
Office of Sponsored Research and Programs (OSRP)

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Contact Information:

Main Building

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Website: <http://www.grad.iit.edu/research/>



What can OSRP do for me?

Proposals:

- Assist you with your proposal in the completion of IIT and funding agency forms
- Assist you with the budget and justification
- Administratively review your proposal prior to submission
- Ensure that commitments made in your proposal can be honored and confirm that your proposal meets sponsor and IIT guidelines
- As the Institutional Official, submits your proposal on behalf of IIT (hard copy as well as electronic submissions)

What can OSRP do for me?

Awards:

- Negotiate the grant or contract on behalf of you and IIT
- Inform you of the terms and conditions of the award
- Develop subcontracts and subcontract modifications for your collaborating organizations
- Assist you in the preparation of requests for additional funding, no-cost extensions, changes in key personnel, rebudgeting
- Monitor patent and interim and final technical report submissions to sponsors
- Coordinate all steps needed to transfer or terminate an award

What can OSRP do for me?

Other sponsored program related activities:

- Facilitate the internal research funding process, ERIF, the Educational and Research Initiative Fund
- Represent IIT as the authorized institutional official endorsing all sponsored research and programs agreements, awards, proposals, etc.
- Maintain the official university file of contracts, grants, subcontracts, agreements and reports

What can OSRP do for me?

Other sponsored program related activities:

- Provide requested reports to faculty, academic unit heads, IIT leadership on proposal and award activity
- Serve as your liaison with external agencies
- Administer IIT and funding agency policies and procedures
- Review and approval, with General Counsel, non-disclosure agreements and confidentiality agreements



All budgetary and other administrative information must be submitted at least five (5) days prior to the proposal deadline.



Internal Routing Form

- **Must** accompany all proposal submissions
- Must be endorsed by the principal investigator and the academic unit head or administrative unit head
- Must be submitted **PRIOR** to the proposal deadline.
- Can be found at our website
<http://www.grad.iit.edu/research>

Q&A

We're here to help. Please call us, email us or drop by anytime.

The Staff of the
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