

Research Development Services

Proposal Development Assistance



Research

Office for Research & Discovery

At the UA, proposal development and submission support is provided by a number of different offices, at the university, college, and departmental levels. The following information provides a quick review of proposal development and administration across UA offices, with added details on Research Development Services (RDS). RDS is part of the Office for Research & Discovery (ORD) and complements the services provided by the colleges and departments.

Find out more about our services at: <http://rgw.arizona.edu/development/proposal-development>

RDS tailors services based on the proposal type and needs of the PI.
The following represents a brief overview of available services.

Proposal Consulting

Consult on strategies to enhance proposal fit with RFP; competitiveness assessment; discuss proposal components and proposal development plan; and review for resubmission of proposals.

Consultation on Proposal Components

Assist with education and training program assessment/evaluation; broadening participation; broader impacts and outreach programs; industry or non-profit collaboration; letters of commitment; postdoctoral mentoring; data sharing and management plans; research management plans; timelines and Gantt charts; and facilities descriptions.

Review Support

Review of proposal narrative for adherence to RFP; narrative text and figure editing; assistance in identifying and leveraging UA resources and programs; abstract review; review for document organization, internal consistency, and structural cohesiveness.

Site Visit Support

Assist faculty and researchers who have been selected by the sponsor for a pre-award site visit to coordinate all non-technical aspects of the visit, allowing the PI to concentrate on the technical/scientific presentation.

Large Complex Proposal Support

Consult on proposal strategy; project team meeting facilitation to clarify project goals and implementation plans; iterative proposal editing; assist in developing alternative text presentation, e.g., tables, timelines, Gantt charts; assist with graphic design; assist with preparation of supporting material; advise on project leadership and organization plans; assist with development and preparation of non technical components of the proposal; coordinate proposal reviews.

Project Management Support

For large complex proposals where an RDS Associate provided significant and substantive support during the proposal development, RDS may offer up to three months at 0.30 FTE support from the Associate to assist the PI in project initiation and start-up during project execution. These services may include: assistance with staffing the project, coordinating the kick-off meeting and team communications, and mapping contract requirements to the work plan and project deliverables. These services may be added to the proposal to increase competitiveness and indicate effort; as such, if services are provided, the Associate should be part of the budget request.



Photo Credit: Jeff Smith



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College/Departmental

Proposal administration and development assistance varies between colleges and departments. Contact your department business manager or research office for specifics. General assistance may include:

Proposal Routing

UAccess Research routing for institutional approvals, including guidance on IDC and credit splits.

Budget & Budget Justification

Assist with development of the budget and justification.

Supplemental Documents & Materials

Assist with formatting and gathering of supplemental documents and materials, e.g. BioSketches, Current & Pending, Conflict of Interest, Facilities Descriptions,

Sponsor Forms

Assist with the completion of sponsor forms and packages, e.g. Grants.gov and FastLane

Individualized Searches

Provide individualized assistance on finding funding opportunities.

Sponsored Projects Services

Centralized proposal administration and submission is provided by Sponsored Projects Services (SPS) which provides the following services:

Proposal Assistance

Provide assistance in interpreting application guidelines, sponsor requirements, and form completion.

Institutional Review/Approval

Review and guidance on proposal budgeting and budget narrative. Also provide institutional approval before application is sent to the sponsoring agency.

Large Proposal Support

Coordinate team meeting to include SPS, Contract & Research Services, and Compliance stakeholders; assign SPS preaward staff member as point of contact for proposal review and approval; help develop timeline for internal review and submission.

Manage Electronic Submission

Assist with navigating systems and requirements for online submissions. SPS completes the electronic submission for most systems/applications.

Working with Research Development Services

RDS personnel are experienced professionals who bring academic and industry experiences necessary to contribute to all aspects of successful research proposal development. Associates optimally team with the PI early in the development process to assist in realizing highly competitive proposals, though specialized consulting assistance is available.

Contact RDS

RDS Director:

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Biomedical & Life Sciences Associate:

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Environmental & Data Sciences Associate:

Kim Patten, kjpatten@email.arizona.edu

Physical Sciences Associate:

Robin Richards, robinr1@email.arizona.edu

Scheduling Arrangements

Shared expectations for the types and levels of support will be set by factors such as PI needs, the available time before deadlines, complexity of proposal packages, and balancing RDS resources across the RDS proposal docket. For single PI proposals, RDS Associates are best positioned to support researchers who contact RDS at least 2 months prior to submission. For multi-PI or large/complex proposals, lead times of 3-6 months are important. Assistance for proposals with short timelines may be available on a case-by-case basis.

Utilizing Support

Typically, RDS Associates handle multiple proposal projects simultaneously. Therefore, initiating a new project requires careful workload planning and organization to provide high-quality service to each project. This requires that a joint commitment to a schedule and services be agreed upon for each new project by the PIs and the RDS Associate.

Please note that while RDS Associates often go above and beyond to meet their commitments and ensure a high-quality proposal for the investigator and institution, they are best able to provide this level of support when the project remains on schedule. RDS Associates may be required to change the level of service for delayed projects in consideration of other proposals on the docket.

Photo Credit: Gary M. Stoltz



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