Top 10 Reasons to Know YOUR Research Coordinator

The responsibilities of each Research Coordinator (RC) are determined by the pre- and post-award needs of their College; most report to the Associate Dean of Research. One common responsibility is that we are all here to help faculty create winning proposals!

1. YOUR Research Coordinator supports increasing the quantity AND quality of proposal submissions... leading to more awards.

2. YOUR Research Coordinator serves as a liaison to the Office of Sponsored Programs, Office of Research Development, and other University offices to support preparing research proposals and administering awards.

3. YOUR Research Coordinator can suggest potential research partners within your College and across the University to increase multidisciplinary research initiatives.

4. YOUR Research Coordinator will help identify potential funders aligned with your research interests and provide brief one-on-one demonstrations of various funding search engines.

5. YOUR Research Coordinator wants to share your passion and help strategize, shape, and sell your idea in a fundable research proposal.

6. YOUR Research Coordinator is available to help whether you are a Principal Investigator (PI), Co-PI, or consultant... we are here for you!

7. YOUR Research Coordinator creates processes and tools to assist with submitting quality proposals (i.e. boilerplate language, proposal checklists, budget justification templates).

8. YOUR Research Coordinator can serve as a “first reviewer” of final document drafts by
   • reviewing drafts against RFP requirements/selection criteria and for clarity
   • editing/proofreading drafts for layout, content, style, syntax, grammar, spelling, and punctuation

9. YOUR Research Coordinator creates processes and tools to assist with administering an award.

10. YOUR Research Coordinator can help when you get stuck. Use the 10-minute rule: if you cannot find the information you need, start with us for all your pre- and post-award questions.

YOUR Research Coordinator/OSP Pre-Award Team:
College of Applied Arts – Catherine Hardin/Raquel Garcia
College of Education – Stephanie A. Korcheck/Kara Ulibarri
College of Fine Arts and Communication – Lisa M. Westerbeck/Jacque Miles
College of Health Professions – Michele Dziadik-Willingham/Raquel Garcia
College of Liberal Arts – Jessica Schneider/Kara Ulibarri
College of Science and Engineering – Jennifer Gaitan/Raquel Garcia and Jacque Miles