

**Division of Sponsored Programs**

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TO: Departmental Executive Officers and Directors of Graduate Studies

FROM: Eugenia "Gina" T. McGee, Associate Director, Division of Sponsored Programs

DATE: April 1, 2004

RE: Departmental Presentation to Graduate Students – A Request

As Spring semester draws to a close, the Division of Sponsored Programs (DSP) staff would welcome the opportunity to introduce your graduate students to the fundamentals of obtaining external funding and offer them assistance in preparing proposals for grants with Summer or Fall deadlines. The DSP has two Graduate Research Assistants, supported by the Graduate College, who provide direct services to Graduate and Professional Students seeking grant funding to support their education and research. The two Assistants, Simrit Sodhi, dsp-grant1@uiowa.edu and Anthony "Tony" Haughton, dsp-grant3@uiowa.edu meet individually with students and work closely with them as they progress through the grant seeking process.

Your department may choose to have a Services Overview presented as an introduction to the DSP's services for your students; and/or a targeted Power Point presentation based on discipline areas which includes the overview plus a listing of potential funding opportunities for your students. The general overview provides students with an introduction to the services offered to Graduate and Professional Students. These services include:

Information Gathering Services

1. Hands-on training to familiarize students with useful web sites containing funding opportunity information and successful search of funding databases;
2. Assistance in requesting grant materials if unavailable on the web;
3. The creation of a Community of Science Profile;
4. Subscriptions to the DSP Electronic Grant Bulletin and the student ListServe.

Grant Writing Services

1. Specialized grant preparation seminars available upon request in place of general seminars;
2. Guidance in preparing proposals – developing, reviewing, critiquing, and editing applications (if given adequate time) and preparing budgets.

Office Services When Applying

1. Guidance for electronic routing of proposals through DSP (Graduate College requirement);
2. Free photocopying services of application materials;
3. Free United Parcel Service delivery.

Office Services When Successful

1. If appropriate, see that a Grant Account is created to use during the grant period;
2. Provide assistance in managing unexpected problems with the project; and,
3. Serving as a liaison with the Sponsor if needed.

Please contact either of our Graduate Assistants, Simrit Sodhi, dsp-grant1@uiowa.edu or Anthony "Tony" Haughton, dsp-grant3@uiowa.edu or me, gina-mcgee@uiowa.edu to schedule a time for a departmental presentation. Thank you in advance for considering this request.