

McCormick Proposal Policy

Northwestern University's policy regarding internal deadlines is as follows:

5 business days prior to submission deadline: Budget and administrative materials are due at OSR

2 business days prior to submission deadline: Complete proposal is due at OSR

The McCormick School of Engineering acknowledges that there are exceptional cases in which it is impossible to meet these deadlines. However, if final administrative materials are not routed 2 business days prior to the submission deadline, the proposal will not be submitted unless prior approval is obtained from the Senior Associate Dean of Research.

The final administrative materials include:

- Project summary
- Budget
- Budget justification
- Biographical sketches
- Current & pending research award document(s)
- Facilities, equipment & other resources document(s)
- Required Financial Conflict of Interest (FCOI) disclosures (completed in FASIS)
- Subrecipient commitment packages (includes letter of intent, statement of work, budget and budget justification)
- Cost-share documentation
- Draft of proposal narrative
- Signature approvals for the institution (ie. PI, Department and Dean's office in InfoEd)

Please note, the above list is not an exhaustive list; additional items may be necessary as requested by the sponsor.

Full Northwestern policy: http://www.research.northwestern.edu/osr/p_deadlines.html

Neither the Office for Research nor OSR will be responsible for submitting a proposal to the sponsor on time if a proposal does not meet the institution's internal deadlines.