

New Faculty Orientation 2006

Research Grant Proposals:
Procedures and Support

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Things you should do now...

- Contact David Bowen or Cynthia Kowal
Office of Sponsored Programs
 - Tel: 353-4365 E-mail bowen@bu.edu
ckowal@bu.edu
 - Let him/her know who you are
- Visit the OSP Web Site: www.bu.edu/osp
- Set Up grants.gov profile

OSP Also Offers:

- Help searching for funding sources
- E-mail alerts on funding opportunities
- Community of Science (B.U. is a member)
 - Profile of your research interests
 - Receive e-mail alerts on funding opportunities
- Assistance in budget preparation
- Consultations on rules, policies, and regulations

How to Find Research Students

- Get to know the graduate students and seniors in your classes
- Talk to senior faculty about good students
- Review new grad student applicant pool
ENG: Sent to Departments ~ Nov – Feb

How to Hire Research Students

- Fill out an RA Contract Form
(ENG: available on Faculty Forms Web)
- Submit to Dept. prior to 1st semester of hire
(or student may not get paid)
- Up to 1 year in duration/ renewable
- Renew every academic year

How to Submit a Proposal

- Get an OSP Cover Sheet

Available on OSP Web site:

www.bu.edu/osp/

www.bu.edu/eng

Get Signatures

Principal Investigator (you)

Department Chair (or Director)

- *ENG*: Give to Dept. Coordinator
or
- *CAS*: Leave at Dean's Office Front Desk

Required With Submission

- OSP Cover Sheet
- Proposal summary section
(Required by OSP)
- Narrative
(need not be final draft)
- All Budget Pages
- ENG: Multi-Investigator Form
(...if more than one principal investigator;
form available on ENG Website)

What Next Happens to your Proposal?

- Dean's Office Will Review
 - May consult you w/ questions
 - Signs off on behalf of the College
- Dean's Office Sends to OSP
 - You may retrieve and hand carry if you wish
- OSP Adds Institutional Signature
 - Will call you to pick up when ready
- Paper Proposal: You send to Granting Agency
- Electronic Proposal: OSP pushes the button*

*...on your command. But: be wary of 5:00 PM rush.

Reminders

- Dean's Office *and* OSP must approve Proposal and Budgets
- Three-Day Lead Time is Standard
(shorter lead times accommodated but not guaranteed)
- Cost Sharing Represents a Special Case
 - Contact your Associate Dean early on to discuss
 - RA tuition may not be not provided by BU
 - Go straight to the Provost at your own peril

Charles River Patent Policy

- All Employees Must Sign
 - Condition of employment
 - RA's included
- Copy in Faculty Handbook
- Department Directors Coordinate
- Basic Formula:
 - Covers all work done under sponsored or unsponsored research
 - Faculty Member Gets 30%
 - Sometimes special cases

Graduate Financial Aid



Forms of Aid

- Graduate Teaching Fellowship (GTF)

 - College funded

 - 20 hours of teaching

 - 10 credits/semester of tuition

- Research Fellowship (RA)

 - Funded by PI or Faculty Startup

 - 20 hours of research per week

 - 8 credits/semester of tuition (typical)

- Dean's Fellowship or PUGF

 - Full tuition and stipend

 - 32 credits/yr

 - Non-renewable

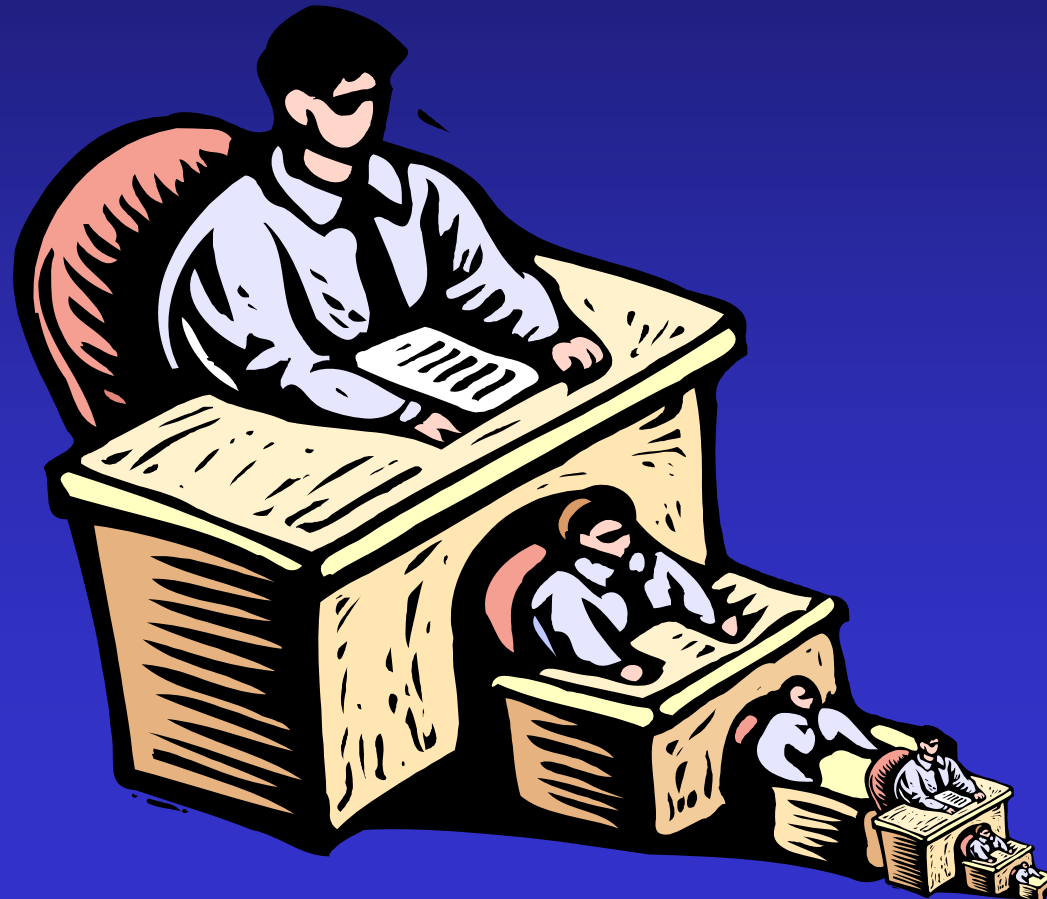
- **ENG:** Dean's Research Fellowship

 - Same as RA but College pays half

 - Non-renewable

Immigration Regulations:

Foreign RAs/GTFs can hold *no* other jobs



How is Financial Aid Awarded?

- Graduate Teaching Fellowships (GTF)
 - Departments pick the recipients
 - No formal tie to research professor
- Research Fellowships (RA)
 - Professor selects the student
 - Student generates paperwork; submits to dept.
 - Dean's Office sends out offer letter
 - ENG: RA Contract is Required! (on ENG Web)
- Dean's Fellowships and PUGF
 - Each Dept. makes recommendations in early Spring
 - Dean selects

How Much is the Stipend?

- Teaching Fellow (GTF)
\$ 8,000 per semester (“Base Rate” set by University)
- Research Fellow (RA)
\$ 8,000 per semester
ENG: +5% above base after oral/written exams
+10% above base after prospectus defense
- Fellowship
\$8,000 per semester
ENG: Usually includes “signing bonus” in first year

ENG NOTE: All students must be paid the established rate
(No More, No Less)



What about the Tuition?

- Teaching Fellow (GTF)

8- 10 Credits (2.5 courses) per semester

ENG: 4 Additional Summer Credits per semester worked

Credits do not carry over to next semester

- Research Fellow (RA)

Full Overhead Grant: G.R.A.S.P. = No charge for tuition

Under-Recovered Grant: Include tuition in budget

Special Cases: Consult with your Assoc. Dean

- Fellowship

16 - 32 credits (8 courses) per year

What is “Unit 16”?

Administered by Dean’s Office

Tuition Scholarship Fund for:

- Startup RA’s
- Fellowships
- “About to Finish” students
- Special Cases (consult with Associate Dean)



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CAS: Leading the way
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