

NDSU NORTH DAKOTA
STATE UNIVERSITY

STUDENT FOCUSED • LAND GRANT • RESEARCH UNIVERSITY

Getting Started: Research and Grants at NDSU

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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

New Faculty Programming

September 20	Meet and Greet
October 6 & 7	RCA Tour
November 18	Finding Funding & Funding Agency Discussions
December 9	Proposal Development
January 27	Writing the First Page
February 24	Strengthfinders – Session 1
March 24	Strengthfinders – Session 2
April 21	Communicating Science
May 12	Research Slam

New Faculty Session: Meet and Greet

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

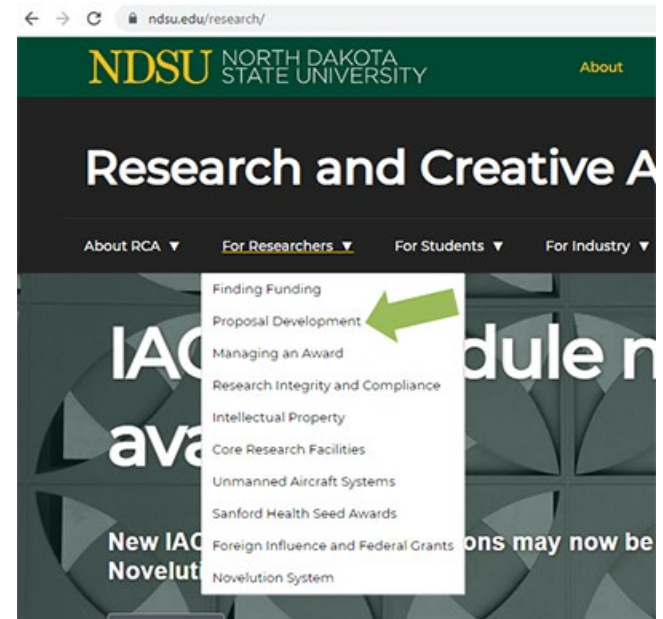


Funding Opportunities

- 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
 - 2021 was inaugural year
 - 43 participants
 - 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

Novelution

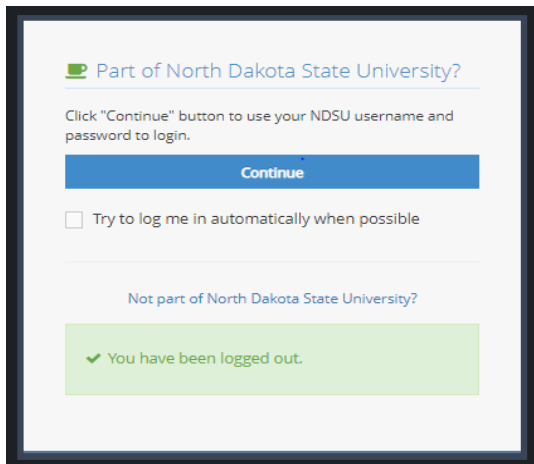
The Novelution Research Management System provides a centralized system with integrated software modules that support many research administration aspects, including tools for both administrative and research staff.

- 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 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



Part of North Dakota State University?

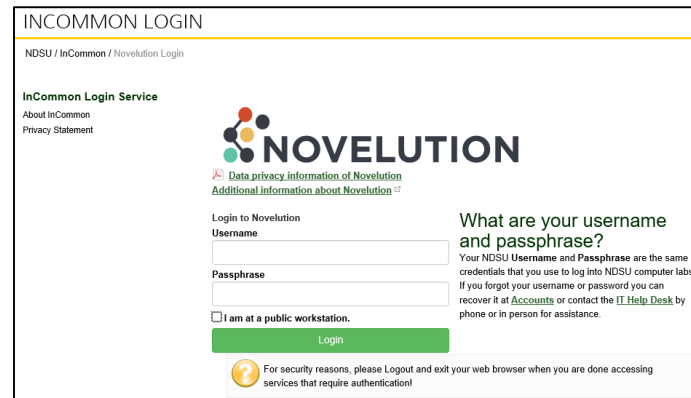
Click "Continue" button to use your NDSU username and password to login.

[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. 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?

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