

CNPD STUDENT PROPOSAL DEVELOPMENT



Research & Grants Management

College of Nursing & Professional Disciplines
University of North Dakota.

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Acronym Key:

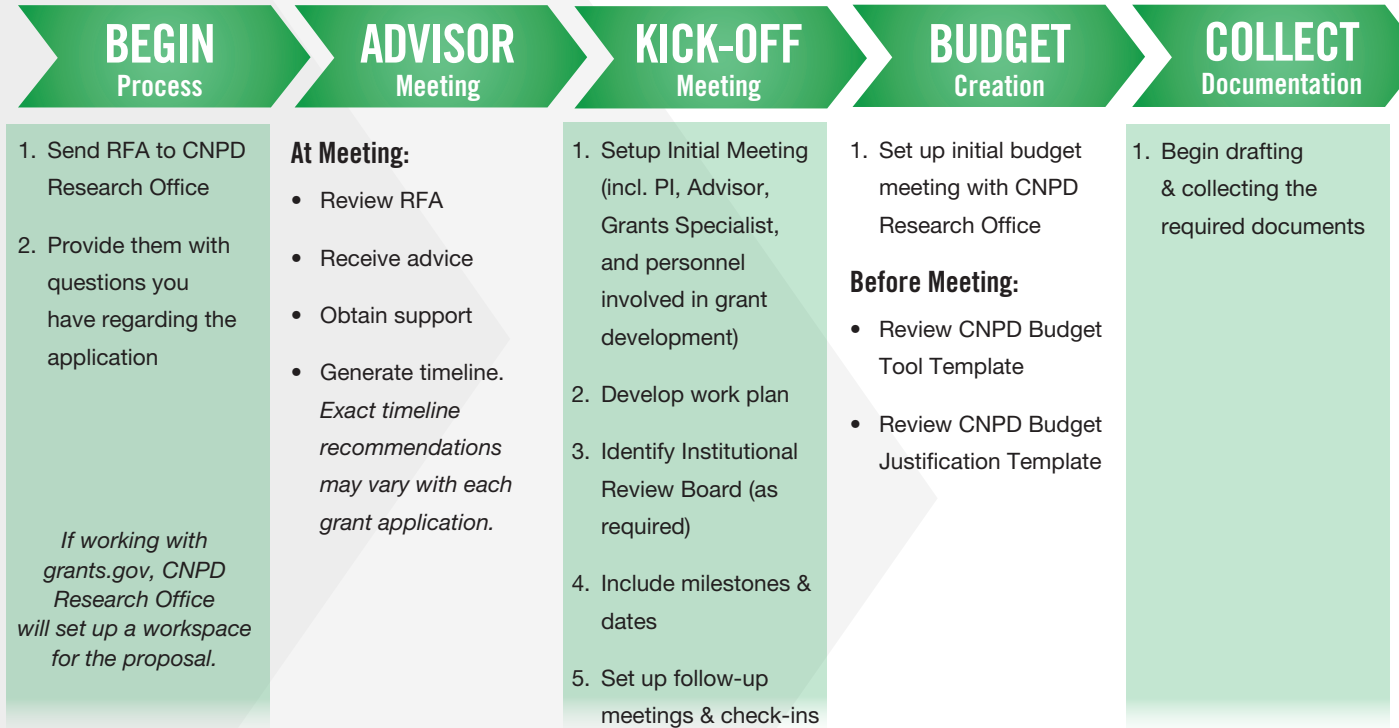
- Primary Investigator (PI)
- Request for Applications (RFA)
- Associate Dean for Research (ADR)
- Research & Sponsored Program Development Office (UND RSPD)



IDEA

Student & Academic Advisor finds a grant for the student.

For assistance, contact the CNPD Research Office.



BEGIN Process

1. Send RFA to CNPD Research Office
2. Provide them with questions you have regarding the application

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

ADVISOR 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, Advisor, 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



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