Grants and Fellowships: Managing the Process

Applying for grants and fellowships requires coordination of various activities and people. This checklist is intended to remind graduate students at UD of steps they may need to take in order to smooth the process and avoid creating problems for other people.

1. Identify potential sources well in advance of deadlines: use library search tools, professional organization listservs and Web sites, the Graduate Office Web site, the Research Office, and your own department's resources to identify potential sources of funding for your work. The more lead time the better.

2. Study the fellowship or grant announcement. Note carefully whether you qualify and whether there is a good match with your goals and needs. Determine whether you have the time to generate a strong application. Make an early go/no go decision.

3. Prepare an abstract summarizing your project. Write in language intended to reach a broad audience. No one is as expert as you.

4. Consult with your advisor and graduate director. Make sure any funding source you target makes sense for your stage of career development. Assess your project and degree timeline for good fit with the timeline of the grant or fellowship award.

5. Secure proper approval if human subjects are involved. Make sure you have completed training in human subjects research protections before you submit your project for approval. Human subjects review takes time and involves a committee that meets on their own schedule, not yours. Read the solicitation carefully and understand if approval must be obtained before you submit your funding application, or if you can have the Research Office certify that the project will be appropriately reviewed before the work starts.

6. Determine what institutional signatures are needed. Make sure you have planned adequate time for institutional review and sign-off, if such is required.

7. Determine whether you need supporting letters. Give letter writers plenty of time and give them guidance so they can write strong letters.

8. Prepare a draft of your proposal, carefully following the agency’s guidelines and language. Continue to write in ways that engage a broad audience. Prefer a plain, direct, visual style.

9. Review and revise multiple drafts. Get peers to review your proposal. Seek your advisor's feedback.

10. Prepare a budget. Be clear about allowable expenses and overhead, if allowed. Review your budget with your advisor or with a grants officer in the Research Office.

11. Allow plenty of time for assembling, printing, filing, signing, and sending.
Resources for Graduate Funding and Fellowships

The Office of Graduate & Professional Studies
Coordination of internal awards, support for graduate students in all areas

Contact: Vice Provost Debbie Hess Norris
http://www.udel.edu/gradoffice/current/

The Research Office
Human subjects review, training in grants and award processes, advice and support, institutional coordination

Contact: Elizabeth Peloso (epeloso@udel.edu)
http://www.udel.edu/research/
http://www.udel.edu/research/preparing/funding.html

Morris Library Resources
Training and support for finding awards, fellowships, and grants

Contact: Carol Rudisell (rudisell@UDel.Edu)

Resources for Foundations and Grants
http://www2.lib.udel.edu/subj/foce/

Foundation Grants to Individuals Online
http://www2.lib.udel.edu/database/gtio.html (Access from Morris Library computers only)

Community of Science Funding Opportunities
http://fundingopps.cos.com/

Web Resources
These universities have particularly helpful Web sites with information about funding opportunities:

Michigan State University
http://staff.lib.msu.edu/harris23/grants/3gradinf.htm

Duke University
http://ors.duke.edu/orsmanual/graduate-and-professional-student-funding

Cornell University
http://www.gradschool.cornell.edu/?p=132

UC Berkeley
http://www.grad.berkeley.edu/financial/deadlines.shtml#extramural