

## 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.
<b>Finding Funding</b>			
Provide information on funding opportunity resources including <a href="#">PIVOT</a> funding and expertise database	RDO or PS	X	
<b>Organizing Your Proposal Team</b>			
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	
<b>Conceptualizing and Starting Your Application</b>			
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
<b>Narrative Development</b>			
Provide content/editorial reviews of proposal narratives, offering critique from a reviewer's perspective	RDO	X	X
<b>Budget Development</b>			
Develop budgets and assist with budget narratives/justifications	PS	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
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
<b>Proposal Submission</b>			
Submit hard copy and electronic proposals	PS	X	X

## Who do you call?

Division/College/Department/Center	Research Development Analyst	Proposal Specialist
Academic Affairs, Student Affairs	Jill Shannon	Kim Fischer/ Sonya Lovine
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/ Sonya Lovine
Education	Rebecca Greene	Vacant/TBD
Engineering & Computer Science	Rebecca Greene	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	TBD
Health & Human Services Title IV-E	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	Vacant/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	Vacant/TBD
Social Sciences & Interdisciplinary Studies EdInsights Center	Rebecca Greene	Kim Fischer
University Divisions not listed above	Jill Shannon	TBD

### Research Development Analysts

Rebecca Greene, Ph.D., Research Dev. Analyst  
[rebecca.greene@csus.edu](mailto:rebecca.greene@csus.edu) ; 278-3667  
 Jill Shannon, Ph.D., Senior Research Dev. Officer  
[jill.shannon@csus.edu](mailto:jill.shannon@csus.edu) ; 278-2069

### Proposal Specialists

Kim Fischer, Senior Proposal Dev. Specialist  
[kimf@csus.edu](mailto:kimf@csus.edu) ; 278-7874  
 Sonya Lovine, Senior Proposal Dev. Specialist  
[lovinesd@csus.edu](mailto:lovinesd@csus.edu) ; 278-5390  
 Elizabeth Cabral, Proposal Dev. Specialist  
[elizabeth.m.cabral@csus.edu](mailto:elizabeth.m.cabral@csus.edu) ; 278-2054  
 Nick Webster, Proposal/contract Dev. Specialist  
[n.webster@csus.edu](mailto:n.webster@csus.edu) ; 278-4918

## 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.