NEW YORK UNIVERSITY
Department of Sociology

Research Grants & Funding
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The Grant Lifecycle

Pre-Award
- Find Funding
- Prepare Proposal
- Submission of Proposal

Post-Award
- Award Acceptance
- Award Set-Up
- Monitoring
- Close Out
Pre-Award Management
Prospect Research
Finding Grants & Funding

Overview
Once you have a generated idea (defined research topic, dissertation topic, etc.), the next step is identifying available funding to support your research. Just as you have a specifically defined research topic, funding agencies have specifically defined funding opportunities. When conducting prospect research, the key objective is to identify a close match.

Where to find funding:
- Your Network (Professors, other students, colleagues)
- Public Announcements (emails, LISTSERVs, fliers)
- Agency websites (foundations, government)
- Grant search websites

Network
The most knowledgeable people of funding opportunities will be those who have gone through the process and are closest to your work. These are people who may have similar topical or methodological interests as you. Let those around you know you are looking for funding and be willing to ask for their insights and advice.

Public Announcements
Join associations (ex: ASA) and subgroups/sections in those associations (ex: ASA’s political sociology section, H-Net Commons). These associations and groups typically have websites, listing boards, databases and email distributions where people will announce funding opportunities.

At NYU, pay attention to announcements passed on through emails. Also sign up for email lists of other departments, centers, and groups that relate to your work.
Agency Websites

Certain foundations have a record of funding the social sciences (ex: Russel Sage Foundation). As for governmental programs, Grants.gov is a great place to search for current funding opportunities. NSF has many funding opportunities for sociology, including a dissertation grant. Depending on the content and methods of your work, NEH or NIH may also have opportunities.

Grant Search Websites

There are many database and search engines specifically designed for researching grant opportunities.

Grant Forward
https://www.grantforward.com/index

Foundation Center Directory Online (Free access from NYU Library Bobcat system)
https://fconline.foundationcenter.org/

Cornell Fellowship Database
http://gradschool.cornell.edu/fellowships
Applying for Funding

Preparing & Submitting a Proposal

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. Dates and deadlines are firm. Format guidelines and word limits matter.

Foundations and agencies want applications to be clear and focused. This is not the place to add unnecessary information or artistic prose.

The grants administrator for the department works with the Office of Sponsored Projects to help ensure all grant applications meet both external and internal requirements. You often can prepare and submit proposals entirely on your own, but you do have trained people here to assist you and to ensure you produce the most competitive application possible. For federal grants especially, you should reach out to university officials.

OSP and the grants administrator requests you notify them of intended application at least 2 weeks before the deadline. The sooner the better. Notifying these departments anything shy of 5 days prior to deadline could jeopardize the application, as certain documents and signatures 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. That being said, being proactive and submitting several days prior is advised.
Post Award Management
Award Offer & Acceptance

Contracts & Administration

There are three possible outcomes after submitting an award:

- Rejection
- Request for Revisions & Resubmission
- Acceptance & Award Offer

Rejection

If you submit a proposal and are rejected, you have been eliminated from that particular award cycle. You may be eligible to resubmit if/when a new call for proposals is established. For example, many PhD students will apply for the NSF dissertation award, be denied, but reapply the following year.

Request for Revisions & Resubmission

At times, review panels will get back to you with notes and request you resubmit after making adjustments. For example, they may request you change certain aspects of your methodology or they may request you conduct a pilot study and resubmit after you have collected some preliminary results. It is important to closely read their critiques and only resubmit when you meet the criteria they’ve established. Resubmission does not guarantee you will be awarded, but it does mean they have interest.

Acceptance & Award Offer

If they accept your proposal, the agency will send you an award letter. The letter will include the amount of the award, which may match your proposed budget or it may be a lower amount. If it is a lower amount, the agency typically requests you submit a revised budget.

At this point, NYU, you, and the agency are entering a contract together. Contact the grants administrator, providing your award letter and she will work with the university to solidify the agreement and take the appropriate steps in line with NYU policy.

The award letter will not only include the amount of the award, but also the terms, including dates of the performance period, dates of payments, and dates in which reports will be due.
Award Set Up

Document & Financial Management

Your award will be contractually and financially managed by NYU administration. Your application materials as well as all award letters and documents are stored in a system called Cayuse. This falls under the Office of Sponsored Programs.

All financial accounting and tracking is set up in a system called UDW+. This system is administered by Sponsored Programs Administration (SPA).

The department grants administrator works with both of these systems and offices. You will not have access to these databases yourself. Throughout your performance period, you will be working closely with the grants administrator regarding grant spending and reporting. As grants are a contractual agreement, it is important that policy and expectations are adhered to.

Once NYU receives an award letter, OSP will take care of managing the initial contract negotiations and authorizations. After the contract is signed and approved, SPA creates a financial account for funds to be transferred to. Once funds are received from the sponsoring agency, you can begin to spend in accordance to your approved budget.
Monitoring

Compliance and Reporting

The grants administrator and SPA will monitor your account throughout its lifecycle to make sure everything is in compliance with your approved budget. If you decide you want to significantly change your budget during your grant period, you must submit a revised budget to the agency for approval.

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.

Close Out

Final Reporting and Assessment

After your grant has ended, you will have to produce a final narrative report. Each agency has different requirements and formats. As PI, you will be the one who writes this report. Contact the grants administrator if you need assistance.

You will also need a final financial report. SPA and the grants administrator typically produces this. If the agency has a particular template, please provide that to the grants administrator.

If you are nearing the end of your grant, you still have significant funds remaining, and you need additional time, you may request a No Cost Time Extension (NCTE). There is no guarantee that the agency will grant you additional time, but they often do if your request appears reasonable.

Any unspent funds remaining in your account after the end date is returned to the agency.