

# Welcome to The Office of Research and Innovation!



**Research Discovery (RD) Graduate  
Appointees Orientation**  
September 1, 2026

WESTERN MICHIGAN UNIVERSITY

# Office of Research and Innovation



Remzi Seker, PhD  
Vice President for  
Research and Innovation

- We are a service organization
- Support WMU faculty, staff, and students engaged in research and innovation



# What We Do

- **Research and Sponsored Programs**

- Proposal preparation and submission
- **Contact us as soon as you start thinking about a proposal submission**

- **Grants and Contracts**

- Post-award financial services
- **Contact us if you have questions about allowable expenses on a funded grant or contract**

- **Research Development**

- Collaboration and capacity building
- **Contact us if you have questions about training opportunities or are looking for collaborators**

- **Technology and Innovation Advancement**

- Intellectual property, commercialization
- **Contact us if you think your research may have commercial applications**



Betty McKain  
Senior Director  
Research  
Administration



Denise Wheatley,  
Assoc. Dir. Research  
Administration  
Pre-Award



Shellie Mosher,  
Assoc. Dir. Research  
Administration  
Post-Award

Christine Stamper,  
Research Development  
Administrator

David Johnson,  
Dir. Technology and  
Innovation Advancement



# What We Do

- **Research Compliance**
  - Oversees research to ensure integrity, safety, compliance with regulations
  - **Contact us before starting any research involving humans, animals or an international component**
- **Research Contracts**
  - Reviews, drafts and negotiates contracts and agreements, including non-monetary agreements
  - **Contact us before negotiating any contracts or signing any agreement\***
- **The Evaluation Center**
  - Advances the theory, practice and utilization of evaluation
  - **Contact us with questions regarding program evaluation**



Julia Mays  
Director, Research  
Compliance

Christopher Leasure II  
Research Contracts  
Administrator



Lori Wingate PhD  
Exec Dir, Evaluation  
Center

**\* Only very specific individuals have authority to sign agreements at WMU.**



# Tools are available on our website!

<https://wmich.edu/research/proposals>

## Summary of useful

Commonly Requested Information

Determination: grant, contract or gift

PI Eligibility

PI Responsibility

Proposal Submission Procedure

Limited Submissions Procedure

Faculty and Staff on Sponsored Projects

Research Staff Policy

Graduate College Rates

Graduate Student Incentive

Student Hourly Rates

Fringe Benefits

Budgeting Travel

 Facilities and Administrative Cost Rates

Budget Templates

Cayuse for Proposal Review

Using SciENcv for BioSketches

RFP: Eligibility



RFP: Timeline



Proposal Components



Creating a Budget



Budgeting Personnel



Budgeting Equipment



Budgeting Travel



Budgeting Other Direct Costs



Budgeting Facilities and Administrative Costs



Budgeting Cost Share



# Applying for funding

- Funding can help you:
  - expand your research,
  - support travel to conferences, and
  - supplement your graduate education beyond your assistantship
- Professional development – grantsmanship is an important skill. Start developing it now.
- Recognition of your work and your accomplishments

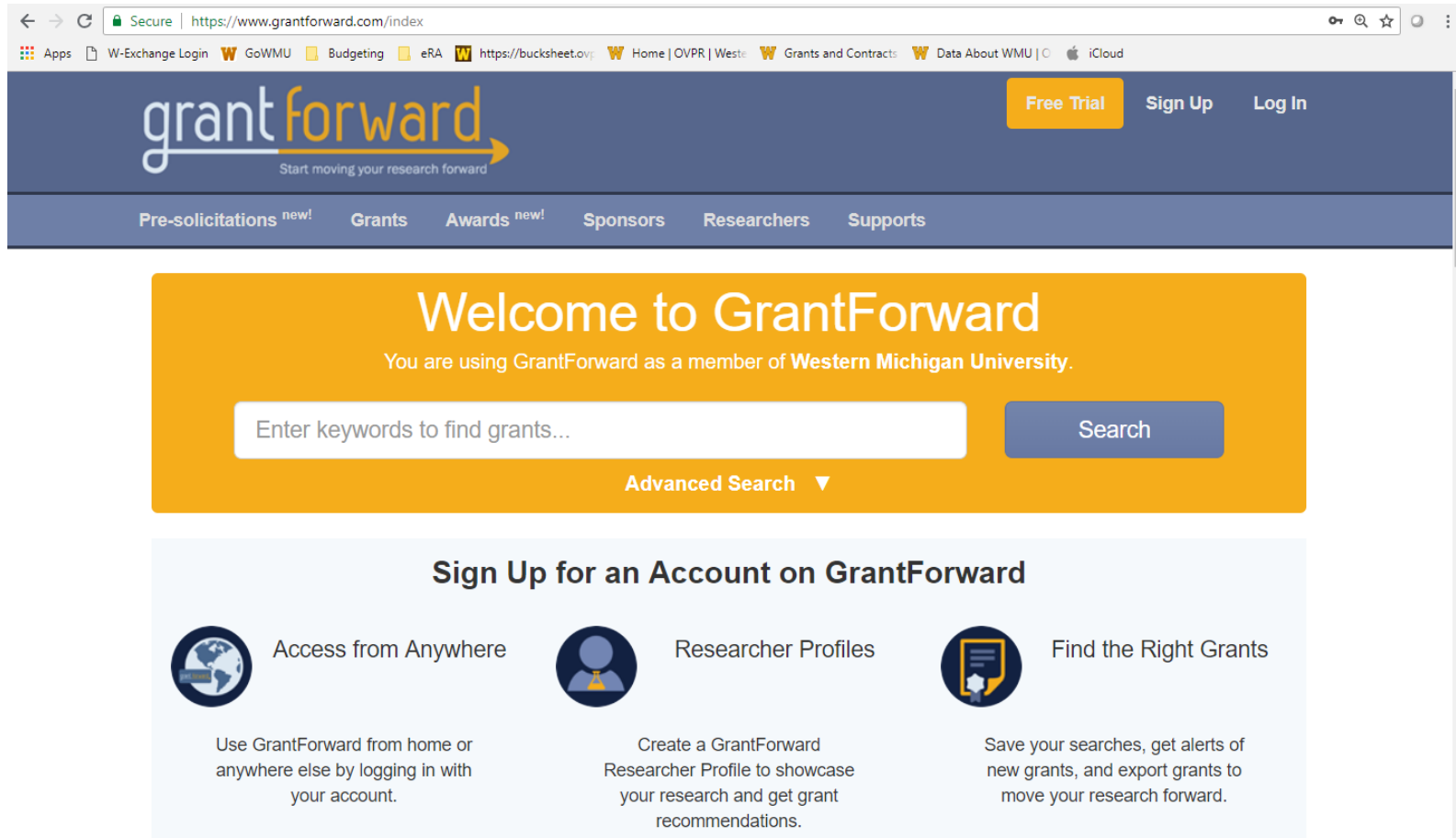


# Finding Funding

- **Internal funding opportunities**
  - Graduate College
  - Your college or department
- **External funding opportunities**
  - Federal sponsors
  - Industry
  - Foundations
  - Professional organizations



# Finding Funding: Resources



The screenshot shows the GrantForward website interface. At the top, there is a navigation bar with the GrantForward logo (a stylized 'g' and 'f' with an arrow) and the tagline 'Start moving your research forward'. To the right of the logo are buttons for 'Free Trial', 'Sign Up', and 'Log In'. Below the navigation bar is a horizontal menu with links: 'Pre-solicitations new!', 'Grants', 'Awards new!', 'Sponsors', 'Researchers', and 'Supports'. The main content area has a large orange banner with the text 'Welcome to GrantForward' and 'You are using GrantForward as a member of Western Michigan University.' Below this banner is a search bar with the placeholder text 'Enter keywords to find grants...' and a 'Search' button. Below the search bar is a link for 'Advanced Search' with a dropdown arrow. Further down is a section titled 'Sign Up for an Account on GrantForward' with three columns of benefits, each with an icon and a description:

- Access from Anywhere**: Use GrantForward from home or anywhere else by logging in with your account.
- Researcher Profiles**: Create a GrantForward Researcher Profile to showcase your research and get grant recommendations.
- Find the Right Grants**: Save your searches, get alerts of new grants, and export grants to move your research forward.

<https://wmich.edu/research/grantforward>



# Finding Funding

## Establish your search criteria

- What level (new graduate student, dissertation, postdoc)
- What are you funding (research project, travel, dissemination)?
- What problem or need are you addressing?
- Who will benefit from your project?
- What is the geographic area of the project?
- How much funding do you need?
- How long will it take to fully develop the project?
- When do you want to start the grant?



# Finding Funding: Resources

## ORI website

<https://wmich.edu/research/funding/students>

### Research

HOME

COMMERCIALIZATION

COMPLIANCE

CONTRACTS

FUNDING OPPORTUNITIES

EXTERNAL

INTERNAL

**STUDENTS**

UNDERGRADUATE RESEARCH  
EXCELLENCE AWARD

GIVING

GRANTS AND CONTRACTS

NEWS

POLICIES

PROPOSALS

STRATEGIC PLANNING

STUDENT RESOURCES

DIRECTORY

## Student Funding Sources

### INTERNAL STUDENT FUNDING SOURCES

#### Undergraduate

College of Arts and Sciences—[Scholarships](#)

College of Arts and Sciences—[Research and Creative Activity Award](#)

College of Arts and Sciences—[Undergraduate Travel Award](#)

Lee Honors College—[Scholarships and Student Support](#)

Office of the Vice President for Research—[Undergraduate Research and Creative Scholarship Excellence Award](#).  
Previous [awardees of UREA](#).

Sustainability—[Student Sustainability Grant](#)

Sustainability—[Wesustain Internship Program](#)

#### Graduate

College of Arts and Sciences—[Climate Change Research Graduate Scholarship](#)

College of Arts and Sciences—[Summer Graduate Research Assistantship Awards](#)

College of Education and Human Development ELRT—[Scholarships and Funding](#)



# Read the guidelines

- Who is the applicant?
  - Western Michigan University?
  - You?
- Who is the PI (Principal Investigator)?
  - Faculty advisor?
  - You?
- Other eligibility criteria
- Budget limits and allowable (and unallowable) costs
- Review Criteria
- Submission process (electronic portal, email, other)



# When WMU is the applicant

- All proposals submitted on behalf of WMU require appropriate University approvals **PRIOR** to submission
- Proposal Approval Form (PAF)
  - Allow at least 7 business days for approvals, so start early!
  - Faculty will be required to serve as PI (at least for internal purposes)
  - <https://wmich.edu/research/cayuse>
  - Login to VPN before accessing if working off-campus



## Technology Transfer Talent Network (T3N)-Wearable insole-Continuation

| My Actions                                             | Proposal Summary                                                                                                                                                                                                                                                                                                                                                                                               | Submitted to Sponsor ▾                      |
|--------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------|
| <div>Complete Review</div> <div>Route for Review</div> | <div>PI: Remzi Seker</div> <div>Admin Unit: Electrical and Computer Engineering</div> <div>Sponsor: University of Michigan</div> <div>Prime Sponsor: Michigan Economic Development Corporation</div> <div>Sponsor Deadline: 6/30/2025</div> <div>Total Sponsor Costs: --</div> <div>Project Start Date: 7/1/2025</div> <div>Project End Date: 6/30/2026</div> <div>Instrument Type: Incoming Subcontract</div> | <div>Project: <a href="#">25-0354</a></div> |

Proposal Form Routing History Access Tasks Notes Attachments Links Admin Only

Edit Save

| Proposal Sections                                                                                                                                                                                                                                                                                                                                      | General Information                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <div>General Information ✓</div> <div>Investigators ✓</div> <div>Proposal Abstract !</div> <div>Summary Budget ✓</div> <div>Conflicts Of Interest In Research !</div> <div>Regulatory Compliance !</div> <div>Export Control !</div> <div>Intellectual Property !</div> <div>Attachments And Submission Notes !</div> <div>ORI Project Summary !</div> | <p>Please enter your proposal information in the following pages. Please be as complete and accurate as possible in your entries in order to avoid delays in processing the proposal.</p> <p>Enter the Sponsor Deadline Time as the time the proposal is due to the sponsor in Eastern time. If WMU is a subrecipient, please enter the deadline that WMU's documents are due to the lead organization submitting the proposal.</p> <p>WMU's Internal Deadlines are as follows:</p> <ul style="list-style-type: none"><li>• PAF submitted to ORI for review - 7 business days before submission date</li><li>• Ancillary Documents to ORI - 5 business days before submission date</li><li>• Final Documents to ORI - 2 business days before submission date</li></ul> <h3>Sponsor Information</h3> <p>Sponsor*</p> <div>University of Michigan</div> <p>Please enter the agency or entity from which WMU directly receives project funding.</p> <p>If Sponsor is not listed please select 'Organization Not Listed'</p> <p>Sponsor Type</p> <div>Educational Institution</div> <p>Prime Sponsor (if applicable)</p> |



# We are here to help!

**Contact us EARLY and OFTEN!!**

**[www.wmich.edu/research](http://www.wmich.edu/research)**

**269-387-8298**

**Walwood Hall**



**741 Oakland Drive (physical address)**

**EMAIL anyone directly**



**Research Officers – The first people to contact!**



