



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 to promote growth in campus external research funding for 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.

Go to [FRDO.unm.edu](https://frdo.unm.edu) and 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.



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 an 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 underrepresented populations, as well as develop a plan that meets the goals of 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 Proofreading of Narrative Sections**

FRDO has highly qualified faculty and staff who edit and proofread proposals from all disciplines, emphasizing effective communication and responsiveness to funder requirements.

- **Graphics Design Support**

High quality graphics can greatly enhance a funding proposal. The FRDO employs a graduate student with extensive experience in graphic design to help faculty who seek graphics support for their funding proposals.

- Identification of Funding Opportunities, Including Targeted and Customized Searches**
 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. In addition, myriad Early Career opportunities for a variety of disciplines are listed on the FRDO website.
- 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.
- Letters 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 on-line submission portals (e.g., Fastlane, grants.gov, and GrantsOnline).
- Policy Consultations**
 Occasionally, faculty collaborate 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, organizing and facilitating meetings among principles, and coordinating and tracking assignments, are some of the 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 funding agencies and private foundations require strong evaluation and assessment of program success, as well as plans for data management. FRDO can provide introductions to faculty from across the UNM campus, and others who specialize in evaluation and data management, and can organize meetings 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 to host workshops and seminars that focus on specific elements that strengthen opportunities for securing extramural funding. This Fall, FRDO will organize monthly training workshops with follow-up consultations on the following themes: September – The Proposal Process; October: Communicating Effectively with Agency Program Officers; and November: Working with the UNM Foundation. Workshops will be held at the ADVANCE @ UNM space in the Communications and Journalism Building (Building #115).