



Office of the Vice President for  
Research, Economic Development,  
and Knowledge Enterprise

## Contacts

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# Proposal Development Services

The following services are available through the Office of Research Support (ORS) in collaboration with various units across campus.

## » Funding Search Assistance

- Use of free and subscription-based tools

## » Strategic Consultations

- Solicitation analysis, feedback on strategy
- Liaison with sponsors to clarify funding priorities and requirements
- Assistance with identifying potential collaborators
- Review of feedback from prior submission(s) – analysis for resubmission

## » Project Coordination (for more complex and/or multidisciplinary projects)

- Review of project team roles/responsibilities
- In collaboration with RSC, creation and/or management of internal proposal development timeline
- Scheduling and/or facilitation of team meetings
- Discussion of development task assignments

## » Grantsmanship Editing & Review

- Grammatical editing
- Review for responsiveness to sponsor priorities, overall organization of document(s), completeness
- Guidance on grantsmanship aspects of proposal (organization, matching scope to sponsor priorities, language/grammar)
- Coordination of external peer review if/when merited

## » Other

- Drafting / coordination of signatures for letters required from UTSA administrators
- Gathering of institutional or college-level data
- Reaching out to previously funded PIs for guidance and/or requesting copies of previously funded proposals