

## ***Proposal Checklist/Novelution Instructions***

### ***Things to think about early in the proposal process:***

- **Do you have any Subawards?**
  - If yes – you will need the following from them before you start routing your Novelution packet – this takes some time
    - Scope of Work – for their portion
    - Their budget and budget justification
    - Their authorized signature on a letter of commitment
    - Depending on the Sponsor – you may need additional items for your packet such as Biosketches, Facilities & Other Resources, Equipment etc. You may also upload these to Novelution.
- **Does the request for proposal have a limited submission requirement?**
  - If yes – contact Research & Sponsored Program Development as far in advance as possible because they will need to put out a notice to the campus community and choose who will be the UND submission – this takes some time
- **Does the proposal require any cost share?**
  - If yes – the funds that are to cover the cost share will need to be provided and documentation of the cost share commitments will need to be attached in Novelution

**See the following page for the Novelution Process**

**Please DO NOT** ever hit submit for approval in Novelution, instead send the SMHS Grants Manager an email and they will review it and when it is ready, they will submit the proposal for approval.

## **Novelution Process/Proposal Checklist**

- **Fill out your ASSIST/FastLane/Grants.gov/Other packet first**
- **Go to ERAC.UND.edu and Log In**
  - Choose to Create a Proposal under the Grants & Contracts tab at the top
  - Enter Title
  - Your name should come up as PI – if you are an admin doing it for someone in your department, choose their name – the PI department should automatically load

**NOTE** – If you need to go back into your proposal you created later and add something – use the Grants & Contracts tab and use Search Projects and chose the proposal you are working on – be search to click the green search button after you scroll down

**NOTE** – upload all documents in PDF so it gets rolled into the full PDF of the proposal for records retention purposes

**NOTE** – **Panel shortcuts** – this is a navigation panel on the left side if you don't want to scroll through

**After you have created your proposal the following sections (shown in the Panel Shortcuts) need to be filled out:**

- **Sponsor & Submission Information**
  - If it is federal this is where you search for the RFA number, non-federal has other questions to answer – make sure you fill out all with an asterisk
  - This is also the area that you are able to change the deadline if it is a parent announcement or UND is a subaward
- **Screening Questions** – answer
  - The first screening question asks if there is any unpaid effort – if yes – use the box to explain and **upload in PDF** the budget tool from my website - <https://med.und.edu/grants-management/index.html>
- **Connected Records** – most often does not get used
- **Compliance Questions** – answer
- **Personnel**
  - PI will automatically be shown here – be sure to upload their biosketch through the edit button on the right of the PI name
  - Also add other Key Personnel you want to add Biosketchs for or if it is cross department/college add them and it will add their signatures for approval
- **Budget** – this is a separate software module; it brings you out of the proposal module so when you are done you will have to return to the top and go back to previous
  - Choose upload external budget in PDF – do not use the budget tool at this point
  - This budget should be the ASSIST Budget or the Budget from the Packet – not the budget tool
  - Add the budget justification if it is not already attached to the budget
  - Add years - one by one – add dates – add direct and indirect cost amounts – save
  - Choose appropriate function of the project – don't use research without basic, applied, or development
  - Add on-campus – if you ever think you should choose off-campus please contact the SMHS Grants Manager to discuss
  - This is also the area you use if you need to use a different Indirect Cost rate other than what is the negotiated rate – an example would be a foundation that may only allow 10%. Reduced indirect costs rates must provide documentation in an agency policy or a specific request for proposal.
- **Subawards** – add subaward if you have one
  - This is like a mini proposal within your proposal – works similar to your Novelution packet
- **Project description**
  - Most often use the combined option and upload the complete packet from ASSIST/FastLane/Grants.gov
  - Letter of commitment – answer
  - Other proposal documents – upload anything else here
- **PI Attestation** – answer questions and save