

To: All faculty and staff

From: Ali Cinar, Vice Provost for Research and Dean of the Graduate College
Ganesh Raman, Associate Dean for Research

Date: September 1, 2007

RE: Revised Routing Sheet and Proposal Submissions

Due to the increasing compliance requirements by federal and non-federal sponsors, we have revised the internal routing sheet ("Request for Review and Approval of Proposal"). This routing sheet **must** be completed and signed **prior** to proposal submission. The Office of Sponsored Research and Programs will not submit proposals received without the routing sheet. You can find the revised routing sheet on our website at: <http://www.grad.iit.edu/research/OSRP/routingsheet.html>

Proposal submissions continue to be on an upward trend (443 in FY05, 462 in FY06, and 474 in FY07). Many funding agencies are requiring that proposals be submitted via their specialized electronic system. Not all sponsors use the same systems. In addition, some electronic systems have required additional processing steps and software which are subject to delays due to server problems and/or internet connection problems.

The Office of Sponsored Research and Programs is committed to providing high-quality service. Therefore, we are requiring that **final and COMPLETED proposals** be submitted to the Office of Sponsored Research and Programs (OSRP) as follows:

Agencies requiring the submission of hard copy proposals:

Close of business, three (3) business days prior to the funding agency deadline

Agencies requiring electronic submission:

Close of business, two (2) business days prior to the funding agency deadline

Any proposal not received by these deadlines stands the risk of not being sent. In addition, if OSRP is still able to submit the proposal, without having adequate time for review, the proposal may be administratively withdrawn if later review indicates that the proposal is non-compliant with IIT and/or funding agency policies and procedures.

Please note that all administrative portions of ANY proposal must be **finalized a MINIMUM of five (5) business days before funding agency's deadline date.** Administrative portions include:

- budget and justification
- facilities and resources
- representations and certifications
- compliance issues such as human or animal subject involvement, biosafety
- current and pending support
- biosketches
- subcontracting negotiations
- cost share and match (which is the responsibility of the PI to secure)

If you are planning a proposal submission (including pre-proposals, new submissions, continuations, renewals, and supplemental proposals), we ask that you inform OSRP about your intention to develop a proposal as soon as possible. Information, such as the funding agency, deadline for submission and a copy of the guidelines (or a website to obtain them directly), is essential.

Assistance with budgetary preparation, completion of agency forms, and questions regarding agency guidelines is available. OSRP also duplicates and mails proposals to the agency.