

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

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. (Variations may occur 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. Please contact us early!

	Point of Contact PS=Proposal Specialist, RDA=Research Development Analyst	Service Level <i>Optimal time prior to deadline</i>	
		Enhanced 2+ mos.	Standard 3+ weeks- 2 mos.
Finding Funding			
Provide information on funding opportunity resources including PIVOT funding and expertise database	RDA or PS	X	
Organizing Your Proposal Team			
Provide guidance on organizing proposal teams and communicating with program officers	RDA	X	
Arrange concept or proposal review by an external agency/content expert	RDA	X	
Conceptualizing and Starting Your Application			
Assist with determining suitability of funding agency/program	RDA or PS	X	X
Provide guidance on funder policies, practices and application guidelines	RDA or PS	X	X
Assist with conceptualizing and refining project ideas	RDA	X	X
Navigate and provide technical assistance with electronic proposal submission systems	PS	X	X
Narrative Development			
Provide content/editorial reviews of proposal narratives, offering critique from a reviewer's perspective	RDA	X	X
Budget Development			
Develop budgets and assist with budget narratives/justifications	PS	X	X
Application Forms, Supporting Documents, and Internal Approvals			
Assist with supporting documents; review proposal for research compliance and provide referrals to appropriate university contacts	PS	X	X
Initiate Proposal Approval Form (ePAF) no later than one week prior to funder deadline: secure approvals of the chair, dean, and other university officials	PS	X	X
Proposal Submission			
Submit hard copy and electronic proposals	PS	X	X

Who do you call?

ORIED staff are assigned to different departments and centers, as listed below.

College/Department/Center	Research Development Analyst	Proposal Specialist
Academic Affairs, Student Affairs	Jill Shannon	Kim Fischer
Administration & Business Affairs	Jill Shannon	TBD
Arts & Letters Art, Communication Studies, Design, English, Humanities & Religious Studies, Music, Philosophy, Theater & Dance, World Languages & Literatures	Rebecca Greene	TBD
Arts & Letters History	Jill Shannon	TBD
Business Administration	Rebecca Greene	Elizabeth Cabral
Continuing Education	Rebecca Greene	Elizabeth Cabral
Education	Rebecca Greene	Erin Moore
Engineering & Computer Science	Rebecca Greene	Elizabeth Cabral
Health & Human Services	Rebecca Greene	Kim Fischer
Institutional/Student Success Proposals	Jill Shannon	Proposal Specialist assigned to PI's department
Library	Jill Shannon	TBD
Natural Sciences & Mathematics Biological Sciences, Chemistry, Physics & Astronomy	Jill Shannon	Kim Fischer
Natural Sciences & Mathematics Geography, Geology, Mathematics & Statistics, MASE Center	Jill Shannon	Elizabeth Cabral
Social Sciences & Interdisciplinary Studies Anthropology	Jill Shannon	TBD
Social Sciences & Interdisciplinary Studies Economics, Environmental Studies, Ethnic Studies, Family & Consumer Sciences, Gerontology, Institute for Social Research, Political Science/Int'l Affairs, Psychology, Public Policy & Administration, Sociology, Women's Studies	Rebecca Greene	TBD
Social Sciences & Interdisciplinary Studies EdInsights Center	Rebecca Greene	Kim Fischer

Research Development Analysts

Rebecca Greene, Ph.D., Research Dev. Analyst

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Jill Shannon, Ph.D., Senior Research Dev. Officer

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Proposal Specialists

Elizabeth Cabral, Proposal Dev. Specialist

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Kim Fischer, Senior Proposal Dev. Specialist

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Erin Moore, Proposal/contract Dev. Specialist

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Do you have specific contract development needs?

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