



## PROPOSAL DEVELOPMENT GROUP

Research Administration Services

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# Mission

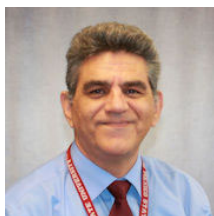
The Proposal Development Group within NMSU's Research Administration Services (RAS) provides proactive support to individual faculty members as well as interdisciplinary teams of researchers across colleges/campuses to increase their competitiveness in pursuing external funding. With more than 30 years of experience combined, our proposal development specialists bring a variety of expertise to proposal efforts led by NMSU faculty, from locating funding opportunities and capture practices to reviewing proposals for compliance, argumentation, and language. Support provided by the Proposal Development Group includes:

- Identifying funding opportunities and providing RFP/Solicitation analysis
- Offering comprehensive proposal planning and management
- Assisting PIs with the planning and development of proposals
- Reviewing proposals for compliance, completeness, argumentation, and language
- Managing institutional limited submissions
- Offering one-on-one and group consultations
- Offering proposal writing workshops
- Developing promotional materials to showcase NMSU's research successes



Anderson Hall





**Hamid Mansouri Rad, Ph.D.**

Proposal Development Specialist, Sr.

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Areas of Expertise: NSF, DoD, DOE, EPA

I have been assisting NMSU faculty for more than 15 years and manage limited submission efforts. Majority of my engagements are with interdisciplinary/multi-institutional proposals, namely a \$36 million proposal to DHS to develop center of excellence for water-related terrorism prevention research. I also serve as NMSU's concierge for Mountain-West CTR-IN, a consortium of 13 universities across seven states whose goal is to enhance research in the area of health disparities. I hold a PhD in Rhetoric and am interested in National Security Intelligence Studies.



**Allison Layfield Ph.D.**

Proposal Development Specialist, Sr.

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Areas of Expertise: Arts and Humanities (NEH, NEA, Foundations)

I have been with NMSU for four years, assisting faculty with designing research and outreach projects and seeking funding from philanthropic foundations. I previously taught at Ball State University and received a Ph.D. in literature from Purdue University and her MFA in poetry from NMSU. I am a poet and my academic research explores how the relationships between U.S. education systems, libraries and literary publishing shape the production, distribution and reception of literature.



**Cindy Ramirez, M.S.**

Proposal Development Specialist

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Areas of Expertise: USDA, NIH, NSF

I have more than 15 years' experience developing research proposals and managing grants. Before joining NMSU in 2017, I was a program manager for the NSF GK-12 Program. I also managed a program funded by the W. K. Kellogg Foundation and the USDA that focused on serving students grades 4-12 from underserved, disadvantaged schools in El Paso, Texas and La Union, New Mexico. I have a Master of Agriculture in Agricultural Development from NMSU and a certificate in Federal Contracting from the National Council of University Research Administrators.



**Chong-Hwey Fee**

Proposal Development Specialist

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Areas of Expertise: Funding Opportunities, Limited Submissions, Proposal Review

I have more than 10 years' experience in proposal development. I joined RAS in 2019 to support the mission of the office by assisting graduate students and pos-doctoral scholars in all colleges to pursue external funding for their research and graduate studies. Since the separation of Graduate School from the Office of the Vice President for Research in 2022, I have been working on data collection, limited submission funding opportunities and editing proposals. I also offer trainings on Pivot, a database of funding opportunities available to all NMSU community. Before joining RAS I worked at UC Merced and University of Illinois Urbana-Champaign.

# Proposal Cycle at NMSU

