SPONSORED PROGRAMS ADMINISTRATION

Sponsored Programs Administration (SPA) is the pre-award office for proposal processing and provides:

- Proposal budget review and final approval;
- Authorized Organizational Representative (AOR) signature on proposals and awards;
- Submission of proposals through federal electronic systems;
- Award negotiation for non-industry awards (awards are made to NDSU);
- Liaison services with sponsor grant officers for administrative, non-technical matters;
- Guidance on post-award non-financial award modification (no-cost extension of time, PI change, etc.);
- Information on federal user account access.

PROPOSAL PROCESS

- Identify a funding opportunity.
  - Resources: InfoEd SPIN, Grants.gov, agency websites
  - Not all internal competitions require submission through SPA; check guidelines.
- Read sponsor guidelines and prepare proposal components within guidelines.
- Create a proposal record in the Novelution Research Management 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!

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.

- Under "Grants & Contracts" tab select "Create Proposal".
- Complete required fields in Novelution panels.
- Complete and upload budget using sponsor approved format / template.
  - If sponsor does not provide a template, there are budget tools and templates available on the RCA Website under Budget Development.
- Complete and upload Scope of Work or Abstract.
- Upload any other proposal documents requiring AOR signature / submission.
- Electronically route through Department or Center and College for approvals.
- SPA provides final budget review and AOR signature.

CONTACT US

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FIND US

We're located in the Research 1 (R1) Building in the Research and Technology Park at 1735 NDSU Research Park Drive, between John Deere and the FargoDome.