

# GRANTS & RESEARCH DEVELOPMENT SERVICES

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*Taking the “guesswork” out of applying and sourcing award and grant opportunities while building quality projects and programs across all CAS disciplines.*

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# BENEFITS OF OUR SUPPORT

Our team is uniquely equipped to help YOU put your creative ideas on paper, gain clarity and confidence in your work, and secure funding from sources you may never have known existed or were qualified enough to pursue.

By working with us, you will “help us, help you,” all while achieving the following **outputs**:

- Bolstering proposal development.
- Developing and supporting competitive grant submissions.
- Generating capacity that frees up time to focus on the “work.”
- Leveraging university and community partnerships.
- Using a multi-pronged approach to create quality programs and projects that are sustainable beyond the award or grant period.

By working with us, you will have the opportunity to achieve the following **outcomes**:

- A strategic plan to advance new scholarly work and research.
- Gain a greater Return on Investment (ROI).
- Strengthen your ability to diversify and secure funding.
- Continue the institutional brand perception of “sticking to the UNC mission.”
- Contribute to your field by bringing awareness of emerging issues, discovering new pathways leading to cutting-edge and improved solutions, and redefining approaches to merging and meeting student and community needs.

# SERVICE OFFERINGS

## GRANTS PROCESS ORIENTATION

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**Completion Time:** Up to 2 hours

An introductory meeting with the Grants & Research Support Group will allow our team to:

- Review the original request (by email or RASR).
  - Understand the needs and areas of assistance.
  - Provide an overview of expectations and the process of support.
  - Provide an overview of current services and options based on need.
  - Discuss the next steps and any documentation moving forward.
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**Purpose: One-on-one coaching to walk through the grant application process with the project lead/team.**

- Award administration logistics
- Proposal preparation (checklist and timeline in sync with funder RFP or NOFO)
- Project roles and responsibilities identification
- Grant solicitation and pre-award process
- Process for finding funding opportunities
- Funder communication (significance of submitting a one-pager, LOI, or Inquiry Request)

## **TIER 1) ADVISING CONSULTATION**

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**Project Duration:** 1 – 2 weeks

**Completion Time:** 10 hours (total)

- Strategy development
  - Application road-mapping
  - Competitor analysis
  - Funder analysis
  - Gap Identification
  - Team science development
- Intra-institutional navigation
  - UNC letters of support
  - Collaboration awareness and connection
  - Partnership mapping
  - Resource connection pathways
- Short-term Grant Research

## **TIER 2) FULL-SCALE PROPOSAL SUPPORT**

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**Project Duration:** 8+ weeks

**Completion Time:** 20 – 30 hours/week per project

**Purpose: Wraparound support services for successful proposal preparation, submission, and award management.**

- Compliance Review: adherence to RFP and NOFO instructions
  - Pre-award coverage and/or cross-checking
    - Budget preparation
    - Budget Justification
    - Document collection
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- Submission Navigation
- Sub-award Coverage and Cross-Checking
  - Relationship-building and maintenance
  - Coordination with research administrators
  - Invoicing and Budgeting assistance
- Document Collection
  - Document checklist
  - Required and supplemental documentation management
- Technical Documentation
  - Content improvement via “outside scientist” or “test reviewer”
  - Reference management
  - Technical components analysis
- Non-technical Writing
  - Boilerplate development
  - Select narrative sections or attachments (i.e., introduction, abstract, facilities)
- Professional Editing
  - Copy-editing
  - Graphics
  - Document look and feel
- Project Management
  - Application preparation logistics (i.e., document wrangling)
  - Deadline communication and reminders
  - Meeting management
  - Source of truth for version control
  - Proposal timeline and task assignments
- Short-term Grant Research

## TIER 3) PROPOSAL OPTIMIZATION

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**Project Duration:** 3+ weeks

**Completion Time:** 10 hours/week per project

- **Benchmarking** to calibrate performance based on metrics, program offerings, and other valuable attributes
  - Red team review in the specified field
  - Internal and mock review, outside of field
  - Copy-editing, figure development, copy look and feel
  - English language editing – American Journal Experts
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## TIER 4) PRE-PROPOSAL WRITING

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**Project Duration:** 2 weeks

**Completion Time:** 6 hours (total)

**Purpose:** Communication assistance with program staff, collaborators, and potential funders.

- LOI, Inquiry Request, One-Pager or White Page(s)

## TIER 5) FUNDING CREATIVE PRACTICE, RESEARCH, OR SCHOLARSHIP

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**Project Duration:** Depends on the request

**Completion Time:** Depends on the request

**Purpose:** To increase and diversify funding by identifying aligned award, grant, or fellowship opportunities with strategic goals and priorities for programs, projects, and operations.

- **Short-term:** Up to 30 aligned grant opportunities
- **Long-term:** 6 – 12 months (or ongoing) research
  - Funding Forecasting
  - Grant Research Reporting
  - "Go or No-Go" approach
  - *Landscape Analysis:* general overview of aligned funders
  - *Funder Trends Analysis:* uncover current giving trends

## VALUE – ADDED SUPPORT REQUESTS

An à la carte option to request additional support services is offered on a case-by-case basis.

### PROGRAM AND PROJECT DEVELOPMENT

**Purpose:** To develop competitive, in-demand programs and projects that produce tangible results.

- New ideas and collaboration launch
  - Program and project viability contextualization
  - Program and project analysis and review for fundability
  - Programming portfolio shaping (i.e., target audience focus)
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- Funding forecast and grant research reporting
- Partnership ecosystem and mapping
- Logical Framework Model creation (i.e., goals, objectives, outcomes)

## COLLABORATIVE WORK & RESEARCH

**Purpose: To strengthen collaboration efforts in scholarly activities and/or successfully form and nurture multi-, inter-, and trans-disciplinary research teams, including those with community partnerships.**

- Community Engagement & Outreach
  - Research and connection to the most appropriate on-campus contact and/or resources
  - Partnership ecosystem and mapping
- Meeting Logistics
  - Facilitated brainstorming
  - Scheduling coordination
  - Agenda development
  - Notetaking (i.e., action items, next steps, discussion highlights)
- Team Science
  - Collaboration mapping
  - Researcher Portfolios development
  - Team building guidance on best practices and strategies
  - Meeting planning and facilitation support
- Grant Research
  - Funding research for new and/or established project and program activities

## EVENT DEVELOPMENT & PLANNING

**Purpose: From the concept to the completion phase, our team will support virtual, hybrid, and in-person events in collaboration with campus partners (i.e., AHGS, FRIE, CFE, IAH, ORD, and others).**

- **Events** can include, but are not limited to:
    - Working group meetings
    - Collaboration group meetings
    - Networking mixers
    - Seminar series
    - Workshops, trainings, and Lunch n' Learns
  - **Assistance** can include, but is not limited to:
    - Budgeting
    - Checklist and Timeline Development
    - Promotion and Marketing
    - Speaker and Presenter Coordination (i.e., invites, call for abstracts, sourcing honorarium)
    - Day of event coordination
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- Facilitation space reservations and/or food orders
  - Pre-and post-surveys and/or Event Registration
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