



## **OFFICE OF SPONSORED PROGRAMS (OSP)**

### **Guidelines to Start Writing a Proposal**

Following guidelines is provided to save time and efforts of a proposal writer. Please follow these steps:

1. As soon as one decides to write a proposal, secure a “Intent to Submit a Proposal” form either on-line through LOC Webpage or from the Office of Sponsored Programs (OSP).
2. Fill out the form in its entirety with all signatures.
3. Submit the approved form in person or on-line to OSP
4. Drop by or take an appointment to see Executive Director of OSP to seek further guidance or help. This may take 10 minutes to 30 minutes depending on your proposal or your expertise.
5. Now you are on your way to write the proposal.
6. If you need clarification(s) or help contact OSP immediately before proceeding further.
7. After the proposal, with budget and budget explanations is written it is suggested to contact OSP for a brief review or suggestions.
8. If you feel any need for OSP review then proceed and fill out the “Proposal Submission Form” and get approvals as mentioned on the form.
9. Bring your proposal, at least 48-hours before the deadline time, ready to submit. Please bring a copy of your proposal on Flash-drive for electronic transmission.
10. Leave a hard or electronic copy of your proposal with OSP for official records. It will be kept confidential until it is funded.

*As a rule all funded program go to public domain by the funding agency.*