**Best Practices for Proposal Submissions**

* OSP requires that all proposals be submitted at least four business-days prior to the sponsor deadline. As soon as you are aware of a funding opportunity, let your unit’s Assistant Dean of Research 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.
* Be sure to select C-RASC as the transdisciplinary center in which you are linking your proposal to (please note that this does not determine indirect as transdisciplinary centers cannot receive indirect only credit for effort).
* If your proposal requires match or has a reduced indirect rate, be sure to provide a copy of the indirect policy to your unit’s Assistant Dean of Research so they can start working on getting you the necessary approvals.
* If you request support for summer salary in your budget, let your unit’s Assistant Dean of Research 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 your unit’s Assistant Dean of Research 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 your unit’s Assistant Dean of Research so that she can assist you with navigating university requirements.