

Institute for Policy & Social Research

Research Development & Grant Management Services

Research and Proposal Development

- Help plan your research agenda and how it fits your career timeline
- Work with you to shape and assess research ideas
- Conduct funding searches
- Identify collaborators
- Educate researchers, including students, on proposal writing and development
- Link researchers to potential data sources
- Connect you with resources to enhance your research, strengthen proposals, and execute projects

Proposal Preparation

- Interpret agency guidelines and contract language
- Assist with letters of intent and preproposals
- Develop internal and external budgets and justifications
- Develop and collect compliant supporting documents
- Provide graphics support for timelines, logic models, and other data visualization needs
- Assist with data management planning
- Help identify project evaluation services and resources
- Review, edit, and format proposal text and references
- Work with the Office of Research on compliance reviews, finalization, and submission
- Track proposal delivery and outcomes
- Assist with resubmissions and agency contacts

Grant Management

- Assist with grant, subaward, and contract negotiations
- Manage award budgets
- Assist with purchasing, travel arrangements, and financial reporting
- Work with the Office of Research for award administration
- Assist with staff and student hiring
- Arrange for space and equipment
- Provide computing and data services, including data management support and website design
- Assist with press releases, publicity, and event planning