

Washburn University Office of Sponsored Projects TIMELINE FOR PROPOSAL DEVELOPMENT SERVICES

In order to provide the highest possible level of support to all Washburn University faculty and staff, the following procedures have been established for Office of Sponsored Projects assistance with and review of proposals.

Levels of Proposal Services Available

- **Level 1**: Internal Approval review: The OSP will review the proposal for general compliance with the funding opportunity, including formatting, required attachments/documentation, budget calculations. All proposals receive Level 1 service as part of the internal approval process if they are received by the OSP staff 14 days prior to the submission deadline. Proposals received after this time will receive as much of the Level 1 service as time allows, with the priority given to a review of university risk.
- **Level 2**: Proofreading, Editing, Organization: Corrections to spelling, punctuation, grammar, word choice, tone, use of acronyms, and documentation. Proofreading corrections plus suggestions for making the narrative more effective, such as improvements to the logic, organization, persuasive pitch, and style.
- **Level 3**: Extensive Development: Proofreading and editing plus substantial assistance in crafting a powerful argument for funding. The OSP does not write proposals or sections of proposals from scratch for faculty; the OSP staff will edit and revise the narrative multiple times.
- **Level 4**: Finding Funding: Assistance with searching and identifying the funding opportunity to pursue. This service may be requested in addition to proposal development support provided in Levels 2 and 3.

To request services from the Office of Sponsored Projects, send an email to Mari Tucker (mari.tucker@washburn.edu). The OSP will respond within two business days with an assignment of the OSP staff member who will work with the PI or research team as requested.

Service Timelines

The OSP will make every reasonable effort to accommodate all requests for proposal writing assistance and guidance. It is preferable that faculty and staff contact the OSP very early in the proposal process to be assured adequate access to all support services offered. To ensure equitable treatment campus-wide, faculty and staff are asked to adhere to the following timelines when requesting specific OSP services.

- **Level 1**: The OSP requests 14 days to proofread narratives and route for internal approval.
- **Level 2**: The OSP requests 10 business days to provide substantive editing of narratives.
- **Level 3**: The OSP asks that researchers begin this conversation at least 6 full workweeks ahead of the submission deadline.
- **Level 4**: The OSP is available to provide search assistance at any time.

The OSP staff member assigned to the project will call an initial meeting to assess the PI's readiness to submit and make recommendations accordingly. At this meeting, the OSP staff member will work with the PI to delineate a timeline for the requested service.