

Typical Post-Award Procedures for Fellowships

Requiring Submission Through the University

When an award is made, the sponsor will send an award notification to the PI and the Office of Sponsored Programs (OSP) at BU. At this time, OSP will work to execute the award and will create an internal account at BU to keep track of the expenditures. This process can take a few weeks to be completed depending on the nature of the agreement and the workload of OSP at the time it is received.

Once the internal account number has been assigned, then we can process any payroll appointments that are relevant to the project as proposed. Any questions concerning the set-up process or the award can be directed to the Grants Administrator.

Not Requiring Submission Through the University

When an award is made, the sponsor will send the award notification to the Graduate School of Arts and Sciences. They will create the internal BU account to process the payments as outlined by the sponsor and will pass along the award notification to the student. There is nothing that is required of the student at this point to the Graduate School of Arts & Science.

Any issues with payment or inquires should be directed to them at grsaid@bu.edu. For the NSF Graduate Research Fellowship Program (GRFP) in particular, it is up to the student to, “inform the GRFP Office of their intent to use the Fellowship financial resources (Stipend and COE) by ‘declaring tenure’ in the GRFP FastLane Module. Funds are disbursed to the GRFP Institutions based on the information provided. Failure to Declare Tenure by the deadline will result in Termination of the Fellowship. Terminated Fellowships may not be reinstated.” Other fellowships may have similar provisions, so please be sure to carefully read the award notice and any communications from the sponsor.

Additional information pertaining to the GRFP, including helpful FAQs and guides, can be found here: http://www.nsf.gov/funding/pgm_summ.jsp?pims_id=6201 under “Related URLs.”