Foundation Relations Support Services Available to Faculty

The Office of Foundation Relations serves Brown University faculty by facilitating private foundation investment in research and other academic initiatives. We can often provide insight and guidance that is not available on foundation websites. Below is a list of services our office provides.

**Assistance identifying possible private foundation funders**
- OFR staff can review and help develop a list of potential funders and possibly provide insight on the funders on your list.

**Proposal editing and feedback**
- OFR will offer grammatical and stylistic edits as well as proofreading of proposal narratives.

**Communication with foundation program officers and others**
- OFR staff is often able to connect PIs to foundation staff who can address questions about letters of inquiry, proposals, etc.

**Preparation and/or coordination of nomination/support letters signed by senior leadership**
- When they are required by a foundation, OFR staff will write or coordinate nomination or support letters from University leadership that strengthen the overall proposal.

**Preparation for interviews and presentations to foundations**
- OFR staff will organize and facilitate mock interviews and mock presentations.

**Site visit support**
- OFR staff will coordinate on-campus meetings with foundation staff and facilitate participation by administrative and academic leadership.

**Narrative writing**
- OFR staff can draft narrative sections of major proposals that cross into multiple laboratories and/or academic units.

**Stewardship**
- After an award is made, OFR staff will ensure the award is properly stewarded by providing letters of thanks from senior leadership within an appropriate time frame.
- OFR staff stays abreast of reporting deadlines to ensure that a foundation’s requirements are met.

OFR will be in the best position to assist you if the following elements of your project are present:

- It has approval of the Office of the Provost and the support of other university leaders.
- It has an identified PI or lead administrator who will provide the necessary information while offering continuity and oversight during the life of the project.
- There is a sufficiently detailed written project description that can be used as the basis for a proposal. The description should include information about how the project fits into Building on Distinction, Brown’s strategic plan, as well as the distinctiveness of the approach, internal and external partners, and an evaluation plan.
- There is a project budget, preferably at a range of levels and categories to appeal to funders of varying means.

In addition to obtaining these services, please contact OFR to ensure a coordinated approach to a foundation; that your proposal is not in conflict with others; and that it meets foundation guidelines.
Office of Foundation Relations Staff:

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Other resources:

Office of the Vice President for Research (OVPR)
Provides effective infrastructure for research and development, research administration, dissemination of research results, and collaboration with outside organizations for faculty at every stage of research proposal development and implementation.

Office of Research Development – Finding Funding and Proposal Development
Identifies and disseminates funding opportunities; develops research teams; arranges agency networking opportunities; manages internal research funding programs and limited submission opportunities; supports humanities departments on pre- and post-award financial management; provides program management for large and/or multi-department grant applications; supports early career faculty proposal writing.

Industry Engagement & Commercial Venturing (IECV) – Commercializing Technology
Encouraging and facilitating the evolution of Brown’s discoveries and inventions into know-how, products and services with societal and economic value. Partner with Brown researchers; build strategic partnerships with industry; provide and manage translational development capabilities.

Office of Sponsored Projects (OSP) – Pre- and Post-Award Management
Services include review and submission of proposals for external funding sources; award negotiation and acceptance; issuance of subawards and subrecipient monitoring; compliance with governmental and private funding agency standards; advising on financial management of sponsored projects; financial and expense reporting, cash management, and monitoring of cost-share arrangements; effort certification; award close-out process; and delivery of training modules on topics in research administration.

Research Administration Information Systems & Reporting Services (RAIS) – Research Data
Provides services to the research community for all electronic systems and data overseen by the OVPR, including proposal creation in Brown’s electronic grants management systems and external electronic systems such as grants.gov; IACUC and IRB protocol development and management, and COI disclosures. Delivers in-depth business intelligence solutions through reporting, visualizations, and workflow notifications.

Office of Research Integrity (ORI) – Research Ethics and Regulatory Compliance
Provides guidance, education and resources to facilitate the conduct of ethical research at Brown in accordance with federal and state laws and regulations as well as University policies. Supports and provides regulatory advisement to the University’s Institutional Review Board (IRB), Institutional Animal Care and Use Committee (IACUC), Institutional Biosafety Committee and Conflict of Interest Review Board. Runs the University’s Export Control compliance program and also reviews allegations of research misconduct or other reports of research-related noncompliance.