Getting Started: Research and Grants at NDSU

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NDSU RCA

- [www.ndsu.edu/research](http://www.ndsu.edu/research)
- About RCA
  - RCA Contacts
- For Researchers
  - Finding Funding
  - Proposal Development
  - Research Integrity and Compliance
  - Intellectual Property
  - Core Research Facilities
  - Novelution System
Research Development Services

• Engage in research program planning
• Assist with large multi-disciplinary grant proposal development
• 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.
• Coordinate biomedical undergraduate research program and NDSU EXPLORE.
Research Development
Finding Funding

- **SPIN (funding database)**
- **RCA Update**
- **RCA Funding**
  - RD Travel and Conference Support
  - RCA Research Support Services
  - Funding Agency Visit Travel Awards
New Faculty Session:
Meet and Greet with RCA
Friday, September 2 (breakfast)
8:00-9:30AM

- Vice President, Research and Creative Activity
- Innovation and Economic Development
- Research Operations
- Research Development
- Research Integrity and Compliance
- Sponsored Programs Administration
Sponsored Programs Administration

- Budget Review and Proposal Approvals
- Award Negotiation and Signature
- Non-Financial Post Award Approvals

Grant and Contract Accounting

- Award set-up and monitor / approve expenditures
- Submission of invoices
- Financial reporting
- Distribution of and follow-ups 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
- PI’s and Administrators Have the Ability to View Workflow of Award Processing and View Award Documents
- Post-Award Requests such as No-Cost Extensions, Re-budget’s and PI/CO-PI Changes Can be Submitted Through the System
- IRB, IACUC, and IBC Protocols Can be Submitted Through the System (Conflict of Interest reporting coming soon!)
Novelution

Logging into Novelution

• Web address:  https://erac.ndsu.edu
• Click blue “continue” button
• Enter NDSU Username and Passphrase
• Complete Duo 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. 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 a user 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 Program:**
  – 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
Questions?