

OFFICE OF PROPOSAL DEVELOPMENT

OFFICE OF THE VICE PRESIDENT FOR RESEARCH



Stony Brook
Research

WHO WE ARE AND WHAT WE DO

The Office of Proposal Development (OPD) promotes the advancement of university initiatives by supporting the development and preparation of highly competitive grant proposals. OPD is committed to providing Stony Brook's research community with a comprehensive suite of services to foster the development and growth of research activities. In addition to proposal management, our support services include identifying extramural funding opportunities, coordinating limited submission competitions, nurturing research collaborations, and connecting researchers to institutional resources. We also organize workshops and trainings in grantsmanship, coordinate external copy editing and graphic design services, serve as project managers for the proposal development process, handle the administrative requirements and manage a repository of sample grant proposal materials. Our team's forward-thinking approach to research development provides faculty with tactical support for large-scale proposals, ensuring that they are aligned with sponsor funding priorities.

How Can OPD Assist?

PROPOSAL DEVELOPMENT SUPPORT

- Proposal Management
(e.g., FOA analysis and checklists, shared workspace, document coordination, planning meetings)
- Administrative Components
(e.g., Budget development, data training tables, cost share coordination, subcontract documentation)
- Proposal Systems Assistance
(e.g., myResearch, FastLane, ASSIST)
- Proofread & Edit Proposals
- Manage Repository of Proposal Resources

RESEARCH DEVELOPMENT SUPPORT

- Identify Funding Opportunities
- Organize Workshops & Trainings
- Facilitate Opportunities for Research Collaborations
- Coordinate OVPR Seed Grant Programs
- Manage Limited Submission Competitions
- Coordinate External Consultant Services for Graphic Design and Copy Editing

CONTACT INFORMATION

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stonybrook.edu/commcms/proposal-development/

To receive important announcements from OPD via the OPD Weekly Newsletter, please visit our [website](#) and join our Google Group.