

Proposal Development Services Offered by the Research Development Office

Biosketch Development, Review and Formatting

RD associates work with PIs to ensure that all of the elements of a biographical sketch (or CV) comply with the funding agency's specifications.

Broader Impacts Consultations

Broader Impacts are an evaluation criterion that focus on the societal impacts of research, scholarly and creative works, and is common to many funding opportunities. Broader impacts consultations help PIs connect with existing regional K-16 educational programs designed to broaden the participation of underrepresented populations, as well as develop a plan that meets the PI's goals.

Editing and Proofreading of Proposal Narrative Sections

The RD Director is highly qualified to read and edit proposals from all disciplines. The Director will compare the proposal and solicitation requirements for completeness and accuracy; proofread for spelling errors, punctuation errors, typo, etc.; and provide technical edits to improve the style, flow and overall quality of narrative sections.

Finding Funding Opportunities Aligned with Faculty Research and Creative Works Interests

Finding funding opportunities that align with a PI's research interests and creative works can often be enabled through funding databases, such as the Grants Resource Center (GRC) with whom UNC contracts, and with the experience and other resources available to the RD office. The GRC is a database of grants, fellowships, and other funding information from public, private, domestic, and international sources. RD staff can assist faculty with setting up their own GRC accounts and profiles for targeted searches. Many funding opportunities for a variety of disciplines are listed weekly in the Funding Opportunities Newsletter. Newsletters are also posted on the RD website for future reference.

Interdisciplinary and Collaborative Proposal Coordination

The RD Director offers support and coordination services to collaborative and interdisciplinary groups of faculty seeking to prepare a funding proposal. In an effort to encourage research collaborations, the RD office will support faculty groups/teams in meeting to develop, discuss, exchange, share, or disseminate ideas, information, or materials necessary for creating competitive proposals.

Letters of Support and Other Proposal Documentation

RD staff can help draft and edit required letters of support and institutional commitment, including assisting in acquiring signatures from UNC administrative leaders, and in preparing proposal submission checklists. In addition, staff can support the development of other required documents, such as Current and Pending Support, Data Management and Sharing Plans, References Cited, Facilities and Other Resources, and other related documents, including sharing samples from other proposals for guidance.

Proposal Planning and Development

It is common for PIs to target or know about specific upcoming funding opportunities and want to plan the development of their proposals. Creating timelines and coordinating among co-PIs are elements of RD Office offers.

Research Collaboration and Partnership Building

Faculty are often unfamiliar with the research interests of faculty in other disciplines at UNM. NSF, among other funding agencies, is requiring more interdisciplinary collaboration with education and social science researchers in some of its programs, and many require strong evaluation and assessment of program success, as well as data management plans. RD staff can provide introductions to faculty who specialize in these areas and bring them together to discuss collaboration opportunities and offer guidance on what the funding agency requires of each.

Solicitation and Guideline Interpretation and Analysis

Reading through scores of pages of instructions and program announcement information can be very time consuming and may not be straight forward. RD associates have considerable experience in helping PIs identify and assess sponsors' funding policies, priorities, eligibility criteria, and other essential elements required to prepare

a complete and comprehensive proposal.

Workshops and Seminars

The RD Director works with faculty in hosting workshops and seminars that focus on specific elements that strengthen opportunities for securing extramural funding. Please contact Carman Melendrez at carman.melendrez@unco.edu if you are interested in developing a specific workshop or seminar for faculty in a specific department or college. In addition, Hanover Research has been retained by UNC to host university-wide webinars and trainings. [Those can be found here](#)