
Mission

The Office of Sponsored Programs and Grants Administration is dedicated to supporting faculty and staff to search for and acquire public and private funding for research, scholarship and other programs.

Office of Sponsored Programs Staff

Steven Moore, Sponsored Programs Director

- Federal and Other Governmental Programs
- Pre-Award Consultation
- Contact: steven_moore@redlands.edu or 909-748-8687

Jerry Yu, Director of Foundation & Corporate Relations

- Private Foundations and Corporations
- Pre-Award Consultation
- Contact: jerry_yu@redlands.edu or 909-748-8353

Katie Millsom, Associate Controller, Business and Finance

- Financial Reporting and Compliance, Budgets
- Contact: katie_millsom@redlands.edu or 909-748-8146

Important Sponsored Programs Resources

Website: sites.redlands.edu/sponsored-programs/

- Expectations and Forms and Documents tabs important to review before and while preparing a proposal
- Proposal Writing Faculty Fellowships available

Sponsored Programs Proposal Development Process

Formulating a Proposal

- Contact Steven Moore as early in the proposal development process as you can. Lead time of several months to a year is advised.
- Steven Moore will begin the proposal development process or direct you to Jerry Yu and/or Katie Millsom depending on need
- Steven Moore and Jerry Yu will assist with identification of a funder and development of proposal text
- Katie Millsom helps formulate proposal budgets and budget justifications. She also ensures compliance with funders' requirements

Routing a Proposal

- All proposals must be routed through Katie Millsom, the appropriate Dean and/or Provost, and Cory Nomura (Vice President for Finance and Administration)
- The routing package includes:
 1. Routing form (available from the Sponsored Programs website)
 2. Completed budget approved by Katie Millsom
 3. Completed budget justification approved by Katie Millsom
 4. One-page summary of the project

Submitting a Proposal

- Proposals are submitted by the Sponsored Programs Office
- Federal Proposals may require the principal investigator/project director to be registered with an agency system. Steven Moore and Katie Millsom can get that accomplished.