

TIP SHEET

OSR ADMINISTRATIVE PROPOSAL REVIEW PROCESS

WHAT IS IT?

Administrative Proposal Review outlines a set of review criteria and related routing processes for OSR review, endorsement, and submission of competing grant proposals. Administrative Proposal Review specifically excludes corporate/pharmaceutical funding and progress report (RPPR) submissions.

RECOMMENDED SUBMISSION TIMELINE

Five (5) days before sponsor deadline:
Department submits administrative components that OSR reviews (see *Job Aid on Administrative Proposal Review Criteria*)

Two (2) days before sponsor deadline:
Department submits all administrative and technical components in final submission-ready form (e.g. *formatted and completed documents*)

Note: If OSR receives a proposal for Final Review exceedingly close to a sponsor deadline (e.g. *proposal received at 4:45pm for a same-day deadline at 5:00pm*), OSR cannot guarantee on-time and/or successful submission should system or proposal errors arise.

DEPARTMENTAL AND OSR ACTIONS

- Department routes to OSR using the status **“Ready for OSR Admin Review”**

- OSR performs a thorough review of the administrative components (see *Job Aid on Administrative Review Criteria*) and provides comments for the Department

- OSR will route (back) to Department using the status **“Admin Review Complete”**

- Department makes edits (as needed)
- When proposal is ready for submission to the sponsor, Department will re-route to OSR using the status **“Ready for OSR Final Review.”**

- OSR makes final assessment of required compliance **components of the proposal**

- OSR submits proposal, pending no system or proposal errors that delay or prevent submission

- Proposal remains in **“Submitted”** status until funding decision received from sponsor

INFOED RECORD STATUS

Ready for OSR
Admin Review

Admin Review
Complete

Ready for OSR
Final
Review

Submitted

Opportunity for Review

OSR provides a single opportunity for a thorough review of the required administrative components when a proposal is in the Admin Review phase.

- If OSR receives any required administrative component(s) for the first time during the Final Review phase, OSR will ensure the inclusion of the component(s) but not the quality or accuracy thereof.

Submission Timing

Execution of all review processes is contingent upon OSR's receipt of required administrative components sufficiently in advance of a sponsor's deadline. Departments are strongly encouraged to follow the “Recommended Submission Timeline” (above) as it affords adequate time for review and is considered a best practice for good proposal preparation and submission.

Note:

- Revisions to final documents will still utilize “OSR Requests Final Revisions.”
- After the fact proposals will be put in the status of “Workflow Bypass” to remove them from the report

Learn more: <https://osr.northwestern.edu/>