School of Graduate Studies
External Funding Toolkit for Graduate Students and their Faculty Mentors

A roadmap for development and deployment

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The Challenge

◆ Motivate more graduate students to apply for external funding with a holistic approach of integrating the funding process into their graduate career.

◆ Generate a student specific award list and then track student applications development, submission and outcomes.

◆ System must serve students (and their advisors and programs) who work directly and indirectly with GradFund, the fellowship advising office.

◆ Develop a system that is easy to use, collects many important pieces of information over an extended period of time and provides current snapshots of the external funding activities of our graduate students to multiple stakeholders.

About the School of Graduate Studies (SGS)

◆ Formed July 1, 2017.

◆ The unification of GSNB (Rutgers) and GSBS (UMDNJ).

◆ 6000+ doctoral and master's students in over 80 graduate programs based in New Brunswick, Piscataway and Newark Biomedical Health Sciences campuses.

◆ The newly created School of Graduate Studies provided an opportunity to build an SGS tool.

About Graduate Fellowships and Grants

◆ A complicated landscape.

◆ A portfolio of over 3000 awards.

◆ Award amounts range in size from small to large.

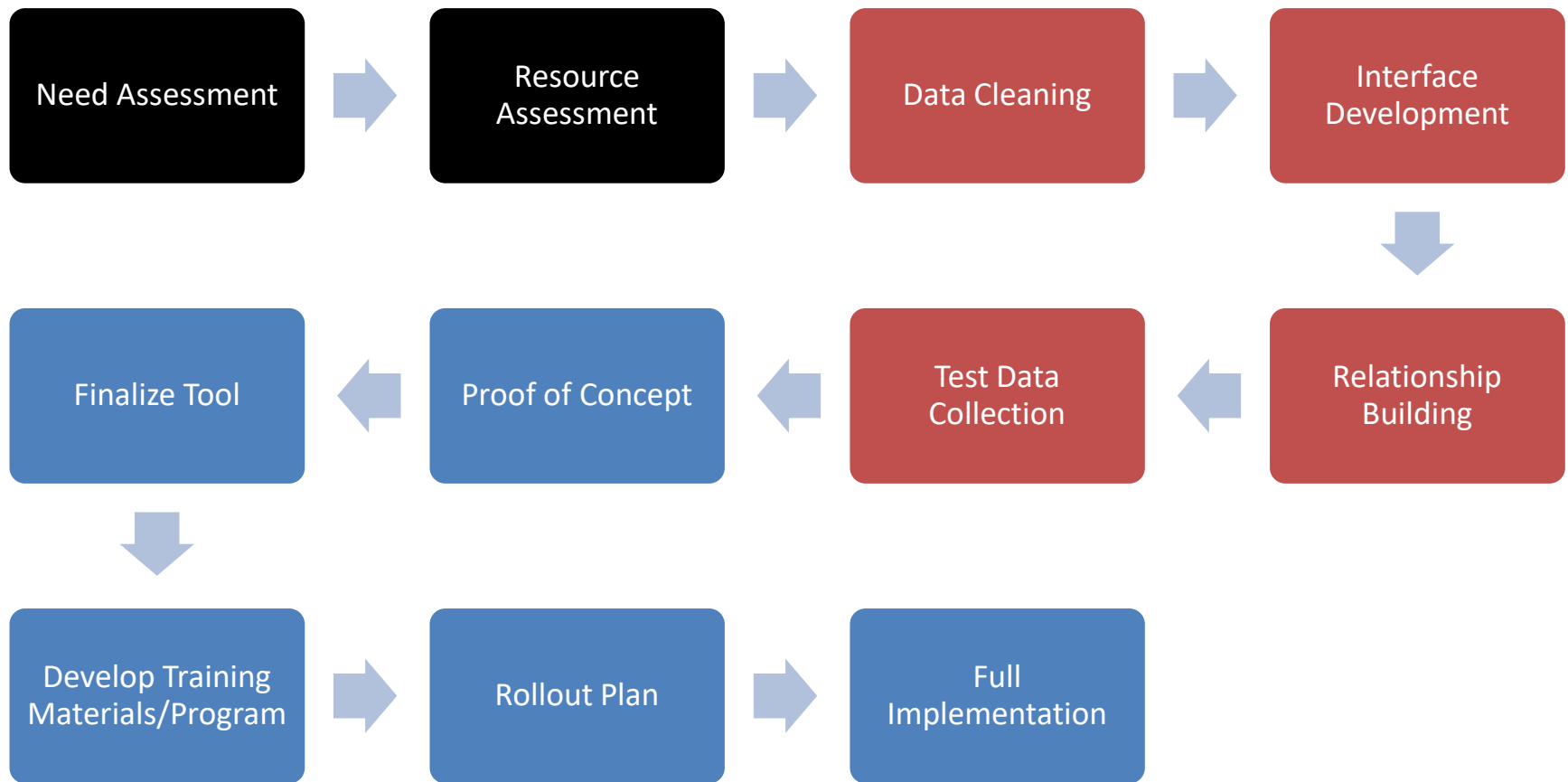◆ Award eligibility often depends on the student's stage of graduate study.

◆ Hard to track.

Annual Questions about Graduate Students and External Funding

◆ How many students apply for funding?

◆ How many students apply for and win a specific fellowship or grant?

◆ How many students win?

◆ How much money do our student win?

◆ How many student win federal funding?

◆ How many students win private funding?

What do Our Peers do?

◆ Use a comprehensive student information system.

◆ A third party product (developed for undergraduate advising).

◆ Excel sheets/word docs/chaos.

◆ Build their own system.

Graduate Student External Funding Tool Kit Roadmap

```
Need Assessment  →  Resource Assessment  →  Data Cleaning  →  Interface Development
                                                                      ↓
Finalize Tool  ←  Proof of Concept  ←  Test Data Collection  ←  Relationship Building
    ↓
Develop Training Materials/Program  →  Rollout Plan  →  Full Implementation
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Resources

◆ **The GradPortal**

– Central tool for all graduate programs:

- Application portal

- Student tracking system

- SGS Awards Nomination Portal

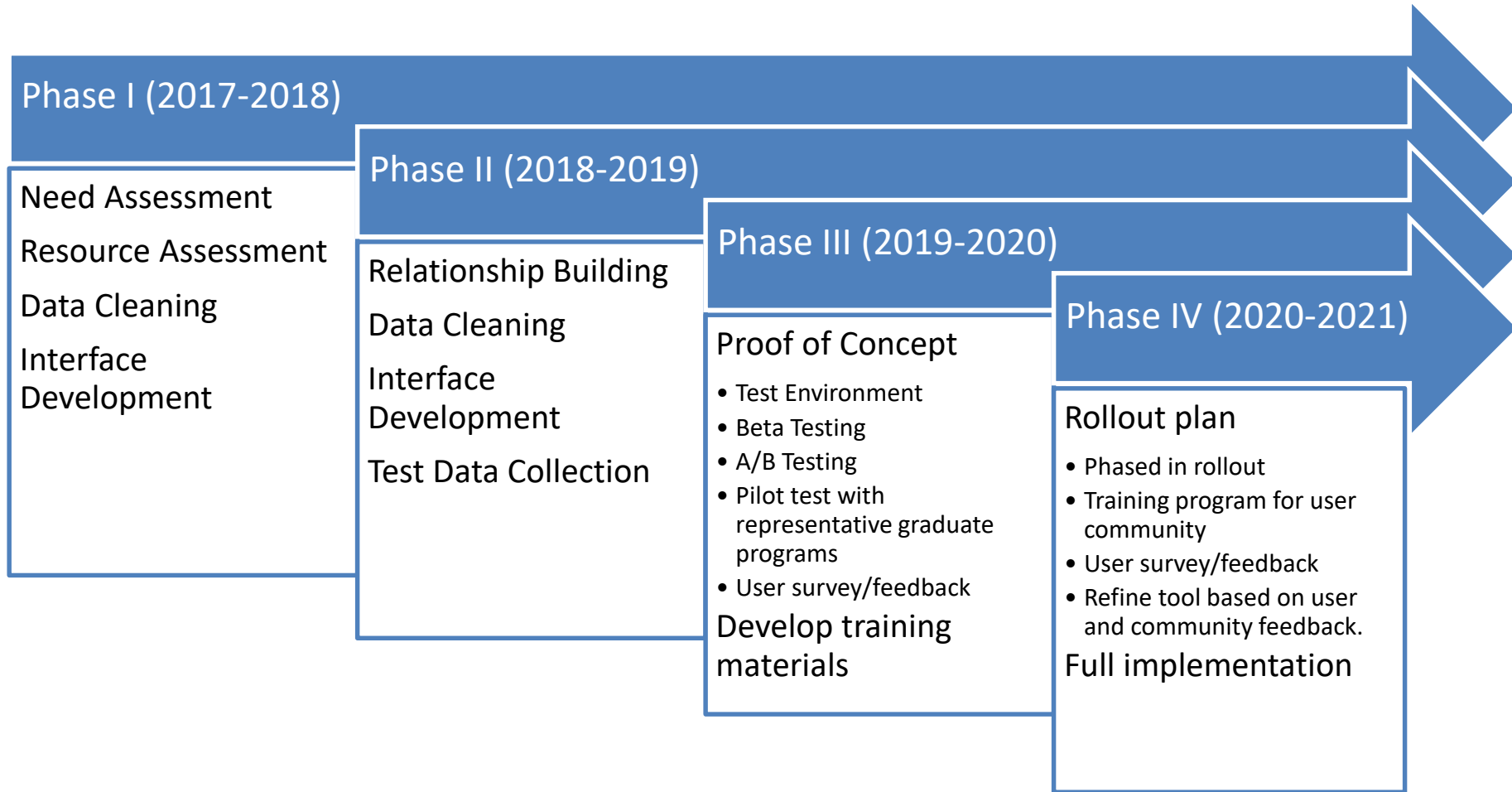- New home to the SGS External Funding Toolkit for Graduate Students

◆ **GradFund Filemaker Database**

– The GradFund ecosystem

- GradFund award database

- Track student engagement

- Track application lifecycle

RUTGERS LEADERSHIP ACADEMY

Center for Organizational Leadership

Relationship Building: Key Stakeholders and Collaborators

◆ SGS leadership team (internal)

◆ SGS Graduate Students (internal)

◆ Graduate faculty and program administrators (internal)

◆ Academic decanal units (internal)

◆ OIT (internal)

◆ Professional peers (external)

◆ Filemaker developer (external)

Project Timeline

Phase I (2017-2018)

Need Assessment

Resource Assessment

Data Cleaning

Interface Development

Phase II (2018-2019)

Relationship Building

Data Cleaning

Interface Development

Test Data Collection

Phase III (2019-2020)

Proof of Concept

- Test Environment
- Beta Testing
- A/B Testing
- Pilot test with representative graduate programs
- User survey/feedback

Develop training materials

Phase IV (2020-2021)

Rollout plan

- Phased in rollout
- Training program for user community
- User survey/feedback
- Refine tool based on user and community feedback.

Full implementation

Lessons in Leadership

Strengths:

Strategic Thinking

Opportunities:

Relationship Building

Challenges: Executing

Thank you!

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