

ARE YOU A GRADUATE STUDENT PURSUING EXTERNAL (private and public) FUNDING?

External awards are prestigious and critical to contribute to intellectual development and career advancement. Also, writing a fellowship proposal can clarify your research ideas and improve your ability to communicate your work and its impact, and the process will provide valuable feedback for future pursuits. This document is just a resource that provides you with university resources/links that will further inform your process.

KEY CONTACTS

You **must** notify your **departmental grant administrator** (pre-award) if you are interested, plan to or are applying for external grants that will be disbursed through BU. Find [department administrator here](#). If you do not have a department administrator, contact casgrant@bu.edu in the CAS Research Administration office and they will help you identify someone to help you. Also, it is encouraged to check in early with your faculty advisor. Some applications also require an advisor letter.

All graduate students should visit and get to know [Graduate School of Arts & Sciences](#) and the [Graduate and Postdoctoral Success](#) (GPS), which provide additional resources and support. The GPS also offers 1-on-1 [office hours](#). For humanities, BU Center for the Humanities (BUCH) provides supports and [graduate student resources](#). For social sciences, Center for Innovation in the Social Sciences provides supports and a [graduate student resource](#).

FUNDING SOURCES

The CAS Research Administrative Office collaborates with the [Office of Research](#), [Federal Relations](#) and [Foundation Relations](#) to help you identify funding sources.

- Sign up for Federal Relations newsletter [here](#). They share current information on sponsors and opportunities.
- Foundation Relations supports private foundation funding guidance and opportunities. They offer support via [Meet the funder](#) and share a list of [graduate student opportunities](#).
- **Office of Research** offers guidance, resources, and proposal development support to secure external funding. They also manage the [Limited Submissions](#), which are submissions that limit the number of applicants from BU. Check the to see if your chosen grant requires an internal pre-selection process.
- BU also has online access to PIVOT. PIVOT is a comprehensive, subscription-based database tool used primarily to find, track, and manage funding opportunities from federal, private, and international sources. Students do not have to pay and can create a free account using their BU email address.
- Contact BU Center for Humanities (BUCH) and BU Center for Innovation in Social Science (CISS) to get on mailing list for other resources and opportunities.

Internal Funding Resources

- Students can apply for internal funding, such as GSO Travel Grants, and various fellowships, often using the [InfoReady platform](#). The [Office of Research](#) assists with finding, developing, and submitting proposals.

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- [BU Internal Fellowships](#): These are often managed by the Graduate School of Arts & Sciences (GRS) or individual departments, such as the Dean's Fellowship.
- [GPS](#) (Graduate and Postdoctoral Success): Offers resources for graduate students applying for grants
- [PhD Progression](#): Offers resources to locate internal grants and fellowships.
- [Office of the Provost](#): Maintains a list of awards & publications
- BUCH shares external humanities graduate student opportunities [here](#).
- BU's CISS offers a full roster of opportunities open to social science graduate students [here](#).

External Fellowships Resources

Be advised that some are limited submissions opportunities (LSO) and the research office will run the internal competitions. Visit [here](#) to learn more about opportunities.

- [Apple Scholars in AIML](#): Apple Scholars is a program created to recognize the contributions of emerging leaders in computer science and engineering at the graduate and postgraduate level. This is a limited submission opportunity (LSO), and internal competition is managed by the Office of Research.
- [Boren Fellowship](#) Supports study abroad programs in all regions/countries except Western Europe, Canada, Australia, and New Zealand.
- [Chateaubriand Fellowship Program](#) Supports outstanding PhD students from U.S. institutions who wish to conduct part of their doctoral research in France for a period ranging from 4 to 8/9 months
- [Department of Energy Scholars Program](#) The DOE Scholars Program is designed to attract talented undergraduate and graduate students, and recent graduates to research, technical and professional opportunities within U.S. Department of Energy (DOE) and organizations that support the DOE mission
- [Google PhD Fellowship Program](#) Fellowships support promising PhD candidates of all backgrounds who seek to influence the future of technology. This is a limited submission opportunity (LSO), and internal competition is managed by the Office of Research.

WHEN YOU ARE READY TO APPLY

Proposal development for graduate students at Boston University involves strategic planning, early preparation, and leveraging resources from the Office of Research. Students should begin writing 2-3 months in advance and carefully review sponsor guidelines.

- It is crucial to register with federal sponsor online systems early, such as, [eRA Commons](#), [grants.gov](#).
- Completed packages are routed and reviewed by CAS Research Admin Office (casgrant@bu.edu) and signed off by CAS Associate Dean of Faculty before routed to Sponsored Programs (ospera@bu.edu) for final review.
- Proposal packages include:
 - [PSF](#)
 - [Federal Budget Sheet](#) or [Non-Federal Budget](#) Sheet
 - Budget Justification
 - Project Abstract/SOW

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- **Institutional Review Board (IRB) Requirements:** Graduate students conducting research involving human subjects must comply with Boston University's Institutional Review Board (IRB) policies. Research that involves interaction with individuals, collection of personal data (surveys, interviews, observations) or secondary data analysis, or use of identifiable private information requires IRB review. Students must work under the supervision of a faculty advisor, who serves as the Principal Investigator and is responsible for ensuring compliance with IRB requirements. Data collection may not begin until official IRB approval (or exemption determination) has been received. Failure to obtain IRB approval in advance may result in the inability to use collected data for theses, dissertations, publications, or presentations. Students should complete required [human subjects research training](#) and consult the university's IRB office if they are unsure about requirements.
- **[NSF Guidance for Graduate Students](#)** As of May 20, 2024, all NSF proposals requesting funding for graduate students (and postdocs) must include a maximum one-page mentoring plan, according to the National Science Foundation (.gov). This plan must detail how the project will provide career counseling, training in professional ethics, proposal

PI Status

Graduate students who serve 50% or more time have automatic PI Privilege to apply for **career advancement fellowship or grants that are only open to trainees.** ([PI Policy](#))

- Graduate students **are not** eligible to serve as Principal Investigators (PIs) on research grants or internal regulatory protocols (IRB, IACUC).
 - Instead, their academic advisors or supervisors must assume PI responsibility for research projects.
 - Graduate students may also be listed as key personnel, co-investigators, or project staff, depending on the funding agency's guidelines.
- **Exceptions:** Exceptions to this policy are rare and require a formal submission for PI status review.
- For specific, highly restricted, or grant-funded fellowship opportunities that might allow a student to act as a PI, you must consult with the BU Office of Research.

IF YOU ARE AWARDED

Students who have received external funding should promptly forward a copy of their award letter and any supporting documentation to their departmental research administrator to guide you through the process.

OTHER RESOURCES & TRAININGS

Other Resources

Research How-to [Workshops & Trainings](#)

Research [Updates](#)

Recordings:

- [Starting Your Proposal Budget](#)
- [Managing Your Grant](#)
- [Effort Reporting/IPARS](#)

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