



OFFICE OF SPONSORED PROJECTS

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It is OSP policy to ensure that all proposals submitted for external funding receive institutional review prior to submission. This review is obtained through the initiation and routing of the OSP System Tracking and External Project (STEP) form (link). The STEP form, along with the final budget and draft narrative must be reviewed and signed off by the Principal Investigator (PI), Co-Principal Investigators (Co-PIs), Chairs, Deans, Interdisciplinary Unit Directors (where appropriate), and OSP.

The internal review process is necessary to ensure that the proposal is in line with both the mission of the university and respective departments and colleges, time and cost commitments are reviewed and approved, and all compliance issues (human subjects, animal use, export controls, and conflict of interest) are adequately addressed. The internal review is also a legal necessity as many sponsors require the institution to obtain certifications by the PI prior to institutional endorsement of the proposal.

OSP requires that all proposals begin the institutional review process *at least* five (5) business days prior to the published sponsor deadline. In order to meet this deadline, faculty should contact their appropriate OSP Research Development Specialist (RDS) at least fifteen (15) business days prior to the sponsor deadline. OSP recognizes that faculty must often work within their own significant time constraints and that lead time for sponsor deadlines can be minimal. However, the RDS must have sufficient time to complete all components of the proposal (for example, agency forms, current and pending support, and resources), review and confirm that the proposal meets all sponsor and university regulations and if requested, assist with the development of proposal narrative.

A RDS may independently determine how best to handle a proposal submission received within ten (10) to fifteen (15) business days prior to the sponsor deadline.

A RDS will not begin review of a proposal submitted less than ten (10) business days prior to the published sponsor deadline without the approval of the PI's department chair. Upon approval by the chair, the RDS will assist the PI as best as possible, depending upon time available.

The timeline below will assist you with meeting these deadlines and other proposal related requests that may require additional time for review.

Request/Action	Due Prior to Sponsor Deadline
Notify RDS of a pending proposal submission	3 weeks (15 business days)
RDS submits Proposal and STEP form for institutional review	1 week (5 business days)
Institutional review complete	2 days
Tuition Waiver Requests	2-3 weeks
Cost Sharing Requests	2-3 weeks
Course-Buy Out Requests	2-3 weeks

OSP cannot guarantee successful proposal submission if these deadlines are not met. This is especially true for proposals that require electronic submission as sponsor's systems can become overloaded during peak deadline periods.

NOTICE: If a proposal is received too late for adequate review, the OSP Director may agree to sign the proposal to meet the sponsor deadline but reserves the right to withdraw it from sponsor consideration if it is found not to meet University regulations.