

# Foundation Relations

## Services Offered for CHASS Faculty and Directors

### University Advancement

Office of Development

### Foundation Relations

Bryan Carlson

Executive Director

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Director

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- **Research** on specific foundations or grant opportunities to determine eligibility. Assistance developing a list of foundation prospects for faculty projects.
- **Direct outreach to foundation representatives** prior to the application saves faculty time by establishing a match before writing begins. Our office can review UCR's institutional history with a foundation and make an inquiry call that builds on prior successful awards. We can also coach faculty on interacting with foundation representatives themselves.
- **Project development consultation** to establish the size and scope of a project, determine what elements to include or exclude, and set a dollar target for the request.
- **Editing and Writing** services are offered in support of faculty-driven projects. Our office can flesh out and edit various parts of the application, as well as provide background writing and/or institutional descriptions. Proposal proofreading services are also offered.
- **Proposal management** as needed may include tracking deadlines, facilitating letters of support, supplying institutional materials (such as financial statements) and ensuring that final submission occurs according to schedule.
- **Coordinate** with other offices to ease the administrative steps toward proposal submissions.
- **Stewardship and relationship-building** are essential for grant renewals. Additional funding is more likely after timely and effective reporting on funded projects. Our office can help you convey the success of your grant via formal reporting, as well as informal email and social media updates. We also offer consultation on follow-up communications and reapplications.

### Working with Foundation Relations

Please plan significant lead time into your grant application process. It can be helpful to prepare a loose preliminary budget and/or project description at the onset.

### To get started, please contact

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