



RESEARCH ADMINISTRATION SERVICES

Research Development & Sponsored Research Support Services *for FAS Faculty and Administrators*

Research Administration Services (RAS) supports the research and scholarly activities of FAS faculty in collaboration with research and administrative staff.

RESEARCH DEVELOPMENT SUPPORT

The Research Development (RD) team provides resources and support to FAS faculty seeking funding. Support includes, but is not limited to:

Finding Funding:

RD works directly with faculty to determine what available funding opportunities match their research needs and priorities, including Federal, foundation, and even internal Harvard funding sources.

Proposal Development:

To facilitate proposal preparation, RD works with faculty to develop the non-disciplinary elements of proposals, including management plans, broader impacts, evaluation plans, etc. The team also provides tools, templates, and guidelines.

Programs & Workshops:

RD offers programming to introduce our research tools and resources as well as major sponsors. RD also hosts sponsor visits and organizes workshops for both administrators and faculty.

Grantsmanship Advice & Strategy:

Members of the RD team are available to meet with faculty and administrators to strategize a funding search or provide grantsmanship advice.

SPONSORED RESEARCH SUPPORT

Proposal Submission Assistance:

The Sponsored Research Administrator (SRA) for Arts & Humanities assists with application preparation and supports the development of budgets, biosketches, and letters of commitment. The SRA also liaises between faculty or their departments and the Office of Sponsored Programs and manages the internal proposal review and submission process, ensuring adherence to sponsor guidelines and University policies.

Post-award Support:

The SRA ensures compliance with sponsor terms and conditions as well as University policies, supports award setup and closeout, and monitors budgets, spending and reporting. She also facilitates implementation of post-award requests, including extensions, terminations, and re-budgets.

Sponsored Systems and Policies Support:

The SRA provides information to administrators on sponsored systems, policies, training opportunities, and other relevant resources.

For RD or sponsored research assistance or to schedule an appointment, please contact:

Caitlin McDermott-Murphy,
Research Development Specialist
Email: research_development@fas.harvard.edu
Phone: (617) 496-2618

Samantha Schwartz,
Sponsored Research Administrator
Email: sschwartz@fas.harvard.edu
Phone: (857) 998-2071