**Proposal and Award Management Session**

**Proposal Review - May 18, 2017**

**Overview of SPA Budget Review:**

* At least three business days prior to application due date, route the following documents to Sponsored Programs:
  + Completed Proposal Transmittal Form (PTF) signed by PI’s, CO-PI’s, department chair and dean
  + Budget in sponsor approved format
  + Budget justification
  + Summary of proposed work
* Sponsored Programs will review budget and budget justification to ensure compliance with sponsor and institutional policies PI will receive a copy of fully signed PTF along with a letter of institutional approval

**Sponsor Guidelines:**

* Most formal (full) proposals submitted to the federal government and/or in response to a formal sponsor announcement.
* Review guideline requirements to identify funding limits, start and end dates, budgetary limitations
* Review required forms, staff qualifications
* Formatting varies widely by sponsor and type of proposal (hard copy vs. electronically submitted)
  + Review for page limitations, font sizes, section headings
* Less formal proposals minimally include a cover page, scope of work, budget, and budget justification

**Compliance Check:** https://www.ndsu.edu/research/integrity\_compliance/

**NDSU Polices:** https://www.ndsu.edu/research/sponsored\_programs\_admin/policies/

**Hot Topic – EPSCoR:**

* About EPSCoR: The National Science Foundation (NSF) established the Experimental Program to Stimulate Competitive Research (EPSCoR) in 1978 in response to Congressional concerns about the geographic concentration of federal support for academic research and development (R&D). EPSCoR is designed to expand and enhance the research capability of scientists in states that traditionally have lacked strong university-based  
  research efforts, to compete more successfully for a portion of the federal academic R&D budget. Congress began expanding EPSCoR beyond NSF in 1990. Today, EPSCoR is a family of competitive  
  merit-based programs at seven [federal research and development agencies](https://www.ndepscor.ndus.edu/epscor-idea-programs/).
* Funded through federal-state-private sector partnerships, ND EPSCoR manages a comprehensive research development plan that involves the following:
  + Infrastructure Improvement Programs
  + Science Outreach and Recruitment Programs
  + Technology Transfer and Commercialization Programs
  + Tribal Colleges Programs

**Electronic Research Administration**

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