CYFS is an institutional priority whose faculty affiliates span the campuses of the NU system. The mission of CYFS is to impact lives through research that advances learning and development. CYFS provides several specific benefits and supports to faculty and graduate student affiliates, including involvement in targeted research dialogues, participation on interdisciplinary collaborative research teams, and assistance with all stages of research conceptualization, grant development, proposal submission and project execution. Assistance is provided through *CYFS Core Supports* which are integrated and comprehensive to create a one-stop, seamless experience for researchers throughout the pre- and post-award periods, including conceptualization, design, submission and execution of research studies.

Core Supports

Research Development and Coordination

Provides hands-on support during research conceptualization, collaborative team processes, and grant proposal development & submission
- Establish and facilitate interdisciplinary teams in research conceptualization and design
- Monitor and personally communicate relevant and targeted grant funding opportunities (requests for proposals, program announcements) as released by agencies such as the National Institutes of Health, the Department of Education, and the National Science Foundation
- Assist with research conceptualization, proposal development, and all aspects of grant submissions
- Recruit research staff to fulfill project requirements (e.g., interdisciplinary collaborative partners, statisticians)
- Provide critical review of full application narrative and related components
- Coordinate interactions with other campus support entities (e.g., ORED) during proposal development

Statistics and Research Methodology

Provides methodological and statistical supports
- Assist in conceptualization of statistical, analytical and research design
- Develop data analytic plan for grant proposals, per funding agency requirements
- Consult on design and statistical approaches for ongoing research
- Provide statistical and analytic support on grant-funded projects

Administrative Services

Ensures projects are submitted and executed seamlessly and efficiently
Pre-Award:
- Provide assistance with preparing proposal narrative (e.g., line editing, reference list)
- Support development of budget and budget justification
- Assist with development of technical elements of application required for submission (e.g., federal forms, biosketches)
- Upload application materials into portal and submit to/coordinate review with OSP
Post-Award:
- Coordinate post-award grant management activities (e.g., Human Resources/hiring, payroll, purchasing)
- Help process employee expenses, purchases, payments and reimbursements
- Monitor and reconcile budget to meet post-award requirements; provide periodic budget reports
- Coordinate various research activities (e.g., assist with travel plans, order materials and supplies)
- Support internal and public events such as meetings, conferences, workshops, and trainings

Web, Technology & Communications

Supports technological and digital aspects of projects, both behind the scenes and through various public communications mediums
- Develop and maintain project website to increase public awareness of research-related activities
- Disseminate research information through print and electronic platforms, including web & social media
- Develop brands, webpages and other specific methods of showcasing unique projects
- Produce research materials including recruitment tools, training documents, brochures, fliers and mailers, electronic communications
- Coordinate with university communications specialists to support release and public distribution of research-related information
- Assist with state-of-the-art distance technologies for research methods and communications
- Research, purchase, and support hardware/software needs
- Develop database for data storage and management
- Store data in secure server, with routine maintenance and back-up
- Assist with on-line survey development and data collection protocols