**SPIR Tips and Guidelines – Campus PI Cheat Sheet**

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 signed by the company,
3. Exhibit A signed by the student – be sure to indicate undergrad, masters or PhD on the form
4. a valid conflict of interest declaration on file on myResearch

Always contact your SPIR coordinator before initiating a project with a company to find out what the latest numbers/rules/restrictions are as they may change.

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 enter 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.

Company fills out the 2 page SPIR proposal form in its entirety and authorized company signatory signs.

**Myresarch Procedures:**

Be sure to indicate in myresearch that Li Shen has edit rights.

Upload your attachments:

1. Budget
2. 2 page SPIR proposal form – signed
3. Exhibit A

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

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**DO NOT HIT “SUBMIT FOR APPROVAL”** Note your myresearch proposal number and email li.shen@stonybrook.edu (cc. Peter Donnelly and Lisa Chichura on this request) the proposal number and state that you have uploaded a new proposal to myresearch and ask her to process. This step “unlocks” the SPIR funds for your project. Li Shen prepares additional paperwork for your proposal, emails the invoice and 2 page SPIR proposal form signed by the SPIR Director to you so that you can upload these two documents to myresearch and submit your proposal.