

Office of Research and Sponsored Programs

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Science and Engineering Center and the Commons
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Mission

We provide guidance and resources to faculty, staff, and students who are developing proposals for research, scholarly and creative activities that are internally and/or externally supported. We also support the development of other externally sponsored administrative programs. We provide information on funding opportunities from federal, state, and private-sector sponsors; coordinate all pre-award activities, external proposal submissions, and the intellectual property development process. We collaborate with Finance and Business Services and other offices responsible for post-award management to ensure that grant-funded activities are implemented effectively, and that Principal Investigators are knowledgeable of mandatory policies and procedures. Our office also formulates and executes research-related policies and strategic plans related to research for WCU.

Services

- o Customized external funding searches, based on individual and/or group research interests
- o Detailed intelligence information on federal, state, and private-sector funding agencies
- o Facilitation of networking and communications with sponsoring agency program managers
- o Personalized assistance with proposal development, including review of funders' guidelines, budget development, proposal assembly, and submission of completed proposals
- o Workshops and training on all aspects of proposal development and grants management
- o Assistance with post-award procedures
- o Development of undergraduate and graduate student research opportunities
- o Guidance on intellectual property and technology transfer policies and procedures

Policies and Deadlines

- Prospective applicants interested in responding to a call for proposals should contact the ORSP staff at least 30 days prior to the submission deadline. All proposals being submitted to external funding agencies must go through the InfoReady process.

Anyone who is planning to submit a grant proposal to an external funding agency should contact ORSP as soon as possible so we can offer our assistance throughout the proposal development and submission processes.