

Getting Started

Research and Grants at NDSU

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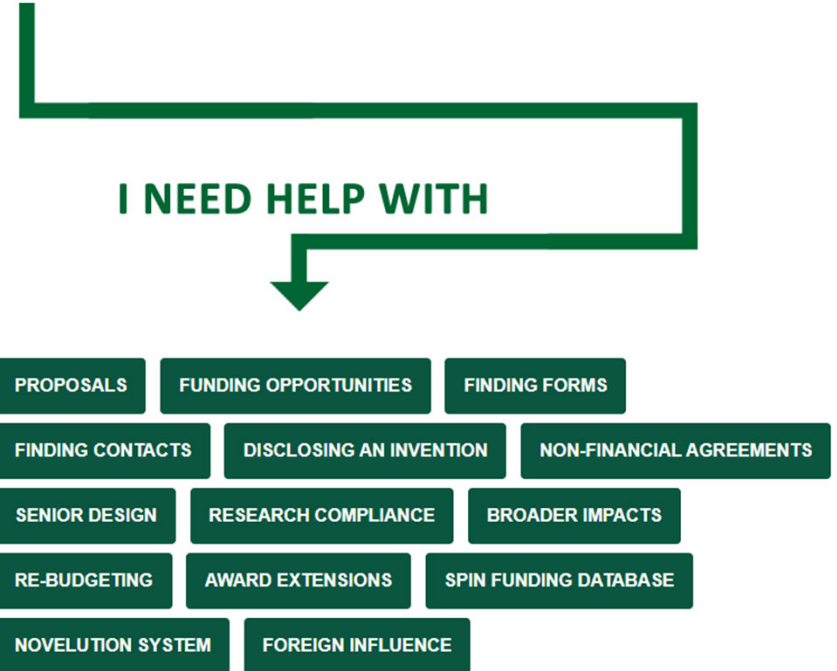
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NDSU RCA

- About RCA
 - RCA Contacts
- For Researchers
 - Finding Funding
 - Proposal Development
 - Research Integrity and Compliance
 - Intellectual Property
 - Core Research Facilities
 - Novelution System

www.ndsu.edu/research

How may we help you?



Research Development Services

- Engage in research program planning
- Work with department- and college-level grant coordinators
- Coordinate funding agency visits to campus
- Initiate development activities for new faculty related to research and grants
- Distribute funding opportunities via email, including use of SPIN, a subscription-based database
- Coordinate limited submission grant programs
- Facilitate internal funding programs
- Organize workshops and training, including proposal development and new faculty sessions
- Help faculty with proposal questions; review drafts of proposals for compliance with funding agency requirements
- Develop resources and tools for researchers

Contact: ndsu.researchdev@ndsu.edu

Research Development: Finding Funding

- [SPIN \(funding database\)](#)
- [RCA Update](#) – email newsletter – 2x/month on Mondays
- [RCA Funding](#)
 - RD Travel and Conference Support
 - RCA Research Support Services
- [Funding Summaries](#) from Lewis-Burke Associates (LBA)
 - LBA is NDSU's Federal Relations Firm. Use your NDSU login information to access.

New Faculty Session: Meet and Greet with RCA

Join us for breakfast on Friday, September 8 - 8:00-9:30AM
Research 1 Building (1735 NDSU Research Park Dr.)

- Vice President for Research and Creative Activity
- Innovation and Economic Development
- Research Operations
- Research Development
- Research Integrity and Compliance
- Research Foundation
- Sponsored Programs Administration
- Strategic Research Initiatives



BisonSpark Talks

RCA and Faculty Research Council

Big Idea Research Initiatives 2023-24

- Nomination packages due September 5
 - 2 minute zoom recording preview of the talk
 - Food, Energy and Water Security
 - Cybersecurity, Computer Science and Software Engineering
 - Life Sciences
 - Entrepreneurship and Innovation
- BisonSpark Talks scheduled for October 16, 23 and 30
- Scoping Workshop – November 6
- https://www.ndsu.edu/research/rca_events/bisonspark_talks/

Sponsored Programs Administration

- NDSU Grant Offices
- Novelution
- Website Resources

Contact: ndsu.research@ndsu.edu

Sponsored Programs Administration

- Budget Review and Proposal Approvals
- Award Negotiation and Signature
- Non-Financial Post Award
 - Advanced spending requests
 - Time extension requests
 - Change in PI and PI transfers
 - Carryover requests
 - Re-budgeting requiring sponsor approval
 - All other requests that require sponsor approval

Grant and Contract Accounting

- Award set-up
- Monitoring and approval of expenditures
- Submission of invoices and other cash management activities
- Completion of financial reports
- Distribution of and follow-up on effort certification reports
- Coordinate financial closeout of awards

Novelution

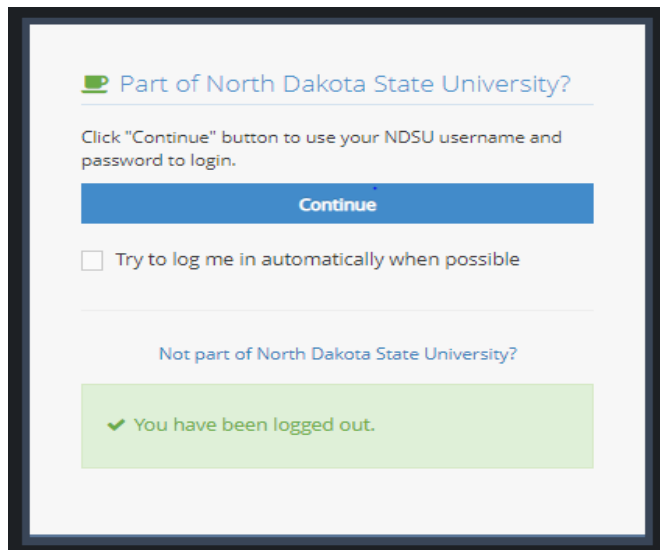
The **Novelution** Research Management System provides a centralized system with integrated software modules that support many research administration aspects, including tools for both administrative and research staff.

- Internal Proposal Routing and Approvals
- Ability to View Workflow of Award Processing and View Award Documents (PIs and Administrators)
- Submission of Post-Award Requests (No-Cost Time Extensions, Re-budgets and PI/CO-PI Changes)
- IRB, IACUC, and IBC Protocol Submission
- Conflict of Interest (COI) Disclosure & Monitoring of COI Management plans

Novelution

How to Login to Novelution:

- Web address: <https://erac.ndsu.edu>
- Click blue “continue” button
- Enter NDSU Username and Passphrase
- Complete Duo Authentication



Part of North Dakota State University?

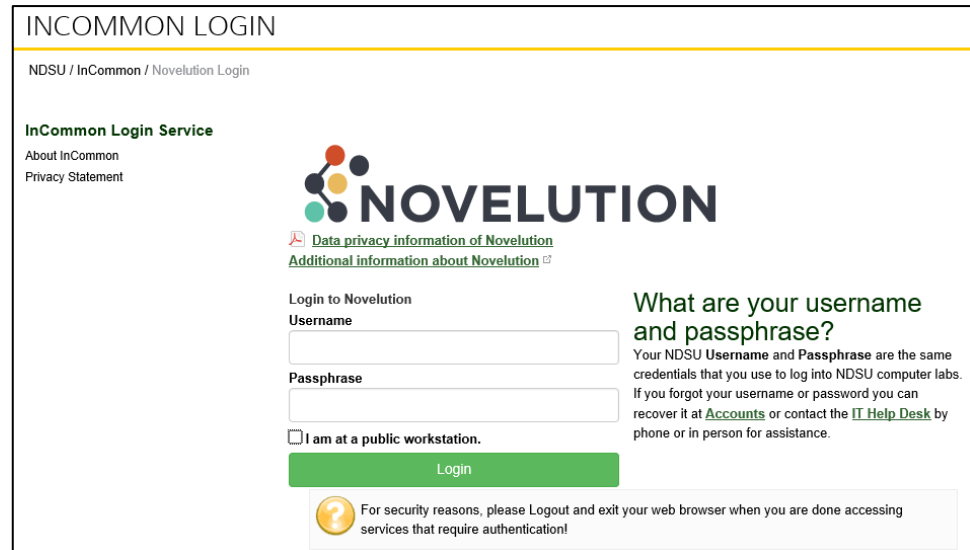
Click "Continue" button to use your NDSU username and password to login.

Continue

Try to log me in automatically when possible

[Not part of North Dakota State University?](#)


✓ You have been logged out.



INCOMMON LOGIN

NDSU / InCommon / Novelution Login

InCommon Login Service
About InCommon
Privacy Statement

 **NOVELUTION**

[Data privacy information of Novelution](#)
[Additional information about Novelution](#)

Login to Novelution


Username

Passphrase

I am at a public workstation.

Login

What are your username and passphrase?
Your NDSU Username and Passphrase are the same credentials that you use to log into NDSU computer labs. If you forgot your username or password you can recover it at [Accounts](#) or contact the [IT Help Desk](#) by phone or in person for assistance.

 For security reasons, please Logout and exit your web browser when you are done accessing services that require authentication!

Novelution Tips

- Work through each Panel, completing the information requested.
- * Red asterisks indicate a required field and must be completed.
- ? Hover your mouse over a blue question mark symbol in panels to view additional guidance.
- Clicking on the green “Check Validations” button at any time will provide a list of fields that still need to be completed.

 Check Validations

It is recommend to always select “Check Full Validations”. A red symbol will appear next to incomplete panel(s) in the Panel Shortcuts menu to assist in locating the incomplete fields.

- Only one user can edit a proposal record at a time.
- Novelution will time out after 60 minutes of inactivity.
- **SAVE often!**

Submitting Proposal to a Sponsor

- **Proposals Submitted by PI:**
 - Once internal approval has been received through Novelution, PI submits completed proposal to sponsor
 - Auto-generated cover letter can be downloaded from Novelution
- **Proposals Submitted by Sponsored Programs:**
 - Federal sponsors that require central office submission (e.g. NSF, NIH, USDA NIFA, DOE)

RCA Website

Sponsored Programs Resources

- Institutional information
- Budget Development
- Submitting Proposals
- Managing an Award
- Forms
 - Budget Templates
 - Budget Justification Templates
 - Roles & Responsibilities Matrix