



## Our Services

The Office of Sponsored Research helps build, support, and sustain our world-class faculty as they distinguish themselves through their scholarly efforts. OSR is your administrative partner providing expert consultative services at each step of the pre-award phase, award negotiation, and compliance.

<b>Find Funding</b>	<ul style="list-style-type: none"> <li>Funding opportunity databases can be accessed on the OSR website</li> <li>With lead-time, we can conduct custom funding searches</li> </ul>
<b>Proposal Development</b>	<ul style="list-style-type: none"> <li>We can help you locate and interpret the sponsor's guidelines</li> <li>We provide guidance throughout proposal preparation, including negotiating with corporate sponsors</li> <li>We maintain a successful proposal library for your reference</li> </ul>
<b>Proposal Submission</b>	<ul style="list-style-type: none"> <li>We manage the college approval process for all outgoing proposals</li> <li>We provide final review of all proposals</li> <li>We submit the proposal via sponsor portals</li> </ul>
<b>Award Acceptance</b>	<ul style="list-style-type: none"> <li>We receive awards, negotiate terms, and obtain necessary signatures</li> <li>We check and document research compliance requirements</li> <li>We communicate award details to the Post Award Services (PAS) unit for setup in Workday</li> </ul>
<b>Non-financial Administrative Support</b>	<ul style="list-style-type: none"> <li>We serve as the liaison with sponsors to request and document prior approvals, such as project changes or extensions.</li> <li>We assist with ancillary research agreements, such as MOUs, MTAs, and Intellectual Property.</li> </ul>



## Research Compliance Resources

In collaboration with our campus partners, OSR provides assistance to investigators for maintaining compliance with College and Sponsor research regulatory requirements. For information on the following, visit the OSR Research Compliance webpage.

<https://www.wellesley.edu/sponsoredresearch/researchcompliance>

- Financial Conflicts of Interest/Conflicts of Commitment (annual disclosures required)
- Human Subjects Protections (via Brandeis University)
- Animal Care and Use
- Research Integrity Training via CITI
- Biosafety
- Foreign Influence and Research Security

## Internal Research Funding

- Faculty Research and Awards Committee (FRAC) <https://www.wellesley.edu/provost/committees/facultyawards>
- Student Travel and Research Opportunities <https://www.wellesley.edu/provost/students>
- Science Center: Faculty Grants and Fellowships <https://www.wellesley.edu/sciencecenter/faculty/grants>

## Other Important Resources

The **Tenure Track Advisory Committee (TTAC)** serves as a liaison between the College and its early career, tenure track faculty. <https://www.wellesley.edu/provost/committees>

The **Committee on Faculty Appointments (CFA)** manages the faculty leave process. <https://www.wellesley.edu/provost/committees/cfa>

## 10 Tips for Writing a Winning Proposal

- 1. Research the sponsor:** Find out about their mission, priorities, and past funding. Tailor your narrative to demonstrate how your project will help them achieve their mission. Talk to others who have received funding for advice.
- 2. Become a grant reviewer:** You will learn a lot about good (and bad!) grant writing from this experience.
- 3. Contact the program officer:** Most program officers view it as their job to interact with potential applicants to offer advice. You can often glean helpful tips that go beyond their printed guidelines via these direct conversations.
- 4. Know the difference between proposal writing and other types of academic writing:** Proposal writing is an exercise in persuasive writing. Visit the OSR website for resources on how to shift your writing for proposals.
- 5. Collaborate:** By strategically partnering with other scholars and institutions you can strengthen your proposal, addressing any potential gaps in your own experience, resources, or infrastructure.
- 6. Follow guidelines to a "T":** To avoid disqualification, follow all margin, font, page limit, and organizational requirements.
- 7. Take extra care with the abstract/summary:** If you lose a reviewer here, they may not read further. Use this space wisely.
- 8. A picture is worth 1,000 words:** If your concepts and methodology are complex, consider strategic use of graphics to aid the reader.
- 9. Seek informal pre-reviews of your proposal:** Ask colleagues for feedback on any holes in your argument and the clarity of the writing. Do this step early enough to incorporate their suggestions.
- 10. Finish early and PROOFREAD:** Set it aside, and revisit with fresh eyes.