SPONSORED PROGRAMS ADMINISTRATION

Sponsored Programs Administration (SPA) is the pre-award grant and contract office and provides:

- Proposal budget review and final approval;
- Authorized Organizational Representative (AOR) signature on proposals and awards;
- Information on federal user account access and proposal submission through federal electronic systems;
- Award negotiation for all external awards made to NDSU except for private industry.
- Guidance and submission of post-award non-financial award changes to sponsors (no-cost extension of time, PI change, budget revisons etc.);

PROPOSAL PROCESS

- Identify a funding opportunity.
  - Resources: Atom Grants, Grants.gov, agency websites
- Read sponsor guidelines and prepare proposal components within guidelines.
- Create a proposal record in the Novelution system to route your proposal for institutional review and approval.
  - Prior institutional review and approval is required for all proposal submissions, whether NDSU is the lead entity or a subawardee.
- Submit Proposal.
  - Be aware of time zone for submission.
  - Federal electronic submission systems will be done by SPA.
  - Other submissions are done by the faculty PI.
- Forward any status updates received from sponsor to SPA.

AWARD PROCESS

- Forward awards to SPA for negotiation and AOR signature.
- Once award is fully signed, you will receive notice from Grant & Contract Accounting with your account number and you can begin your project!

POST AWARD CHANGES

- Create an "award amendment request" in Novelution.
- Grant and Contact Accounting will review and respond to budget revisions.
- SPA will review and respond to all other change requests.

Novelution

- Access Novelution through InCommon Login Service at https://erac.ndsu.edu.

  -Enter your NDSU username and passphrase to login. Authentication with Duo is required to gain access.

- Create and route proposals through Department/Center, College and Sponsored Programs for approvals.

  -Complete required fields and upload any other proposal documents requiring AOR signature.

- A budget tool is available to assist with budget development and can be downloaded to EXCEL.
- View award documents in the award and related documentation panel.
- Use Expenditure Charts to track high level budget category and expenditure information.

CONTACT US

Phone: 701-231-8045
Email: ndsu.research@ndsu.edu
Website: www.ndsu.edu/research/for_researchers/

FIND US

Research 1 (R1) Building
1735 NDSU Research Park Drive
Between John Deere and the FargoDome