



Services and Support Provided by RDS

Research Development Services, UConn OVPR

Updated October 2022

RDS Mission

To support the research growth of the University by increasing the competitiveness of proposals submitted by investigators seeking external funding

- Technical writing and editing
- Interpreting and applying the requirements and proposal conventions of major funders, funding programs, and funding opportunity announcements
- Knowledge of grantsmanship strategies
- Project management
- Familiarity with UConn/UConn Health research capacities, faculty, resources, and systems



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Executive Director of Operations
Associate VP for Research:
Research Development



Bethany Javidi
Large/Complex Proposal
Development Specialist



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Internal Funding
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Services Offered



Internal Funding Opportunities



Proposal Editing and Proofreading



Large and Complex Proposal Development

Proposal editing and proofreading

Consultation with an RDS team member

❖ Discuss funding opportunities, fit with faculty projects, and availability of other resources

Brief review of an early proposal draft

❖ A basic review of early work to make sure a proposal is heading in the right direction for a particular funder

In-depth review of a completed draft

❖ A full review of a mature proposal with an eye towards funder requirements, logical flow of the narrative, and grantwriting best practices.

Proofreading Services

❖ Review of proposal by an experienced editor with an eye towards catching and correcting typos, formatting errors, or minor grammatical issues

Grant Review or Revision by Hanover Research—

❖ The grantwriting consultants at Hanover Research have expertise that augments and extends the capacity of our RDS team. They provide training webinars for the OVPR, and we call on them to assist with proposals when extra support or an outside perspective is needed.

Complex Proposal Development Support

Mid-scale (\$1M+) and Large/Complex (\$5M+) proposals

- Planning support – review of funding opportunity (proposal requirements), analysis of funding agency expectations, establishing proposal development timeline
- Organizational – coordination among research team, external partners, administrative staff, etc.; tracking progress towards proposal completion; keeping process on track.
- Writing and editing – document review, writing support as needed (generally non-scientific sections)
- Document management – coordinate with PI, research team, and budget and administrative support staff

RDS Proposal Priorities

- Any UConn/UCH faculty member who is applying for external research or scholarship funding at any budget level may request support from RDS.
- Projects are scheduled as first-come, first-served.
 - If multiple requests are received for the same time period, RDS will prioritize large proposals (\$1M+) and those that align with institutional priorities.
- Proposals do not need to be complete to receive feedback.
- RDS support is available at no charge to faculty!



Proposal Timelines

- Please request support as soon as possible in your proposal development process so that we can schedule your project.
- We recommend the following timelines:
 - Large and complex proposals: Ideally at least 12 weeks prior to SPS deadline; support will only be scheduled for requests made at least 6 weeks prior to SPS deadline
 - In-depth proposal review: At least 4 weeks prior to SPS deadline
 - Proofreading: 1-2 weeks prior to SPS deadline

OVPR Grantwriting Resources

The RDS [Resource Library](#) is a NetID-protected repository, accessible to UConn faculty, staff, and students, that contains materials valuable for grantseekers, including:

- **Grantwriting Training and Workshop materials:**
 - Handouts, slide decks, and video recordings from past OVPR-sponsored grantwriting training events and webinars.
- **Research Environment Statements:**
 - Collection of documents that can be used as a starting point for describing UConn resources/facilities within research proposals

How to access our services

<http://s.uconn.edu/ovpr-rds>

OR

Email

ovpr-rds@uconn.edu

Request Research Development Services

Request Process

All requests will be routed through the Proposal Development Request webform (NetID required for submissions). Requestors will receive a confirmation email after submitting the form. We will follow up with an email if more information is needed to evaluate the request. Please submit requests as early as possible.

[Request RDS Service](#)

Evaluation Process

Requests for support will be evaluated by the Research Development Services team on a regular basis. Investigators should expect to receive a response from RDS within 3-5 days. Due to limited resources, not all requests can be supported at this time. Factors such as RDS team capacity, other potential support resources, project scope and timeline, and strategic imperatives will be considered during evaluation. Hanover Research and other external partners/consultants will be used to extend the capacity of the RDS team as needed. RDS services are supported by the OVPR and are open to all UConn/UConn Health free of charge.

Priority will be given to:

- Proposals that align with institutional, school/college, and OVPR priorities
- Large, complex, and multidisciplinary proposals

Questions? Please contact the RDS team at OVPR-RDS@uconn.edu

Thank you!

Any questions?

Email us: ovpr-rds@uconn.edu

