OFFICE OF RESEARCH AND SPONSORED PROGRAMS

Committed to assisting faculty and staff in identifying, developing and submission of proposals to secure external funding and to assisting you in managing your awards!!

HERE'S WHAT WE CAN DO FOR YOU!

***TWO* MONTHS** before proposal is due	***TWO* Weeks** before proposal is due	***TWO* DAYS** before the proposal is due	***TWO* HOURS (or less)** before the proposal is due
• Grant writing assistance to assist with proposal development and proposal draft review and revisions • Assistance in drafting and securing support letters • Assistance in preparation of required documents such as current and pending support, data management plans • Assistance with Budget development and budget justification • Upload and submit completed grant proposal	• Review of grant proposal by a grant reviewer /ORSP • Assistance in drafting and securing support letters • Assistance in preparation of required documents such as current and pending support, data management plans • Assistance with Budget development and budget justification • Upload and submit completed grant proposal	• Assistance in collecting your support letters • Assist in preparation of required documents such as current and pending support, data management plans • Assistance with Budget development and budget justification • Upload and submit completed grant proposal	• Upload and Push the Submit button* • (*As long as all proposal elements and approvals are in place, we will submit your proposal)

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