Graduate Student Grants and Fellowships

Weinberg Research Administration
November 22, 2021
http://www.weinberg.northwestern.edu/research/graduate/
Research Administration in the Weinberg Dean’s Office

Catherine Woolley, Ph. D
Associate Dean for Research

Reid Wellensiek, CRA
Director of Research and Graduate Studies

Gina Berardesco, Ph. D.
Senior Research Administrator

Scott La Tragna
Research Administrator

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](http://www.tgs.northwestern.edu/funding/fellowships-and-grants)
- Interdisciplinary Graduate Assistantships
  - [https://www.tgs.northwestern.edu/funding/assistantships/interdisciplinary-graduate-assistantships.html](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/](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)