

# College of Engineering

## Engineering Research Administration

The Engineering Research Administration team assists COE faculty and staff in preparing and submitting grant proposals.

Services	Examples
<b>Budget Development</b>	<ul style="list-style-type: none"> <li>• Budget, justification, subawards, sponsor forms</li> <li>• Pre-proposal budget estimates</li> <li>• Complex cost volumes or cost-by-task analysis (e.g., DOD, DOE, DARPA, ONR)</li> <li>• Splitting budget between co-PIs</li> </ul>
<b>Cost Share</b>	<ul style="list-style-type: none"> <li>• Calculating and budgeting required cost share</li> <li>• Identifying cost share sources</li> <li>• Getting approvals and documenting cost share commitments</li> </ul>
<b>Proposal Support and Coordination</b>	<ul style="list-style-type: none"> <li>• Developing submission timelines</li> <li>• Cayuse, internal approvals, online submissions</li> <li>• Coordinating submission of multi-investigator projects, subawards, collaborative proposals</li> <li>• Review draft/final proposal documents to address sponsor guidelines</li> </ul>
<b>Advising</b>	<ul style="list-style-type: none"> <li>• Interpreting sponsor and university guidelines</li> <li>• Liaising with Research Office (OSRAA)</li> <li>• Contacting sponsor to clarify complex guidelines</li> <li>• Answering questions from PIs, OSRAA, and collaborators</li> <li>• SBIR/STTR and other commercialization options</li> </ul>
<b>After Submission</b>	<ul style="list-style-type: none"> <li>• Responding to sponsor budget inquiries</li> <li>• Re-budgeting upon award</li> <li>• Answering questions about award process</li> </ul>

### Proposal Managers

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### Research Administrator

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<https://red.engr.oregonstate.edu/basic-page/proposal-support>