Getting Started: Research and Grants at NDSU

Sheri Anderson
Associate Vice President for Research Development
(701) 231-6573
scheri.anderson@ndsu.edu

Amy Scott
Assistant Director for Sponsored Programs Administration
(701) 231-8976
amy.scott@ndsu.edu
Research and Creative Activity

Location: Research & Technology Park, Research 1 Building

- Vice President for Research and Creative Activity
- Industry Engagement and Intellectual Property
- Research Operations
- Research Development
- Research Integrity and Compliance
- Sponsored Programs Administration

RCA Website link
Research Development

The mission of the Research Development unit is to enhance NDSU's ability to compete for external funding by providing resources, training, and assistance related to developing successful research programs.
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
• Develop resources and tools for researchers and grant seekers
• Promote NDSU research and creative activity through print and digital media
• Publish Research and Creative Activity (RCA) Update newsletter
• Provide resources for communicating science
• Work with RCA Faculty Fellows to enhance research development programming.
RCA Faculty Fellows

Sam Markell
Extension plant pathologist and professor

Rajani Ganesh-Pillai
Professor of marketing

STUDENT FOCUSED • LAND GRANT • RESEARCH UNIVERSITY  NDSU
# New Faculty Programming

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>September 20</td>
<td>Meet and Greet</td>
</tr>
<tr>
<td>October 6 &amp; 7</td>
<td>RCA Tour</td>
</tr>
<tr>
<td>November 18</td>
<td>Finding Funding &amp; Funding Agency Discussions</td>
</tr>
<tr>
<td>December 9</td>
<td>Proposal Development</td>
</tr>
<tr>
<td>January 27</td>
<td>Writing the First Page</td>
</tr>
<tr>
<td>February 24</td>
<td>Strengthfinders – Session 1</td>
</tr>
<tr>
<td>March 24</td>
<td>Strengthfinders – Session 2</td>
</tr>
<tr>
<td>April 21</td>
<td>Communicating Science</td>
</tr>
<tr>
<td>May 12</td>
<td>Research Slam</td>
</tr>
</tbody>
</table>
New Faculty Session: Meet and Greet

Monday, September 20
3:00-5:00PM
NDSU Alumni Center
Funding Opportunities

- SPIN
- RCA Update – look for on Monday afternoons
- RCA Website – Finding Funding
- Internal Funding
  - RD Travel and Conference Support
  - RCA Research Support Services
  - NDSU Foundation and Alumni Association
  - ND EPSCoR (STEM research and education)
  - RFP – September 21, 2021 deadline
Getting Started

- **SPIN account**
- NDSU RCA website resources
  - Proposal Development Resources
  - New Faculty Guide to Competing for Research Funding (under Writing/Print Resources)
- Complete a New Faculty profile for newsletter and website
  - Look for link to Qualtrics survey in follow-up email
- Look for email regarding *RCA Meet and Greet*
Undergraduate Research Initiatives

• RCA summer undergraduate research program
  o 2021 was inaugural year
  o 43 participants
  o 28 opportunities across various disciplines

• NDSU EXPLORE annual event
Sponsored Programs Administration

- NDSU Grant Offices
- Novelution
- Website Resources
Sponsored Programs Administration

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

- Award set-up and creation of budgets
- Monitoring and approval of expenditures
- Submission of invoices and other cash management activities
- Completion of financial reports
- Distribution of and follow-ups on effort certification reports
- Coordinate financial closeout of awards
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 and IACUC Protocols Can be Submitted Through the System
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?