**Proposal & Award Management Session**

April 20, 2017: **Focus on FUNdamentals**

**Sponsored Programs Administration (SPA) FUNctions:**

(see also <https://www.ndsu.edu/research/sponsored_programs_admin/>)

**Proposals:** In accordance with NDSU policy section 801, all proposals requesting funds from external entities to support research, instruction or creative activities must be reviewed and approved by the PI and co-PI(s) Department Chair/Head, Dean and SPA prior to submission to a sponsor.

Steps in the proposal process:

1. Complete a budget, budget justification, scope of work and Proposal Transmittal Form (PTF).

2. Route the PTF for the necessary signatures, with a final stop in SPA.

3. Proposals should be received in SPA at least 3 business days before the sponsor due date to guarantee time for proper review and SPA sign-off.

4. Once all reviews and approvals are complete, the proposal is ready for submission.

5. SPA will submit through the required electronic processes, as appropriate for each proposal.

6. If the submission is not electronic, the Department is responsible for submission.

**Awards:** If a PI receives any notice about their proposal, please let the SPA office know by forwarding any correspondence (email, letter, etc.) to [ndsu.research@ndsu.edu](mailto:ndsu.research@ndsu.edu). These can include notices that a proposal has been selected for funding, or is not being funded, that additional information is required, there is a question about the budget, etc. Note: the authorized signatory for NDSU is SPA. If a PI signs an award it is not legally binding. Also, there is a difference between a grant and a restricted gift. Please see NDSU Policy Section 803: <https://www.ndsu.edu/fileadmin/policy/803.pdf>.

Steps in the award process:

1. If an award is received by your PI, forward to SPA.

2. SPA will review the award, and identify any terms that may be problematic.

3. SPA will negotiate acceptable terms with the sponsor.

4. SPA signs award and once fully executed will notify PI and provide a copy.

5. SPA will forward the proposal file and the award to Grant & Contract Accounting for set-up.

6. If it is necessary to start the project and incur expenses prior to the award being fully executed, a request can be made to SPA ([ndsu.research@ndsu.edu](mailto:ndsu.research@ndsu.edu)) for pre-award spend.

**Post-award actions:** If after an award is set-up there is a need to change something, please contact SPA or GCA, depending on the type of issue.

Budget revision – contact GCA Officer. If sponsor approval is required, GCA will forward to SPA.

No-cost extension – submit no-cost time extension request form (found on SPA form page) to Shelly Sandstrom in SPA ([ndsu.research@ndsu.edu](mailto:ndsu.research@ndsu.edu)).

Change in scope of work - contact Shelly Sandstrom in SPA ([ndsu.research@ndsu.edu](mailto:ndsu.research@ndsu.edu)).

Change in PI or co-PI - contact Shelly Sandstrom in SPA ([ndsu.research@ndsu.edu](mailto:ndsu.research@ndsu.edu)). If a PI is leaving NDSU, there is a Disposition of Grants form that is required to be filled out.

**SPA contacts:** **GCA contacts:**

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