

Sent: Monday, July 24, 2017 2:53 PM
To: NDSU-EMPLOYEE-OFFICIAL@LISTSERV.NODAK.EDU
Subject: RCA Update - July 24, 2017 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](#).

FUNDING OPPORTUNITIES

- [**NSF Dear Colleague Letter: Announcement of an Effort to Expand the NSF INCLUDES National Network**](#)
- [**Limited Submission Grant Programs with Upcoming Notification Deadlines**](#)

NOTICES

- [**Proposal and Award Management Sessions Materials Available**](#)
- [**Award Disposition**](#)
- [**Equipment and Property Management Standards**](#)
- [**Lab Notebooks**](#)

EVENTS

- [**Proposal and Award Management Session #5**](#)

NSF Dear Colleague Letter: Announcement of an Effort to Expand the NSF INCLUDES National Network

Inclusion across the Nation of Communities of Learners of Underrepresented Discoverers in Engineering and Science ([**NSF INCLUDES**](#)) is a comprehensive effort to enhance U.S. leadership in science and engineering discovery and innovation by proactively seeking and effectively developing science, technology, engineering and mathematics (STEM) talent from all sectors and groups in our society. As one element of its multi-faceted approach to NSF INCLUDES, NSF is currently focusing on and identifying novel ways in which new and currently-funded NSF projects from across all NSF directorates can engage with the NSF INCLUDES National Network. NSF calls this process building "on-ramps" to the NSF INCLUDES National Network. To do this, NSF is encouraging the submission of funding requests for:

- EAGER Proposals
- Conference proposals
- Supplemental funding requests

Detailed information on this opportunity can be found on the [**NSF website**](#).



Limited Submission Grant Programs with Upcoming Notification Deadlines

[**Limited submission grant programs**](#) are those that indicate a limit on the number of proposals that may be submitted by an institution for a particular deadline. A selection process becomes necessary if more applicants express interest in applying than NDSU is allowed to submit to the grant program.

- [NEH Summer Stipends](#); Contact [Christina Weber](#) for information about the internal NDSU nomination process
- [NSF Advancing Digitization of Biodiversity Collections](#); [Notify RCA](#): by 8/1/2017
- [NSF Advancing Informal STEM Learning](#); [Notify RCA](#): by 8/1/2017
- [NSF Research Experiences for Teachers \(RET\) in Engineering and Computer Science: Supplements and Sites](#); [Notify RCA](#): by 8/1/2017
- [NSF Partnerships for Innovation: Building Innovation Capacity \(PFI:BIC\)](#); [Notify RCA](#): by 8/21/2017
- [NSF Major Research Instrumentation \(NSF MRI\)](#); [Notify RCA](#): by 9/1/2017



Proposal and Award Management Sessions Materials Available

The fourth in a series of **Proposal and Award Management Sessions** was held on July 20, 2017. Participants were encouraged to submit topics for future discussion to ndsu.research@ndsu.edu. Each month we will select one topic and will add it to the agenda for the meeting.

The session was recorded and the recording, slides, and handout are available on the [Sponsored Programs Training](#) website.



Award Disposition

When a faculty member or researcher is the PI on a sponsored award and they notify their Department that they are leaving NDSU, appropriate steps need to be taken in terms of award disposition well before the PI's departure. There is a Disposition of Grants [form](#) on SPA's [website](#) that needs to be completed. It is important that this form be completed as soon as possible after notification that a PI will be leaving, as the responsibility for continuation, management and/or transfer/relinquishment of the award rests on NDSU as the named recipient. Often awards need to remain at NDSU due to sponsor limitations, or the timing of the PI leaving NDSU. If, for instance, a PI leaves NDSU in the final 12 months of a project, it may be more practical to leave the award at NDSU and issue a subaward to the former PI at their new institution. This eliminates the long delays that are often experienced when NDSU has to relinquish an award and the sponsor has to reissue it to a new institution. It is often less burdensome on a sponsor to simply approve a replacement PI at NDSU and to approve a subaward to the new institution. Also, it is possible to have a different outcome for multiple awards to the same PI. That is, one award may be transferred in its entirety, one may be transferred but have a subaward back to NDSU, one may stay at NDSU under a replacement PI with a subaward to the former PI, and one may simply stay in full under a replacement PI. Please contact SPA at ndsu.research@ndsu.edu with any questions, or to discuss specifics of award disposition.



Equipment and Property Management Standards

NDSU Policy Manual [Section 819](#) contains information on managing equipment and property purchased with external sponsored awards and internal institutional funds. In addition, if you have equipment or property that is purchased on a federal award, you may need to review the [Federal Property Management Procedure Guide](#).

Equipment purchased on an external award is included as part of NDSU inventory. After the end of an award, or when this equipment is no longer needed by the Department, it is classified as surplus inventory and should be disposed of in accordance with the NDSU policy on surplus inventory (see [NDSU Policy Manual Section 406](#)). Departments should follow the [NDSU surplus inventory process](#) in terms of disposition. Policy 406 should be used in conjunction with the Federal Property Management Procedure Guide as necessary.

If a sponsored award is relinquished by NDSU and moved to another institution, equipment purchased by that grant may be able to be transferred to the new institution with the award. Please contact the assigned Grants Officer for assistance in equipment disposition on relinquished awards.



Lab Notebooks

Since awards are made to the institution, NDSU needs to ensure that all project related property is retained by the institution. This includes lab notebooks. When an award is terminated or expires, or any project personnel leave the project or NDSU, the originals of lab notebooks would need to remain at NDSU. Often a copy of the notebook can be made to enable the departing project personnel to take it with them in order to continue project-related work at their new institution, if appropriate. Another consideration in determining the appropriateness of taking copies of lab notebooks would be the funding source. Most often, if you are transferring an external grant to another institution, then the originals stay here and the copies can go. However, if the grant is one that cannot be transferred, such as EPSCoR funding, then it may not be permissible for a copy to go, as the work stays here. (We typically cannot transfer EPSCoR funds outside the jurisdiction.) Awards are made to the institution, not to the individual PI, so the institution needs to maintain the records. Also, NDSU may need to be able to demonstrate compliance with certain award terms, including effort, which would be hampered without access to the project information and notebooks.

There are many reasons why the notebooks need to stay here, including records retention requirements for NDSU as well as any external funding agency, and project administration and close-out concerns. NDSU has had inquiries from sponsors after the completion or early termination of a project and without access to the notebooks a department may struggle to provide a sponsor with answers and/or information. Also, the notebooks are important in terms of intellectual property, and there have been instances where projects were started at another institution but then moved here with a PI, but the IP remained with the previous institution as that is where it was developed or first conceived. Conversely, with project personnel moving to another institution there could be something that is later determined to have been invented entirely at NDSU, or perhaps jointly at NDSU and the new institution. The notebooks would be an important part of that determination. Please contact SPA at ndsresearch@nds.edu with any questions.



Proposal and Award Management Session #5

The fifth meeting in the Proposal and Award Management series will be held on **Thursday, August 17th, from 11:00-11:45**. Discussion tables for specific topics will be set up and attendees will have the opportunity to select up to 3 topics of interest and participate in 15 minute “mini sessions” about their selected topics. Topics will include working with private industry; budgets & budget justification; finding funding opportunities; award management; subawards to collaborators; and material transfer agreements, confidentiality agreements and non-disclosure agreements. *Please note that the location for #5 has been changed to **Research 1, Room 148/154**.* Also, this session will not be available via IVN as it is a roundtable discussion.

These sessions are being offered monthly by Sponsored Programs Administration (SPA) and Grant & Contract Accounting (GCA). These sessions will provide information and training on topics that are relevant to various aspects of proposal submission and award management. Anyone that participates in any way or has an interest in proposal or budget development, routing and submission of proposals, processing or approving expenditures on awards (allowable costs, payroll, equipment, materials, etc.), overall award management, award compliance, locating funding opportunities or electronic research administration is encouraged to attend. These sessions are open to all faculty, researchers and staff. Materials from the sessions are available on the [Sponsored Programs Training](#) website.



You are receiving this notification through the NDSU official staff or faculty listserv or sub-list. The official listserv refreshes after each pay period.

North Dakota State University does not discriminate on the basis of age, color, disability, gender expression/identity, genetic information, marital status, national origin, public assistance status, race, religion, sex, sexual orientation, or status as a U.S. veteran. Direct inquiries to: Equal Opportunity Specialist, Old Main 201, 701-231-7708 or Title IX/ADA Coordinator, Old Main 102, 701-231-6409.

