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MEMORANDUM

TO: Michael Malone, Vice Chancellor for Research and Engagement
FROM: Loren Walker, Director of Research Development
SUBJECT: Research Development Support for HFA and SBS
DATE: November 2, 2010
CC: Rick Taupier, Associate Director of Research Development

The Office of Research Development (ORD) provides services geared to help faculty members initiate and expand sponsored support for research and scholarly activities on campus. As a central office, ORD services are available to faculty members campus-wide in three broad areas:

- 1) Proposal Development
- 2) Research Development Workshops
- 3) Government Relations for Research

Working cooperatively with the Office of Grants and Contracts Administration, Research Development staff services are geared to assist interdisciplinary, multi-investigator teams and individual faculty members at the earliest stages of proposal development. Examples of ORD proposal development services are provided at the end of this memo.

With leadership from Associate Director Rick Taupier, who walks the humanities and social sciences beat for Research Development, we have begun working with the College of Humanities and Fine Arts and the College of Social and Behavioral Sciences to coordinate proposal development services and produce workshops relevant to these colleges.

I have had initial discussions with Deans Hayes and Feldman and Associate Dean Wallace about research development support services for HFA and SBS. Rick has been in regular communication with Associate Deans Rex Wallace and Doug Anderton on this topic.

A number of ideas for Research Development support of HFA have been discussed. Following a conversation between Dean Hayes, Rex Wallace, Rick Taupier and me, Rick prepared the following list to serve as a reminder of the ideas that were discussed and to guide for our continued efforts:

- Research Development support for a program of research development workshops and seminars for HFA in general and for specific interest groups as requested. The first workshop will focus on National Endowment for the Humanities funding programs and insights into how to compete successfully for NEH funding. This workshop will be in the early spring 2011 semester.

- Research Development has recently agreed to support a research development colloquium series this academic year for the Heritage and Society Cluster of which the Department of History is one of the participants. ORD will support other cluster activities at their request, whenever possible.
- Research Development is prepared to support and assist in the development of seminars, workshops and mentoring activities for junior faculty in the HFA Research Intensive Semester program. ORD and HFA have agreed to host a meeting with RIS participants late this semester in order to assess needs and interests.
- Research Development will continue to provide early proposal development support for individual HFA faculty as requested. This will include assistance with budgets, review of funding opportunity announcements, outlining of proposal requirements, development of timelines, and review of proposal narratives to assess completeness and logical flow according to the submission guidelines.
- Research Development is prepared to meet with faculty who are awarded provisional center seed-funding from HFA in order to access their research development needs and provide support as appropriate for new, collaborative research initiatives.
- Research Development will continue to send out notices through the Office of the Dean and Department Chairs of up-coming funding opportunities in the humanities and to offer assistance to faculty in determining whether projects they have in mind might be suitable for proposals to specific funding programs.
- Research Development will follow up with previous HFA Faculty Research Grant winners to assist with development of research initiatives if they are so interested.
- HFA and ORD will work together to identify early career grant opportunities for HFA faculty, recognizing that in the humanities many of those opportunities are likely to consist of individual fellowships rather than project grants. However, to the extent possible, we should seek to provide opportunities to early career faculty in the arts and humanities that are comparable to those in other fields.

This semester, Rick has provided proposal development support for at least two HFA-originated proposals: 1) NEH Challenge Grant, PI Audrey Alstadt, History and 2) NEH Collaborative Research, PI Nick Bromell, English.

A number of ideas for Research Development support of SBS have also been discussed with Dean Feldman and, separately, with Doug Anderton. In a memo to Doug Anderton dated November 1 2010, Rick Taupier prepared the following list to serve as a reminder of the ideas that have been discussed to date and to guide for our continued efforts:

- Research Development will support a collaborative program of research development workshops and seminars for SBS in general and for specific interest groups as requested. The first workshop focused on NSF Funding for the Social Sciences, held on October 22, 2010. Participants in that workshop were especially interested in inviting one or more NSF Program Officers to the UMass Campus during the spring 2011 semester.
- CPPA has inquired about support from Research Development for continuation of the mentoring program organized last academic year under a mentoring grant from the

Office of Faculty Development. Research Development has indicated that it would be willing to receive a proposal for support for next academic year with the understanding that it is unlikely to be the sole source of fiscal support.

- Research Development has agreed to provide \$2000 in funding for a colloquium series during the 2010-11 AY organized by the Heritage and Society Cluster involving two academic departments two from SBS.
- Research Development is funding the Center for Research on Families to develop a program for new principal investigators of large research projects. The program is to be piloted during the fall 2011 semester and it is expected that some version of the program will be run at least once each subsequent academic year.
- Research Development will provide early proposal development support for individual SBS faculty as requested. This will include assistance with draft budgets, review of funding opportunity announcements, outlines of proposal requirements, development of timelines, and review of proposal narratives to assess completeness and logical flow according to the submission guidelines.
- Research Development will continue to send out notices through the Office of the Dean and Department Chairs of up-coming funding opportunities in the social sciences and to offer assistance to faculty in determining whether projects they have in mind might be suitable for proposals to specific funding programs.
- Research Development will follow up with previous SBS Faculty Research Grant winners to assist with development of research initiatives, if they are so interested. This support may be to individual faculty or to small groups when appropriate.
- SBS and ORD will work together to identify early career grant opportunities for SBS faculty, to encourage SBS faculty to apply for those grants and to provide them with individual consultations and small group workshops when appropriate.

As new suggestions for research development initiatives arise from both HFA and SBS, we will assess those ideas relative to efforts already underway and act on those that offer the best potential outcomes in helping faculty achieve success in their research efforts.

ORD early-stage proposal development services (excerpt from R&E website):

For large proposals involving multiple units, disciplines, and partners, Research Development services include:

- Team building and coordination
- Intelligence gathering
- Detailed solicitation review and outlining
- Proposal development milestone scheduling
- Help with identification of proposal “win themes” and “discriminators”
- External partnering and inter-agency
- Institutional coordination
- Budget planning and development
- Drafting non-technical sections
- Consultation on “broader impacts” sections
- Proposal review and editing for completeness, cohesion, persuasiveness
- Coordination of pre-submission “red team” reviews

coordination

ORD “small” proposal development services:

Research Development staff are also available, on a more limited basis, to consult individually with faculty, primarily assistant professors, who are writing smaller grant proposals for external funding. Our capacity to offer small proposal development services is contingent on how much time remains before deadline. Faculty are urged to contact ORD as early as possible.

Small proposal development services may include:

- Discussion of the call for proposals, the proposed project and the proposal requirements
- Assistance developing a preliminary (pro forma) budget as a tool for proposal project planning
- Discussion of the proposed outline and assistance with proposal development timeline
- Consultation on “broader impacts” (i.e. diversity, education, outreach, innovation)
- Read-through of proposal narrative draft
- Discussion of a specific area of the proposal, such as the problem statement
- Referrals to on-campus faculty who have successfully applied to this program
- Help obtaining a model proposal and/or other sample language
- Coordination with OGCA
- Other, based on the specific needs of the PI and the nature of the proposal