

The Office of Research Development (ORD), within the Office of Vice President for Research, catalyzes interdisciplinary collaborations and provides services to increase investigators' competitiveness in pursuing extramural research funding.



Workshops and Events

- **Facilitate ideation and planning sessions**
 - Design meetings and events to align with team goals and objectives
 - Create an agenda, facilitation plan, and session materials
 - Connect to and invite campus partners
 - Provide support the day of the event: logistics, facilitation, documentation
 - Provide post-event support: event summary, feedback collection
- **Host workshops and webinars**
 - Present tailored virtual or in-person sessions on extramural funding, grant writing, navigating U-M's resources, and team science, among other topics



Proposal Management

- **Provide project management support**
 - Coordinate team meetings
 - Assist with agendas and meeting notes
 - Track team's progress and deadlines
 - Create timelines and checklists
 - Assign and track proposal tasks
- **Communicate with a Research Administrator**
 - Coordinate division of tasks
- **Draft proposal content**
 - Create a template for the proposal
 - Draft and coordinate outreach of Letters of Support/Collaboration
 - Provide examples and draft supplementary documents (Facilities, Resources, and Equipment; Management Plan, Multi-PI Plan, Data Management/Sharing Plan, and others)



Proposal Review & Editing

- **Organize internal or external proposal peer review before submission (e.g., Red Team Review)**
 - Suggest and contact reviewers
 - Develop a review timeline
 - Send out materials for review
 - Coordinate review feedback
- **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
 - Slide decks
- **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 or review**
 - Coordinate planning meetings and rehearsals
 - Develop templates and content
 - Coordinate review and rehearsals
- **Provide team, ideation & proposal development support throughout a planning grant**
- **Review declined proposals**
 - Arrange a "postmortem" meeting to discuss scores and reviewer comments
 - Identify weaknesses and focus areas for revision/resubmission



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