

Grants

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ORS Pre-submission Review Process

The Office of Research Services assists faculty in preparing research grant applications and proposals through the pre-award division. Staff members work directly with faculty at various stages of the proposal process to edit text, provide constructive criticism, and review application packages to ensure they meet the funding agency's requirements.

Why should you use these services? The main reason is that funding agencies want proposals that are clearly written, in a style suitable for their reviewers who must read dozens of applications in a short period of time. A well-written proposal is more likely to be funded than a proposal that reviewers must struggle to understand. Having someone from outside your research area review and edit your proposal will help your message reach a broader audience and, most importantly, the reviewers.

Despite their best intentions, many researchers fail to clearly communicate what they propose to do and why it should be done. Good research can be lost to poor writing. Problems that ORS frequently sees include passive sentences, incorrect punctuation, poor formatting, overuse of jargon and acronyms, wordiness and inconsistent tone. In addition, proposals often fail to meet the funding agency's requirements for format and content.

The Office of Research Services works directly with faculty at various stages of the proposal process. For example, during the early and mid-stages of the proposal process, we can:

- Provide guidance on the funding agency's project requirements;
- Provide direction on the proposal writing process;
- Provide technical assistance with formatting complex documents and using the online systems of the tri-councils;
- Assist with budget formulation and justification;
- Help prepare institutional letters of support.

At the final stages, we can:

- Review drafts against the funding agency's requirements for content and presentation and provide feedback on areas for improvement;
- Assist with finalizing a plain-language summary suitable for a general audience;
- Edit documents to:
 - Create consistent flow and voice when more than one person has contributed writing;
 - Provide constructive feedback on style and formatting;

- Ensure the language and style is suitable for the audience;
- Improve wording to make it clear and concise;
- Correct grammar and punctuation errors;
- Eliminate jargon and overly technical language.

You should submit your application to ORS for review once you have prepared first drafts of all application components. At the very latest, you must submit your proposal **two weeks prior to the agency's deadline** to ensure adequate time for review. The earlier, the better!

Applications should be submitted to ORS via email, along with the following:

1. *The funding agency and program to which you are applying.* Provide a link to the program's website if it is not a tri-council application.
2. *Digital copies of the application files.* Microsoft Word is the preferred format for any free-form attachments, which allows ORS to easily and clearly indicate revisions using track changes, reducing the time required for you to implement the changes. Online forms can be sent in PDF format.

When feedback is provided, you will be given a *Next Steps Checklist* to follow for finalization and submission of your application.

Contact:

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Manager, Pre-Award Services
tel: (506) 453-4674
[email](#)

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Signature Policy

The Office of Research Services requires that researchers provide any signatures required by the granting agency in question on all application submissions. At the time of submission, ORS will inform the researcher's Chair/Dean of the researcher's submission, the granting agency, and the dollar amount of the request. ORS is not responsible for ensuring that internal departmental/faculty requirements are met prior to submission.

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Copies - Who gets them and who keeps them?

The Office of Research Services requires a paper copy of certain pages for all research funding proposals submitted, which we extract and print from the final copy of the application sent in by the applicant. Applicants are responsible for ensuring that they keep a complete copy of their own application materials.

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Budget Formulation: Please refer to the *Research Financial Services* section of the ORS website for information regarding budget formulation.

Animal Care and Safety Policies: Please refer to the *Animal Care & Safety* section of the ORS website for information regarding these policies.