**Best Practices for Proposal Submissions**

* OSP requires that all proposals be submitted at least 4 business-days prior to the sponsor deadline. As soon as you are aware of a funding opportunity, let Tonya and Ryan know immediately so that they can ensure that OSP will meet the necessary deadlines.
* Submit a request for OSP assistance at <https://ospproposal.gmu.edu/Default.aspx>: you cannot submit a grant as a faculty member without notifying OSP.
* If your proposal requires match or has a reduced indirect rate, be sure to provide a copy of the indirect policy to Ryan so that he and Tonya can start working on getting you the necessary approvals.
* If you request support for summer salary in your budget, let Tonya and Ryan know as soon as possible so they can start working on getting you the necessary approvals.
* If your proposal contains contractual language—MOUs, NDAs, and other standard sponsored requested agreements—let Tonya and Ryan know so that they can initiate the legal review process on your behalf.
* If you are working on a contract that has a one to two day turnaround, let Tonya know so that she can assist you with navigating university requirements.