



# UNIVERSITY OF NORTH DAKOTA SCHOOL OF MEDICINE AND HEALTH SCIENCES PROPOSAL PROCEDURE

**NOTE: Proposal should be submitted in Novelution AT LEAST 7 days prior to due date for if a proposal is not submitted on or before this timeframe, there will not be a thorough is no guarantee that the proposal will be successfully routed and approved by the submission deadline.**

1. When planning to apply for a grant opportunity please notify [SMHSgrants@und.edu](mailto: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](mailto: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](mailto: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](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](mailto: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/>.