

Grant Writing Assistant (GWA) Registry

A complex and varied funding landscape requires detailed attention to agency and program guidelines as well as alignment with program evaluation criteria. The Concordia **Grant Writing Assistant (GWA) Registry** has been established to:

- 1) support faculty researchers in making competitive external grant applications; and
- 2) provide doctoral students and postdoctoral fellows with remunerated experience in grant writing.

GWA contracts are available to Concordia doctoral students and postdoctoral fellows with excellent written communication skills, expertise in specialized program evaluation criteria, and ideally some experience in applying for research funding/scholarships and who register their interest using the [GWA Application Form](#). The registry is valid for one year from the initial registration and can be updated at any time. All information in the registry will be updated on an annual basis. The School of Graduate Studies ([Advisor, Fellowship development](#)) is responsible for updating the registry.

Faculty members who wish to hire a GWA should contact their [Advisor, Research Development](#) for assistance. The Advisor, who has access to the Registry, will assist in identifying potential GWAs based on the type of expertise and skill-set required. Possible areas of support provided by the GWAs include the following:

- Grant proposal assistance, such as helping with updating of CCVs, and drafting, editing, proofreading, and formatting
- Helping to address specialized evaluation criteria and/or technical considerations, such as
 - Equity, Diversity and Inclusion analysis
 - Gender Based Analysis Plus (GBA +) design
 - Best practices in Indigenous research
 - Assistance with research budget development and justification
 - Graphic design of supplemental information
 - Knowledge mobilization strategies

The Office of the Vice-President Research & Graduate Studies (OVPRGS) facilitates the GWA program through its team of Research Advisors, who are available to assist faculty researchers in identifying and recruiting doctoral students and postdoctoral fellows from the Registry. Researchers are encouraged to contact their Advisor as early as possible to identify and hire a GWA so that they can provide assistance well in advance of the [internal submission guidelines](#) set by the Office of Research.

Faculty members are responsible for paying GWAs. Under some limited special circumstances, such as GWA support for a large external team grant application, the OVPRGS may cover all or part of the cost of hiring the GWA(s). Contact your Advisor to enquire if this is an eligible expense under your existing grant(s) and/or if your grant application qualifies as an exception for OVPRGS support.

Doctoral GWAs must be paid a minimum of \$30/hour (plus 10.1% payroll benefits/costs) and postdoctoral GWAs a minimum of \$35/hour (plus 19.1% payroll benefits/costs associated with CARE contracts)¹. As a guideline, to assist with an individual grant, contracts typically range from \$1000-\$4000 and do not normally exceed 10-15h/week for 3-6 weeks leading up to the internal submission deadline of the grant application. No bursary payment is allowed.

¹ GWAs paid from operational funds in accounts coded for “professional” or other “support” costs, rather than research, or using a “casual” (timesheet) designation, may be associated with higher benefit rates.