

Nutritional Sciences Graduate Program—PhD Students

Fellowship Grant Application Guidelines

Students enrolled in the NSGP PhD program must complete and submit one fellowship grant application prior to graduation. The purpose of this requirement is to enhance students' career opportunities by learning and practicing the steps involved in writing and submitting research grant applications to obtain funding.

Students are advised to follow the guidelines in this document to ensure that they stay on track to complete this requirement. (Applications for scholarships do not satisfy this requirement.) Proposals should be ready for submission during the 3rd semester of graduate study. The actual submission date will depend on the timeline of the fellowship award to which a student applies.

Note that this application requirement is not part of a course; rather, students work with their research mentors to identify an appropriate fellowship grant. If the submitted application is successful, then the funding will offset the salary paid by the School or by student's research advisor.

Key Steps in Your Fellowship Grant Application Development Plan

Work diligently with your research advisor/mentor to find a good fit for your research topic. Successful grant applications start with finding the appropriate funding opportunities that align with your research topic/interest. Refer to the resources on page 2 of this document for possible funding sources for your application. Suggested steps:

1. Meet with your mentor or major professor to discuss your fellowship (dissertation) topic.
2. Identify possible sources of funding; contact agencies' point people, if feasible, to discuss your questions. Follow-up with your mentor.
3. Obtain examples of funded proposals to get an idea of good organization. In addition, attend grant-writing workshops on campus (or at conferences).
4. After you identify your funding source/s, read and re-read the instructions. Identify the due date and eligibility guidelines.
5. Determine whether additional expertise is needed to support the proposal.
6. Establish a timeline and plan for writing each part of the proposal—this step is important to ensure you remain on track.
7. Identify the specific aims of your proposal.
8. Develop your draft/s with your advisor's guidance.
9. Ask others you trust to read your proposal; choose individuals who will truly critique it. Allow reviewers at least one week to complete their review to enhance your chances of receiving valuable feedback.
10. Present your proposal to a jury of two or three faculty, independent of your mentor. Revise the proposal based on their feedback.
11. Meet with Theresa Spicer, the School's manager of grants and contracts, to learn about the proposal submission process. At least six (6) weeks prior to the submission deadline, notify Theresa about your intentions to submit, along with information of where she can find more details. She has any given number of grant proposals awaiting her review year-round, so the earlier you contact her, the more likely you will benefit from her support and expertise.
12. Meet with Darren Shevchuk, the School's manager for finance and administration, to review the budget. This step also should be done at least six (6) weeks before the submission deadline.
13. Review your final draft to make sure you have followed the application instructions. Most grant applications must go through an electronic screening process. Any errors will halt and/or delay the process.

Nutritional Sciences Graduate Program—PhD Students

Resources

Listed here are just a few resources to help you get started.

1. [The Grant Application Writer's Workbook](#) by Stephan W Russell and David C Morrison. This book is available for checkout from Dr. Scott Going.
2. *Research Proposals A Guide to Success* by Thomas E Ogden and Israel A Goldberg, available for checkout from Dr. Limesand
3. [UA Research Development Services](#)
 - [Early investigators](#)
 - [Find funding](#)
 - [Seminars and workshops](#)
4. [Organizing Academic Research Papers: Writing a Research Proposal](#)
5. [How to Write a Research Proposal: Structure, Examples & Common Mistakes](#)
6. [Grant Writers' Seminars & Workshops](#)
7. Funding possibilities (not an exhaustive list)
 - [NIH: F31](#) (Ruth L. Kirschstein National Research Service Awards for Individual Predoctoral Fellows)
 - [National Science Foundation](#) and [NSF Graduate Research Fellowship Program](#)
 - [Cancer Research Institute](#)
 - [American Cancer Society](#)
 - [American Heart Association Predoctoral fellowship](#) (must be enrolled in a PhD program)
 - [American College of Sports Medicine doctoral research fellowship](#) (requires ACSM student membership)
 - [American Federation for Aging Research funding opportunities](#)