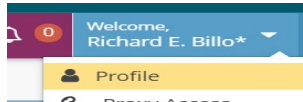


Use of ND's Current & Pending (C&P) / Other Support Tool

LOG IN TO THE SYSTEM with your ND username and password
<https://nd.novelution.com/>

REVIEW YOUR PROFILE

Click on Profile under your name on the upper right of the screen



Verify your information.
 Add your eRA Commons username
 Add your NSF ID, and ORCID ID. **SAVE**
 Doing so will auto-populate your C&P forms.

GRANTS & CONTRACTS C&P data

Start by selecting the sponsor format:
 ND Standard, NIH, NSF, USDA, DoE, Dod



Read all of the blue banners

As the PI, it is your responsibility

COMMITTED TIME SUMMARY

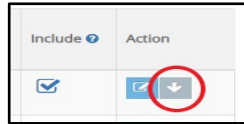
Until you add your commitments, this table will reflect all 0's.

CURRENT / ACTIVE PROJECTS

Shows awarded sponsored projects received by NDR that have a project end date in the future.

When a project date has passed, a project will move to the Previous 5 Years section. If project work is completed but the end

date has not yet passed, you can move a project to Previous 5 Years by clicking the down arrow in the ACTION column.



ADDING PROJECT GOALS AND COMMITTED EFFORT

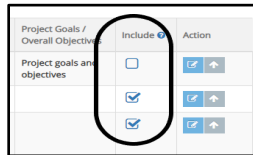
Under ACTION (far right) click the blue icon to add project goals and effort.

If award is flow-through funding from another entity and the money originates from a Prime Sponsor, enter the Prime Sponsor Agreement # and the Prime PI/PD name. The lead researcher at the other institution is considered the Prime PI.

Next, the PI enter Committed Effort for each period and project goals.

INCLUDE / EXCLUDE A RECORD FROM C&P REPORT

By default, all records will be in the printed report, however, you can exclude projects that have no measurable effort (such as mentoring) by unchecking the Include box. **CONFIRM SPONSOR REQUIREMENTS**



PENDING PROJECTS

Proposals shown here have been submitted to the sponsor and completed routing in Cayuse. NOTE: Proposals that have NOT completed routing and are not in the Submitted to Sponsor status **will not appear in Novelution** and will need to be entered manually in the printed C&P report from Novelution.

Add/Edit project goals and committed effort per proposal.

WHEN A PENDING PROPOSAL WILL NOT BE FUNDED

Uncheck the box in the Include column ...and

In the Action column, click the **No** (circle-slash) symbol. It will not appear on the C&P report.

PREVIOUS FIVE YEARS – needed for DoD current/pending reports. Process is same as previously stated.

OTHER SUPPORT

Other Support includes all resources made available to a researcher related to all of their research endeavors, regardless of monetary value and whether they are based at the institution for the current grant.

1. Click "+ Add Other Support".

2. Select whether it is Internal or External funding, or In-Kind support.
3. Fill in the rest of the fields.

FOREIGN CONTRACTS & AGREEMENTS

Disclose any employment relationship or the use of foreign resources as in-kind.

Upload foreign contract(s), agreement(s), etc., for consulting appointments / affiliations, with a foreign entity for review by Foreign Contracts Reviewer (FCR) to determine applicability of disclosing to federal sponsors. This review is NOT to approve the arrangement. If translation is needed, the FCR will see to that and upload a translated version.

SET UP A PROXY

In the upper right under your name, click the down arrow and select Proxy Access.

Click +Add Proxy. Start typing the person's name. Click on name when found.

Click the checkbox giving access to C&P records and again to confirm your wish to grant access. **SAVE.** If person's name is NOT found, ask NDR_support@nd.edu to add them.

COMMITTED EFFORT AT ND

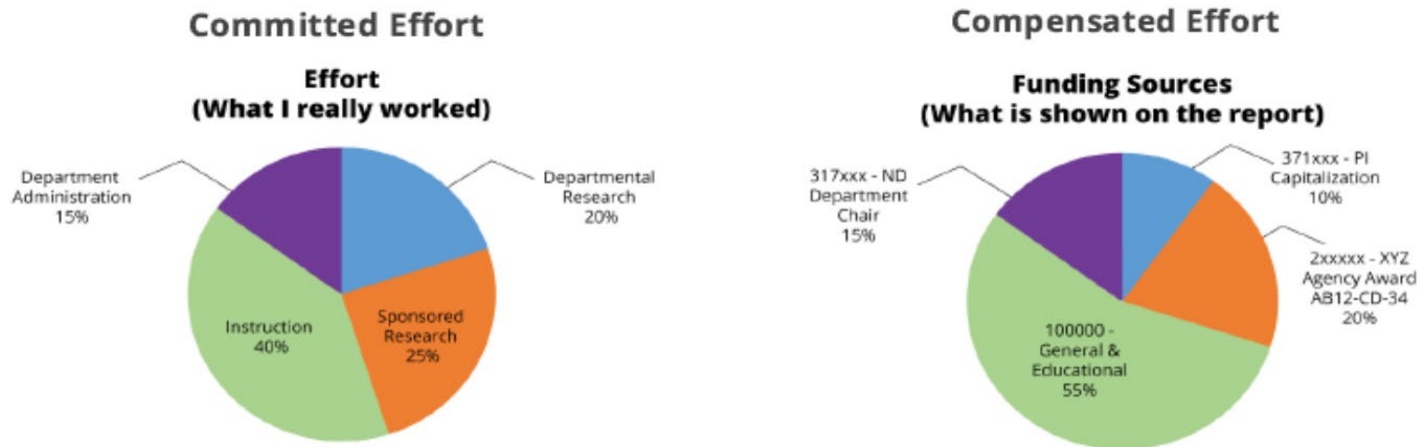
Effort is defined as the amount of time spent on a particular activity. For an organized research effort, this would include the amount of time spent performing research activities; collaborating with colleagues on the research activity; and documenting, publishing, and presenting results related to the research activity.

Committed Effort is the amount or percentage of time, typically reflected in person-months, an individual has communicated to the sponsor that they will work on a specific sponsored project over a specified period of time. Committed effort may be adjusted with the approval of the sponsor.

Committed effort should align with your workload capacity and other professional commitments, including teaching, administrative responsibilities, and other research activities. *It is a percentage of your total professional effort.*

Tenure and tenure-track faculty are guaranteed their **9-month Academic Year Salary** which is budgeted on university/department budget or endowed chair funds. Up to **3 months Summer Salary** can be received for work over the summer, most often on grants. Typically, 3 full summer months is difficult to justify on grant funds. **Generally, AY effort is 40% teaching, 40% research and 20% service.**

Reconciling Effort with Compensation



FEDERAL DISCLOSURES TABLE

| Type of Activity | What to Disclose | | | | | | Where to Disclose it in Novelty (Other Sources of Support) |
|--|---------------------------|--|---|---|---------------------|-------------------------|--|
| | Current & Pending Support | Project Reports (for new support only) | Post-Award Info Term & Condition (if undisclosed at time of application submission) | Facilities, Equipment & Other Resources | Biographical Sketch | Disclosure Not Required | |
| Professional Preparation (e.g., education and training) | | | | | ✓ | | |
| Academic, professional or institutional appointments and positions, whether or not remuneration is received, and, whether full-time, part-time, or voluntary | | | | | ✓ | | |
| All projects (including this project) currently under consideration from whatever source, and all ongoing projects, irrespective of whether support is provided through Notre Dame, another organization or directly to the individual and regardless of whether or not they have monetary value (e.g., even if the support received are in-kind contributions such as office/laboratory space, equipment, supplies, or employees) <i>Examples:</i> <i>This category includes traditional sponsored programs and internally funded research projects/activities and internally-funded grant competitions (i.e., ISLA, NDR, Keough, etc). Also mentions in-kind but broken out in more detailed categories below</i> | ✓ | ✓ | ✓ | | | | External AND Internal |
| In-kind contributions that support the research activity for use on the project/proposal being proposed <i>Examples include but not limited to:</i> <i>office/laboratory space, equipment, supplies, visiting scholars, students, etc for use on the project being proposed; this activity is typically reported in the Fac & Equip section of the proposal</i> | | | | ✓ | | | In-Kind |
| In-kind contributions not intended for use on the project/proposal being proposed and have an associated time commitment <i>Examples include but not limited to:</i> <i>office/laboratory space, equipment, supplies, visiting scholars, students, etc not intended to be used for project being proposed. For example, you have a visiting scholar or student for 1 year and you are assisting them with their research that has nothing to do with your sponsored research.</i> | ✓ | ✓ | ✓ | | | | In-Kind |
| Current or pending participation in, or applications to, programs sponsored by foreign governments, instrumentalities, or entities, including foreign government-sponsored talent recruitment programs <i>Examples include but not limited to:</i> <i>Appointment letters from foreign institutions, consulting agreements with foreign companies, organizations, etc., any contractual obligation with a foreign entity related to your professional time</i> | ✓ | ✓ | ✓ | ✓ | | | Foreign Contracts |
| Postdoctoral scholars, students, or visiting scholars who are supported by an external entity, and whose research activities are intended for use on the project/proposal being proposed <i>Examples include but not limited to:</i> <i>You have a postdoctoral scholar visiting for 1 year who is supported by Oxford University and will be assisting you with your proposed project</i> | | | | ✓ | | | In-Kind |
| Postdoctoral scholars, students, or visiting scholars who are supported by an external entity, whose research activities are not intended for use on the project/proposal being proposed and have an associated time commitment <i>Examples include but not limited to:</i> <i>You have a postdoctoral scholar visiting for 1 year who is supported by Oxford University whom you do not anticipate will be working on your research but you will be assisting them with their own research.</i> | ✓ | ✓ | ✓ | | | | In-Kind |
| Consulting that falls outside of an individual's appointment/agreement Please see the University's Conflict of Commitment Policy | ✓ | ✓ | ✓ | | | | External |
| Travel supported/paid by an external entity to perform research activities with an associated time commitment <i>Examples include but not limited to:</i> <i>University of Turks and Caicos pay for your airfare and lodging to collaborate on a research activity</i> | ✓ | ✓ | ✓ | | | | External |
| Startup company based on non-Notre Dame-licensed IP | ✓ | ✓ | ✓ | | | | External |
| Startup packages from organizations or institutions other than Notre Dame | ✓ | ✓ | ✓ | | | | External |
| Unrestricted Gifts | | | | | | ✗ | ✗ |
| Training awards and prizes | | | | | | ✗ | ✗ |
| Mentoring as part of appointment or agreement, or mentor/mentee arrangements that do not involve the individual's research activities | | | | | | ✗ | ✗ |
| Academic Year Salary or salary provided to the individual by Notre Dame | | | | | | ✗ | ✗ |
| Core facilities and/or shared equipment that is broadly available | | | | | | ✗ | ✗ |
| F&A Reimbursement provide to Notre Dame | | | | | | ✗ | ✗ |
| Recently completed support or support that has ended | | | | | | ✗ | ✗ |
| Consulting that is considered part of an individual's appointment/agreement with their home organization and consistent with the proposing organization's "Outside Activities" policies and procedures | | | | | | ✗ | ✗ |
| Travel supported/paid by an external entity to attend a conference or workshop | | | | | | ✗ | ✗ |
| Honoraria or other given for the purpose of conferring distinction or to symbolize respect, esteem, or admiration unrelated to research oversight, supervision, or co-authorship | | | | | | ✗ | ✗ |
| Teaching commitments | | | | | | ✗ | ✗ |
| Startup company based on Notre Dame-licensed Intellectual Property (IP) | | | | | | ✗ | ✗ |
| Organizational startup packages provided to the individual from Notre Dame | | | | | | ✗ | ✗ |