



Office of Research and Sponsored Programs | 155 University Avenue | SECC |  
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<p><b>IRB Co-chairs:</b> Dr. Melissa Reed, <a href="mailto:MReed3@wcupa.edu">MReed3@wcupa.edu</a> (CHS)          Dr. Heather Leaman, <a href="mailto:HLeaman@wcupa.edu">HLeaman@wcupa.edu</a> (CESW)  <b>IACUC Chair:</b> Dr. Kristen Breit, <a href="mailto:KBreit@wcupa.edu">KBreit@wcupa.edu</a> (CSM)  <b>ORSP Faculty Fellow:</b> Dr. Stevie Grasseti, <a href="mailto:SGrasseti@wcupa.edu">SGrasseti@wcupa.edu</a> (CSM)  <b>Graduate Assistants:</b> Patricia Dixon, Lydia Adams</p>	

**Mission**

We provide guidance and resources to faculty, staff, and students who are developing proposals for research, scholarly and creative activities that are internally and/or externally supported. We also support the development of other externally sponsored administrative programs. We provide information on funding opportunities from federal, state, and private-sector sponsors. We coordinate all pre-award activities, external proposal submissions, and the intellectual property development process. We collaborate with Finance and Business Services and other offices responsible for post-award management to ensure that grant-funded activities are implemented effectively, and that Principal Investigators are knowledgeable of mandatory policies and procedures. We formulate and execute research-related policies and strategic plans for WCU.

**Services**

- Customized external funding searches, based on individual and/or group research interests
- Detailed intelligence information on federal, state, and private-sector funding agencies
- Facilitation of networking and communications with sponsoring agency program managers
- Personalized assistance with proposal development, including review of funders’ guidelines, budget development, proposal assembly, and submission of completed proposals
- Workshops and training on all aspects of proposal development and grants management
- Assistance with post-award procedures
- Development of undergraduate and graduate student research opportunities
- Guidance on intellectual property and technology transfer policies and procedures

**Policies and Deadlines**

- Prospective applicants interested in responding to a call for proposals should contact the ORSP staff **at least 30 days prior** to the submission deadline
- All proposals being submitted to external funding agencies must include a signed WCU Grant/Contract Cover Sheet and must be presented to OSR at least 10 working days prior to the submission deadline

**Anyone who is planning to submit a grant proposal to an external funding agency should contact ORSP as soon as possible so we can offer our assistance throughout the proposal development and submission processes.**