

## FCM's Research Management Team Support Services

We provide the below support to assist faculty, staff and learners navigate the multidimensional realm of research and scholarly project implementation:

### Proposal Phase Preparation:

- Identify funding opportunities
- Review funding announcement specifications
- Ensure proposals are compliant with Sponsor and UNM policies/trainings
- Develop proposal planning tools (i.e., timelines and submission checklists)
- Assist with grant writing/editing and graphics
- Biostatistics consultations
- Proposal reference organization (bibliography/literature cited)
- Budget consultations (review of potential project expenses)
- Budget preparation (salaries, percent effort, fringe benefits, indirect costs, subawards and supplies)
- Serve as liaison with funding agency, HSC Sponsored Projects office and subawards
- Management of electronic application submission

### Project Award Services:

- Reviews and negotiates grant/contract award agreements & compliance terms
- Coordinates and reviews budget revisions
- Accounting: Creates and authorizes internal award account indices and assistance with the management of project funds
- Referrals to HR for project staff hiring procedures
- Prepares and modifies subcontracts
- Collects and maintains the official file of award notices and subcontracts
- Monitors budgets and final report submission
- Assists in preparation and submission of annual progress reports and final progress
- Prepares project renewal applications and budget extension requests
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### Other support:

- Literature reviews
- Scientific poster creation
- Proposal and manuscript review and editing
- IRB application consultation / Department Scientific Review routing
- PPT creation and graphic design
- Referrals to potential internal and community project collaborators
  - Content experts (Qualitative, survey design, evaluation, etc.)
  - Professional grant writing services
  - Translators
  - Transcribers

RMT consultations are available to provide individualized project support planning and implementation.