

**OFFICE OF RESEARCH AND DOCTORAL STUDIES**

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## **Students' Guide to Obtaining External Funding**

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This guide outlines the steps necessary to working with the Steinhardt Office of Research and Doctoral Studies in obtaining research funding from external sources. The guide covers how to search for funding opportunities, working with our office on submitting your proposal with University approval, and what to do if you are awarded funding.

Please note that acceptance of an external award and method of payment may affect a student's current funding package with the Steinhardt School, as well as financial aid. Before considering applications to external funding sources, students should consult with their department program directors and Danny Schieffler, Manager of Doctoral Studies, to determine any possible financial implications.

## External Research Grant Resources

Looking for funding for your student research?

- You can access the following funding databases by selecting the Articles & Databases link on the Bobst library homepage (<http://library.nyu.edu/>). Go to Databases A-Z and search on the database name or the word grants:

Community of Science  
Foundation Directory Online  
Guidestar

- You can access a list of available fellowships through NYU CareerNet (go to '*Jobs*' tab and click on '*Fellowships*' in the pull down menu). See next page for more details.

Other Funding Links:

[www.getedfunding.com](http://www.getedfunding.com)  
[www.scholarships.com](http://www.scholarships.com)  
[www.studentscholarships.org](http://www.studentscholarships.org)  
[www.scholarshipexperts.com](http://www.scholarshipexperts.com)  
[www.iie.org](http://www.iie.org)  
[www.fastweb.com](http://www.fastweb.com)  
[www.iefaf.org](http://www.iefaf.org)  
[www.expandedschools.org/get-started/funding](http://www.expandedschools.org/get-started/funding)  
[www.grantforward.com/index](http://www.grantforward.com/index)  
<http://pennhillgroup.com/news/federal-grant-opportunities/>

Bobst Library also has number of books that might be helpful. For example:

Annual Register of Grant Support. Chicago: Marquis Who's Who, (latest edition only).  
Bobst REF1 AS911.A2 A67

DRG, Directory of Research Grants. Phoenix: Oryx Press, (latest edition only).  
Bobst REF1 LB2338.D5n

GrantFinder. Arts and Humanities. New York: St. Martin's Press, 2000-.  
Bobst REF1 NX280 .G73 (Latest ed. only)

GrantFinder. Social Sciences. New York: St. Martin's Press, 2000-.  
Bobst REF1 H62.A1 G73 (Latest ed. only)

GrantFinder. Science. New York: St. Martin's Press, 2000-.  
Bobst REF9 LB2338 .G735 (Latest ed. only)

## Services Provided by the Wasserman Center for Career Development

Fellowships encompass a range of academic, co-curricular and professional opportunities for undergraduate and graduate level students, including, but not limited to: research; public service interests; graduate school education; dissertation research and writing; study abroad; and/or independent projects.

The [NYU Wasserman Center for Career Development](#) offers a variety of resources for graduate students seeking to explore national and global fellowships. Undergraduate students considering fellowships are highly encouraged to be in touch with the [Office of National Scholarships](#).

NYU students are encouraged to utilize the following Wasserman resources:

- [NYU CareerNet](#) features a comprehensive database available to students to search over 125 fellowships. Tailor your search by using advanced options such as key words, area of interest, academic level, demographic, and citizenship status.
- **Attend** an *“Introduction to National and Global Fellowships”* seminar. In-person seminars and webinars are held on a monthly basis. Register through your NYU CareerNet account.
- **Meet with a Career Coach** to discuss identifying the right fellowship opportunity for you and to learn more about additional resources across campus.
- **Check out Wasserman's Guide to National and Global Fellowships** publication available in the resources tab on NYU CareerNet.
- Specialty programs are offered for graduate students interested in learning more about research/study and English teaching grants through the **Fulbright U.S. Student Program**. To register for upcoming Fulbright events for graduate students, login to your NYU CareerNet account. Go to the *“Events”* tab, select *“Seminars”* and enter *“Fulbright”* into the search field.

## **Applying for External Funding**

Students should not apply for any external funding grants without the knowledge of the Office of Research and Doctoral Studies. This is especially necessary if a grant requires the school to match the funders' contribution. **Prior written approval is required for any grant that obligates the school to provide matching support in any way.** Failure to obtain the necessary prior approval may result in your having to refuse the external funding.

The Office of Research and Doctoral Studies is here to provide you 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 grant proposal
- Creation of a timeline to meet funders application deadline while still obtaining necessary University approvals
- Assistance in putting a budget and budget justification together
- Additional advisement on the appropriate scope and direction of research approach and concepts

*I found a funder I want to apply to, now what?*

Once you have identified a potential funding source please follow these next steps:

<b>A minimum of 30 days before deadline</b>	Notify Steinhardt Office of Research & Doctoral Studies about intent to apply to external funding opportunity, providing the following information: Name Department Faculty Advisor RFP or link to online information
<b>A minimum of 21 days before deadline</b>	1. Meet with Steinhardt Office of Research & Doctoral Studies to review RFP and develop budget 2. PI identifies all collaborators and consultants and notifies them of the time line for competition.
<b>A minimum of 10 days before deadline</b>	Obtain approval from Dean of Research for any deviations from standard process (e.g. cost sharing or matching).
<b>A minimum of 7 Working days before deadline</b>	Provide Steinhardt Office of Research with final approved budget, justification, CV's and other administrative sections (human subjects, etc.) as well as submittable proposal (all sections complete, in proper format) by 10AM.
<b>A minimum of 6 Working days before deadline</b>	Respond to feedback provided by Steinhardt Office of Research and provide any additional materials needed.
<b>A minimum of 5 Working days before deadline</b>	By 10:00 am provide <b><u>final version of project narrative</u></b> to the Steinhardt Office of Research
<b><u>NOTES</u></b> <ul style="list-style-type: none"><li>• Workday is defined as m-f 9:00-5:00 excluding holidays.</li><li>• Since many edits and issues come up at the last minute, you must be available consistently by email for the 5 days prior to the submission deadline.</li><li>• The Steinhardt Office of Research &amp; Doctoral Studies cannot guarantee submission of any proposal submitted less than 5 working days before the deadline.</li><li>• Without exception all proposals submitted to the Steinhardt Office of Research &amp; Doctoral Studies later than 3 working days before the deadline will not be submitted</li></ul>	

## **My Grant Was Submitted, Now What?**

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 of award amounts and method of payment can affect a student's current funding package with the Steinhardt School, as well as financial aid. Before final acceptance of awards, students should consult with their department program directors and Danny Schieffler, Manager of Doctoral Studies, to determine any possible financial implications. **Any award that requires cost sharing or waving of University tuition or fees cannot be accepted without formal written permission of the School (Letter of Support). Permission must be received before the application for the award is completed.**

If an award is received it is the student'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](mailto:Steinhardt.research@nyu.edu).