

OFFICE OF RESEARCH AND DOCTORAL STUDIES

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Fellowship Funding

Revised October 1, 2014

This document outlines the steps necessary to working with the Steinhardt Office of Research and Doctoral Studies in applying for fellowship funding from external sources.

Applying for External Fellowships

Faculty should not apply for any external funding (fellowships or grants) without the prior knowledge of the Office of Research and Doctoral Studies. This is especially necessary if a fellowship requires any of the following:

- NYU to administer the funds on behalf of the faculty member
- NYU to match the funders' contribution
- NYU to provide course release to the faculty
- Proof that the faculty member is on sabbatical or leave of absence.

Failure to obtain the necessary prior approvals for any of the above may result in your having to refuse the funding.

The Office of Research and Doctoral Studies is here to provide assistance in your efforts to obtain external funding. This assistance can take many forms and may include:

- Help deciphering the request for proposal (RFP) for clarity in what elements are required in the proposal
- Creation of a timeline to meet funders' application deadline while still obtaining necessary University approvals (as needed)
- Assistance in putting a budget and budget justification together, if required
- Guidance on applicable fringe and overhead rates
- Additional advisement on whether it is possible for the school to administer the award on your behalf or if the award will be paid to you directly

Once you have identified a potential funding source please follow the steps of our grant submission checklist (available on our website at <http://steinhardt.nyu.edu/research/faculty>).

All award decisions must be submitted to the Office of Research & Doctoral studies irrespective of decision. Please forward us a copy of any award or declination notice that you receive from the funder.

Acceptance policies and method of payment can differ. The Office of Research and Doctoral Studies will help you determine the best method of payment and work with University offices to get your award agreement finalized. **Any award that requires cost sharing, University matching or administering of the award cannot be accepted without approval by the central Office of Sponsored Programs (OSP). Permission must be received before the application for the award is completed and submitted.**

If an award is received it is the faculty member's responsibility to provide the funder with and required narrative/financial reporting of your project and how their funds were used.

Please direct any questions or requests for more information to Steinhardt.research@nyu.edu.