UNIVERSITY OF NORTH DAKOTA SCHOOL OF MEDICINE AND HEALTH SCIENCES AWARD SETUP PROCEDURE

1. When a PI receives a Notice of Award (NOA), the notice needs to be sent to Diane Hillebrand (diane.hillebrand@und.edu) at Research Sponsored Program Development (RSPD)
   a. If there is not a proposal in Novelution for the award, a proposal needs to be created and approved in Novelution before the award can be utilized.
2. Diane will then email the PI and support staff regarding the award including instructions for the next steps:
   a. The next step is to complete an Award Budget Setup (ABS) form.
      i. Please work with SMHS Grants team if you have questions on the ABS form.
      ii. Make sure you to complete sheet 2 of the ABS form for any required cost share and/or unpaid salary due to salary cap!
3. Once the ABS form and any other instructions given to the PI are complete – email the documents to SMHS Grants team for review. SMHS Grants team will submit to Grants and Contracts Accounting (GCA or Post-award) for set-up.
4. GCA (becky.snell@und.edu) will send an email to PI and support staff containing the set-up PI report where you will find the funding string and budget for the award. Included in Becky's email is the instructions on how to run a PI report, transaction detail report and salary distribution report. Please run and review these reports monthly and email to the project PI. Notify the PI of any red flags.
5. If you have questions regarding allowable expenses or any other post award questions, please reach out SMHSgrants@und.edu.

Other related post award topics

1. Carry forward requests – complete modification request form and send to diane.hillebrand@und.edu and cc SMHSgrants@und.edu.
2. No Cost Extension requests - complete modification request form and send to diane.hillebrand@und.edu and cc SMHSgrants@und.edu.
3. Amendment request - complete modification request form and send to diane.hillebrand@und.edu and cc SMHSgrants@und.edu.
4. PI Change Request - complete modification request form and send to diane.hillebrand@und.edu and cc SMHSgrants@und.edu.
5. Grant Close out – email becky.snell@und.edu

Annual Progress Reports due to sponsor commonly referred to as RPPR and FFR

1. Information is listed under the Award Administration Information – Reporting section in the
   (These 3 acronyms all mean the same thing)
   a. RFA -Request for Applications
   b. FOA - Funding Opportunity Announcement
   c. RFP -Request for Proposal

2. RPPR's for IDeA grants require routing through Novelution.