

CNPD PROPOSAL DEVELOPMENT



Research & Grants Management

College of Nursing & Professional Disciplines

University of North Dakota.

P 701.777.4510

UND.cnpd.research.office@UND.edu

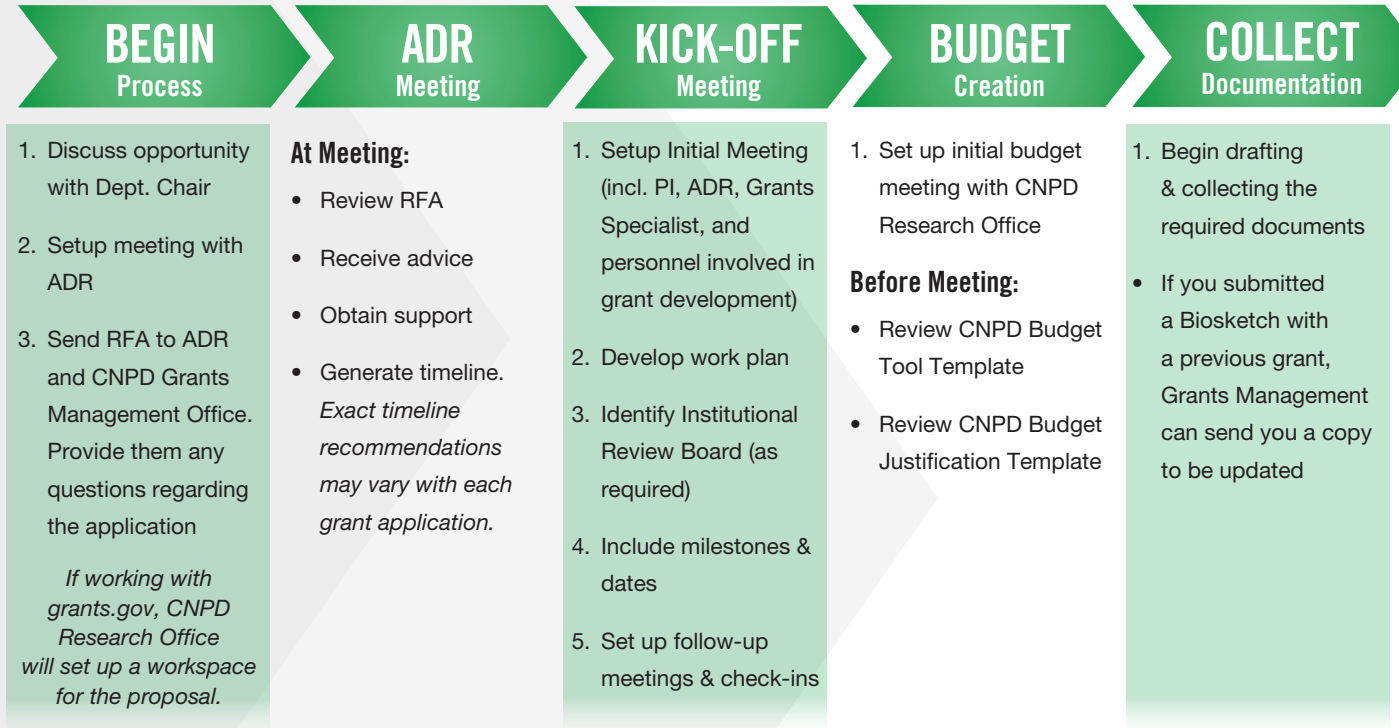
Acronym Key:

- Primary Investigator (PI)
- Request for Applications (RFA)
- Associate Dean for Research (ADR)
- Research & Sponsored Program Development Office (UND RSPD)



IDEA

PI wants to apply for a grant for a research, education, or service project.



BEGIN Process

1. Discuss opportunity with Dept. Chair
2. Setup meeting with ADR
3. Send RFA to ADR and CNPD Grants Management Office. Provide them any questions regarding the application

If working with grants.gov, CNPD Research Office will set up a workspace for the proposal.

ADR Meeting

At Meeting:

- Review RFA
- Receive advice
- Obtain support
- Generate timeline. *Exact timeline recommendations may vary with each grant application.*

KICK-OFF Meeting

1. Setup Initial Meeting (incl. PI, ADR, Grants Specialist, and personnel involved in grant development)
2. Develop work plan
3. Identify Institutional Review Board (as required)
4. Include milestones & dates
5. Set up follow-up meetings & check-ins

BUDGET Creation

1. Set up initial budget meeting with CNPD Research Office

Before Meeting:

- Review CNPD Budget Tool Template
- Review CNPD Budget Justification Template

COLLECT Documentation

1. Begin drafting & collecting the required documents
- If you submitted a Biosketch with a previous grant, Grants Management can send you a copy to be updated



PHASE 1

The Budget Tool and Budget Justification are finalized and approved by the CNPD Grants Management Office

CNPD PROPOSAL SUBMISSION



- For grants.gov applications**
- Begin in grants.gov platform
 - Once application has been entered, email the CNPD Research Office for review
- For other proposals**
- Continue to Novelution step

Begin NOVELUTION

1. Create Proposal in Novelution

Required documents to route proposal:

- Budget, Budget Justification, Scope of Work

If sub award is included:

- Budget, Budget Justification, Scope of Work, Signed Consortium Agreement

- Finalize NOVELUTION**
- Note:** Proposal should be submitted in Novelution **AT LEAST 5 business days prior** to the due date for routing purposes.
- When ready to review, email CNPD Grants Management**
- The CNPD Research Office will work with you to finalize Novelution.*
- Once approved, Grants Management will begin routing for signatures**
- During routing, PI can continue to make minimal changes to the narrative portion ONLY
 - UND RSPD Office will email PI & CNPD Research Office with questions & approval
 - For Federal online submissions, the UND RSPD Office will submit on your behalf
 - For other proposals, PI will submit the proposal to sponsor