

Offices of Research, Innovation, and Economic Development (ORIED)

Proposal Services

Please contact us early! Like many areas on campus, ORIED is understaffed. The following table lists many of the services ORIED provides to help improve your proposal's competitiveness, and the amount of time we request for providing each service. (Note, these are the default assignments, but actual assignments and depth of services may vary depending on proposal complexity, funder timelines, and staff workload.) Most successful proposals are developed over a period of several months, allowing for thoughtful development, review, and refinement. ORIED [requests notification](#) of an upcoming submission no later than 3 weeks prior to a funding agency deadline. Notifications received by ORIED within 3 weeks of a funding agency deadline will be reviewed on a case-by-case basis to assess staff capacity to assist as we are no longer able to guarantee that proposals with short notice will be able to move forward to submission.

		Point of Contact PDS=Proposal Development Specialist, RDO=Research Development Officer	Service Level <i>Notification prior to deadline</i>		
			Enhanced <i>2+ mos.</i>	Standard <i>3+ weeks- 2 mos.</i>	Minimum Services¹ <i>Less than 3 weeks</i>
	Finding Funding				
Provide information on funding opportunity resources including PIVOT funding and expertise database		RDO	X	NA	NA
	Organizing Your Proposal Team				
Provide guidance on organizing proposal teams and communicating with program officers		RDO	X	NA	NA
	Conceptualizing and Starting Your Application				
Assist with determining suitability of funding agency/program		RDO and PDS	X	X	NA
Provide guidance on funder policies, practices and guidelines		RDO and PDS	X	X	NA
Assist with project conceptualizing and refining project ideas		RDO	X	X	NA
Navigate and provide technical assistance with electronic proposal submission systems		PDS	X	X	X
	Narrative Development				
Provide content/editorial reviews of proposal narratives, offering critique from a reviewer’s perspective 3 weeks is proofread and alignment with funder guidelines A minimum of 1 comprehensive review at 4 weeks out A minimum of 2 comprehensive reviews 6 weeks out A minimum of 3 comprehensive reviews 2+ months out		RDO	X	X	NA
	Budget Development				
Develop budgets and assist with budget narratives/justifications		PDS	X	X	Limited
	Application Forms, Supporting Documents, and Internal Approvals				
Assist with supporting documents; review proposal for research compliance and provide referrals to appropriate university contacts		PDS	X	X	Limited
Initiate Proposal Approval Form (PAF) no later than one week prior to funder deadline: secure approvals of the chair, dean, and other university officials		PDS	X	X	X
	Proposal Submission				
Submit hard copy and electronic proposals		PDS	X	X	X

¹ This is the minimum service available with less than 3 weeks' notice. Note, this is not a guarantee of availability, as noted requests coming with this time frame may be denied moving forward.

Who do you call?

Division/College/Department/Center	Research Development Officer	Proposal Specialist
Academic Affairs, Student Affairs	Rebecca Greene	Kim Fischer/Sonya Lovine
Arts & Letters	Nick Webster	Vacant/TBD
Business	Rebecca Greene	Elizabeth Cabral
Continuing Education	Rebecca Greene	Sonya Lovine/Elizabeth Cabral
Education	Rebecca Greene	Vacant/TBD
Engineering & Computer Science	Nick Webster	Elizabeth Cabral
Health & Human Services Communication Sciences & Disorders, Criminal Justice, Health Science, Kinesiology, Nursing, PT, Public Health, RPTA, Social Work (except Title IV-E)	Nick Webster	Vacant/ TBD
Health & Human Services Title IV-E	N/A	Kim Fischer
Institutional/Student Success Proposals	Rebecca Greene	Assigned Based on PI's Department
Library	Rebecca Greene	Vacant/ TBD
Natural Sciences & Mathematics Biological Sciences, Chemistry, Physics & Astronomy	Rebecca Greene	Kim Fischer
Natural Sciences & Mathematics Geography, Geology, Mathematics & Statistics	Rebecca Greene	Elizabeth Cabral
Social Sciences & Interdisciplinary Studies Anthropology, Economics, Environmental Studies, Ethnic Studies, Family & Consumer Sciences, Gerontology, Political Science, Psychology, Public Policy & Admin, Sociology, Women's Studies	Rebecca Greene	Vacant/TBD
Social Sciences & Interdisciplinary Studies Centers: EdInsights Center, ISR	Rebecca Greene	Kim Fischer
University Divisions or other units not listed above	Rebecca Greene	TBD

Research Development Officers

Rebecca Greene, Ph.D., Research Dev. Officer
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Nick Webster, Research Development Officer
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Proposal Development Specialists

Elizabeth Cabral, Proposal Dev. Specialist
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Sonya Lovine, Economic Development Specialist
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Kim Fischer, Director Research & Proposal Development
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Do you have contract development needs?

See [Develop a Contract Proposal](#) for more or email: oried.contracts@csus.edu for assistance.