

# RESEARCH AND SPONSORED PROGRAMS ACTIVITIES

## OFFICE ADMINISTRATION

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- Manage office operations.
- Maintain Research and Sponsored Programs website.
- Administer office budget.
- Recruit, train, and supervise personnel.

## UWW & UWS FUNDING

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- Administer all University of Wisconsin-Whitewater intramural grant programs.
- Coordinate publicity related to University of Wisconsin System grant programs.
- Coordinate development and submission of institutional proposals to System competitions.
- Serve as ex-officio member and Research and Sponsored Programs liaison to the Academic Development Committee and Academic Staff Professional Development Committee.

## LIAISON/PROFESSIONAL DEVELOPMENT

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- Obtain information from faculty members concerning their research and program development interests.
- Conduct information sessions and workshops to train faculty in the process of identifying funding, grantwriting, and compliance-related issues.
- Conduct information sessions, workshops, and one-on-one training sessions related to intramural funding opportunities/processes and professional development.
- Develop consortiums, partnerships, and other relationships with external stakeholders in order to develop project opportunities suitable for funding.
- Act as client consultant regarding research design, assessment, and partnership paradigms.

## PROPOSAL DEVELOPMENT

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- Upon identifying a viable funding source, assist stakeholders (faculty, staff, administration, external partners, etc.— hereinafter referred to as clients) in evaluating "fit" and obtaining application materials.
- Independently author and submit proposals to further the client's mission, vision statement, and strategic plan.
- Review the request for proposals (guidelines) and interpret sponsoring agency policies, procedures, required forms, clearances, certifications and published deadlines, and budgets for format and cost accounting consistency with University policies and procedures.
- Manage proposal development and submission process.
- Assist clients in all phases of proposal development and submission including conceptualization of projects, preparation of the proposal (developing boilerplate, preparing graphics, word-processing, co-writing, etc.), coordination of review by appropriate campus committee/official, and editing, duplication, and submission of the final product.
- Review cost sharing and/or matching requirements for institutional consistency and auditability.
- Monitor human, animal, and biological clearances.

## **FUNDING IDENTIFICATION**

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- Establish and maintain a comprehensive database of faculty research and program development interests.
- Using a variety of search engines and techniques, conduct funding searches to identify viable sponsorship sources to support faculty research and program development interests.
- Develop sponsorship plans for clients.
- Keep clients fully informed about new and developing extramural funding opportunities.
- Determine institutional priorities (campus wide, division, college, department, and program level) and develop strategic sponsorship plans.

## **COMPLIANCE**

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- Continually review Federal, State, and University policies and procedures to ensure that Principal Investigators, Deans and Departmental staff, and University management/administration are apprised of new and changing developments.
- Assist with and/or conduct negotiations with grant/contract officers, sponsoring agency legal counsel, and appropriate University office on award issues.
- Provide expertise and serve as a consultant for Principal Investigators and University management/administration.
- Develop on-line forms, and policy/procedural documents to be used as a Web-based resource and training tool.
- Log, track, and report all proposals, awards, and contracts.
- Serve as ex-officio member and Office of Research and Sponsored Programs liaison to the Institutional Review Board for the Protection of Human Subjects (IRB). Coordinate committee activities with chair of the IRB, coordinate correspondence, and monitor institutional compliance.
- Serve as ex-officio member and Office of Research and Sponsored Programs liaison to the Institutional Animal Care and Use Committee (IACUC). Coordinate committee activities with the chair of the IACUC, assure compliance documents/procedures are current with federal agencies' requirements, manage handbook and other correspondence, and monitor institutional compliance.