An introduction to

GRANTS

NYU
Department of Sociology
The Grant Life-Cycle

Step 1: Generate Your Idea

Step 2: Find Funding

Step 3: Develop Proposal

Step 4: Submit Proposal

Step 5: Manage Award

Step 6: Share Your Research
Prospect Research

Once you have generated an idea (defined research project, dissertation topic, etc.), the next step is to research available funding opportunities. Public and Private agencies have specifically defined interests and goals; when conducting prospect research, the key objective is to identify an agency and call that is a close match with your work.

Where to find funding:

YOUR NETWORK

colleagues, faculty, research and grants administrators

PUBLIC ANNOUNCEMENTS

emails, listservs, fliers, agency webpages

AGENCY WEBSITES

NSF, NIH, Russel Sage Foundation, William T. James Foundation

GRANT SEARCH WEBSITES

GrantForward, Foundation Center
Preparing an Application

Once you have identified a funding opportunity and determined you meet eligibility requirements, you can begin to prepare your application. Every agency has different requirements and it is very important that you follow the rules and procedures exactly.

Collaboration & Support
The department grants manager works with the Office of Sponsored Projects to help ensure all grant applications meet both external and internal requirements. You have a trained team here to assist you in producing the most competitive application possible.

Time
OSP and the grants manager request you notify them of intended application at least 2 weeks before the deadline. Notifying these departments anything shy of 5 days prior to deadline could jeopardize the application, as certain signatures and approvals take time.
Submitting an Application

Foundations typically have their own online submission portal or they request that all materials be emailed to a certain address. All governmental grants are submitted through the Grants.gov portal. Be aware of the deadline date and time (ex: by 5pm). Private and public agencies are typically strict on the deadline time.

At NYU, the Office of Sponsored Programs (OSP) is available to provide a final review of your application. Together, OSP and the department grants administrator review your application to make sure all steps are completed prior to submission.
Possible Outcomes:

1. Acceptance & Award Offer

Once you receive an award letter, submit that to the grants administrator and s/he will work with OSP and SPA to set up the contract and the financial transfer of funds.

2. Request for Revisions

Closely review feedback and make precise adjustments before resubmitting.

3. Rejection

Even if your original proposal is rejected, you may be able to submit it to the same agency in a different year or to another agency that is a better fit.
Award Management

Your award will be contractually and financially managed by NYU administration. The department grants manager works with the Office of Sponsored Programs (OSP) and Sponsored Programs Administration (SPA) to manage your award. Throughout your performance period, you will be working closely with the grants manager regarding grant spending and reporting. As grants are a contractual agreement, it is important that policy and expectations are adhered to.

Your original award letter typically stipulates reporting expectations. Almost all grants require a final financial and narrative report. Depending on the grant, there may also be progress reports due at particular intervals of time. As all funding is a contract, it is important that reports be turned in on time. Failure to do so may jeopardize current or future funding.

At the end of your grant, you will need to submit a final narrative report explaining the activity and outcomes of your research and a final financial report that shows spending. Any unspent funds typically get returned to the agency.
Prepared by
Jenn Kinney
Grants Administrator
NYU Department of Sociology

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