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Since 2000, I have worked with academic, corporate, and government clients engaged in writing/editing, proposal development/grantsmanship, and research projects. I help nonprofit groups locate grant opportunities and develop proposals; work with state and local agencies and research teams on funded research projects; conduct literature and grants reviews for faculty and nonprofits; and work with individual researchers and research teams on their publications and reports. I have more than 25 years of experience as an editor/copyeditor, proposal and publications development specialist, and researcher.

## SERVICES

### **Editing/writing**

Editorial/writing services include editing and/or writing proposals and publications (quarterly and final reports, scholarly articles, books); consulting with researchers in developing goals, plans, and schedules for the dissemination of research results; coordinating the external dissemination of research results to policy makers and other audiences; and writing and editing press releases.

### **Proposals/Grants: Funding and Proposal Development**

Proposal editing/development services include identifying possible funding sources; reviewing funding agency guidelines; assisting with proposal development; reviewing proposals for compliance with guidelines; developing standard “boilerplate” materials for use in proposals; overseeing the proposal preparation process; and overall editorial review of grant proposals.

### **Research**

Research services include literature reviews and database searches; preparation of summaries of acquired information; assistance with the preparation of literature reviews for proposals; and assistance in acquiring reports, articles, and other research-related information available on the Internet or in the library.

## PROFESSIONAL EXPERIENCE

### At The Pennsylvania State University

**2009–Present**      **CONTRACT COORDINATOR/WRITER/EDITOR/PROPOSALS & AWARDS GENERALIST**  
Prevention Research Center for the Promotion of Human Development,  
College of Health and Human Development, The Pennsylvania State  
University (100% time)  
Director: Mark Greenberg

Assist faculty and research associates in the Prevention Research Center in developing and submitting grant proposals. Includes identifying possible funding sources, reviewing funding agency guidelines; assisting with proposal development; reviewing proposals for compliance with guidelines; and developing standard “boilerplate” materials for use in proposals. At the request of the director, identify and/or assemble interdisciplinary research teams and coordinate proposal development efforts around specific RFP/RFA/PA opportunities.

Editorial/writing duties include consulting with researchers to develop goals, plans, and schedules for the dissemination of research results; assisting in the external dissemination of research results to policy makers and other audiences; writing and editing press releases and related public information materials; developing content for print and electronic sources; editing faculty publications and proposals as requested and appropriate; and other duties as assigned. Also responsible for the development of annual reports, and web site maintenance and updates.

Project management duties include development of progress and annual reports, and IRB human subjects submissions and subsequent modifications; coordination of outreach activities and materials (e.g., flyers, brochures, etc., used in community activities); development of other publications; and creation and maintenance of project websites.

Other duties include creation, development, and implementation of administrative and organizational processes that ensure the smooth working of the research enterprise.

**2005–2008**      **PROJECT DEVELOPMENT ASSOCIATE/CONTRACT COORDINATOR/WRITER-EDITOR**  
Children, Youth, and Families Consortium, Office of the Senior Vice  
President for Research, The Pennsylvania State University (50% time)  
Directors: Karen Bierman, Ann Crouter, Susan McHale

**EDITOR/RESEARCH AND PROJECT ASSISTANT**  
Prevention Research Center for the Promotion of Human Development,  
College of Health and Human Development, The Pennsylvania State  
University (50% time)  
Director: Mark Greenberg

Assisted faculty in the Children, Youth, and Families Consortium in developing and submitting grant proposals. Included identifying possible funding sources, reviewing funding agency guidelines; assisting with proposal development; reviewing proposals for compliance with guidelines; and developing standard “boilerplate” materials for use in proposals. At the request of the director, identified and/or assembled interdisciplinary research teams and coordinated proposal development efforts around specific RFP/RFA/PA opportunities.

Editorial/writing duties included consulting with researchers to develop goals, plans, and schedules for the dissemination of research results; assisting in the external dissemination of research results to policy makers and other audiences; writing and editing press releases and related public information materials; developing content for print and electronic sources; editing faculty publications and proposals as requested and appropriate; and other duties as assigned.

Other duties included research workshop and seminar coordination and development; identification and coordination of research groups around research topics and funding opportunities, and subsequent assistance with proposal development; creation, development, and implementation of administrative and organizational processes that ensured the smooth working of the research enterprise; development of website research information features including searchable pages re faculty research interests and resource pages; creation and distribution of weekly emails on upcoming events, workshops, and RFPs of interest to social science faculty; creation of presentations for Development audiences; creation and coordination of annual research report for the Social Science Research Institute; development of training modules for institute and consortium research and outreach processes; training of research support staff; and other duties as assigned.

For the Prevention Research Center, other projects as requested by the Center Director, including the development of annual reports, and web site maintenance and updates.

**2004–2005**                      **RESEARCH ASSISTANT/EDITOR/PROPOSAL DEVELOPMENT ASSOCIATE**  
John A. Dutton e-Education Institute, College of Earth and Mineral  
Sciences, The Pennsylvania State University (50% time)  
Director: David DiBiase

Prevention Research Center for the Promotion of Human Development,  
College of Health and Human Development, The Pennsylvania State  
University (50% time)  
Director: Mark Greenberg

Assisted faculty and research staff in these two units in developing and submitting grant proposals. Included identifying possible funding sources, reviewing funding agency guidelines; assisting with proposal development; reviewing proposals for compliance with guidelines; and developing standard “boilerplate” materials for use in proposals. At the request of the director, identified and/or assembled interdisciplinary research teams and coordinated proposal development efforts around specific RFP/RFA/PA opportunities.

Editorial/writing duties included consulting with researchers to develop goals, plans, and schedules for dissemination of research results; assisting in the coordination of the external dissemination of research results to policy makers and other audiences; writing and editing press releases; developing content for print and electronic publicity materials; and editing faculty publications and proposals as requested and appropriate; and other duties as assigned.

For the Prevention Research Center, other projects as requested by the Center Director, including the development of annual reports, and web site maintenance and updates.

**2001–2004**                      **RESEARCH ASSISTANT/EDITOR/PROPOSAL DEVELOPMENT ASSOCIATE**  
Earth and Environmental Systems Institute, College of Earth and Mineral  
Sciences, The Pennsylvania State University (50% time)  
Directors: Eric Barron, Susan Brantley

Prevention Research Center for the Promotion of Human Development,  
College of Health and Human Development, The Pennsylvania State  
University (50% time)  
Director: Mark Greenberg

Assisted faculty and research staff in the Earth and Environmental Systems Institute, College of Earth and Mineral Sciences, and Prevention Research Center, College of Health and Human Development, in developing and submitting grant proposals. Included identifying possible funding sources, reviewing funding agency guidelines; assisting with proposal development; reviewing proposals for compliance with guidelines; and developing standard “boilerplate” materials for use in proposals. At the request of the director, identified and/or assembled interdisciplinary research teams and coordinated proposal development efforts around specific RFP/RFA/PA opportunities.

Editorial/writing duties included consulting with researchers to develop goals, plans, and schedules for dissemination of research results; assisting in the external dissemination of research results to policy makers and other audiences; writing and editing press releases and related public information materials; developing content for print and electronic sources; editing faculty publications and proposals as requested and appropriate; and other duties as assigned.

**1999–2001**                      **ASSISTANT TO THE DIRECTOR**  
Institute for Policy Research and Evaluation, The Pennsylvania State  
University (100% time)  
Director: Irwin Feller

**1982–2001**                      **RESEARCH ASSISTANT/EDITOR**  
Institute for Policy Research and Evaluation, The Pennsylvania State  
University (100% time)

Duties included writing and editing grant proposals, annual reports, final reports, journal articles, newsletters, and other materials stemming from funded research; at the request of the

director, identify and/or assemble interdisciplinary research teams and coordinate proposal development efforts around specific RFP/RFA/PA opportunities; preparing and updating brochures, booklets, flyers, and posters for IPRE and its four centers (Center for Public Policy Research, Center for Health Policy Research, Center for Prevention Evaluation and Research, and Center for Research in Industrial and Strategic Studies) and for the Population Research Institute. This also included: acquiring information on funding opportunities, RFPs, and related materials for IPRE faculty associates, and assisting them with searches via the Internet and other grants-related databases for funding opportunities; assisting in basic research activities related to IPRE projects, as requested and appropriate, including performance of library database/literature searches for IPRE funded research projects; assisting in proposal preparation; maintaining lists of IPRE faculty associates' research interests; assisting in outreach and information activities, including public relations, web page updates, working papers, seminars; coordinating human resources activities; and other duties as assigned.

### HONORS

Penn State Leader program participant, Excellence in Leadership and Management, Penn State, 2001

Finalist, Administrative Fellows Program (sought position in Office of the Vice President for Research and Dean of the Graduate School), 1998–1999

Citation for “Extraordinary Contributions to Research and Scholarly Productivity,” Vice President for Research, 1993

### EDUCATION

#### Ph.D. Candidate

(Part-time)  
(1991-1993,  
1996)

The Pennsylvania State University, University Park, PA  
Department of History  
Major: Modern European Cultural and Intellectual History  
Minor: Comparative Literature

M.A., 1989

The Pennsylvania State University, University Park, PA  
Department of Comparative Literature

B.A., 1980

The Pennsylvania State University, University Park, PA  
Major: English Literature  
Minor: Journalism

### PUBLICATIONS

Author and/or co-author of numerous sponsored research reports and publications from 1982 to the present; editor/editorial assistance on many books, journal articles and other peer-reviewed publications—list of representative publications available upon request.

## **COURSES/SEMINARS TAKEN THROUGH THE PENN STATE OFFICE OF SPONSORED PROGRAMS**

An Introduction: The Basics of Research Administration  
Disclosure Statements and Cost Accounting Standards  
Electronic Research Administration  
Budget Basics and Budget Building  
Proposals  
Budgets  
Awards  
Compliance and Accountability  
Contracts and Legal Issues

## **PRESENTATIONS**

- Grantsmanship/grant writing workshops for small research groups
- Grantsmanship/grant writing presentations for the Penn State Graduate School
- Speaker in graduate seminars on the grants process and grant writing, and on effective academic writing

## **SELECTED CLIENTS, EDITORIAL/PROPOSAL WRITING**

AKZW Consulting, Bethesda, MD  
Adirondack Community College  
Animal-Vues, Inc.  
Center for International Development and Conflict Management, University of Maryland,  
College Park, MD  
COSMOS Corporation, Bethesda, MD  
EduTech, Bethesda, MD  
The Last Resource, Inc., State College, PA  
Massachusetts Institute of Technology  
Murphy/Carpenter Communications, Inc., State College, PA  
Salimetrics, State College, PA

## **REFERENCES AND WRITING SAMPLES**

Available upon request