Graduate Student Grants and Fellowships

Weinberg Research Administration
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http://www.weinberg.northwestern.edu/research/graduate/

Research Administration
in the Weinberg Dean's Office

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https://weinberg.northwestern.edu/staff/research-administration/index.html

3 Sources of Graduate Student Research Funds

Internal: TGS - Internal grants and fellowships from The Graduate School (TGS)
- Research funds ($2K – $7K)
  http://www.tgs.northwestern.edu/funding/fellowships-and-grants
- Interdisciplinary Graduate Assistantships
  https://www.tgs.northwestern.edu/funding/assistantships/interdisciplinary-graduate-assistantships.html

External: Office of Fellowships
- OF encourage students to visit, attend info session
- Fellowships to support travel for research, living expenses, stipends, dissertation completion
- Applicant is the student
- Apply through the Office of Fellowships
  - http://www.northwestern.edu/fellowships/

External: Grants (Sponsored Projects)
- Applicant is usually Northwestern University
- Work with Research Admin to develop proposal
- Submitted via Sponsored Research (SR)

What is a Grant/Sponsored Project?

- Work funded by an external entity (sponsor)
- Northwestern is applicant
- Sponsored projects require:
  - Specified Statement of Work (proposal)
  - Budget
  - Deliverables-technical/financial reports
  - Period of performance
  - Subject to facilities and administrative (F&A) costs
- Can support research, training, instruction, public service

What is a Fellowship?

- Applicant is the student
- Funded by external entity
- Typically cover educational and living expenses
- Support to do your research
- Supporting person, rather than project
- Work with Office Of Fellowships to apply

How can you tell the difference between Fellowships and Grants?

In the solicitation

- Who is the applicant?
  - Student is applicant? Likely to be fellowship
    - Work with Office for Fellowships to apply
- Institution is applicant? Does it require an Authorized Signature?
  - This means Sponsored Research (SR) Office must review and sign
  - It is a grant/sponsored research application
  - Work with Research Administrator
    - Research Administrator will work with SR to have proposal reviewed, signed and submitted

Not sure? Contact me!

Finding Funding

- Office of Fellowships database for Fellowships

- TGS

- Elsevier Funding Institutional Database

  Access at NU Office for Research Development website (https://ord.northwestern.edu/funding/funding-search-engines.html)

- Federal Agencies (NEH, NEA), Foundations

- Talk to colleagues!

Applying for a Grant

- You found a grant opportunity! What's next?
- Tell your advisor
  - They are going to be the Principal Investigator
- Tell me!
  - I will review solicitation
  - Assist with budget and other administrative items
  - Upload application in InfoEd, NU's system of record
  - Work with SR for them to review (for compliance), approve, and sign/submit application

Proposal Writing Tips

- Start early
- Reach out to sponsor if not sure program fit
- Read solicitation carefully
- Address review criteria
  - Use their words!
- Make it easy for reviewer

Visit:
 https://weinberg.northwestern.edu/faculty/teaching-research-service/research/grant-writing-resources.html

Proposal Roles and Responsibilities

Graduate Student

- identifies funding opportunities

- informs Research Administrator of intent to submit

- reviews solicitation carefully

- completes all required items before internal deadlines
  - SR: 5 day and 2 day deadlines prior to sponsor deadline

Advisor

- Provides signed statement/letter of recommendation if required

- Approve proposal record in InfoEd

- Provide feedback to student on proposal content

Roles and Responsibilities, continued

Research Administrator
- assists with
  - Budget & budget justification
  - cover sheets
  - other administrative items
- provides checklist for proposals, along with guidance on sponsor requirements
- creates the proposal record in InfoEd, uploads necessary documents
- liaise with SR on proposal submission

Sponsored Research (SR)
- reviews proposal record, provides feedback
- Sign/Submit proposal?

Awards

- May get email from sponsor that proposal is recommended for funding
- Official Notice of Award will be sent to PI
- Award Setup
  - SR will set up a chartstring that you will use to charge your research expenses.
- You will work with departmental staff to be reimbursed for expenses in accordance NU policies.
- Awards set up as grants at NU are not income and are not taxable.

After the Fact Award

- The student applied for and was awarded funding directly
- Student was the applicant
- May have opportunity to process award through NU
- Information will be in award packet
- Award may be processed via SR as grant or via TGS as funding

Not sure? Contact me!

Spending on Grants

- Proposal stage: must read solicitation carefully to see what budget should cover

- Once a grant is awarded, those costs are approved and you can spend in those categories

- ASRSP approval required on transactions

Post-Award Roles and Responsibilities

Department

- Process expenditures
- Review monthly reconciliation and financial reports
- Notify Dean's Office of post-award needs
- Approve change requests/assist PI

Dean's Office

- Prepare monthly reconciliation and Cognos reports
- Create post award requests
    - Open account codes, no cost extension, rebudget

Offices that work with grants

Sponsored Research (SR)
- Proposal review and submission
- Award set up
- Post award requests – account codes, no cost extension
- Who? Grants Officer and Grants Assistant

Accounting Services for Research and Sponsored Programs (ASRSP)
- Post-award financial administration of grant funds
  - Approving expenses
  - Invoicing sponsor
- Award close out
- Effort reporting
- Who? Grant & Contract Financial Assistant (GCFA)

Questions?