**Process for Student Grant Applications and Awards**

Overview

The Office of Research and Sponsored Programs (ORSP) primarily works with faculty and staff in seeking, securing and administering external grant funding. It is recognized that there are funding opportunities for students that are required to be administered by the university (e.g., National Institutes of Health NRSA, National Science Foundation Graduate Research Fellowship Program, American Heart Association, etc.) or grant opportunities that would be in the student’s best interest to be established in a university grant account (e.g., when other students will be hired, when participant incentives need to be paid, etc.). To this end, ORSP will work only with students in these particular cases and ORSP reserves the right to make the determination as to whether or not ORSP should be involved in the application/award process. In all cases where funds will be coming to the university, ORSP must be involved in both the application and award process.

Awards Not Coming to Marquette University

If students wish to apply for an award and have the funds come directly to them, or if the sponsor requires that the award be made directly to the student, then no support from ORSP will be provided for either the application or award. Examples of these awards include scholarships.

Applications

Applications for funding opportunities coming to the university (either mandated by the sponsor or elected by the student) must be entered into Kuali and go through the standard routing process prior to submission to a sponsor. ORSP will work with these students and a designated mentor to make sure that the proposals are compliant with any regulations and policies, and that Marquette can keep any promises being made.

At the time of application, ORSP will work with the student and their mentor to prepare the application and enter it into the Kuali system. The mentor will be a Marquette employee, typically a faculty member, who will assist with administration of the funds as university policies require Marquette employees to be account administrators. The mentor will be included as an ad hoc approver in ORSP’s standard routing process in Kuali, which also includes electronic approval from the PI (student), the unit chair and dean, and the authorized official from ORSP. Approval in Kuali needs to be completed before the application is submitted.

Awards

When an award is made to the university, ORSP must review the award agreement and any related correspondence, negotiate as necessary, and fully execute the agreement.

Account Administration

An award will be set up with the student’s name for internal reporting purposes and the account will be established in the mentor’s name. The mentor is fiscally accountable, and the mentor’s department is ultimately liable for any mismanaged funds for which the mentor does not rectify. As with all grant accounts, these are segregated accounts that are each assigned their own account number for auditing purposes and funds cannot be comingled in a single account. All university and sponsor policies apply to these funds and they must be used for the purpose specified in the application. The student PI and their mentor will be responsible for all reporting requirements and fiscal management. The Office of the Comptroller will prepare any required financial reports.

Kuali Reports

Kuali reports will show the student’s name as the applicant and awardee under the appropriate department/college.