

NEW PROPOSAL SUBMISSION REQUIREMENTS

Notification of Pending Proposal

OSPA has developed a [Proposal Notification System](#) allowing faculty to notify OSPA of pending proposals as well as allowing OSPA to manage the workflow necessary to assist faculty with these proposal submissions.

Effective November 15, 2017, faculty are advised to notify OSPA at least 2 weeks prior to a pending proposal deadline through this Proposal Notification System. The system can be accessed at <http://ospa.siu.edu/>. If you have questions regarding this new system, please contact our office at 453-4541 or ospa@siu.edu.

Submission of Proposals

Complete, final proposals must be submitted to OSPA at least 5 business days prior to the date and time the proposal is due to the funding agency. This allows time for OSPA staff to complete a thorough review of the proposal prior to submission.

Complete, final proposals should include a final budget, budget narrative and internal checklist with all necessary signatures and supplemental materials. All attachments should be included.

Proposals received less than 5 business days before the due date and time will be reviewed on a first-come, first served basis as time is available with on-time proposals taking precedence. In some cases, late proposals may not be able to be submitted.

Submission of Pre-proposals

Pre-proposals should be submitted to OSPA at least 5 business days prior to the date and time the pre-proposals (or letter of intent) is due to the funding agency.

Requests for Letters of Support

OSPA will provide a letter of support signed by a university official if one is needed to accompany the subaward proposal. Sample letters, if provided by the prime institution, should be submitted to OSPA with the on-time proposal.

If a letter of support is required from either the Vice Chancellor for Research or the Chancellor, please submit your request directly to [Dr. James Garvey, Interim Vice Chancellor for Research](#). His office will coordinate both letters of support as appropriate. Remember to allow sufficient time for these letters to be completed prior to internal proposal submission deadlines.

The staff at OSPA are working to update proposal processing procedures to provide faculty with the necessary information and assistance to ensure successful proposal submissions. If you have comments or questions, please feel free to let me know.

Thank you! We look forward to working with you through this process!

Sonjie Schwartz
Office of Sponsored Projects Administration