

Pre-Award Services

**INSTITUTE FOR POLICY &
SOCIAL RESEARCH -
GRANT DEVELOPMENT
OFFICE**

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Proposal Development

We can:

- ◆ Help 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 boilerplate language on KU and IPSR capacity
- ◆ Develop and review internal and external budgets
- ◆ Collect resumes and biosketches – review for compliance
- ◆ Collect documents from consultants and collaborating institutions
- ◆ Review, edit, and format proposal text and references (time permitting)
- ◆ Review entire proposal for compliance
- ◆ Work with KUCR through their two levels of review for internal and external compliance
- ◆ Copy, mail, or upload proposal
- ◆ Track proposal delivery

Other Pre-Award Services

We can:

- ◆ Assist with Human Subjects applications
- ◆ Assist with Just-in-Time information requests
- ◆ Assist with interpreting agency reviews and submitting revised proposals