

Grant and Research Services

Lehigh University's College of Education (COE) has recently introduced a new position to its staff – the Senior Research Program Development Officer. While unique to the COE, this position is designed to direct and oversee all grant activities and operations, including prioritizing grant tasks and projects, developing objectives and implementation plans in support of both COE and Lehigh University strategic plans, and serving as an overall repository for all COE grant activity.

The Senior Research Program Development Officer provides faculty and staff with the following resources:

- Identification of potential grant opportunities,
- Interpretation of proposal guidelines,
- Assistance with proposal preparation, writing, and completion of forms,
- Budget and report management,
- Editorial feedback on proposals,
- Proposal review for adherence to COE policies, and
- Communication with Lehigh's Division of Sponsored Programs, Human Subjects Office, and Accounting Office, as well as all federal, state, local, and private funding agencies.

In addition to the above responsibilities, the COE's Senior Research Program Development Officer will work closely with faculty to identify individual funding needs and areas of interest in an effort to maximize the College's research and funding potential. The Senior Research Program Development Officer will explore government, foundation, and corporate funding opportunities that most directly align with areas of interest, funding expectations, and the COE's overall strategic plan.

For more information and for assistance with all grant-related activities, please contact Gina Sierzega – Senior Research Program Development Officer – at (610) 758-2910 or gina.sierzega@lehigh.edu.