

Final Comments

- Read and reread the sponsoring agency's instructions and follow these exactly.
- Talk to a program officer at the funding agency.
- Be aware of the deadline dates; these are absolutes and proposals not submitted on time are not reviewed by the funder.
- Keep in mind that your proposal and budget must be submitted to the Provost's Office seven working days prior to the agency deadline.
- Working with partners will take time; you will need to obtain letters of commitment from them, and may also have to go through their own internal approval processes (this always takes more time than anticipated).
- Give yourself enough time for final editing and review.
- Work on your budget fairly early; your budget may need one or two revisions.
- Organize your proposal; use headings, subheadings, and page numbers in considering your proposal's appearance.
- Most funders now require online submissions; give yourself and OSP enough time to be comfortable with the site.
- **Consult with your Office of Sponsored Programs—we are here to help!**