

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, RDO=Research Development Analyst	Service Level <i>Optimal time prior to deadline</i>	
		Enhanced <i>2+ mos.</i>	Standard <i>3+ weeks-2 mos.</i>
Finding Funding			
Provide information on funding opportunity resources including PIVOT funding and expertise database	RDO or PS	X	
Organizing Your Proposal Team			
Provide guidance on organizing proposal teams and communicating with program officers	RDO	X	
Arrange concept or proposal review by an external agency/content expert	RDO	X	
Conceptualizing and Starting Your Application			
Assist with determining suitability of funding agency/program	RDO or PS	X	X
Provide guidance on funder policies, practices and application guidelines	RDO or PS	X	X
Assist with conceptualizing and refining project ideas	RDO	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	RDO	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?

Division/College/Department/Center	Research Development Officer	Proposal Specialist
Academic Affairs, Student Affairs	Jill Shannon	Kim Fischer
Arts & Letters Art, Communication Studies, Design, English, Humanities & Religious Studies, Music, Philosophy, Theater & Dance, WLL	Nick Webster	Erin Moore
Arts & Letters History	Jill Shannon	Erin Moore
Business	Rebecca Greene	Elizabeth Cabral
Continuing Education	Rebecca Greene	Sonya Lovine
Education	Rebecca Greene	Erin Moore
Engineering & Computer Science Electrical and Electronic Engineering	Rebecca Greene	Elizabeth Cabral
Engineering & Computer Science Civil Engineering, Computer Science, Construction Management, Mechanical Engineering	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)	Rebecca Greene	Erin Moore
Health & Human Services Title IV-E	Rebecca Greene	Kim Fischer
Library	Jill Shannon	TBD
Natural Sciences & Mathematics Biological Sciences, Chemistry, Physics & Astronomy	Jill Shannon	Kim Fischer
Natural Sciences & Mathematics Geography, Geology, Mathematics & Statistics	Jill Shannon	Elizabeth Cabral
Social Sciences & Interdisciplinary Studies Anthropology	Jill Shannon	Erin Moore
Social Sciences & Interdisciplinary Studies Economics, Environmental Studies, Ethnic Studies, Family & Consumer Sciences, Gerontology, Political Science, Psychology, Public Policy & Admin, Sociology, Women's Studies	Rebecca Greene	Erin Moore
Social Sciences & Interdisciplinary Studies Centers: EdInsights Center, ISR	Rebecca Greene	Erin Moore
Economic/Workforce Development Proposals (EDA, SBIR/STTR, etc.)	TBD based on PI's Division/Dept	Sonya Lovine
University Divisions or other units not listed above	Jill Shannon	TBD

Research Development Officers

Rebecca Greene, Ph.D., Research Dev. Officer
rebecca.greene@csus.edu ; 278-3667
 Jill Shannon, Ph.D., Senior Research Dev. Officer
jill.shannon@csus.edu ; 278-2069
 Nick Webster, Research Development Officer
n.webster@csus.edu ; 278-4918

Proposal Development Specialists

Elizabeth Cabral, Proposal Dev. Specialist
elizabeth.m.cabral@csus.edu ; 278-2054
 Kim Fischer, Senior Proposal Dev. Specialist
kimf@csus.edu ; 278-6111
 Erin Moore, Proposal/Contract Dev. Specialist
erin.moore@csus.edu ; 278-4289
 Sonya Lovine, Economic Development Specialist
lovinestd@csus.edu

Do you have contract development needs?

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