1. When planning to apply for a grant opportunity please notify SMHSgrants@und.edu. Provide SMHS Grants Management with the RFA and any questions you have regarding the application.

2. Complete SMHS Budget Tool template (here). If you need assistance completing the Budget Tool, please contact Grants Management for assistance. Begin drafting Budget Justification.

3. Send SMHSgrants@und.edu completed draft of Budget Tool for review.

4. Begin drafting and collecting the required documents for the proposal (i.e. Scope of Work, Budget Justification, Research Strategy, Biosketches, Subaward documents, Letters of Support, etc.)

5. While waiting for budget tool review, continue to work on scientific portion of proposal and collecting other necessary documentation.

6. Once Budget Tool and Budget Justification have been finalized and approved by Grants Management:
   - For federal online submissions, begin application in the federal online submission platform. For example: ASSIST, Research.gov, Grant Solutions, or Grants.gov, etc.
   - For subaward proposals or state applications continue to step 9.

7. Once application has been entered in federal platform, email SMHSgrants@und.edu to have application reviewed.

8. While waiting for Grants Management review and approval of federal submission platform, begin Novelution.

9. Create Proposal in Novelution – ONLY HIT SAVE IN NOVELUTION.
   - Training video link https://med.und.edu/research/grants-management/training_videos.html
   - 3 required documents to route proposal:
     - Budget
     - Budget Justification
     - Scope of Work
   - If proposal has subaward, 4 required subaward documents for routing:
     - Budget
     - Budget Justification
     - Scope of Work
     - Signed Consortium Agreement

10. When Novelution is ready for review, email SMHSgrants@und.edu
    - Grants Management will work with you to finalize Novelution.

11. Once Novelution has been approved – Grants management will begin routing for signatures.
    - During the routing process, PI can continue to make minimal changes to scientific portion of proposal. NO CHANGES can be made to the budget or budget justification sections.

12. UND RSPD office will email PI with questions/approval
    - For federal online submissions, RSPD office will submit on your behalf
    - For subaward or state proposals, PI will submit proposal to sponsor

For more information please see our website https://med.und.edu/grants-management/.