

Cornell University  
ILR School

## **Proposal Process**

**If you're considering submitting a proposal, please contact the ILR Sponsored Research Office as early as possible before the deadline.**

If possible, please provide the ILR Sponsored Research Office with answers to the following questions to help expedite your proposal.

Complete the following questions:

Request for Proposal      attached or      website provided: \_\_\_\_\_

Sponsor Name: \_\_\_\_\_

Proposal Deadline: \_\_\_\_\_

(proposal must be finalized with ILRSRO 5 business days prior to sponsors deadline to allow adequate review by OSP)

Waived/reduced indirect costs:                      YES                      NO  
(requires approval from Dean/Associate Dean or written documentation from sponsor)

Mandatory Cost-sharing:                      YES                      NO

Provide preliminary budgeting information:

Salary: \_\_\_\_\_

Travel: \_\_\_\_\_

Subcontracts: \_\_\_\_\_

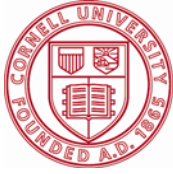
Other: \_\_\_\_\_

Cornell is lead institution:                      YES                      NO

Conflict of Interest by ALL key personnel complete:                      YES                      NO

Preferred communication:

EMAIL                      CORNELLBOX.COM



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### **Sponsored Research General Roles and Responsibilities**

#### **ILR Sponsored Research Office (ILRSRO)**

- Can assist with locating funding opportunities and can work with faculty to show them how to locate funding
- Assists PI with budget and with completing required budget related documents
- Working with information from PI, completes the Form 10 and obtains signature from PI
- Uploads electronic documents provided by ILRSRO and PI
- Submits complete proposal package to OSP

#### **Primary Investigator/Department (PI/DEPT)**

- Ensures all proposal documents meet sponsor requirements
- Provides scope of work
- Provides CV/BIO
- Provides list of current/pending research funding (SRO can assist with this document)
- Completes proposal editing/formatting following sponsor guidelines
- Provides final narrative and associated required documents
- Coordinates documentation for subcontracts and/or consultants
- Photocopies the final proposal (number of copies required by sponsor plus one copy for the department and one copy for Development/OSP)- ONLY IF hard copies are required.

#### **Office of Sponsored Programs (OSP)**

- Reviews proposal and submits to sponsor
- Provides signature on behalf of University
- Negotiates and executes award

Timelines: It is best to submit a complete proposal to ILRSRO a total of 7 business days prior to a sponsor's deadline. This is because ILRSRO typically needs to 2 business days for ILR administrative review/approval and OSP needs 5 business days for a full review, ensuring a robust proposal.