

**OFFICE OF RESEARCH AND SPONSORED PROGRAMS (ORSP)**

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Mission

It is the mission of the West Chester University Office of Research and Sponsored Programs (ORSP) to facilitate, coordinate, and safeguard the institution’s research and creative activity enterprise. We enhance the university’s ability to be an educational and cultural resources for students, alumni, and citizens of southeastern Pennsylvania by providing faculty with:

* Information on funding opportunities from federal, state, and private‐sector sponsors.
* Proposal development support.
* Introduction to post-award policies and procedures.
* Incentives to form interdisciplinary teams.
* Incentives to develop intellectual property.
* Incentives to integrate research and creative activity into coursework.

We also promote undergraduate research and creative activity by facilitating faculty/student collaborations, organizing Research and Creative Activity Day, and managing awards for student work.

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 sponsors’ 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 development and technology transfer procedures

Deadlines

 Prospective applicants interested in responding to a call for proposals should contact the ORSP staff at least 30 calendar 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 transmitted to ORSP at least 10 working days prior to the submission deadline.

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