MENU OF SERVICES PROVIDED BY THE

Grants and Research Office GRO Grants & Research Office

The GRO offers support and guidance at the beginning, middle and final submission phases of the grant development process.

Services provided by the GRO

Pre-proposal Services

- *Find funding* opportunities for your project
- *Offer advice and training* on developing a competitive proposal
- *Show you how to use* data-bases and other resources to remain on the cutting edge of funding opportunities

Services at the Beginning of the Proposal Development Process (2 -12 months in advance)

- *Proposal design* - this entails one-on-one coaching for project planning, timeline management and advice for building competitive partnerships.
- *Budget design*
- *Evaluation design*
- *Locate grant writing training* suitable to your project
- *Find collaborators* for your scholarly research, curriculum development and student success projects
- *Find partners and resources to conduct evaluations appropriate for your project*
- *Provide copies of funded proposals*
- *Schedule and set up a meeting with the Program Officer of the sponsoring agency*
- *Find an external grant writer* to write your proposal where paid for and approved by your department or unit leadership

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Grants & Research Office
Old Main 103 & 101
University of Wisconsin-Superior
karvids1@uwsuper.edu; (715) 394-8488

Middle of the Proposal Development Process (2-32 weeks prior to grant deadline)

Identify collaborators (*4-6 months advance requested*) - The GRO assists many proposals in finding useful collaborators to complement your own expertise or scholarship. Talk to the GRO at your earliest convenience to obtain this kind of service.

Provide mentors (*4-6 months advance requested**)*** – The GRO understands the importance of having colleagues in your discipline. We help you locate successful Principal Investigators *to provide mentoring, support and advice for discipline-specific proposals.*

Find an external reviewer (*3-6 months advance requested*) – When appropriate, the GRO sends your proposal to an outside expert for a competitive review. This is arranged months in advance of the proposal deadline and is arranged with your full consent and participation.

Obtaining letters of commitment from partners (*upon completion of first draft*) – The GRO will assist you in obtaining these from current or prospective partners once a first draft of your proposal completed.

Competitive review of the completed proposal (***2 weeks advance required***)– This level of review gives you detailed advice about how to make your proposal more competitive. The Grant and Research Administrator performs the competitive review. Provide your complete proposal with budget to the GRO minimum of ***two weeks*** before the due date.

Final Phases for Submission (10 -14 days before the funders due date)

Compliance review of the complete proposal – *This minimal level of review is* ***required for all grants.*** It ensures that proposal meets the requirements of the request for proposal (RFP). It includes a review and approval by the GRO of both the budget and the narrative portions of the proposal. Please deliver the complete proposal to the GRO 10 business days before the funder's deadline for nonfederal grants and two weeks before the deadline for federal grants.

Prepare all federal forms and certifications – The GRO reviews the RFP and the grants.gov and fastlane application package completely and provides you with a full electronic copy of your completed grant for your review prior to submission.

Services not provided by the GRO:

Grant writing – The GRO staff is eager to provide comprehensive services including training, but the work of writing (re-writing) the proposal belongs to the Principal Investigator or assigned program staff unless it is an institution wide proposal.

Editing services – If a full edit is needed, the GRO will submit the proposal to a professional editor. The cost associated with the edit will be paid by the department, program or responsible research center/institute. *This may then result in the delay in the approvals and submission process.*

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