

**NDSU** NORTH DAKOTA  
STATE UNIVERSITY

STUDENT FOCUSED • LAND GRANT • RESEARCH UNIVERSITY

# Getting Started: Research and Grants at NDSU

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# NDSU RCA

- [www.ndsu.edu/research](http://www.ndsu.edu/research)
- About RCA
  - RCA Contacts
- For Researchers
  - Finding Funding
  - Proposal Development
  - Research Integrity and Compliance
  - Intellectual Property
  - Core Research Facilities
  - Novelution System

# Research Development Services

- Engage in research program planning
- Assist with large multi-disciplinary grant proposal development
- Work with department- and college-level grant coordinators
- Coordinate funding agency visits to campus
- Initiate development activities for new faculty related to research and grants
- Distribute funding opportunities via email, including use of SPIN, a subscription-based database
- Coordinate limited submission grant programs
- Facilitate internal funding programs
- Organize workshops and training, including proposal development and new faculty sessions
- Help faculty with proposal questions; review drafts of proposals for compliance with funding agency requirements.
- Develop resources and tools for researchers.
- Coordinate biomedical undergraduate research program and NDSU EXPLORE.

# Research Development Finding Funding

- [SPIN \(funding database\)](#)
- [RCA Update](#)
- [RCA Funding](#)
  - RD Travel and Conference Support
  - RCA Research Support Services
  - Funding Agency Visit Travel Awards

# New Faculty Session: **Meet and Greet with RCA**

Friday, September 2 (breakfast)  
8:00-9:30AM

- Vice President, Research and Creative Activity
- Innovation and Economic Development
- Research Operations
- Research Development
- Research Integrity and Compliance
- Sponsored Programs Administration

# Sponsored Programs Administration

- Budget Review and Proposal Approvals
- Award Negotiation and Signature
- Non-Financial Post Award Approvals

## Grant and Contract Accounting

- Award set-up and monitor / approve expenditures
- Submission of invoices
- Financial reporting
- Distribution of and follow-ups on effort certification reports
- Coordinate financial closeout of awards

# Novelution

The Novelution Research Management System provides a centralized system with integrated software modules that support many research administration aspects, including tools for both administrative and research staff.

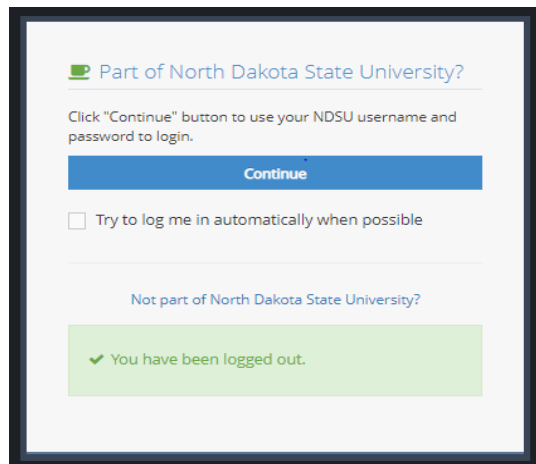
- Internal Proposal Routing and Approvals
- PI's and Administrators Have the Ability to View Workflow of Award Processing and View Award Documents
- Post-Award Requests such as No-Cost Extensions, Re-budget's and PI/CO-PI Changes Can be Submitted Through the System
- IRB, IACUC, and IBC Protocols Can be Submitted Through the System (Conflict of Interest reporting coming soon!)



# Novelution

## Logging into Novelution

- Web address: <https://erac.ndsu.edu>
- Click blue “continue” button
- Enter NDSU Username and Passphrase
- Complete Duo Authentication



Part of North Dakota State University?

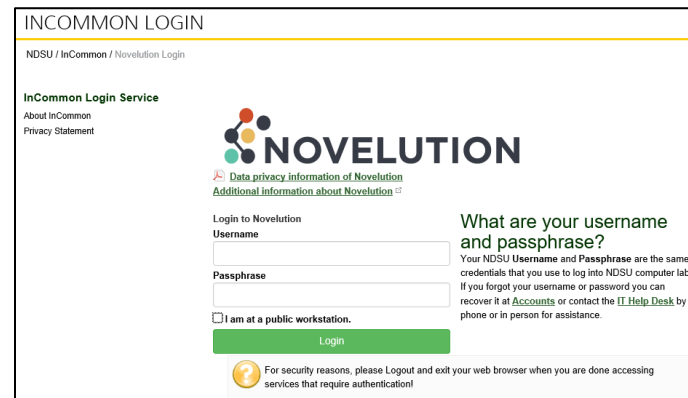
Click "Continue" button to use your NDSU username and password to login.

[Continue](#)

Try to log me in automatically when possible

[Not part of North Dakota State University?](#)


✓ You have been logged out.



INCOMMON LOGIN

NDSU / InCommon / Novelution Login

**InCommon Login Service**  
About InCommon  
Privacy Statement

 **NOVELUTION**

[Data privacy information of Novelution](#)  
[Additional information about Novelution](#)

Login to Novelution


Username

Passphrase

I am at a public workstation.

[Login](#)

**What are your username and passphrase?**  
Your NDSU Username and Passphrase are the same credentials that you use to log into NDSU computer labs. If you forgot your username or password you can recover it at [Accounts](#) or contact the [IT Help Desk](#) by phone or in person for assistance.

 For security reasons, please Logout and exit your web browser when you are done accessing services that require authentication!

# Novelution Tips

- Work through each Panel, completing the information requested.
- Red asterisks indicate a required field and must be completed.
- Hover your mouse over a blue question mark symbol in panels to view additional guidance.
- Clicking on the green “Check Validations” button at any time will provide a list of fields that still need to be completed. It is recommend to always select “Check Full Validations”. A red symbol will appear next to incomplete panel(s) in the Panel Shortcuts menu to assist in locating the incomplete fields.
- Only one user can edit a proposal record at a time.
- Novelution will time out a user after 60 minutes of inactivity.
- SAVE often!

# Submitting Proposal to a Sponsor

- **Proposals Submitted by PI:**
  - Once internal approval has been received through Novelution, PI submits completed proposal to sponsor
  - Auto-generated cover letter can be downloaded from Novelution
- **Proposals Submitted by Sponsored Program:**
  - Federal sponsors that require central office submission (e.g. NSF, NIH, USDA NIFA, DOE)

# RCA Website

## Sponsored Programs Resources

- Institutional information
- Budget Development
- Submitting Proposals
- Managing an Award
- Forms
  - Budget Templates
  - Budget Justification Templates
  - Roles & Responsibilities Matrix

# Questions?

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