



Office of Research Services
6439 N Sheridan Road
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Chicago, IL 60626

ORS PROPOSAL SUBMISSION POLICY

The Lakeside Office of Research Services is responsible for the submission of proposals for external funding for the Lakeside campuses. ORS is subject to numerous sponsor and institutional policy requirements, including but not limited to those set forth in the OMB Uniform Guidance. ORS staff need sufficient time to verify compliance with sponsor and institutional policies and ensure an overall level of quality assurance prior to application deadlines, and to allow time for the necessary university approvals.

*A completed application package and the completed PTAP must be submitted to ORS **three (3) working days prior to the submission deadline.** This allows all necessary approvals to be completed by the required submission date.*

Proposals that do not meet the deadlines established in this policy may still be allowed to move forward with submission after consultation with the Vice Provost for Research and/or the Provost.