



GRADUATE RESEARCH FUNDING AT BOSTON COLLEGE

Arts & Sciences Service Center

Updated March 25, 2019

Overview

- Highlight basic grant information and terminology
- Outline Boston College research policies and procedures
- Describe the proposal submission process and post-award process
- Identify resources available to find funding opportunities and key contacts for departments



Before We Go Any Further..



- Any submission to an outside entity for funds paid to Boston College needs to be approved by the proper authorized approver!
- This includes both gifts and sponsored projects.

What is a Sponsored Project?

Sponsored projects are research, training, or instructional projects involving funds, materials, other forms of compensation, or exchanges of in-kind efforts from sources external to Boston College under awards or agreements which contain any one of the following criteria:

- The award or agreement binds the University to a scope of work that is specified to a substantial level of detail.
- Payment from the sponsor is made to Boston College on behalf of the student.
- A line item budget is involved.
- Financial reports are required and/or the expenses are subject to audit.
- The sponsor defines a period of performance during which funds may be used and/or unused funds must be returned to the sponsor.
- The award or agreement provides for the disposition of either tangible or intangible properties which may result from the project.

What is a Principal Investigator?

PI responsibilities:

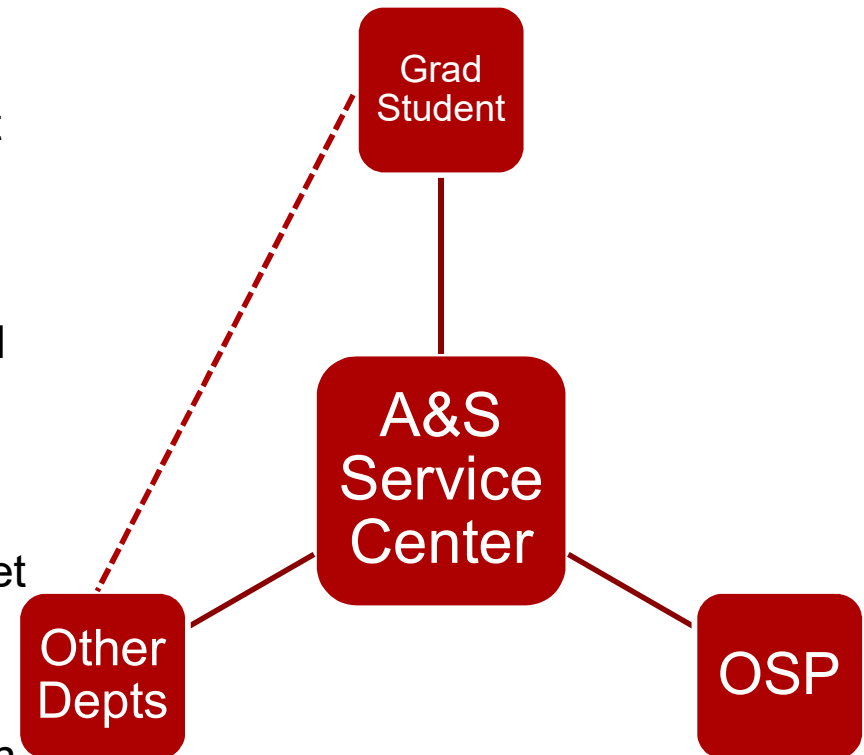
- Writing proposals and complying with technical requirements of awards
- Conducting the work for which external funding has been received
- Ensuring expenditures intended for purpose of the project and in accordance to sponsor requirements and University policies
- Overseeing others who may contribute to the project (consultants, subcontractors)
- Submitting interim and final technical reports on the progress of the project

Who can be a PI?

- Qualifications for PI status
 - Professor, Associate Professor, Assistant Professor, or Instructor
 - Full-time research staff approved by appropriate Dean of department
 - Retired, adjunct and visiting faculty, provided approval by department Chair, Dean, and the Academic Vice Provost
- **A Graduate student must have a mentor who is willing to serve as PI on the project**
 - If you are unable to find a PI for your project, contact the Chair of your department.

Primary Departments Involved

- **Arts & Sciences Service Center:** Assists departments within the School of Arts and Sciences with finding sources of external funding, provides advice in the development process to ensure proposals meet sponsor requirements, helps prepare budgets and other required documents for submissions, acts as the liaison between OSP and the PI/grad student, and assists with post-award activities
- **Office for Sponsored Projects (OSP):** Reviews, approves, and submits proposals, negotiates terms and conditions of awards, and assists with post-award activities (budget changes, interacts with sponsors, prepares financial reports, etc.)
- **Other Departments:** Office of the Provost, graduate student's department Chair & Dean, Corporate and Foundation Relations Office, Office for Research Integrity and Compliance (ORIC), and Institutional Review Board (IRB)



Where do I start?

Internal Resources

- Foundation Directory Online
- GrantScape
- Pivot
- OSP webpage
- BC Research webpage
- Office of Corporate and Foundation Relations webpage

External Resources

- Grants.gov
- National Science Foundation Website
- National Institute of Health Website
- Other foundation websites

Once a funding opportunity is identified, please inform the A&S Service Center of your plans for submission!

Additional Information

Internal Resources:

- Assess which foundations are a good fit for your project and find funding through foundations and corporations with Foundation Directory Online: <https://fconline-foundationcenter-org.proxy.bc.edu/search/member-index>
- External funding opportunities and deadlines: <http://www.bc.edu/research/>
- External Graduate Fellowships via the Office for Sponsored Programs: <https://www.bc.edu/research/osp/funding/external/gradfellowship.html>
- External funding opportunities through the Office of Corporate and Foundation Relations and GrantScape: http://www.bc.edu/alumni/support/how_to_give/corporations_foundations.html
- External funding opportunities through BC's Pivot database: http://pivot.cos.com/funding_main
- Internal grants via the Provost's Office: <http://www.bc.edu/offices/avp/grants.html>
- Internal grant opportunities via the Office for Sponsored Programs: <http://www.bc.edu/research/osp/funding.html>

External Resources:

- National Science Foundation Graduate Research Fellowship Program: <https://www.nsfgrfp.org/>
- National Institute of Health Research Training and Career Development: <https://researchtraining.nih.gov/>
- Federal funding opportunities from various agencies: <http://www.grants.gov/>

Sponsored Programs Pathway (Pre-Award)

Final versions of proposal materials are sent to OSP for final review and the Grant Administrator initiates the proposal transmittal form

- **OSP must receive the final versions of your documents 5 days prior to the submission deadline*:**
 - Budget
 - support letters
 - CVs/biosketches
 - any other necessary forms
 - late stage versions of the proposal narrative
- Before the proposal is submitted, a proposal transmittal form (PTF) is work flowed to the PI who completes a conflict of interest form and approves. The PTF then goes to multiple other approvers...
(PI> Chair>Dean>APV>OSP)

**If the proposal is submitted with fewer than 5 days, it will not receive a proper review and it will be up to the discretion of OSP whether to submit.*

Common Graduate Fellowships

NIH F31 – Predoctoral Fellowship

Basic Requirements:

- Project Summary/Abstract
- Project Narrative
- Bibliography/References Cited
- Facilities & Other Resources
- Biosketch
- Budget/Justification

<https://researchtraining.nih.gov>

NSF GRFP

Basic Requirements:

- Reference Letters
- Personal, Relevant Background and Future Goals Statement
- Graduate Research Statement
- Transcripts
- Budget/Justification

<https://www.nsfgrfp.org/>

Sponsored Programs Pathway (Post-Award)

**Graduate student
performs work on the
award and the PI
monitors with Grant
Administrator
assistance**

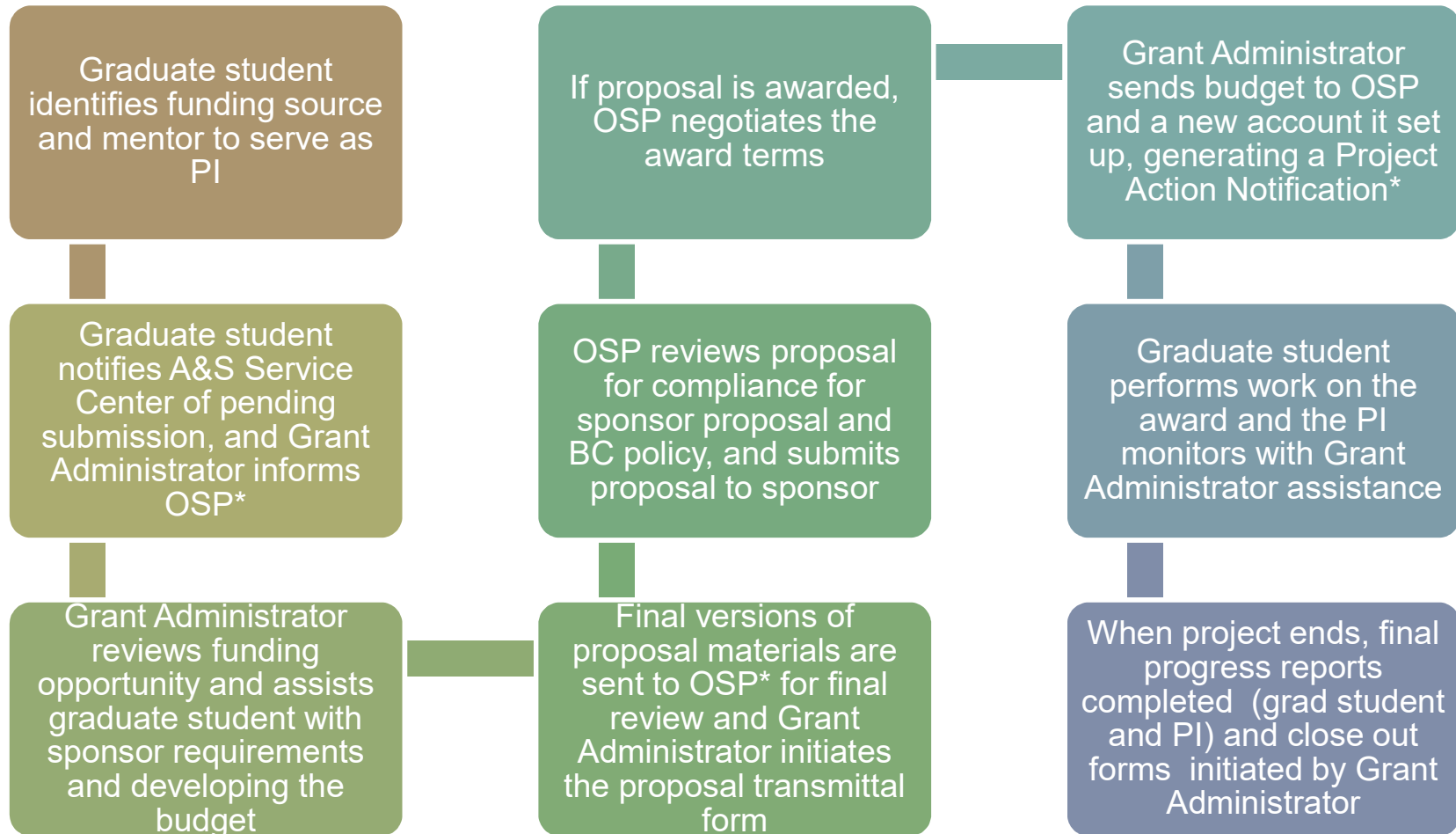
- OMB's Uniform Guidance (2 CFR 200) *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*, effective 12/26/14
 - Changes to internal controls, indirect cost recovery and monitoring for sub-recipients, time and effort reporting, etc.
- Monthly review of budget
- Quarterly effort certification
- Ensure timely and allowable expenditures
- Monitor spending rate/ determine if no-cost extension is needed
- Budget transfers, cost transfers, labor redistributions, etc.
- Process vendor payments and graduate student stipends

Boston College Research Policies

- Allowable and unallowable costs
 - Costs charged to the sponsored awards must be allowable, allocable, and reasonable
 - **Allowable cost:** in compliance with policies and procedures, sponsor terms, and federal regulations
 - **Allocable cost:** incurred specifically for the award, benefits the award, assignable in part to the award, and is necessary to overall operations
 - **Reasonable cost:** generally recognized as ordinary and necessary and demonstrates sound business practices
- Effort reporting
- Travel costs and required documentation
 - Justification for travel expenses
 - Original receipts
 - Itemized hotel and meal receipts
 - Proof of payment for all expenses
 - Fly America Act and Open Skies
- Facilities and Administrative (F&A) cost rates*
 - 56.5% Research
 - 35% OSA

**Must receive approval from VPR prior to submission if requesting a lower F&A rate*

Sponsored Programs Pathway Overview



**Graduate student must notify the A&S Service center at least 7 days prior to the submission deadline.*

**All final versions of proposal materials must be submitted to OSP at least 5 days prior to the submission deadline.*

**IRB approvals must be in place before research begins.*

Contact Information



• **A&S Service Center:**

- Christie Cohen, Associate Director Fiscal & Grant: christie.cohen@bc.edu
 - Physics, Biology, NRMN, Computer Science, Sociology, Economics, Political Science, Earth & Environmental, History, Theology, Philosophy
- Lori St. Peter, Associate Director Finance & Research : lori.stpeter@bc.edu
 - Chemistry Post-award
- David Decelles, Senior Grant Administrator: david.decelles@bc.edu
 - Biology, Physics
- Patrick Coleman, Senior Grant Administrator: patrick.coleman.2@bc.edu
 - Biology, Physics
- Jonathan Tosi, Grant Administrator: jonathan.tosi@bc.edu
 - Biology, Math
- Joanne Nesdekidis, Grant Administrator: joanne.nesdekidis@bc.edu
 - Chemistry Pre-award, Psychology Pre-award

Office for Sponsored Programs:

- Sharon Comvalius-Goddard, Director: sharon.comvalius-goddard@bc.edu
- List of current pre-and post-award grant contacts for departments available here: <http://www.bc.edu/content/dam/files/research/osp/OSPTeamDeptAssignmentListing.pdf>