**Proposal and Award Management Session**

**Award Management Part I - June 15, 2017**

**Award Process:**

* Just-In-Time and Award Negotiation
  + PI or SPA will receive requests from sponsors to send updated budget or proposal documents prior to award issuance.
  + Sponsors may send awards to the PI or SPA. If PI receives an award it should be forwarded to SPA. If sponsor does not have a template, a SPA template can be used.
* Funding Mechanisms
  + Grant: Project idea is conceived by PI, PI defines details and retains scientific freedom, no substantial involvement between sponsor and recipient during project performance.
  + Cooperative Agreement: Very similar to a grant but involves substantial involvement in the project by both sponsor and recipient.
  + Contract: Project is conceived by sponsor, used to acquire product or services for the direct benefit or use of sponsor, generally requires strict adherence to budget and sponsor exercises direction or control.
* Award Terms
  + SPA/Business Development staff review agreements and negotiate award terms in accordance with North Dakota law and NDSU policies. Award terms that generally require negotiation include: publication rights, intellectual property, confidentiality, insurance, governing law, indemnification, payment/invoicing terms, termination and citizenship restrictions.
* Compliance Verification
  + Prior to sending award to Grant and Contract Accounting for set-up in Peoplesoft, Research Compliance and Integrity staff handle any outstanding IRB, IACUC, IBC, SFI, COI, Export Control matters.
* Hand-Off SPA to GCA
  + SPA staff sends fully signed award to Grant and Contract Accounting along with all proposal documents.

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

**NDSU Polices:** https://www.ndsu.edu/research/sponsored\_programs\_admin/policies/  
  
**Hot Topic – Pre-Award Spending:**Occasionally it is necessary to incur costs prior to the set-up of an award.  To request pre-award spending, the following must be submitted to Sponsored Programs Administration (SPA):

* Email from the principal investigator (PI) requesting pre-award spending.  The request must include the project number, any limits on dollar amount and/or time restrictions, and approval from the department head (chair or dean) acknowledging that the department/college will assume responsibility for any expenses not reimbursed by the sponsor.  If the department head is also the PI for the project, then approval must also be obtained by the PI's supervisor.
* Documentation of the sponsor's intent to fund the project.  This may be in the form of a draft agreement or an email from the sponsor.

SPA will review all pre-award spending requests and forward approved requests to Grant and Contract Accounting.  Approval is contingent on the above criteria as well as satisfactory completion of applicable compliance requirements (IACUC, IRB, IBC, SFI, COI, and Export Controls).  Submit pre-award spending requests to SPA at [**ndsu.research@ndsu.edu**](mailto:ndsu.research@ndsu.edu).

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