

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



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.



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



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

