



Office of Research Proposal Development

Support for faculty seeking federal funding

SCIENCE & ENGINEERING • MEDICINE • PRIMATE CENTER
PUBLIC HEALTH & TROPICAL MEDICINE • PROFESSIONAL ADVANCEMENT
LIBERAL ARTS • SOCIAL WORK • BUSINESS • LAW • ARCHITECTURE

Project Coordination

- reviewing agency requirements
- drafting support letters
- updating biosketches
- collecting documents
- coordinating personnel

Proposal Development

- identifying funding opportunities
- building custom templates
- providing statistical guidance
- creating figures & charts
- revising proposal documents

Project Management

- convening personnel
- establishing internal deadlines
- assembling documents

Project Follow-Up

- summarizing reviews
- assessing outcomes
- providing feedback