

## 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. All final proposal elements must be received by ORIED no later than 2 full business days in advance of the submission deadline. 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.	Basic 2 weeks
<b>Finding Funding</b>				
Provide information on funding opportunity resources including <a href="#">PIVOT</a> funding and expertise database	RDA or PS	X		
<b>Organizing Your Proposal Team</b>				
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		
<b>Conceptualizing and Starting Your Application</b>				
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	X
<b>Narrative Development</b>				
Provide content/editorial reviews of proposal narratives, offering critique from a reviewer's perspective	RDA	X	X	
<b>Budget Development</b>				
Develop budgets and assist with budget narratives/justifications	PS	X	X	X
<b>Application Forms, Supporting Documents, and Internal Approvals</b>				
Assist with supporting documents; Review proposal for research compliance and provide referrals to appropriate university contacts	PS	X	X	X
Initiate Proposal Approval Form (PAF) and secure approvals of the chair, dean, and other university officials at least 2 business days prior to submission	PS	X	X	X
<b>Proposal Submission</b>				
Submit hard copy and electronic proposals	PS	X	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	June Allison
Arts & Letters Art, Communication Studies, Design, English, Humanities & Religious Studies, Music, Philosophy, Theater & Dance, World Languages & Literatures	Rebecca Greene	June Allison
Arts & Letters History	Jill Shannon	June Allison
Business Administration	Rebecca Greene	Elizabeth Cabral
Continuing Education	Rebecca Greene	Elizabeth Cabral
Education	Rebecca Greene	June Allison
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	June Allison
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	June Allison
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	June Allison
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

June Allison, Proposal Dev Specialist

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Elizabeth Cabral, Proposal Dev. Specialist

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Kim Fischer, Senior Proposal 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](mailto:oried.contracts@csus.edu) for assistance.