



## Office of Proposal Development

The UNC Charlotte Office of Proposal Development (OPD) provides consultation services to faculty and staff who are developing grant proposals. We can help you develop your ideas, locate and evaluate funding sources, plan your proposal and budget strategies, develop your budget, and edit and review your proposal drafts.

**Our Services:** OPD is committed to helping you get funded, whether it is by finding a funding source for your research idea or by exploring ways to make your proposal more competitive. Our services include:

- **Developing Ideas:** We can help you develop your ideas, plan your long-term programmatic agenda, and learn how to leverage internal funds to attract external funds.
- **Locating Funding:** OPD maintains online resources that allow faculty and staff to search for funding sources and list their expertise. We also perform custom funding searches and monitor and distribute print and electronic funding notices to faculty.
- **Identifying Collaborators:** We can help faculty and staff form interdisciplinary proposal teams and help you find UNC Charlotte collaborators.
- **Editing:** We offer a range of editing and formatting services and can provide a critical reading of your proposal before it leaves campus.
- **Training:** OPD sponsors workshops on proposal writing and seminars featuring representatives from funding agencies. We also provide customized workshops for departments and colleges.
- **Providing Resources:** OPD recognizes that large-scale proposal efforts involving interdisciplinary teams frequently need resources such as travel, consultants, and clerical or student-wage support to produce a competitive proposal, and in most cases we can provide that support.

**Our Staff:** We're here to help you, so please contact us with your research questions and needs.

**Lesley Brown, Director.** Lesley works with faculty to create interdisciplinary and multiple-collaborator grant proposals. She provides proposal consultation (development of fundable ideas, critical review, pre-award project management support) for faculty and staff, and she works with new faculty to help them establish their research programs. Contact Lesley at [labrown@uncc.edu](mailto:labrown@uncc.edu) or at ext. 7-1880.

**Susan Robinson, Coordinator of Information Services.** Susan performs customized funding searches and helps faculty and staff locate electronic information and forms. She can also help you set up or fine-tune your profile in the Community of Science funding opportunity database. Contact Susan at [ssrobin@uncc.edu](mailto:ssrobin@uncc.edu) or at ext. 7-1869.

**Joy McAuley, Proposal Specialist.** Joy assists faculty and staff with proposal guideline review and proposal editing. She also conducts specialized information searches and can provide boilerplate text about UNC Charlotte information and resources. Contact Joy at [jomcaule@uncc.edu](mailto:jomcaule@uncc.edu) or at ext. 7-1878.



## **Grant-Writing Basics**

The Office of Proposal Development will hold a workshop series to help you learn the basics of developing a competitive grant proposal. Presented by OPD Director Lesley Brown and designed for faculty and staff members new to grant writing, these sessions will deal with various aspects of the proposal process, including finding funding sources, writing a proposal, and planning your budget.

For more information, contact Lesley Brown at [labrown@uncc.edu](mailto:labrown@uncc.edu) or 7-1880.

The following sessions are planned:

- **“Getting Started: Developing Your Project Idea and Understanding Sponsors.”** **Wednesday, Sept. 24, and Thursday, September 25 (identical sessions). 12:30-1:45 p.m. in Friday 107.** This session will introduce you to the offices on campus that provide support for writing and processing grant proposals, including the Offices of Proposal Development and Research Services and Outreach and the College-Based Research Offices. We will also discuss developing “fundable” ideas, understanding the expectations of external sponsors, and matching your ideas to sponsors’ needs.
- **“Using the Pivot Database to Identify Funding Resources and Faculty Expertise.”** **Thursday, Oct. 2. 12:30-2:00 p.m. in COED 007.** UNC Charlotte’s Pivot liaison Susan Robinson will demonstrate the fundamentals of using the online database to search for funding resources to support research projects and identify potential collaborators both on campus and around the world.
- **“Writing a Competitive Grant Proposal.”** **Wednesday, Oct. 8, and Thursday, Oct. 9 (identical sessions). 12:30-1:45 p.m. in Friday 107.** This session will review the basic parts of a grant proposal and will include a discussion of the characteristics of a good proposal, writing for review panels, and creating a timeline for proposal development. Information is at an introductory level and is not intended for those with extensive grant-writing experience.
- **“Designing Your Proposal Budget.”** **Wednesday, Oct. 29, and Thursday, Oct. 30 in Friday 107 (identical sessions). 12:30-1:45 p.m.** This session will help you learn how to calculate project costs. It will provide an introduction to budgeting terminology used by funding agencies, including a discussion of allowable costs, cost sharing, and the difference between direct and indirect costs. We will also discuss the importance of writing a strong budget justification. While this session is intended for those who are new to grant-writing, it may also be useful for those who want a refresher on allowable costs, cost sharing and other issues related to proposal budgets.

## **Other OPD NEWS**

The deadline for the 2015-2016 FRG proposals is **5:00 p.m. on Monday, October 13, 2014**. The guidelines can be found here: <http://research.uncc.edu/proposal-development/locating-funding>