The Office of Research Development at the University of Michigan provides resources and services to increase researchers' competitiveness in obtaining extramural research funding.

**Funding Consultations**
- Discuss research goals
- Identify funding opportunities
- Develop funding strategy based on career stage and research objectives

**Proposal Review & Editing**
- Organize internal or external proposal peer review before submission (e.g., Red Team Review)
  - Arrange critical reviews of proposals, projects, or performances to help identify strengths and weaknesses before work is presented to external reviewers/audiences
  - Collect and distribute reviewer and/or panel feedback to the PI and team members
- Edit proposal documents
  - Structure, organization, and formatting
  - Clarity, consistency, logic, grammar/typos
  - Adherence to the agency's requirements

**Workshops and Events**
- Facilitate ideation and/or planning sessions
  - Tailor meetings and events to align with team goals and objectives
  - Coordinate meetings, space, catering, and other resources
  - Create an agenda, facilitation plan, and session materials
  - Connect to campus partners
  - Day of the event: handle logistics, facilitate, and document
- Post-event: Event summary and feedback collection
- Host workshops and webinars
  - Present tailored virtual or in-person sessions on finding funding, grant writing, navigating U-M's Research Resources, and team science, among other topics

**Proposal Management**
- Provide project management
  - Coordinate research team meetings
  - Assist with agendas and meeting notes
  - Track team's progress and deadlines
  - Create timelines and checklists
  - Help assign proposal tasks
- Communicate with the Research Administrator
  - Coordinate division of tasks, e.g., collection of biosketches, letters of support, etc.
- Draft proposal content
  - Create a draft template for the proposal
  - Letters of Support/Collaboration
  - Facilities, Resources, and Equipment
  - Provide examples of documents such as Management or Multi-PI Plans, Data Management/Sharing Plans, Mentoring Plans, Plan for Enhancing Diverse Perspectives, etc.

**Graphics Support**
- Consult about graphics needs
- Design graphics for proposals
  - Logic or conceptual models
  - Summary figures
  - Illustrations
- The artist will consider requests for presentations, publications or other needs; grant proposals will be prioritized (Please contact at least 6 weeks before a figure is needed)

**Post-submission Support**
- Help prepare for funding agency's site visit/review
  - Coordinate planning meetings, rehearsals, materials, slides, etc.
- Provide team, ideation & proposal development support throughout a planning grant
- Review declined proposals
  - Arrange a "postmortem" meeting using scores and reviewer comments
  - Help identify weaknesses and focus areas for revision/resubmission

To learn more, visit: research.umich.edu/ord