Request Addition of a New Sponsor

If the sponsor you wish to submit a proposal is not currently in InfoEd, you can submit a request to add the sponsor by using the Sponsor/Subcontractor Request Form on the OSR website.

While you are waiting for a new sponsor...
You can select the "ZZZ" sponsor as a placeholder while waiting for the new sponsor to be added. Keep in mind that a proposal CAN be submitted while the sponsor is still “ZZZ” in InfoEd, so after submitting a request for a new sponsor, proceed as usual with the proposal development and submission.

Note: Do not choose a different sponsor to serve as a temporary placeholder!

Step-by-Step Guide to Filling out a Request for a New Sponsor

Sponsor/Subcontractor Request Form

This form is to be used to request a new subcontractor or sponsor to be added to InfoEd. It replaces the subcontractor and sponsor request features available via the NU Portal. For instructions, click here: https://osr.northwestern.edu/new-sponsor/sub-requests

Sponsor or Subcontractor *

- Sponsor
- Subcontractor

Use SPONSOR only if money will be flowing FROM or THROUGH the sponsor TO Northwestern or if no funds will be involved. Use SUBCONTRACTOR only if money will be flowing from or through Northwestern to the subcontractor or if the organization is being requested as an Other Significant Contributor.

InfoEd Proposal Number *

SP12345678

Organization Name *

New Sponsor Name

Address 1

Sponsor Street Address (If Known)

Address 2

City *

City

State *

State

Zip

Country

(1) Use the radio buttons to select the "Sponsor" option

(2) Enter the InfoEd Proposal number (SP#) and the name of the organization being requested as a new sponsor

(3) Enter sponsor address. At minimum city and state are required, but if you have a complete address, then include it. The more information, the better. [Note: In the case of foreign entities, enter "N/A" for state.]
Contact Name

Jamie Sponsor

Note: This is the contact at the organization NOT the name of the Northwestern contact / person submitting this form.

Contact Phone

Contact Email

Program Name

Sponsor Funding Program

Program URL

www.sponsorprogram.com

Sponsor on proposal *

- Sole Sponsor (use if NO flow-through)
- Pass-through Sponsor (use only in the case of flow-through)
- Originating Sponsor (use only in the case of flow-through)

(4) If you have a contact person at the proposed sponsor and/or the proposal is being submitted to a specific program area/division of the proposed sponsor, include that information here.

(5) Select the applicable sponsor on proposal. If you are unsure which option to choose, reference the additional information included on screen.

(6) Provide any additional information to OSR in the “Comments” section

Comments

Other comments to OSR Info Team

Attachments

Browse... No file selected.

File must be less than 2 MB.

Allowed file types: gif jpeg jpg txt rtf html pdf doc docx xlsx xls.

(7) If applicable, upload relevant attachments. For clinical trials, upload the draft agreement, if available

Submitter Name *

Willie Wildcat

Submitter Email *

willie@northwestern.edu

(8) Enter your name and email address. Upon submission of this form you will receive confirmation at the email provided. In addition, if the OSR Info Team needs to contact you, this address will be used.

(9) Click "Submit" when you have completed the form and are ready to send your request to the OSR Info Team for processing.