



NORTHERN  
ILLINOIS  
UNIVERSITY

January 13, 2009

To: Deans and Chairs

OFFICE OF  
SPONSORED PROJECTS

DEKALB, ILLINOIS  
60115-2874

(815) 753-1581

FAX  
(815) 753-1631

It remains all too common that faculty approach OSP about a proposal they intend to submit less than two weeks prior to the sponsor deadline. In such situations, it is often the case that OSP does not have sufficient time to properly review the proposal for issues related to the budget or to ensure that the proposal meets all of the sponsor's compliance requirements, let alone to review the proposal narrative for quality and responsiveness to the sponsor's solicitation. In many cases, these situations require OSP staff to take time and attention away from proposals that have been submitted to them in a more timely manner. Further, experience clearly shows that proposals that are put together at the last minute are very unlikely to be funded. That said, we are also aware that exceptional circumstances may give rise to a situation where a short turnaround is required.

For these reasons, OSP will now require faculty who approach us with the intention of submitting a proposal within two weeks of the deadline to first seek approval from their Chair. OSP is developing a deadline policy and procedure that will incorporate this requirement and will be distributed as soon as possible. In the meantime, we ask that upon such a request, the Chairs contact me to discuss the situation to arrive at an understanding about whether the submission should move forward and, if so, what level of review and assistance OSP will be able to provide.

If you have any questions regarding this change in procedure, please feel free to contact me at [dastone@niu.edu](mailto:dastone@niu.edu) or 753-9282.

Sincerely,

David A. Stone  
Director