

# Institute for Policy & Social Research (IPSR)



## Research Administration: Research Development and Pre-Award Services

### IPSR Pre-Award Services Staff

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### Research and Proposal Development

#### We can:

- \* Help you plan your research agenda and how it fits your career timeline
- \* Work with you to shape current research ideas
- \* Conduct funding searches for internal and external opportunities
- \* Identify collaborators—internally and externally, individuals and institutions

### Proposal Preparation

#### We can:

- \* Interpret agency guidelines and contract language
- \* Assist with letters of intent and preproposals
- \* Assist with agency forms
- \* Draft language on KU and IPSR capacity
- \* Develop and review internal and external budgets and justifications
- \* Develop and review compliant resumes and biosketches
- \* Collect documents from consultants and collaborating institutions
- \* Review, edit, and format proposal text and references
- \* Review entire proposal for compliance
- \* Work with KUOR through their two levels of review for internal and external compliance
- \* Collate, email, or upload proposal
- \* Track proposal delivery

### Other Services

#### We can:

- \* Give presentations to students and researchers
- \* Assist with interpreting agency reviews and submitting revised proposals
- \* Re-budgets/revisions requested by agencies
- \* Supplemental funding requests for funded projects
- \* Contribute to annual reports involving budgeting
- \* Identify tools to assist with data management planning
- \* Connect you with other resources to enhance research and strengthen proposals