

## CFDR Research Support Services...

### Grant Preparation:

- Disseminate information about grant deadlines and opportunities
- Organize mock study sections
- Provide detail on new grant formats
- Consult and advise at all stages of grant preparation
- Consult about contact with funding agencies
- Help draft text on research environment
- Develop budget
- Prepare and format biosketches
- Check references and bibliography
- Prepare campus endorsement forms and route for signature
- Convert text files to pdf format for electronic submission

### Grant Administration:

- Provide office space and equipment for students/staff/consultants/visiting scholars
- Assist with annual reports
- Answer budget queries
- Help manage human resources issues
- Purchase statistical software
- Assist with public access compliance
- Provide up-to-date information on regulations

### Workshops:

- Grant writing
- Programming: SPSS, SAS, Stata, R, and GIS
- Statistical procedures
- Demographic techniques
- Commonly used datasets
- Qualitative analyses
- Short summer courses (e.g., longitudinal data analysis)

### Research Support:

- Conduct literature searches
- Identify key facts or trends
- Assist with data searches
- Disseminate information on new and updated datasets
- Maintain data archive
- Acquire new data
- Purchase software licenses and arrange installation
- Help obtain restricted data
- Interface with agencies on data contracts
- Establish sample representativeness
- Set up data entry
- Help create contextual data files
- Provide tables of contents service
- Maintain Working Paper Series
- Provide updates on conferences
- Design webpages for funded projects
- Provide secure data room
- Create maps, posters, brochures, and briefs
- Help facilitate working group meetings

### Programming Assistance:

- Provide coding examples
- Consult on programming methods and strategies
- Help with data conversion
- Assist in data file construction
- Help with SAS, Stata, and SPSS programming
- Provide annotated output comparing SAS, Stata, and SPSS

### Faculty Funding:

- Research Development Award
- Training Award