

# cSEND SERVICES

June 2013

## INTRODUCTION

cSEND faculty are encouraged to use the services provided by the cSEND office staff for energy-related research projects. Services include:

- Research Opportunity Identification
- Support for Group Proposal Organization
- Proposal Preparation
- Education and Outreach Development
- Budget Management and Financial Coordination
- Project Management and Execution

cSEND staff are eager to assist faculty and welcome their input in developing a service plan that best meets their research needs and provides ongoing support to the success of their research projects. The services listed below are a sampling of the capabilities of cSEND staff and the ways in which cSEND can help support the needs of research faculty. This listing is not meant to be all inclusive but rather a starting point for additional consultation with faculty.

## PROPOSAL PREPARATION

- Identify FOAs/RFPs relevant to PI's core expertise.
- Assist with identifying and building internal and external collaborations.
- Coordinate proposal writing activity – gathering information, organizing meetings, timeline, etc.
- Write the non-technical sections of the proposal in accordance with the FOA Guidelines.
- Read the technical and non-technical sections of the proposal and make suggestions for improvements in accordance with the FOA Guidelines.
- Read and comment on any revisions made to the proposal.
- Gather the Current and Pending and CV for each of the PI's.
- Provide a final checklist of items that need to be included for the PI to ensure completeness.

Consultants: **Steve Takach**, 574-631-1425, [stakach@nd.edu](mailto:stakach@nd.edu)

## EDUCATION AND OUTREACH DEVELOPMENT

- Consult with faculty to assess outreach needs and opportunities within the scope of research and make suggestions for connections with existing programs.
- Develop new education and outreach programs to address specific requirements of the “broader impacts” of the research proposal.
- Write or provide descriptions of outreach opportunities for the “broader impacts” section of the proposal to include existing programs such as the RET in Sustainable Engineering, K-12 outreach programs, community events, laboratory tours, seminar speakers, lectureship series, conferences, and any new programs that are developed to address specific requirements of the research proposal.
- Communicate, promote, and help execute existing and new education and outreach programs, including inviting speakers for seminars, lectures, and conferences and developing promotional materials such as articles, flyers, and posters.
- Maintain a list of faculty interested in various outreach events to best match faculty interests to outreach opportunities.
- Provide a letter of support for proposals from the Education and Outreach Coordinator as requested.

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## BUDGET MANAGEMENT AND FINANCIAL COORDINATION

- Prepare the internal budget and budget justification in accordance with the FOA Guidelines.
- Manage all aspects of the overall budget and individual budgets for each principal investigator on the project, including tracking and projecting monthly expenditures, identifying and reconciling anomalies, preparing budget transfers, approving invoices, requesting budget revisions and cost or no-cost extensions, and coordinating all accounting functions with the Office of Research and Research and Sponsored Programs Accounting.
- Coordinate the hiring process of researchers on the project with appropriate department personnel.
- Organize and coordinate regular group meetings to assess progress on the project, and communicate meeting schedules, changes, and reminders to all group members.
- Assist with quarterly progress reports and production deadlines by collecting data from researchers and subcontractors on the project and organizing materials for review and finalization by the PI.
- Submit quarterly progress reports on behalf of the PI in accordance with sponsor requirements.
- Consult as needed with the PI and provide monthly reports on budget activities and areas requiring special attention.

Consultant: **Barbara Villarosa**, 574-631-4776, [bvillaro@nd.edu](mailto:bvillaro@nd.edu)

## PROJECT MANAGEMENT AND EXECUTION

- Provide project management on large, multi-investigator research projects, including developing corporate partnerships and identifying subcontractors on the project, consulting with principal investigators on best practices for reaching project milestones and achieving desired results, tracking progress and rectifying delays or barriers to reaching project deadlines, and overseeing the successful completion of the project.
- Gather materials for quarterly reports and synthesize into a final document for submission to the external sponsor in accordance with reporting requirements and deadlines.
- Serve as liaison between the sponsoring Program Manager and the principal investigators.

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