

Grant Prospecting & Information Dissemination

- targeted funding searches
- specific funding opportunities
- funding announcements to faculty & graduate students
- workshops, brownbags, and presentations on the mechanics of grant writing
- communicates sponsor and University changes in pre-award submission processes and procedures
- liaison with sponsor program managers and contract administrators

Proposal-Related ServicesPre-Award:

- project idea development & proposal logistics consultation
- proposal planning and process management
- submission of LOIs as required by sponsor
- first point of contact for proposal budget development
- preparation of auxiliary documents

- proofreads and cosmetically edits and formats narratives (with sufficient lead-time)
- edits/cross-checks references (with sufficient lead-time)
- collection of letters of support
- creation and signature routing of proposal transmittal forms
- comprehensive review of each proposal component for compliance
- completes online submission activities
- communication liaison between sponsors & OSPRA
- Distributes complete PDF package of submitted proposal materials

Post Award:

- responds to sponsor requests for additional information
- develops budget amendments & budget reconciliations with OBRP
- negotiates changes in Work Scope with funders
- resolves contractual issues/changes; liaison between PI and OSPRA
- activities related to filing Continuation Awards (annually)
- management of interim & final report filings

OSURR

- ethics, compliance, & problem resolution related to human subjects research/school research
- internal-level review and approval of College exempt IRB applications
- member of campus IRB and coordinates between COE and campus IRB
- maintains College files on human subject research and school placements
- provides human subjects approval documentation for dissertation research
- University-wide PreK-12 School research placement in Illinois schools
- supports proposals as it pertains to preK-12 school research
- schools Liaison and facilitates collaboration and partnerships with preK-12 schools
- human subjects documentation data, and school placement documentation and project status reporting
- quarterly human subjects reports, annual report, other engagement reports as requested.
- coordinates approval, compliance, and access to research projects for Educational Psychology subject pool.
- interfaces with Illinois State Police to request criminal background checks

