



HARVARD

Faculty of Arts and Sciences

RESEARCH ADMINISTRATION SERVICES

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 supports all FAS and SEAS faculty seeking grant funding for projects including, but not limited to: research, equipment, conferences, travel, sabbatical, exhibitions, digital initiatives, book publication, scholarly workshops, and more. We can help you:

Find Funding

Includes: customized funding searches | individual consultations | dissemination of new and notable opportunities | analysis of eligibility and other requirements | coordination of internal competitions

Develop Your Proposal

Includes: strategic advice | broader impact plan development | data management plans, management plans, and other non-disciplinary proposal components | timelines, checklists and other tools for proposal management

Discover Resources

Includes: sample proposal library | proposal templates | funding databases | workshops and sponsor visits | previous award recipients | potential collaborators

[Sign up](#) for our monthly Funding Newsletter for the Arts, Humanities, and Humanistic Social Sciences!

Request RD Support:

Caitlin McDermott-Murphy, Research Development Officer: research_development@fas.harvard.edu | (617) 496-2618

[Sponsored Research Support](#)

The Sponsored Research Administrator (SRA) for Arts & Humanities helps faculty to prepare and submit applications. In addition, the SRA provides post-award support to manage awards upon receipt.

Proposal Preparation & Submission

Includes: development of budgets, biosketches, templates and checklists | liaison between faculty, departments, and the Office of Sponsored Programs | internal review for adherence to sponsor guidelines and University policies

Post-Award Support

Includes: advice on sponsor terms and conditions as well as University policies | award set-up and close-out | analysis of budgets and spending trends | reporting assistance | requests for extensions, terminations, re-budgets, and more

Request SRA Support:

Jimmy Matejek-Morris, Sponsored Research Administrator: jmatejek@fas.harvard.edu | (617) 496-6216