1. Why does OSP need to review proposals?

OSP reviews proposals because University policy and sponsor regulations require that we do so. The purpose of OSP’s review is to help the Investigator and the University submit proposals that are as competitive as possible and that are compliant with University and sponsor regulations. We want to help you be successful!

In addition, a thorough and thoughtful review of the proposal can help investigators identify key issues that may need to be addressed in later stages of the pre-award process.

When OSP receives a complete proposal package within 5 days of the sponsor deadline, the OSP Research Administrator will follow the full review procedures listed below. For proposals received on shorter notice, the RA will do as much review as possible prior to submission, but a complete review may not be possible.

2. If I have a question, can I contact OSP before I submit my proposal for review and approval?

Of course! We encourage you to contact us with any questions you might have. In particular, if you are confused about any part of the program guidelines, or notice any clauses or terms in the guidelines that cause concern, don’t hesitate to reach out to your OSP Research Administrator for assistance.

3. Who is responsible for the different parts of the review process?

- **Principal Investigators & Department Administrators** should review proposals for completeness and consistency with sponsor requirements and BU policies before submitting a proposal to OSP.
- **Other institutional signing officials** (e.g., department chairs, deans) should review to confirm that they are comfortable with the commitments required by the proposal and that the proposal is consistent with academic mission of their unit.
- **The OSP Research Administrator** will review the proposal for completeness and consistency with University and sponsor requirements, and will advise the PI of any corrections that should be made prior to the deadline. The RA will ensure that the proposal has been successfully submitted to the sponsor.

4. What material do I have to submit to OSP? Do I have to submit the whole proposal?

In order to provide you with the most thorough review possible, and help position you for a successful submission, we ask that you submit the following for all proposals:

- A completed [Boston University Proposal Summary Form (PSF)](https://example.com) signed by the investigator and appropriate administrators at the department, center, and college levels.
- A copy of the sponsor’s proposal guidelines or program solicitation number.
- Completed application forms as required by the sponsor.
- A project summary and draft technical narrative.
- The final budget and budget justification in the format required by the sponsor.
- Completed and signed [Export Control Checklist](https://example.com) and any other applicable internal documents (see below):

**But wait! I’m still working on my science! We know. It’s okay to submit a draft technical narrative. 😊**

The following should be included if applicable:

- If the proposal includes subawards:
  - Complete documentation for each proposed subcontract, including:

*Updated 6/10/15 -- 1*
5. What does the OSP RA look at when my material gets to OSP?

The OSP RA does the following:

- An initial high-level review of the proposal package to confirm that all required elements are included.
- A detailed review of sponsor application guidelines and any program-specific solicitation (which includes confirming the sponsor due date).
- A targeted, limited review of the draft technical narrative to identify, for example:
  - What type of research is being performed?
  - What is the location of research (on/off site)?
  - Where will people be working/travelling?
  - Who is working on the proposal?
  - Who are the BU key personnel?
  - Are there any export control issues?
  - Does the project involve any human, animal, or hazardous agent work?
- A detailed budget review.
- A check for the status of compliance committee reviews and approvals.
- A review of sponsor specific application forms for accuracy and completeness.
- A check to confirm that proper documentation for subrecipients and/or consultants is included.
- A check to determine that all required proposal components are complete according to the sponsor’s requirements.
- For electronic submissions, a final check prior to submission to confirm that the proposal is complete, passes sponsor system requirements for successful transmission, and is as the investigator wants it to be.

6. How long will it take for the OSP RA to review my material?

We expect that OSP review will be completed within two business days after the receipt of a complete proposal package, although this is not always possible during peak submission periods.

7. How will I know if the RA finds anything that needs to be corrected before submission?

The RA will respond in writing to the PI (and DA, if applicable) with the results of the review.

8. How will my proposal be submitted to the sponsor?

Updated 6/10/15 -- 2
If the sponsor requires electronic system submission by an Authorized Organizational Representative:

- The PI or delegate is asked to confirm in writing his/her approval to submit the proposal.
- After receiving confirmation, the RA will submit the proposal.
- After electronic submission, the RA will confirm that the proposal has been accepted by the sponsor. If the proposal has not been accepted by the electronic system because of errors, the RA will communicate with the PI immediately to determine how best to resolve the issue.
- Prior to the proposal deadline, the RA will notify the PI and DA that the proposal has been successfully submitted. If time constraints do not permit this, the RA will communicate as soon as possible that the proposal has been successfully submitted.

If the sponsor requires hard copy (or email) submission:

- The RA will prepare any transmittal letter or representations and certifications required by the sponsor, and have them signed by an Authorized Organizational Representative.
- After institutional authorization, the hard copy proposal will be returned to the PI or department for submission to the sponsor.
- After submission, the PI or DA should provide OSP with a complete copy of the final submitted proposal. The RA will review the final proposal to make sure it is consistent with the version of the proposal approved by OSP, and will then file the proposal centrally.

9. Whom should I contact if I have any other questions about the proposal review and submission process?

Feel free to contact the OSP RA assigned to your school or department with any questions you may have. We look forward to helping you!