



December 14, 2015 Edition

Welcome to the Research and Creative Activity Update!

To share information quickly rather than through multiple emails, we will be providing weekly updates for researchers, scholars and staff to keep up-to-date on grant program changes, deadlines, notices and training, with links to expand the information you may be interested in. Thank you for your contributions to research and creative activity at NDSU.

These weekly email updates are archived on the [RCA website](#).

FEDERAL AGENCY UPDATES

[Updating your NIH Biographical Sketch](#)

FUNDING OPPORTUNITIES

[Sanford Health NDSU Collaborative Seed Grant Program – Internal grant program](#)

NOTICES

[Communication with Sponsors](#)

[Federal Programmatic Requests](#)

[New Recharge Center Billing Procedures](#)

[NSF Participant Support Costs](#)

Updating Your NIH Biographical Sketch

The National Institutes of Health (NIH) required a new biosketch format for all grant applications submitted for due dates on or after May 25, 2015. The guidelines for the new format, as well as an [example](#) and [template](#), can be found [here](#).

If you would like assistance developing your biosketch for NIH or another agency, or if you would like to have your biosketch reviewed for compliance with agency guidelines, please contact Research Development at ndsu.researchdev@ndsu.edu.

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Sanford Health NDSU Collaborative Seed Grant Program – Internal grant program

The second Sanford Health NDSU Collaborative Seed Grant program's Request for Applications has been issued. Proposals are to be submitted electronically to NDSU.BusinessDev@ndsu.edu by 5:00 PM on February 16, 2016. The full Request for Applications and Application form can be downloaded from https://www.ndsu.edu/research/research_development/funding_opportunities/. Please contact Business Development if you have any questions related to the program (1-6660 or NDSU.businessdev@ndsu.edu).

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Communication with Sponsors

Federal agencies are emphasizing that PI's include as a cc the institution's signing official on any communication between the PI and an agency. This is especially important during the agency proposal review process, as *all* communications become part of the official grant file at the agency, and should also be included in the NDSU official file which is kept in Grant and Contract Accounting. NDSU's signing authority for external proposals and awards is Sponsored Program Administration (SPA) and PI's should cc the SPA internal listserv ndsu.research@ndsu.edu. During the performance of an award, PI's should limit their initiation of communication with a sponsor to only technical matters and should not initiate communication with a sponsor concerning grant or contract terms or conditions. Rather, PI's must work with SPA to initiate requests concerning terms and conditions. This enables a faster response to sponsoring entities when terms are modified, as modifications to grant or contract terms most often require an official signature from SPA.



Federal Programmatic Requests

NDSU will begin determining our federal programmatic priorities in January. Please submit any ideas that you would like to be considered as part of our programmatic requests for Fiscal Year 2017 by January 11th, 2016. Requests can be submitted electronically at https://ndstate.co1.qualtrics.com/jfe/form/SV_cAPvuL5WVllgovj. Any requests received after January 11th will be kept for consideration for FY18.



New Recharge Center Billing Procedures

The RCA Research Operations Service/Recharge Center has implemented new electronic billing procedures commencing with charges incurred on or after December 1st. Any researcher/Principle Investigator (PI)/group member who wishes to utilize the service center's tools and/or services must have a Billing Authorization Form on file which authorizes the service center to electronically bill for those services. PIs will assign a 3-letter code to their funding source and users must enter the 3-letter code on the tool-use logs. Users will not be able to use the tools and/or services without an approved 3-letter code.

PIs can find the Billing Authorization Form [here](#). Contact Becky Hellman (1-5872 becky.hellman@ndsu.edu) for more information or with questions.

The RCA Research Operations Service/Recharge Center is open during regular NDSU business hours.



NSF Participant Support Costs

NSF has a very strict definition of participant support costs. Participant support costs are defined as "direct costs for items such as stipends or subsistence allowances, travel allowances and registration fees paid to or on behalf of participants or trainees (**but not employees**) in connection with meetings, conferences, symposia or training projects." Participants are not NDSU employees. The NSF Proposals and Award Policies and Procedures Guide (PAPPG) defines participant support costs in Part I Grant Proposal Guide (GPG), Article II.C.2.v., which can be found here: http://www.nsf.gov/pubs/policydocs/pappguide/nsf16001/gpg_2.jsp#II.C2gv.



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