

The Faculty Research Development Office (FRDO) works in close collaboration with other units of the Office of the Vice President for Research (OVPR) and with research support personnel in colleges, centers and departments to provide a broad range of essential services to faculty from all disciplines in support of obtaining extramural funding for their research activities and creative works. FRDO associates are housed in the Schools of Engineering and Architecture and Planning, the Colleges of Arts and Sciences, Education, and Fine Arts, and within the OVPR. To submit a request for proposal support, please follow the steps below.



- Go to [FRDO.unm.edu](https://frdo.unm.edu);
- Click on the “Submit a Request for Proposal Support” button to request assistance from FRDO associates. Your request will automatically route to the appropriate individual.

If you have any questions or would like more information, please email [FRDO@unm.edu](mailto:FRDO@unm.edu).

Submit a  
Request for Proposal Support

## PROPOSAL SUPPORT SERVICES

### ■ BIOSKETCH/CV REVIEW AND FORMATTING

FRDO associates work with faculty to ensure that all the elements of a biographical sketch (or CV) comply with the funding agency’s specifications, and can format these documents for group consistency.

### ■ BROADER IMPACTS CONSULTATIONS

“Broader Impacts” are evaluation criteria that focus on the societal impacts of research, scholarly and creative works, and is a section common to many funding opportunities. Broader impacts consultations help faculty connect with existing regional pre-K-16 educational programs designed to broaden the participation of under-represented populations, as well as develop a plan that meets the goals of the faculty.

### ■ BUDGET AND BUDGET JUSTIFICATION DEVELOPMENT

The development of budgets and their narrative justifications that meet the guidelines of the UNM Office of Sponsored Projects (OSP) and respective funding agencies can be difficult to generate. The FRDO network offers extensive expertise in this area of proposal development.

### ■ EDITING AND PROOFING OF NARRATIVE SECTIONS

FRDO has highly qualified faculty and staff who read and edit proposals from all disciplines. They can compare the proposal and solicitation for completeness and accuracy; proofread for spelling and punctuation errors, typos or incorrect use of English; and provide edits to clarify meaning, ensure coherence and flow, and improve the overall quality of narrative sections.

### ■ FINDING APPROPRIATE FUNDING (including early career and seed funding)

Finding funding opportunities that match faculty research interests and creative works can often be aided through funding database tools, such as PIVOT, and with the experience and other resources available to the FRDO network. PIVOT provides access to a global database of funding opportunities from public, private, domestic, federal, and international sources. FRDO can assist faculty with setting up their own PIVOT accounts and profiles for targeted searches, both through in-person and online tutorials. Many early career opportunities for a variety of disciplines are listed on the FRDO website.

### ■ GRAPHIC DESIGN AND ILLUSTRATION OF SCIENTIFIC CONCEPTS

FRDO associates can help faculty to have an appropriate illustration for their research proposals. A graduate student with extensive experience is available to provide graphics support to faculty on proposals that include funding for graduate students.

## ■ INTERDISCIPLINARY AND COLLABORATIVE PROPOSAL COORDINATION

Members of the FRDO network offer support and coordination services to collaborative and interdisciplinary groups of faculty seeking to prepare a funding proposal. In addition, the Vice President for Research, in an effort to encourage research collaborations, hosts faculty working group lunches that provide opportunities for faculty to come together to develop, discuss, exchange, share or disseminate ideas, information, or materials necessary for creating a competitive proposal.

## ■ LETTER OF SUPPORT AND OTHER UNM DOCUMENTATION

FRDO associates can help draft and edit required letters of support and institutional commitment, and assist in acquiring signatures from UNM administrative leaders. In addition, they can provide copies of UNM's Federally negotiated cost rate agreement, Title III/Title V designation letters from the Department of Education, and other documentation that may be required for a particular submission.

## ■ NAVIGATING THE UNM PROPOSAL SUBMISSION PROCESS

FRDO associates can help guide faculty through the UNM institutional proposal routing and approval process using Cayuse SP. They can also assist in completing the sponsoring agency's online submission portals (e.g., Fastlane, grants.gov, and GrantsOnline).

## ■ OPEN RESEARCH DEVELOPMENT TIME FOR FACULTY

FRDO associates provide drop-in research funding related consultations on Wednesdays from 1:00 - 3:00 PM in the ADVANCE @ UNM space in the Communications and Journalism Building (Building #115). Beginning in September 2017, mini-workshops will be presented during this time on the second Wednesday of the month on topics including NSF solicitations and processes; aligning budgets with the scope of work; and Department of Defense opportunities for Social Scientists. On a scheduled basis, representatives from OSP, IRB and other related departments will also be available.

## ■ POLICY CONSULTATIONS

Occasionally, faculty collaborates with industry or national laboratory partners on new research and development ideas and projects. In these situations, faculty may need to generate non-funded agreements, such as Non-Disclosure Agreements, Material Transfer Agreements, etc. FRDO associates can help guide faculty through these processes.

## ■ PROPOSAL PLANNING AND DEVELOPMENT

This is the stage of the process where faculty have identified a specific upcoming funding opportunity and want to plan the development of their proposal. Creating customized timelines to meet the deadlines of funding agencies and OSP, as well as coordinating efforts with co-PIs, are elements of services offered by FRDO.

## ■ RESEARCH COLLABORATION AND PARTNERSHIP BUILDING

Faculty are often unfamiliar with the research interests of faculty in other disciplines at UNM. NSF, among other funding agencies, is requiring more interdisciplinary collaboration with education and social science researchers in some of its programs, and many require strong evaluation and assessment of program success, as well as data management plans. FRDO can provide introductions to faculty who specialize in these areas and bring them together to discuss collaboration opportunities and offer guidance on what the funding agency requires of each.

## ■ SOLICITATION AND GUIDELINE INTERPRETATION AND ANALYSIS

Reading through scores of pages of instructions and program announcement information can be complicated and time-consuming. FRDO associates have considerable experience in helping faculty interpret sponsors' funding policies, priorities, eligibility criteria, and other elements necessary to prepare a complete and comprehensive proposal.

## ■ WORKSHOPS AND SEMINARS

FRDO works with faculty, staff, and other experts in hosting workshops and seminars that focus on specific elements that strengthen opportunities for securing extramural funding, including NIH grant writing seminars, NSF CAREER proposal workshops, and informational workshops about campus resources available to faculty in preparing a funding proposal.