

**Request for Proposals
To Support Graduate Assistants
Great Journeys Assistantships, 2020-2021**

The Graduate School solicits proposals to fund Great Journeys Graduate Assistantships. The solicitation is made possible by funds received through the Great Journeys Strategic Planning process.

A. Description

To facilitate development of rich research and artistry experiences for graduate students and to aid faculty in the acquisition of competitively-awarded grant funding, the Graduate School solicits proposals from departments seeking additional funding for graduate assistantship stipends. Graduate assistants funded through the competition will aid individual faculty in the pursuit of external funding to support their research, creative, teaching, and public service activities.

Graduate assistants funded through the Great Journeys Assistantship project must be employed to perform duties that will directly enhance the ability of faculty to pursue funding opportunities. Such duties may include, for example, generating or analyzing data for inclusion in a grant proposal, or teaching a single section of an undergraduate course to provide release time to a faculty member writing multiple grant applications.

Assistantships funded through the program will be available for the Fall and Spring semesters only, though funding may be requested for one semester. All assistantships funded shall be contracted as .5 FTE appointments (20 hours/week) and shall be funded at a rate equal to or above the average established for the student's discipline by the most recent Oklahoma State University survey of graduate stipends.

B. Proposals

Deadline for receipt of proposals is **January 24, 2020**. Proposals must be submitted by the chair/director of an academic department/school on behalf of the faculty member. A proposal, which shall not exceed seven typewritten pages (double spaced with 12-point type), must include the following labeled components:

- **Description:** A description of the project(s) for which external funding will be sought. The description must include a synopsis of work conducted to date toward completion of the project;
- **Timeline:** A timeline of the steps to be taken to write and submit the grant proposal(s);
- **Sponsors and Programs:** A description of potential sponsors and grant programs through which funding will be sought, including a synopsis of conversations with program officers and/or SPA staff about the researcher's intentions and a plan for submitting the grant proposal(s); and
- **Graduate Assistant Responsibilities:** A description of duties to be assigned the graduate student, a plan for mentoring the student, and an explanation of how the graduate student's effort will facilitate the grant-writing activities of the faculty member.

Additionally, proposals should include a two-page curriculum vitae for the faculty member submitting the proposal.

Awards are non-renewable, but receipt of an award in a prior year does not preclude receipt of a subsequent award for a different project.

Forward proposals to Jonie Barshinger in the Graduate School at jonie@niu.edu.