

College of Engineering

Engineering Research Administration

The COE Proposal Support team assists COE faculty and staff in preparing and submitting grant proposals.

Services	Examples
Budget Development	<ul style="list-style-type: none"> • Budget, justification, subawards, sponsor forms • Pre-proposal budget estimates • Complex cost volumes or cost-by-task analysis (e.g., DOD, DOE, DARPA, ONR) • Splitting budget between co-PIs
Cost Share	<ul style="list-style-type: none"> • Calculating and budgeting required cost share • Identifying cost share sources • Getting approvals and documenting cost share commitments
Proposal Support and Coordination	<ul style="list-style-type: none"> • Cayuse, internal approvals, online submissions • Developing submission timelines • Coordinating submission of multi-investigator projects, subawards, collaborative proposals • Review draft/final proposal documents to address sponsor guidelines
Advising	<ul style="list-style-type: none"> • Interpreting sponsor and university guidelines • Liaising with Research Office (OSRAA) • Contacting sponsor to clarify complex guidelines • SBIR/STTR and other commercialization options
After Submission	<ul style="list-style-type: none"> • Responding to sponsor budget inquiries • Re-budgeting upon award • Splitting budget between co-PIs • Advising on award process

Proposal Managers (specialization)

Susan Cao (NIH, USDA)
 Teresa Culver (DARPA, ARPA-e)
 Robert Kokenyesi (Industry, SBIR)

Research Administrator

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<https://red.engr.oregonstate.edu/basic-page/proposal-support>