We are here to assist faculty and staff with proposal budget preparation, proposal review, proposal submission, award negotiations and award modifications.

Applicant Organization Mailing Address:
University of North Dakota
264 Centennial Drive, Stop 7306
Grand Forks, ND  58202-7306

Proposals must be submitted electronically to vpr.proposals@UND.edu.

For proposal submission, please submit a complete electronic proposal package:
- Signed Proposal Transmittal Form
- RFP/FOA/Solicitation
- Scope of Work (SOW)
- Budget Breakdown
- Budget Justification
- Any other documents required under the RFP

If there is a named sub-recipient, the proposal must also include:
- Sub-recipient Signed Letter of Commitment
- Sub-recipient Scope of Work (SOW)
- Sub-recipient Budget Breakdown
- Sub-recipient Budget Justification

If there is a named consultant, the proposal must also include:
- Consultant Signed Letter of Commitment
- Consultant Scope of Work
- Consultant Rate Schedule

If there are departments collaborating across colleges in the proposal:
- Memo of Understanding - Indirect Costs must be completed and included in the proposal

If there are cost share commitments, a Signed Letter of Commitment must also be included from each party involved

Proposal Development and Review:
Karen Katrinak
Grants & Contracts Officer
karen.katrinak@UND.edu, 701-777-2505

Authorized Organizational Representative; Award Negotiation & Modification:
Jamie Mitzel
Grants & Contracts Officer
jamie.mitzel@UND.edu, 701-777-4146

Federal Contracts and Exports Controls:
Michael Sadler
Export Control and Contracts Officer
michael.p.sadler@UND.edu, 701-777-4152

Interim Vice President of Research & Economic Development:
John Mihelich
john.mihelich@UND.edu, 701-777-6736

Important Proposal Information:

Cognizant Audit Agency
Thomas Suttles, Audit Manager
DHHS/OIG/Office of Audit Region VII
2425 Hyde Park Road
Jefferson City, MO  65109
Phone: 578-893-8338

Congressional District: ND - 001
Tax Identification Number (TIN): 45-6002491
Employer Identification Number (EIN): 45-6002491
Conflict of Interest: 5/22/2014
DUNS Number: 10-228-0781
CAGE Code: 48858
NSF Institutional Code: 0080309000
DHHS Animal Welfare Assurance Number: A3917-01
Human Subjects Federalwide Assurance Number; IRB Federalwide Assurance Number: 00000376
Budget Information FY 2019:
The following paragraph should be placed in the budget notes, budget justification or as a note at the bottom of the budget page:

“Amounts show for fringe benefits are estimates determined by historical data and are provided for proposal evaluation purposes only. Actual fringe benefit costs will be charged to the grant according to each employee’s actually benefits.”

Click here to go the fringe benefit rate calculator.

IDC Rates – DHHS Agreement Date: **Indirect Rate Agreement: 07/27/2018**

<table>
<thead>
<tr>
<th></th>
<th>On-Campus</th>
<th>Off-Campus</th>
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</thead>
<tbody>
<tr>
<td>Research</td>
<td>39%</td>
<td>26%</td>
</tr>
<tr>
<td>Public Service</td>
<td>35.6%</td>
<td>26%</td>
</tr>
<tr>
<td>Instruction</td>
<td>43.9%</td>
<td>26%</td>
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</tbody>
</table>

Modified Total Direct Costs (MTDC) – Total Direct Costs Minus: Major Equipment, Capital Expenditures, Participant Support, Tuition Remission/Waivers, Subrecipients/SubContracts in excess of $25,000, Rental Costs of Off Site Facilities, Scholarships/Fellowships

Important Definitions:

**Off-Campus:** is defined as an activity performed by the University employees at locations other than the main campus and not using the University’s operation and maintenance facilities.

- Activity such as short term travel (less than one month’s duration) by employees to an off-campus site where office space is maintained on campus, shall be considered on campus activity for the purposes of applying indirect cost rates.
- Travel in excess of one month’s duration will be reviewed and classified on or off campus on a case by case basis.

**Research:** Systematic study directed toward fuller scientific knowledge or understanding of the subject studied.

**Basic Research:** Research for the purpose of gaining a fuller knowledge or understanding of a subject without seeking specific ways to put that knowledge to work in new processes or products.

**Applied Research:** Research that seeks knowledge or understanding so that recognized and specific needs might be met.

**Development Research:** Systematic use of knowledge and understanding, gained from research directed toward the production of useful materials, devices, systems or methods, including design and development of prototypes and processes.

**Instruction:** Except for research training, instruction includes all teaching and training, whether for credit toward a degree or certificate or a non-credit basis.

**Other Sponsored Activities:** Public Service, programs and projects supported by outside sponsors that involved performing work other than Instruction and Organized Research.

**EPSCOR:** ND Established Program to Stimulate Competitive Research in Science, Technology, Engineering and Mathematics.

**Export Controls:** Refers to regulations overseen by several federal agencies, especially the Department of State, Commerce and Treasury that implement federal laws put in place to protect national security, promote foreign policy and in some cases to control short supplies. It is important for all members of the University community to understand how export control regulations can affect their University activities, identify export control issues and obtain assistance to properly document exports. Click here for more info on Export Controls.

**Intellectual Property:** It is the policy of the University to encourage and promote research and scholarship. Some scholarly works, discoveries, advancements and innovative approaches (collectively defined as IP) have the potential to be further developed into products or services that need to be protected and disseminated. Click here for Intellectual Property Procedures.