**SPIR Tips and Guidelines for Campus PIs**

The following items may be helpful in preparing SPIR budgets and proposals.

**Preparing your project paperwork:**

To submit a SPIR project - you will need:

1. a budget
2. a 2-page SPIR proposal form
3. Exhibit A for each student who will be working on this project and signed by each student – be sure to indicate undergrad, masters or PhD on the form
4. a valid conflict of interest declaration on file on myResearch

Effective immediately, all PIs must work with a SPIR coordinator before initiating a project with a company to find out what the latest numbers/rules/restrictions are as they may change. If a company is not working with a PI or SPIR coordinator, a SPIR coordinator will be assigned by the SPIR office. All SPIR proposals must be routed through the SPIR office and this is done by including the SPIR coordinator in the credit split.

**Prepare a budget.**

First-time projects are cost shared at 40%; subsequent projects are shared at 33%.

If a project involves SPIR plus another on campus entity such as one of the CAT Centers, then SPIR will pay a maximum of 25% of the total project cost.

Tuition always goes on SPIR side.

Tuition is actual amount paid by master’s level students at the in state rate, not $4188 for standard research grants! PhD students who are not supported by the department may receive the full out of state rate, when applicable. Note that G5 students have zero tuition liability.

SPIR projects, as with all New York state programs, qualify for 15% IDC rate through RF on company funds for all projects, regardless of the amount of the project – You must manually change this in myresearch.

SPIR projects are charged 26% on SPIR funds for off campus projects.

SPIR Projects are charged the standard RF rate on SPIR funds for on campus projects.

**Fill out the 2-page SPIR Proposal Form.**

Company fills out the 2-page SPIR proposal form in its entirety and sends the form to the PI.

**Myresarch Procedures:**

Before you start be sure to have:

1. 2-page SPIR proposal form
2. Exhibit A signed by each student who will work on the project

Log on to myresearch and note the Proposal Number of the proposal that you are creating. Record the proposal number on the 2-page SPIR proposal forms along with the P/T/A numbers if this is an extension. If this is a new project, just enter “new”.

Proposal Description and Contacts: Enter the Proposal Title, your name and title, and answer the proposal information questions.

Make sure that Li Shen has edit rights so that she can make minor corrections to the proposal.

Under Additional Personal, add anybody who will be working on this project. If you are not a SPIR Coordinator, add the SPIR coordinator here. Role of the SPIR Coordinator should be “Co-PI”. You should also give the SPIR Coordinator edit rights so that they can assist with the proposal development in myresearch.

In the Proposal questions section, check off, “Is this project affiliated with the Strategic Partnership for Industrial Resurgence?”

Under General Submission Information: Click on Submit Proposal Documents and upload the SPIR proposal form and all Exhibit A forms

Finish answering all the questions, and then return to the main page. Here you will need to click on the budget module to populate the budget. This budget will not use the standard MTDC rate of 26%. You will need to change this to 15%. Click on Edit the Budget and answer the budget questions. When complete, you must copy the budget to create the SPIR budget. Name the copy “SPIR Cost Share,” clear the contents and enter the amounts for the SPIR budget. The SPIR budget uses the standard MTDC rate of 26% so you will need to change that back for the SPIR piece. You do not want the SPIR Cost Share budget to be included in the RF part of the budget so click “no” to the question about including the cost share budget in the proposal.

When you have completed the 2 budgets return to the main proposal page and click on “Credit Distribution”. Enter the credit distribution numbers for you and for the SPIR Coordinator. The department for the SPIR Coordinator is entered as “Strategic Partnership for Industrial Resurgence” and the Recognition and Financial credit can be 0%. This will trigger the routing through the SPIR office.

You are now ready to submit your proposal.

**Submit for departmental review.** The approval routing is determined by the credit split. You must indicate your department for financial and recognition AND you must also indicate credit for Vice President for Economic Development even if financial and recognition is zero.

**Conflicts of Interest.** If you are unsure whether you have a conflict of interest, you should contact Susan Gasparo at ext 2-1954 to find out if you need to declare a conflict. If so, a conflict of interest management plan will be developed for you and this will help you to manage your conflict. All conflicts of interest should be declared for your protection, for the protection of the student and for the protection of the University. Remember that a conflict of interest is still a conflict of interest even if not declared on paper.