Worksheet
ECTS	Office of Export Control & Trade Sanctions
F&A	Facilities & Administrative cost/rate
FASTR	Faculty and Staff Travel Review Committee
FO	Fiscal Officer
FOA	Funding Opportunity Announcement
FSG	Food Security Group
FSP	Feed the Future Innovation Lab for Food Security Policy
GTR	Global Travel Registry
IDC	Indirect Cost
ISP	International Studies and Programs
ITAR	International Traffic in Arms Regulations
LOC	Letter of credit
MOU	Memorandum of Understanding
MSU-FCU	Michigan State University Federal Credit Union
NICRA	Negotiated Indirect Cost Rate Agreement
NRAPSC	Non-resident Alien Professional Services Contract

OCONUS	Outside the Continental United States
OIHS	Office of International Health & Safety
OMB	Office of Management and Budget
OSP	Office of Sponsored Programs
PI	Principal Investigator
PO	Purchase Order
PSC	Professional Services Contract
PTA	Preferred Travel Agencies
RC	Restricted account prefix
RG	Unrestricted account prefix
RFA	Request for Applications
RFP	Request for Proposal
SI	Specific Identification Method (for calculating fringe benefits)
SMA	Separate Maintenance Allowance
SOM	State of Michigan
SPA	Sponsored Programs Administration (oversees and supports OSP and CGA)
SU	Summer salary
TBD	To Be Determined
TCN	Third-Country National
TDC	Total Direct Costs
USAID	U.S. Agency for International Development

WHAT IS FSG?

OVERVIEW OF THE MSU FOOD SECURITY GROUP (FSG)

FURTHER INFORMATION ABOUT FSG CAN BE FOUND ON THE FSG WEBSITE

AFRE's Food Security Group (FSG) is a self-organized team that carries out empirically based policy-oriented scholarly research, engagement and capacity-building focused on problems of global food security.

- FSG has operated since the early 1980s, though with roots in faculty and projects stretching back to the 1960s.
- FSG numbers approximately 25 faculty, both tenure-stream and fixed-term, primarily but not entirely from the Department of Agricultural, Food, and Resource Economics.
- Typically, there are several FSG faculty based long-term in field project offices in Africa and Asia.
- FSG projects also support graduate research assistants.
- The members of FSG work together on a set of related externally funded international projects, with overall team coordination and support from two Co-Directors, administrative support from a 4-person business office funded by FSG grants, and several on-call assistants working on publications, websites, and communications.
- Major financial support for FSG has come from USAID through three 10-year cooperative agreements (1983-2013), a 7-year cooperative agreement (2014-2020), and a new 5-year cooperative agreement (2019-2024).
- Although the FSG portfolio has been considerably diversified since the early 2000s, USAID funding continues to provide at least 75% of the total.

PRE-AWARD PROCESSES AND PROCEDURES

GENERAL INFORMATION

1. The [Office of Sponsored Programs (OSP)]() is a unit dedicated to pre-award administration. Its mission is to provide high-quality pre-award services to faculty, staff, and central administration by:
   a. Reviewing, interpreting and implementing sponsor and/or institutional rules, regulations or requirements;
   b. Assisting with proposal preparation by ensuring compliance with university and sponsor policies;
   c. Identifying potential problems and resolving issues that arise throughout the pre-award lifecycle;
   d. Submitting proposals as MSU's Authorized Organizational Representative;
   e. Negotiating award terms and conditions and executing agreements on behalf of MSU; and
   f. Communicating with MSU offices to facilitate the proposal and award processes.
2. Contact information at OSP:
   a. Proposal Group:
      i. Proposal Team 2
      ii. Agriculture & Natural Resources
   b. Contract Group
      i. Contract Team 2: ContractTeam2@osp.msu.edu

PROPOSAL DEVELOPMENT & SUBMISSION

VISIT THE PROPOSAL DEVELOPMENT AND SUBMISSION SITE AT THIS LINK

Preparation of any contract or grant proposal can be a challenging undertaking and usually involves several individuals working closely together to meet the proposal deadlines. Becoming familiar with the proposal process will help ensure successful submission of a proposal. The section below outlines recommended steps for the preparation and submission of a proposal at MSU. In addition, OSP has created a Proposal Checklist that provides guidance on the steps of proposal creation and submission. We encourage using this checklist when working through the proposal development and submission stage.

1. Eligibility
   a. Only eligible MSU faculty members may submit a proposal as a PI. Recently hired fixed-term faculty are usually not eligible. Information regarding who can submit a proposal and the steps for requesting PI exception approval can be found at the PI Eligibility and Requesting Exceptions webpage.
2. Proposal Submission Deadline Policy
   a. To help ensure timely review and processing of sponsored projects proposals, visit the MSU Proposal Submission Deadline Policy webpage. The OSP Proposal Timeline graphic has been created to help show clearly the step-by-step activities leading up to the submission.

HINTS AND TIPS

What are some items that can be provided at proposal stage to speed up the processing of an award?

- *Provide all subaward documentation (no "To be Determined" (TBD)*
  - ✓ *Budget*
  - ✓ *Budget Justification*
  - ✓ *SOW*
  - ✓ *Commitment Form*
- *Start the ECORRW*

What will be needed at award stage when issuing the subaward?

- *Budget*
- *Budget Justification*
- *SOW*
- *Subrecipient Commitment Form*
- *Current Audit*
- *Advance request including payback terms (international only)*
- *Employee Biographical Data Form*

The steps are adapted to FSG and summarized in the following table:

[LINK TO OSP PROPOSAL CHECKLIST (EXCEL FORMAT)]

Time Frame	Step and Key Activities
12-16 weeks before deadline	Step One: Identify your funding opportunity, learn what type of projects the sponsor usually funds, and begin planning your project.
6-12 weeks before deadline	Step Two: Work with colleagues to determine and implement proposal assignments, timelines, potential issues.
4-6 weeks before deadline	Step Three: Work with FSG business office staff to create draft scope of work, budget, and budget justification. Share solicitation with OSP.
2-4 weeks before deadline	Step Four: Continue to develop proposal content and budget with FSG, college and OSP preaward staff.
6-8 business days before deadline	Step Five: Send OSP Proposal Team the budget, budget justification, statement of work, and similar items for planned subawards.
4-6 business days before deadline	Step Six: Complete and route the Proposal Development document (PD) for approval after receiving OSP approval of budget.
3 business days before deadline	Step Seven: Provide final proposal to OSP for submission
1 business day before deadline	Step Eight: OSP submits "on-time" proposals one day before deadline.

Adapted from the guide at this link.

OSP's proposal submission policy includes a "10:6:3" deadline structure: the solicitation should be provided to OSP at least ten (10) business days in advance (not specified in the table above); the final budget for OSP review at least six (6) business days in advance; and the complete proposal for submission three full business days (3) before the submission deadline.

b. Please contact the FSG Business Office, and OSP proposal representative as soon as you become aware of a possible opportunity so the preparation timeline can be established. OSP may need additional lead time for Federal contract proposals or compliance certifications.

3. Prepare Proposal Development Document
4. Develop Proposal
5. Develop Budget
6. Regulatory Requirements
7. Submit Proposal
8. Additional Information and Tools for International Projects

ACCOUNT EXPLORER IS A GREAT RESOURCE FOR ACCOUNT MANAGERS TO REVIEW ALL ENCOMPASSING AWARD SPECIFIC DETAILS. PLEASE ACCESS ACCOUNT EXPLORERE HERE FOR MORE INFORMATION

AWARD NEGOTIATION & ACCEPTANCE

The Award Negotiation and Acceptance stage encompasses the activities that take place after a proposal is submitted, up until the fully executed (signed) award has been received and passed to the Contract and Grant Administration (CGA) for account setup.

ACCOUNT SETUP/MODIFICATIONS

After a sponsored program award has been fully executed, an RC or RG account number is assigned in MSU's financial system. This allows expenses to be posted to the project account throughout the life of the project. Once an RC account number has been established, specific details regarding the award are entered into Account Explorer (AE), a customized project management tool.

Throughout the project period, there may be additional award actions that occur including issuing subawards and modifications such as time extensions or additional funding. These responsibilities are handled by CGA's Awards Group.

PROCEDURES FOR REVIEW AND APPROVAL OF POTENTIAL NEW PROJECTS INVOLVING WORK IN HIGH-RISK AREAS

- New procedures are being developed; MSU is creating their own risk assessment levels.
- PI's should start an ECORRW early in the process
- See step 6 under Proposal Development and Submission above
- See Export Control Procedures below
- Information from Office of Sponsored Programs and Contract and Grant Administration is given in the following sections.

Frequently Required Budget and Proposal Data

- Link to frequently required budget and proposal data

Forms and Templates

- Link to forms and templates

Export Control Procedures

- Michigan State University is required to comply with a variety of U.S. Government statutes and regulations dealing with export controls and trade sanctions. The Office of Export Control & Trade Sanctions (ECTS) has developed the on-line Export Control and Open Research Review Worksheet (ECORRW) to help identify export-controlled technologies or materials found on the International Traffic in Arms Regulations (ITAR) list, and/or the Export Administration Regulations (EAR) list, and to identify research activities planned with international entities that may be subject to trade sanctions.
- All PIs and other project personnel are individually responsible for compliance with export controls and trade sanctions. If you have questions regarding the ECORRW, the short form, or the potential applicability of EAR, ITAR, or trade sanctions to your proposal or

project, please contact the Office of Export Control and Trade Sanctions at (517) 432-4499 or email export@msu.edu. You can also find additional resources on the ECTS website at this link.

Additional Information and Tools for International Projects

This link contains information on the following:

- Budget Preparations
- Subrecipients
- Subaward Setup Guidance
- Insurance Requirements and Resources
- Methods of Payment and Imprest Advance Procedures
- Subject Matter Experts

Other Links for International Projects

- International_Budget_Checklist.pdf (Revised: 7/21/2016 By Heliste, Jodi)
- Acronyms in Research Administration

OVERSEAS RELOCATION

The U.S. Department of State Overseas Assignments website contains links to several topics of helpful information when an FSG faculty/staff member is considering an overseas move to a project location.

The Foreign Service Assignment Notebook (FSAN) offers an overview of preparations for an official overseas move. It guides U.S. Government foreign affairs employees and their family members through a process that can be confusing and offers invaluable information and guidance for an international move to a project post. Topics include: Overview of a U.S. Mission, children in the Foreign Service, resilience, post research, packing to go, finances, family member employment, insurance, traveling with pets, and more.

Please refer to this document as early in the relocation assignment as possible: Foreign Service Assignment Notebook: What Do I Do Now?

PROCESSES FOR ARRANGING MOVES

1. Eligibility
   Eligible individuals are faculty (at the rank of instructor and above), academic, professional, and executive management staff who are either new or reassigned and are moving from outside a radius of 50 miles to the MSU work location. For example, if the former job location was 3 miles from the former home, the new job location must be at least 53 miles from that former home. The distance test only considers the location of the former home and does not take into consideration the location of the new home. Payment for moving expenses is not an entitlement; in all cases, it is an option to be agreed upon between the unit administrator(s) and the prospective faculty/staff member.

2. Approvals
   Moving expenses up to $10,000 require approval of the Dean, Director or Chairperson. Amounts exceeding $10,000 must be approved by the Provost (or designate) or the Executive Vice President for Administrative Services (or designate), or the Vice President for Finance and Treasurer (or designate). An MAU or unit may establish a more restrictive moving expense policy and may limit moving expenses as deemed appropriate.

3. University Contracts
   Employees are encouraged to utilize MSU's contracted moving company suppliers. MSU Purchasing manages relocation contracts for moves of personnel and obtains contracts that offer faculty and staff discounted rates. Do not call the national affiliate—the contract is with the local office who can assist you for all international moves.

For MSU Moving Services, please follow this link.

4. Payment
All costs for moving services are to be paid by the employee, who may then submit them for reimbursement up to the amount of the approved allowance. The Tax Cuts and Jobs Act passed in December 2017 has changed the taxability of moving expense payments. In conformity with IRS regulations, moving expenses paid to the employee now constitute a taxable allowance that will be reported by MSU as taxable income and included on the employee's W-2 statement at the end of the year. Applicable taxes will be withheld and reported.

FSG Business office will complete an Additional Payment Form to process the Moving Expense Allowance payment for faculty and academic staff. The offer letter or agreement supporting the allowance amount must be attached.

ALLOWANCES FOR TRANSITIONS

FOR FSG-SPECIFIC QUESTIONS RELATED TO

ALLOWANCES FOR OVERSEAS POSTS,

PLEASE CONTACT THE FSG BUSINESS OFFICE

The Department of State Office of Allowances 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). Foreign Service employees and family members should review the following for up-to-date information.

- Summary of Allowances
- Frequently Asked Questions
- Allowances by Location
- Living Quarters Allowance

REST AND RECUPERATION (R&R) TRAVEL (3 FAM 3720)

The purpose of R&R is to give employees relief from onerous conditions at the post of assignment. Approximately 70 percent of all posts worldwide are certified for R&R, with the majority of the non-certified posts in Western Europe. If a post is R&R-certified, employees are eligible to take one R&R trip during a two-year tour and two trips during a three-year tour if that tour is unbroken by home leave. [1] R&R travel must begin and end at post, and the time away from post is charged to annual leave. See 3 FAH-1, 3722, Exhibits 1-5 for a list of posts certified for R&R and their designated relief areas.

1. Eligibility

U.S. citizens assigned to overseas posts are eligible for R&R if:

a. They are assigned to a designated R&R post abroad (including employees of participating agencies assigned to USAID missions) and they serve at such a post for a period of at least two years unbroken by home leave (service at two consecutive R&R posts can be combined for R&R purposes for the needs of the Service, in accordance with 3 FAH-1 H-3723); or
b. They are assigned to, or in specific authorized circumstances, serving extended TDY, at a post that has been approved by the Director General of the Foreign Service and Director of Human

[1] Note that some missions have more generous country-specific allowances.

Resources (M/DGHR) for special R&R under 3 FAM 3727.1.

2. Employees have the choice of traveling to:
   a. The designated overseas relief point.
   b. Another overseas location, provided that the purpose and objectives of R&R travel are met. Costs of travel to another overseas location are reimbursable only up to the cost of travel to the designated relief point.
   c. Any city in the United States or its Commonwealths, territories, or possessions, including American Samoa, Puerto Rico, Guam, the Northern Mariana Islands, and the U.S. Virgin Islands.

The family may take R&R even if the employee is not able to travel. Travel eligibility for children ceases at age 21, except for unmarried children of any age who are incapable of self-support (see the definitions of eligible family members in 14 FAM 511.3).

Employees or family members who travel both to a point abroad and to the U.S. on their R&R trip can be reimbursed only up to the cost of travel to the official relief point abroad, not to a destination in the U.S.

3. Family members (see 14 FAM 511.3) resident at post are eligible for R&R. Unless otherwise approved by post's management officer in exceptional circumstances (e.g., the marriage of an employee during the tour of duty), **eligible family members must reside at post for the entire tour to qualify for the travel benefit.** In exercising this discretion, post management officers must operate under the presumption that R&R will not be authorized if the beneficiaries apply for voluntary SMA[2] (Separate Maintenance Allowance) immediately preceding or following R&R travel. Eligible family members may travel separately from the employee and are not required to travel to the same destination.

HOME LEAVE (3 FAM 3430 AND 3 FAH-1 H-3430)

The purpose of home leave is to ensure that all employees sent overseas for extended periods to represent the United States undergo periodic reorientation and re-exposure to the United States. All employees must take home leave, as it is a statutory requirement. Foreign Service employees who are assigned abroad earn home leave at the rate of 15 days for each year of overseas service. There is no maximum limitation on the accrual of home leave. Employees are not paid for unused home leave upon separation or retirement. Home leave can be used only in the United States, in the U.S. Commonwealths, or in the territories and possessions of the United States.

1. Eligibility

Within the limitation of available funds, the foreign affairs agencies may

[2] Voluntary SMA (for special needs or hardship of an employee): When an employee requests SMA for special needs or hardship prior to or after arrival at post for reasons including but not limited to career, health, education, or family considerations for the spouse or domestic partner as defined in 3 FAM 1610, children, or other family member (children, including sisters and brothers, unless attending secondary school must be under age 18 or incapable of self support).

grant home leave, or combined home leave and annual leave, with travel at U.S. Government expense to any employee who:

   a. Is a citizen of the United States;
   b. Has completed at least:
      i. 12 months of continuous service abroad at a post experiencing extraordinary circumstances, as determined by the Director General of the Foreign Service; or
      ii. 18 months of continuous service abroad; and
   c. After home leave, is expected to return:
      i. Immediately to service abroad with the employing agency; or
      ii. To service abroad with the employing agency upon completion of an assignment in the United States; or
      iii. To service abroad after transferring to an international organization.
2. Home leave is ordinarily granted at the conclusion of an overseas assignment if the requirement for continuous overseas service cited in 3 FAM 3431.2, subparagraph(a)(2), has been met. Exceptions to this requirement can be found in 3 FAM 3433.1.
3. Employees must take home leave as soon as possible after 36 months of continuous service abroad. Employees serving at posts experiencing extraordinary circumstances must take home leave at the conclusion of their assignments in accordance with the guidelines in 3 FAM 3434.2, paragraph b, and 3 FAM 3435.1, paragraph d.

FOR FSG-SPECIFIC QUESTIONS RELATED TO

MEDICAL/HEALTH INSURANCE FOR OVERSEAS POSTS

PLEASE CONTACT BECKY PROCTOR, MSU HUMAN RESOURCES

PHONE: 517-884-0174

COVERAGE FOR HEALTH INSURANCE AND MEDICAL/NATURAL DISASTER EVACUATION WHEN LIVING OVERSEAS

MSU HUMAN RESOURCES processes the employee health insurance for those going overseas long-term and CIGNA is the plan as of August 2019.

1. CIGNA International Expatriate Benefits is offering Medical, Dental, IEAP and Medical Evacuation / Repatriation benefits to the employees of Michigan State University. This comprehensive international healthcare program allows employees and their families to access quality healthcare anywhere in the world.
2. The international health information can be found at this link.
3. General overview of the plan designed for employees on international assignments can be found at this link.

NRA-PSC REQUEST DOCUMENT

PROFESSIONAL SERVICES CONTRACTS[1]

Professional services are unique, technical and/or infrequent functions performed by an independent contractor qualified by education, experience, and/or technical ability to provide services. In most cases, these services are of a specific project nature, and are not a continuing, ongoing responsibility of the institution. The services rendered are specialized in nature even though the contractor may not be required to be licensed.

Professional Services Contracts take about 3 weeks to initiate. It is not complicated, but it does take a bit of time to get all of the signatures.

NRA Professional Services Contract (NRA-PSC)

1. When an independent contractor is required for project work, the PI will complete the NRA-PSC Request form. See sidebar for this form. Please send your completed NRA-PSC form to the FSG Business Office and they will assist you with next steps to complete the contract. Please see CGA website for information on NRA-PSC form. Please check with the FSG Business Office to confirm information and get latest updates.
   a. Please note, professional service contracts can also be established with an organization or an institution. The request process is the same as with an individual. The PI should fill out the NRA-PSC template and send it to the FSG Business Office.
   b. Keep this in mind when contracting an institution to do work on your project as an option rather than a sub-award. Reach out to the FSG Business Office if you have any questions about this process.
2. Sole source documentation is required for all contracts greater than $10,000.
3. Once contract is finalized, a final copy of the PSC is emailed to the contractor with cc: to PI and the contractor can begin their work and submit invoices to their contract manager.

INVOICE PROCESSING FOR NRA-PSCS

1. Upon receipt of invoice(s) and approval by the PI, the Disbursement Voucher will be processed for payment to the contractor.
2. Include payment summary in "Explanation" – for example:
   Total Contract: $30,000
   Previously Invoiced: $18,000
   Current Invoice: $12,000
   Remaining Balance: $0

1 For "PSCs" (used for U.S. Citizens and Resident Aliens) the term "personal services contract" is used by the MSU Purchasing and is listed as such on the PSC form. For NRA-PSCs (non-resident aliens) the term "professional services contract" is used. For simplicity, the term "professional services contract" is used throughout this Section.

3. “Payment Reason Code” = G – Contr. Serv/Advertise/Print/Honoraria
4. Payee ID/Vendor # = search for name or use information provided from “New Vendor” setup
5. **Wire Transfer payment is required for all international payments.** All banking information from the Wire Transfer payment form must be included on the DV. Wire transfer information is required on all invoices to confirm the contractors banking information but must be redacted before attaching to the DV.

TEMPLATES AND VARIOUS FORMS FOR PSCS:

BLANK NRA-PSC FORM

BLANK PSC FORM

INVOICE TEMPLATE

NRA-PSC REQUEST

PSC REQUEST

INVOICE PROCESSING FOR REGULAR PSCS (U.S. CITIZENS AND RESIDENT ALIENS)

1. Invoices are required for all PSCs and are to include a full description and dates of the services rendered, the estaplished PO number and a “remit to” address.
2. All invoices are to be sent to Michigan State University, Accounts Payable, 166 Service Rd, Room 103, East Lansing, MI 48824. Accounts Payable accepts invoices from both MSU departments and suppliers electronically (see Accounts Payable email instructions).
3. The FSG Business Office instructs contractors to submit invoices directly to the department in order to facilitate payment.

Please reach out to the FSG Business Office for any additional questions or forms regarding NRA-PSCs or PSCs.

FOR ADDITIONAL INFORMATION [FOR IMPREST ADVANCE PROCEDURE FROM THE MSU SPONSORED PROJECTS ADMINISTRATION, CLICK HERE.]

OVERVIEW OF IMPREST FUNDS

In general, an Imprest account is a revolving fund managed in a separate account used to pay in-country expenses. All disbursements are documented with receipts and expenses are typically recognized when replenishments are made to the account. At MSU, Imprest accounts are established for on-going research projects, generally conducted overseas, through an in-country office. An Imprest advance is provided by MSU to a full-time faculty member, who typically sets up bank accounts for project use in-country.

IMPREST ADVANCE PROCEDURE

Imprest advances must be approved by the FSG business office manager, as well as Contract and Grant Administration, prior to the issuance of an Imprest advance. The due date of the advance reconciliation, or closeout of the fund, must be within 30 days after the final project end date of the research account. In some circumstances, the reconciliation due date may be earlier.

It is common for the individual to set up at least three bank accounts: a US bank account into which the MSU checks will be deposited and two accounts in the country where business will be conducted (US currency and local currency). Funds are transferred from the US account to the foreign account by the advance holder as needed. All accounts must be set up in the name of the advance holder, not in MSU's name, and be non-interest bearing.

PROCEDURE FOR REQUESTING A NEW IMPREST ADVANCE

ADVANCE REQUEST TEMPLATE

1. Establish the business need for the Imprest Fund. The need should be clear and calculated before proceeding.
   a. A full-time faculty member on MSU payroll will be personally liable for the advance. This means if you cannot recoup or reconcile the advance in total you are personally liable for the difference.
2. Create a budget for the initial advance. Typically, the imprest advance is 3 times the amount of estimated monthly expenditures.
3. Create a petty cash advance request for the in-country office start up under the faculty member's name.
   a. Forms Needed:
      i. Memo or letter requesting the Petty Cash Advance. See sidebar for example. Email FSG Business Office for editable form. This memo must be sent to CGA at transactions@cga.msu.edu.
      ii. Line item expenditure budget from in-country office estimating one month of expenses.
      iii. CGA may require additional information as necessary. If approved, CGA will forward the initial request and approvals to the Accounting Office
      iv. With all documents completed, create an Internal Billing docu-

ment in the financial system to request the cash advance.

4. Once the cash advance note is created by the accounting office, it needs to be signed in all three spots by the Imprest account holder. See sidebar for example.

ADVANCE MEMO EXAMPLE

5. An MSUFCU account will be opened in the Imprest holders name by the FSG business office, listing two joint owners (FSG co-Director and an on-campus PI).
   a. Must be a non-interest-bearing checking account.
   b. Go to MSUFCU.org to obtain a paper application.
   c. Send the application via email to the Imprest account holder, FSG co-Director and on-campus PI. Each party needs to complete their section of the application.
   d. Take the application, along with a photo ID of the Imprest holder, to the nearest MSUFCU branch to open the account. This is the account where the funds will be deposited.
   e. Application must be signed by:
      i. Account holder
      ii. FSG co-Director
      iii. On-campus PI
6. Deposit the check into the created MSUFCU account for the Imprest holder.

PROCEDURE FOR MODIFYING AN IMPREST ADVANCE

In the event an Imprest advance needs to be modified, the details of the requested changes should be sent to CGA at transactions@cga.msu.edu. Typical Imprest advance modifications include the addition or deletion of RC account numbers, extension of due date, and advance amount modification. If appropriate, CGA will forward the modification request to Accounting for processing after approval. If the individual responsible for the advance is changing, their advance needs to be closed, and a new Imprest advance should be requested for the replacement individual.

IN-COUNTRY CONSULTANT CONTRACT EXAMPLE

IMPREST EXPENSE SUMMARY

IN-COUNTRY OFFICE REQUIREMENTS

1. All expenses must be documented, MSU will require receipts and an expense summary for every voucher. Typical in-country expenses include:
   a. Office operating expenses
   b. Fuel receipts
   c. In-country consultant contracts.
   d. Monthly in-country staff payment
   e. Workshop/conference events (hotel room charges, per diems, catering, fieldwork, etc.) Any meetings, conferences, seminars, etc. need the following attached in the voucher:
      i. Purpose
      ii. Agenda
      iii. Participants List
      iv. Any meals and beverages distributed (please note: NO alcohol is allowed and cannot be paid for using federal funds)

[IMPREST EXPENDITURE SUMMARY SHEET]

[EXAMPLE OF AN IN-COUNTRY CONSULTANT CONTRACT.]

2. Receipts and vouchers should be submitted on a monthly basis.
3. Always send monthly bank statements to the FSG business office for reconciliation purposes.
4. Purchases greater than $5,000 require quotes from 3 different vendors and should be made from East Lansing campus, not using Imprest funds. If there is only one vendor available, sole-source justification is required.
5. Along with all receipts and vouchers, also include an updated Excel spreadsheet noting and describing all expenses. This will be used to compare the receipts/vouchers that were sent over.
    a. See sidebar for Excel spreadsheet.
    b. All of the expenses must be in order, with receipt numbers matching the expense summary.
6. Any in-country personnel/consultants need contracts. The contract needs to be sent to MSU for review prior to beginning employment. All contracts must be authorized by the Imprest holder, project director (PI) and contracts and grants administration. No work should be done until the contract is signed by all parties. See sidebar for example of an in-country consultant contract.
    a. In-country personnel payments need to be accompanied by a receipt stating that they received payment, as well as the signed contract for the period of performance.

PROCESSING THE VOUCHER AT MSU

1. Compare the expense summary and receipts provided by the in-country personnel for accuracy.
    a. Make notes of any discrepancies that you find.
    b. If you cannot find a receipt, ask the in-country contact for it.
    c. Direct any questions to the in-country contact.
    d. Review the voucher for allowable, allocable and justifiable expenses. Ask for clarification from the in-country contact for anything you do not understand.
2. Keep copies of all consultant contracts and submit with payment. Make sure that:
    a. The most up-to-date contract is on file and included on the voucher.
    b. The consultant's expenses submitted for reimbursement were completed during the period of performance of the contract being charged. CGA will not reimburse expenses incurred outside the period of the contract.
3. When a voucher includes travel expenses (per diem, lodging, transportation):
    a. Check the per diem rates at this link to make sure the amount does not exceed the maximum amounts on the website.
    b. The Imprest holder should never reimburse their own expenses; that should always be done through the Concur Travel System.
4. Fill out a disbursement voucher in EBS Financial System.
    a. Use Payment Reason "R – Replenish Open Ended Cash Advances"
    b. Use Payment Method "P – Check/ACH" The check will be printed and sent to the FSG business office to deposit into the Imprest holders MSUFCU bank account.

c. Use the spreadsheet sent by the in-country office to determine the correct accounts to which the charges should be allocated.
d. Attach reimbursement worksheet, expense summary, account allocation, all receipts and all signed contracts to the disbursement voucher.
e. Reach out to the FSG Business Office for any questions about forms.

CLOSING OF AN IMPREST ADVANCE

When the project has ended, receipts for allowable expenses are processed on a Distribution of Income and Expense (DI) document. The account number in the "From" section of the DI should be XZ052171, and the object code should be 6173, "Refunds." The "To" section of the DI should contain the appropriate RC account(s) and use object code 6489, "Contractual Services," to charge for the expenses incurred. The DI document reduces the outstanding amount of the advance per the receipts (the total of the DI must match the total of the receipts). Any portion of the cash advance not reconciled by receipts should be taken to the Cashier's Office and deposited against the open advance. The advance number will be needed by the Cashier's Office in order to properly credit the advance.

TAX/REPORTING REQUIREMENTS OF AN IMPREST ADVANCE

The IRS has reporting requirements for those that have signature authority on a foreign bank account. See PUBLICATION 4261. There are also reporting requirements for the university if a foreign bank account is opened to conduct university business. Please notify the Office of Financial Analysis and Reporting at 517-355-5029 or financial.analysis@ctlr.msu.edu about any applicable foreign accounts.

MSU RESPONSIBILITY

All Staff, consultants, subcontractors and subgrantees must conduct activities morally, ethically and in the spirit of public accountability and transparency.

Please reach out to the FSG Business Office for any additional questions or forms regarding Imprest funds.

AWARD MANAGEMENT

Award management includes all post-award activities that occur between the time an award/account is established in MSU's financial system and when the closeout process begins for sponsored program accounts. All CGA groups are involved in the management of the award.

AWARD TYPES

MORE INFORMATION ON AWARD TYPES CAN BE FOUND THROUGH THIS LINK.

Contract: Establishes a mutually binding legal relationship obligating the seller to furnish supplies or services and the buyer to pay for them.

- **Cost-Reimbursable:** Reimburses MSU for costs incurred during the designated project period – this is the preferred type of contract for research projects because research has so many unknown outcomes.
- **Fixed-Price:** Pays MSU a pre-determined amount for meeting specific milestones or deliverables, regardless of actual costs – this type of contract involves greater risk to the recipient because the deliverables MUST be delivered on time regardless of cost, meaning even if the PI leaves MSU or required equipment breaks, the department/college is responsible for meeting the obligations of the contract. The department/college also has full responsibility for any project cost overruns. Fixed-Price contracts require a letter signed by the Chair (or Dean if more than $100,000) accepting the risks of the project.

AWARD PROCESSING TIMES

The average processing time for any award, from receipt to acceptance and/or signature, may fluctuate from a few days to several weeks (months) and may depend on other factors besides the award language and compliance requirements such as: the need for discussions with the Sponsor and/or central offices within MSU; the faculty responsiveness; personnel, scope and/or budget changes at award stage; the number of awards in queue, etc. If you need to be able to spend money before the award has been fully processed, consult the FSG business office staff about the possibility of establishing an advance account.

SUBAWARD

LINK TO MORE DETAILED INFORMATION ON INTERNATIONAL SUBAWARD SET-UP

1. A subaward (or subcontract or subagreement) provides pass-through funds to a lower-tier entity. OSP would issue a subaward when MSU receives an award and enlists another entity to complete a specific component or share responsibilities for the project's design, conduct, and/or reporting.

Before Proposal Submission - Gather budget, justification, scope of work, and signed subrecipient commitment form from each subrecipient.

MSU RECEIVES AWARD! OSP cannot issue any subawards until the award from the prime funder is fully signed.

Prepare Compliance Documents - In addition to the documents from proposal submission, OSP needs copies of the subrecipient's indirect cost agreement and financial audit.

Subaccount Setup - After the subaward is signed, OSP will request that CGA set up a subaccount.

2. What documents does MSU need from the Subrecipient?

AT PROPOSAL PHASE:

- Budget (cannot contain fee or profit unless sponsor specifically allows in writing)
- Budget Justification
- Advance Request Form, if the subawardee reqires advance funds. This may be up to 20% of the total subaward value.
- Scope of Work
- Signed Subrecipient Commitment Form (for more information)
- Biographical Sketch – for senior personnel as required by sponsor
- Current and Pending Support – for senior personnel as required by sponsor
- Conflict of Interest list – as required by sponsor (MSU can process COI disclosures if a subrecipient does not have a policy to manage financial conflicts.)
- Any other documentation required by sponsor

AT AWARD PHASE:

- Indirect Cost Agreement (NICRA)
- A-133 or similar financial audit or financial reports
- IRB approval - if project involves human subjects (Please contact MSU's IRB Compliance Office for how to handle a subrecipient that doesn't currently have a Federal Wide Assurance or an IRB compliance office.)
- Any other documentation required by sponsor

REPORTING

In general, CGA prepares and submits financial reports and/or invoices for all restricted (RC) accounts and some unrestricted (RG) accounts. Frequency of submission will vary and is based on the terms of each agreement or sponsor request. CGA will always contact the FSG Business Office before submitting a final financial report or invoice.

TECHNICAL REPORTING

Most sponsored projects require programmatic (technical) reporting, prepared and submitted by the **Principal Investigator (PI).** If technical reports require signature by an authorized official, CGA may be involved in the submission process. Requirements for technical reports vary based on the terms and conditions of the award and sponsor.

PROJECT CLOSE-OUT

The closeout of a restricted (RC) or unrestricted (RG) sponsored program award finalizes the MSU project account and closes it in the university financial system. The process is initiated by CGA after the project period end date. The CGA group responsible for the closeout of your account is dependent on whether sponsor funds were received by submitting invoices or whether funding was drawn from a payment system, also known as letter of credit (LOC).

1. The first step in the closeout procedure for an award is to review the funding agency's contractual closeout requirements. This can be found in the agency fully executed award and can be award-specific.
    a. The contract may call for submission of a close-out plan to the AOR 3 months ahead of time. (See sample paragraph circulated by Scott, which refers to some of the requirements listed below.)
    b. Inventory of equipment/vehicles worth more than $5K and submission of a disposition plan for any such items
    c. There may also be a request for a disposition plan for any left-over office equipment/supplies.
    d. Arrangements must be made for any required disposition.
    e. Confirmation of submission of project documents to the USAID Development Experience Clearinghouse (DEC). This may require preparing for the AOR a list with the document IDs for items submitted.
    f. Confirmation of submission of datasets created under the project, to the USAID Development Data Library (DDL).
    g. USAID mission or AOR may provide other written close-out instructions in advance.
    h. Final technical report (prepared by project PI(s)) draft usually due within 60 days of the project end date (confirm?). Guidance may be provided regarding the necessary content and format of the report.
    i. Certification of project close-out completion (CGA form signed by PI)

j. Final financial report (prepared and submitted to USAID by CGA)

2. When there is an in-country project office to be closed:
   a. Timely arrangements for termination of lease on project office and housing for in-country project staff
   b. Same for termination of contracts for in-country employees, including compliance with local employment laws pertaining to payment for untaken vacation, and severance pay (in case of early termination of contract). Obtain receipts for any such payments.
   c. Same for termination of third-country national (TCN) employees. Obtain receipts for any payments.
   d. Closure of local bank accounts
   e. Arrangements for repatriation of any U.S. citizen or TCN employees, if provided for in their contracts
   f. Archiving/back-up of project computer files to MSU servers

OTHER TOPICS TO CONSIDER

- IMPREST Account -
  - NO expenses can be made past 2 weeks in advance of account closure. This includes expendable software, computers, contracts, or commitments beyond that date. They are considered unallowable and will not be reimbursed.
  - If there is an immediate need for funds, a voucher can be processed to add money to the MSUFCU account (please provide at least 10 working days' notice to need)
  - See IMPREST section (link to IMPREST section) of Handbook for detailed closeout procedures.
- NRA-PSCs
  - All have been modified to the new end date. Please send final invoices by end of project.
- Office closure
  - If necessary
- Salary allocations
  - Final allocations for Faculty and Staff.
- Deadlines
  - Review agency fully executed contract for closure deadlines.

(2) *Final Reporting*

a. Close-out

Not later than three (3) months prior to the completion date of the Cooperative Agreement, the recipient will submit a Close-out Plan to the Agreement Officer and AOR. The close-out plan will include, at a minimum, an illustrative property disposition plan; a plan for phase out of in-country operations; a delivery schedule for all reports or other outcomes required under the Agreement; and a timeline for completing all required actions in the Plan.

b. Final report

Within 60 days after award completion date, the Recipient will submit the draft final report in electronic form to the AOR, with a copy to the Agreement Office, for review and acceptance. The AOR will provide written comments within 20 days. Then, within 20 days, the recipient will submit a final version to the AOR, with copy to the following addresses either in electronic or paper form: (a) Via E-mail: docsubmit@dec.cdie.org ; (b) Via U.S. Postal Service: Development Experience Clearinghouse, 8403 Colesville Road, Suite 210, Silver Spring, MD 20910, USA; (c) Via Fax: (301) 588-7787.

Please reference web site http://www.dec.org/submit_doc.cfm or contact one of the following concerning any questions you may have in submitting your final report requirements:

Development Experience Clearinghouse
E-mail: docsubmit@dec.cdie.org
Phone: (301) 562-0641

AID-688-A-16-00001 – *Mali Food Security Policy Research Project*

The final performance report should contain the following information: results achieved, final data compared to baseline data for all indicators included in the monitoring and evaluation plan, a summary of problems/obstacles encountered during the implementation, and how these obstacles were addressed and overcame, if appropriate; lessons learned and success stories, and recommendations.

TO BOOK YOUR OWN TRAVEL USING CONCUR TRAVEL

REFER TO THE TRAVEL BOOKING GUIDE LOCATED AT THIS LINK.

TRAVEL AT STATE

Travel at State is an up to date resource for all MSU travel needs. The FSG Business Office highly recommends referring to their website found here. For creating a Concur profile, booking travel, travel support while traveling, reimbursement allwable charts, per diem rates, travel policies, and an entire reference library of travel information please see the Travel at State website.

INITIATING TRAVEL

Frosh/Conlin Travel is a full-service agency offering Michigan State University business travelers and travel arrangers "one-stop shopping." MSU Faculty and staff are able to access negotiated travel discounts for airfare, hotel, and car rental reservations.

LINKS TO TRAVEL NOTIFICATION FORMS:

TRAVEL NOTIFICATION FORM

INTERNAL NOTIFICATION FORM

FSG Travel Notification (completed by Traveler)

- The Travel Notification must be emailed to the FSG Business Office **as far in advance as possible**, at least **3 weeks prior to travel to Elevated or High Risk countries**. For more information on this, please review the following information at this link.
- Please note that there are two different types of travel notification forms based on the destination and account used.
  - **Travel Notification form**: for travel from the U.S. to another country on a RC account, or from another country to the U.S. on a RC account. These will get sent to the appropriate donors via email.
  - **Internal Notification form**: for In-country business travel for Overseas employees, Domestic travel within U.S. whether on a RC account or not, and foreign travel from U.S. to abroad if on a non-RC account/non-FSG account.

FOR MORE INFORMATION, VISIT MSU PRE-DEPARTURE PLANNING

MSU GLOBAL TRAVEL REGISTRY

The FSG Business Office enters every trip into the MSU Global Travel Registry based on information sent in the Travel Notification. It is advised to send them the Travel Notification at least three weeks before departure if destination is considered an "elevated" or "high-risk country".

See this link to determine whether your destination is an elevated or

ACCESS THE GLOBAL TRAVEL REGISTRY THROUGH THIS LINK

high-risk country.

Travel registration is required for all international travel only. All FSG faculty, staff, and students traveling on MSU-sponsored international travel must, before their departure, enter their travel information in the MSU Global Travel Registry. Registration is an essential tool in supporting the health and safety of MSU travelers abroad. Registration in the MSU Global Travel Registry activates MSU-provided international health insurance, evacuation and repatriation insurance, facilitates the university's emergency support services, and provides you with important pre-departure information.

CHECK DESTINATIONS REQUIRING REVIEW AT THE BOTTOM OF THIS WEBPAGE.

ACCESS MSU FACULTY AND STAFF TRAVEL WAIVER REQUEST AT THIS LINK.

PROCEDURES FOR REVIEW OF PROPOSED TRAVEL TO HIGH-RISK AREAS

For more information click this link.

1. Those planning travel to a high-risk destination (extreme or elevated risk) should submit their travel notification to the FSG Business Office as soon as possible (at least three weeks before departure) to begin the review process.
2. The review process starts with the FSG Business Office entering the trip into the Global Travel Registry.
3. OISS will then review the trip and contact the traveler by email to complete an additional waiver form.
4. The traveler will need to submit the waiver request form, and possibly sign the "acknowledgment of risk" form.

TRAVEL REIMBURSEMENT INFORMATION CHART LINK HERE.

MEAL & INCIDENTAL EXPENSE RATES LINK HERE.

TRAVEL REIMBURSEMENT

1. FSG travelers are responsible for travel costs and after travel is completed, they must email or give the FSG Business Office their receipts along with a completed reimbursement claim form. They then submits these through the EBS Travel system.
2. Conference Registration Fees:
   a. Purchasing Card (P-Card) should be used for conference fees.
   b. No travel expenses may be guaranteed or paid for with the Purchasing Card.
3. Personal Days of Travel and Comparative Quotes
   Comparative quotes for airfare must be obtained at the time of booking when an indirect flight for personal reasons is part of the trip. Additionally, a comparative quote must be obtained, at the time of booking, when personal days are added to an international business trip. The quote may be obtained either via email from MSU's preferred travel agent or via a screen shot from the Concur booking tool. (Read More)
4. Lodging, Meals and Incidental Expenses, Ground Transportation and Business Expenses:
   a. New Policy - When traveling on Michigan State University business, MSU faculty, academic staff, executive managers, and support staff are prohibited from sharing hotel rooms or bedrooms with a student or a group of students (including MSU graduate

and undergraduate students and students from other institutions). Further, MSU faculty, academic staff, executive managers, and support staff in supervisory positions are prohibited from sharing hotel rooms or bedrooms with subordinate employees. Budgetary considerations do not take precedence over this policy, and individual rooms are to be provided without reprisal. (Read More)

b. Per diem. The term "per diem" refers to the amount provided to travelers to reimburse lodging, meals and incidental expenses, according to the procedures outlined below.

c. Lodging. Travelers are reimbursed for actual lodging expenses up to the maximum amount specified by the U.S. State Department guidelines for the particular location. Receipts must be provided.

d. Meals and Incidental Expenses (M&IE). The amount of M&IE for a given location is stipulated in the U.S. State Department guidelines. Travelers receive M&IE[1] based on the number of days spent at different locations, calculated on a quarter-day basis. Receipts are not required; MSU does not reimburse meal costs based on hotel or restaurant receipts. Please indicate on your reimbursement form if any meals were provided by the hotel (e.g., breakfast) as part of the room rate, or by the conference you attended, etc.

e. Ground transportation and business expenses. These can be reimbursed against itemized receipts. Receipts are now required for taxi fares of any amount. Business expenses can include purchase of office supplies, photocopying, internet charges, and mobile phone airtime, if for business reasons, etc. FSG travelers must email all receipts with a filled-out reimbursement claim form to the FSG Business Office.

5. Air/Rail Travel Common Carrier
   a. Travel must be at the lowest, logical (considering cost and time) available airfare which is defined as coach and economy class. When travel is by rail, the fare may not exceed the lowest available airfare and most direct, expeditious route.
   b. University travelers are expected to purchase the lowest airfare on departures from Lansing, Detroit, Flint, and Grand Rapids (or any major commercial airport within 100 miles of their main place of business).
   c. Any changes in travel plans booked through MSU's Preferred Travel Agencies (PTA) that requires cancellation or revision of airline tickets, should be reported to the PTA immediately so that alternate arrangements can be made.

While the FSG Business Office can assist with preparation of an expense report, faculty must submit their own expense report.

1. To report travel expenses, FSG business travelers need to email or give the FSG Business Office a completed Reimbursement Claim Form along with all of your receipts.

1 M&IE is meant to cover fees and tips to waiters, porters, baggage handlers, bellhops, hotel servants, dining room stewards, and similar employees; tFAX's and telephone calls reserving hotel accommodations, requesting leave, inquiring as to the status of salary, expense vouchers, advance of funds, and any other matters of a personal nature; laundry, dry cleaning, and pressing of clothing; and transportation between places of lodging or business and places where meals are taken.

2. They will then prepare the Travel Expense Report.
3. Once they are done, an email will be sent to the traveler that it is ready to be submitted.
4. The traveler will then need to submit the Travel Expense Report in the Concur system.

Instructions for Completing Travel Reimbursement Claim Form

1. On claim form: include all receipts and also any mileage driven in your personal car. Do not include airfare if it is prepaid/direct billed, and also give the FSG Business Office a copy of the direct-billed airfare.
2. Lodging: Only include lodging +tax. We can't pay meal charges on a hotel bill - per diem will be included instead. Also we can't pay laundry (see footnote above regarding M&IE). If late check-out, please note.
3. In the comments section: please note if the hotel provided breakfast or if any other meals were provided or provide a link to conference agenda/any other applicable notes (such as part of the trip being done on personal time, etc.
4. Please fill out the itinerary section at the bottom.

CONFERENCE TRAVEL SUPPORT

The Food Security Group will, as long as funding permits, make available up to $3,000 per year to support conference travel that furthers the interests of FSG, e.g. by strengthening contacts, developing collaborations leading to new grant funding, promoting FSG's visibility in a particular research area, etc. Individual grants will not exceed $1,000.

This funding is meant to be supplemental to other support for such travel and used only when other funding is insufficient to fully cover the travel. We assume that in most cases, you may justifiably cover such travel on an existing grant. When this is not possible (e.g. the grant that funded the research has expired and no other suitable grant is available), FSG leadership will consider providing this support. To be considered, you must (a) show efforts to fund the travel in other ways, and (b) be participating in the conference as a speaker, serving on a panel, or another official capacity.

Please fill out the form at this link and send to the FSG Co-Directors at least four weeks prior travel.

For any Information and Technology items that need to be purchased that are not included on the Spartan Marketplace page or the MSU Tech Store an IT Readiness Form (found on the Procurement Forms Page) must be submitted. Also, any software not listed on the MSU Approved Software Index, must also have an IT Readiness form submitted and approved before purchase. The IT Readiness Form needs to be completed by the PI or requester and sent to the FSG Business Office. The FSG Business Office will then request the purchase in coordination with the procurement department.

The IT equipment approval and IT Readiness Form will go through rounds of approvals with IT security as well as the procurement department. Once it is approved for purchase, the FSG Business Office will make the purchase with the groups P-card. At that time, the FSG business office will make the purchase and send any pertinent information to the requestor.

MSU faculty/staff should not purchase any IT related equipment or software without approval through MSU Procurement and/or with their personal funds. These are not considered allowable expenses. Again, please reach out to the FSG Business Office prior to making purchases and with any questions you may have about IT procurement.

USAID DS2019 INITIATION PROCESS AT MSU

When scholars and graduate students from overseas plan to visit the MSU campus, the FSG business office needs to initiate and request a DS2019 in order to grant the exchange visitor (EV) into the United States. The process is fairly simple for our office but can be time-consuming and requires a lot of communication with both the EV and PI of the project they are visiting for. It is recommended that you begin this process at least 3-4 months in advance of the EV's date of travel. This gives ample time to work out all of the details. See below for the steps involved.

In addition to all of these steps, there are also very helpful tutorials that the TEAMS Helpdesk can provide. Email TEAMS@usaid.gov and ask for these tutorial links and they will be able to provide them.

- You will need access to the TEAMS website (teams.usaid.gov) To request access, send an email to TEAMS@usaid.gov. Request the roll of "Initiator" in TEAMS, this will give you the proper access to initiate the DS2019.
- Once you have a login and password set up for the website, log in with your new credentials.
- At the top of the TEAMS site, select the "Programs Option"
- Go through all of the on-screen steps to enter all pertinent information.
- Once the program is set up, you will be able to "Add a Participant" – this is the EV information that will be visiting the MSU Campus.
- When all of the Program and Participant information is listed in TEAMS, you will see a selection box becomes available to you that says "Request DS2019"
- After you select that box, you have initiated the DS2019 process. It will move from your queue, to the Verifier, then to the Approver, and finally to the Submitter.
- At each step of the process, an automatic email will be sent to the next individual with an action item.
- Once it is fully routed and approved the EV will have the approved DS2019 in hand which is a required form in order to schedule their visa interview.

Please note that after the DS2019 is fully approved it is the EVs responsibility to schedule a visa appointment. The FSG Business Office's role in this process is to initiate and verify the DS2019 form.

For any questions regarding the DS2019 Exchange Visitor process, please email the FSG Business office.

LINK TO ACCOUNT EXPLORER SITE

ACCOUNT EXPLORER

Link to Account Explorer Site

The Account Explorere on the reference on the OSP-CGA website is a vast and powerful database of information for all grant types. Within Account Explorer you can search by account number, application, PI, title, name, and granter. Within Account Explorere you can review account detail project detail, Expense summary, subaward information, etc.

PI & Credit Information

To find PI and Credit information within the Account Explorer, click on the “Project Detail” tab on the main portal page, then click on “View Detail” for the appropriate project to see PI and credit information.

Information on grant modifications and obligations

To find the history of award modifications, including new obligation of funds received in a calendar year, go to the specific grant page in the Account Explorer. Then, click on “Account Detail” and scroll down to Account Notes for a list of modifications by dates. This information can be used by PIs and co-PIs to complete the “External research contract-grants activities” section of the AFRE Annual Evaluation form (e.g., Grant Awards: Funding agency/$ amount ($ your share)). To get the information on your share, please refer to the “PI & Credit Information” section above.

Overview of FSG Publications

FSG publications are housed on the various FSG websites according to the projects they were published under. If you have publications that are not listed under a project you lead, please contact the FSG Communication Manager to rectify the error. All publications for all FSG projects are housed on the FSG main site under the Publications tab.

1. FSG publishes its research in different venues:
   a. International Development Working Papers (IDWP), FSG's own series
   b. Policy Syntheses, FSG's own series
   c. Peer-reviewed articles in professional journals
2. FSG members also publish in the in-country series:
   a. IAPRI working papers
   b. ReNAPRI Publications
3. Feed the Future Innovation Lab for Food Security Policy Research, Capacity, and Influence (PRCI) has these publications:
   a. Policy Briefs
   b. Policy Research Notes
   c. Reports
   d. Research Papers
4. Feed the Future Innovation Lab for Food Security Policy (FSP) has also its own series of publications:
   a. Research Papers
   b. Policy Research Briefs
   c. In-country specific publications:
      i. Africa Great Lakes Region Coffee Support Program Backgrounders
      ii. Nigeria Highlights
      iii. Nigeria State Policy Notes
      iv. Myanmar Research Highlights
      v. Tanzania Policy Reform Briefs

Preparation of FSG project publications

1. The author of a research report is expected to draft the publication by using the appropriate MS Word template for the intended publication series (PRCI, FSP, IDWP). Templates will be available from the FSG communications manager.
2. In addition, authors are expected to implement the following formatting steps in order to meet accessibility requirements:
   a. Format headings and subheadings using the header styles incorporated in the Word templates. (Click on Home on the menu bar then select the heading style from the choices shown on the right of the quick access toolbar.)
   b. Include "alternative text" to provide a description of the content of photos or other images. (Right-click on the image then select Edit Alt Text.)

c. Use descriptive hyperlinks. (Instead of a link that says "click here," use text that describes the link destination, such as "web accessibility webpage" or "please visit MSU's web accessibility site at this link.
d. Designate a descriptive header row in each table and ensure that "header row" is checked (shown under Table Design when the table is "selected").
e. Note: Authors can run the Word accessibility check if desired to check on whether these formatting steps have been successful. (Click on Tools – Check Accessibility.)

3. The author will then send the file to the FSG communications manager as a .docx file.
4. The communications manager will receive the file and run the Word accessibility check and will contact the author if any additional information is needed in order to make the document accessible. If the accessibility-related formatting listed in 2.a through 2.d above was not completed by the author, the document will be returned to the author for completion of those formatting steps.
5. Once the communications manager has received from the author a document with the requested changes, the document will be shared with the on-call editorial assistant or a student assistant to ensure that the document has been properly copy-edited and formatted.
6. Once editing and formatting is finalized, the document will be sent back to the communications manager who will then share it with the original author for final approval.
7. When the author approves the document, the communications manager will convert the .docx file into a .pdf and check to ensure that the pdf document is accessible. If additional accessibility changes need to be made, the communications manager may refer the document to a student assistant.
8. After the .pdf has been deemed accessible, the communications manager will assign the document a series number and send the document to a student assistant for posting to the FSG website and, as appropriate, to AgEcon Search and the USAID Development Experience Clearinghouse.
9. The student assistant will ensure that posted documents are properly tagged, dated, and listed using a citation in the Chicago Manual of Style format.
10. The communications manager and the FSG leadership will routinely review the posted documents to ensure that they have been properly posted.

Posting of project publications to AgEconSearch and USAID/DEC

1. After the publication has been posted to the FSG/FSP website(s), it will be uploaded to the AgEconSearch website by the student assistant working with the FSG communications manager.
2. After the publication has been posted and if it is USAID funded, it will be uploaded to the USAID DEC website by the student assistant working with the FSG communications manager.

FSG communication channels

1. Newsletters:
    a. FSG Quarterly Updates: MSU Food Security Group produces Quarterly Updates. In addition to news from the Group's activity, the Updates list all the publications and presentations for each quarter.
    b. CACCI Update: sent out on a bi-montly basis, the CACCI update focuses on news and items of interest to the Comprehensive Action for Climate Change Initiative (CACCI) project.
2. FSG currently has three Michigan State University websites and one independent website that are used for FSG communication.
    a. The Food Security Group website found at https://www.canr.msu.edu/fsg/ is a general clearinghouse for all FSG activity. The FSG website includes a number of sections that are updated frequently:
        i. News
        ii. Publications
        iii. Projects
        iv. People
    b. The Innovation Lab for Food Security Policy Research, Capacity, and Influence (PRCI) webstie found at https://www.canr.msu.edu/prci/ which focuses on content produced by and about the innovation lab. It also has a number of sections that are updated regularly including,
        i. News
        ii. Publications
        iii. Technical Training
        iv. Our Team
        v. Webinars
    c. The Innovation Lab for Food Security Policy website can be found at https://www.canr.msu.edu/fsp/. While it is still a public facing website, it is no longer frequently updated.
    d. The Comprehensive Action for Climate Change Initiative (CACCI) website can be found at https://cacciglobal.org/ and focuses on content and publications from that project. It has a number of regularly updated sections, including,
        i. News
        ii. Updates
        iii. Country pages
        iv. Resources
3. FSG Social media channels include,
    a. Twitter
    b. LinkedIn
    c. YouTube
    d. Facebook

Utilizing FSG communication channels

The FSG communiction channels are updated regularly with appropriate content by the FSG Communication manager and student assistant. If you or your project are interested in being featured in any of the FSG communication channels please contact the FSG Communications Manager directly or through the FSG email, afre.fsg@msu.edu. Options for features include but are not limited to,

1. Feature stories for use on the website and newsletters
2. Social media campaigns on Twitter, LinkedIn, and Facebook
3. Video features to be published on YouTube, the MSU MediaSpace, and used as appropriate on other channels suchs as web and social media.
4. Print media such as posters, brochures, and banners can also be created as needed and as time allows.