

Finding Funding, Limited Submissions and Proposal Submission

September 5, 2023

About Us

Sue Grimes, Research Development Services

- Federal and Other Research-related Funding Opportunities
- Limited Submissions

Andrew Weintraut, Foundation Relations (Purdue for Life Foundation)

- Private Foundation Funding

Nathan Utz, Industry Partnerships

- Corporate Funding

Amanda Hamaker, Sponsored Program Services - Pre-Award

- Proposal Budgets
- Proposal Submission

https://www.purdue.edu/research/oevprp/funding-and-grant-writing/overview.php

PURDUE UNIVERSITY | Office of Research

ABOUT CENTERS & INSTITUTES RESOURCES REGULATORY AFFAIRS FUNDING SPONSORED PROGRAMS COMMUNICATIONS

Home / Funding And Grant Writing / Overview

Funding and Grant Writing

The goal of the EVPRP Research Development staff is to assist faculty in the development of research and education proposals. **EVPRP staff** provide a broad range of services and resources related to funding and grantsmanship. Below are some of the ways we can assist.

Funding Resources
The funding page provides information on internal, external, seed, and early investigator funding opportunities. Links to helpful funding search tools and e-mail alerts can also be found here.

Limited Submissions
Check here for details on internal competitions including deadlines, templates and submission guidelines.

Grant Writing Support
Research Development staff can provide assistance with both large and small proposals. This page explains our services and provides links to other useful proposal preparation resources.

Site Visits
Our staff can assist with the logistics and coordination of site visits allowing the research team to focus on their science and team. Follow this link to find out more about these services.

Events
The events page provides information on upcoming grantsmanship workshops and events including dates, times, and registration information. Presentations from previous events can also be accessed from this site.

Funding Resources

- Search Tools and Alerts
 - Pivot database
 - Federal, State, and foundation search tools and e-mail alerts
- Weekly Funding E-Newsletters
 - Sign up to receive these directly to your inbox!
- OOR-managed Internal Funding
- Specialized Funding Resources
 - New Investigator Funding Opportunities

Why Use Pivot?



- <https://pivot.proquest.com>
- Sign in using your Purdue credentials
- Create and save customized funding search criteria
 - Receive weekly emails of new funding opportunities
- Track funding opportunities
- Create on-line profile for collaboration
 - Can automatically update if linked to your homepage and/or add your ORCID

The screenshot shows the Pivot website interface integrated into the Purdue University website. At the top, the Purdue University logo is on the left, and navigation links for 'EVPRP Funding Resources' and 'Purdue Limited Submissions' are on the right. Below this is a secondary navigation bar with 'Funding', 'Profiles', 'Conferences', 'Awarded Grants', and 'News'. A search bar is prominently displayed with the text 'Search for Funding' and a search button. Below the search bar, there are links for 'Browse Funders A-Z' and 'Advanced Search'. On the left side, a 'Welcome, Please Sign In' message is shown with a red arrow pointing to the 'Create an account' or 'sign in' link. Below this are two main content boxes: 'My Funding Opportunities' (with a folder icon and 'Curated Opps' text) and 'My Profile & Groups' (with a group icon and 'My Profile' text). On the right side, there is a 'Tips & Resources' section with a 'Contact Us' link and a list of resources including 'How to' documentation, search tips, and YouTube videos.

Funding Advanced Search

Find Opportunities matching

Match all of the fields Match any of the fields

Search Clear All

and or or

and or or

and or or

+ Add another row Clear

- Funder
- Amount
- Deadlines
- Limited Submission
- Applicant/Institution Location
- Activity Location
- Citizenship
- Funding Type
- Keyword
- Applicant Type
- Funder Type
- Country of Funder

Keyword Browser

- Agriculture and Food Sciences
 - Agriculture
 - Food Science
 - Foods
- Area Studies
- Arts and Humanities
- Business, Management and Commerce
- Education
- Energy Sciences
- Engineering
- Health and Medicine

Close

Set to "Academic Institution"

Search Funding Results

Your Search: ((physics) AND sponsor:(national OR science OR foundation))

Advanced Search Save Search Refine Search Share Search

Calendar View

227 Results Sort by Relevance

| | Deadline | Amount |
|---|--|------------|
| <input type="checkbox"/> FLARE - funding large international research projects Swiss National Science Foundation (SNSF) (SNF) (FNS) Swiss National Science Foundation (SNF) (SNSF) | 15 Nov 2022 Application Anticipated | see record |
| <input type="checkbox"/> Save your search Choose a name for your search: Enter name for search <input checked="" type="checkbox"/> Would you like to receive a weekly email containing new or updated opps from this query? | Continuous Full Proposal Confirmed | see record |
| <input type="checkbox"/> Division of Physics: Investigator-Initiated Research Projects (PHY) Division of Physics (PHY) Directorate for Mathematical and Physical Sciences (MPS) National Science Foundation (NSF) | 15 Nov 2022 Full Proposal Anticipated | see record |
| <input type="checkbox"/> Division of Physics: Investigator-Initiated Research Projects (PHY) Division of Physics (PHY) Directorate for Mathematical and Physical Sciences (MPS) National Science Foundation (NSF) | 21 Nov 2022 Full Proposal Confirmed | see record |
| <input type="checkbox"/> Interfacial Engineering National Science Foundation (NSF) | Continuous Full Proposal Confirmed | see record |

Recently added

- Last 30 days 16
- Last 14 days 11
- Last 7 days 5

Submission type

- Limited Submission 8

Deadline Certainty

- Confirmed 116
- Anticipated 107

Funding types

- Research: Project Grants & Innovation 113
- Fellowships or Post-doctoral Awards 36
- Prizes and Awards 33
- Scholarships, Training or Bursaries 32
- Equipment & Materials or Facility Use and Con... 26
- more...

Funder types

- Private Foundation or Non-Profit 77
- Non-US National Government 72
- US Federal Government 53
- Professional Society or Association 14
- Academic Institution 6

Applicant types

- Individuals: Early Career and Emerging in Field 154
- Individuals: Mid-Career to Established in Field 129

Search Funding Results

Your Search: ((physics) AND sponsor:(national OR science OR foundation))

Advanced Search Save Search Refine Search [Share Search](#)

Recently added

- Last 30 days: 16
- Last 14 days: 11
- Last 7 days: 5

Submission type

- Limited Submission: 8

Deadline Certainty

- Confirmed: 116
- Anticipated: 107

Funding types

- Research: Project Grants & Innovation: 113
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Funder types

- Private Foundation or Non-Profit: 77
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- US Federal Government: 53
- Professional Society or Association: 14
- Academic Institution: 6

Applicant types

- Individuals: Early Career and Emerging in Field: 154
- Individuals: Mid-Career to Established in Field: 129

| | Track | Share | Export | Deadline | Amount |
|--|-------------------------------------|--------------------------|--------------------------|---|------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 15 Nov 2022 Application Anticipated | see record |
| FLARE - funding large international research projects Swiss National Science Foundation (SNSF) (SNF) (FNS) Swiss National Science Foundation (SNF) (SNSF) | | | | | |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Continuous Full Proposal Confirmed | see record |
| Fluid Dynamics National Science Foundation (NSF) | | | | | |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Continuous Full Proposal Confirmed | see record |
| Magnetospheric Physics Division of Atmospheric and Geospace Sciences (AGS) Directorate for Geosciences (GEO) National Science Foundation (NSF) | | | | | |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 15 Nov 2022 Full Proposal Anticipated | see record |
| Plasma Physics Division of Physics (PHY) Directorate for Mathematical and Physical Sciences (MPS) National Science Foundation (NSF) | | | | | |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 21 Nov 2022 Full Proposal Confirmed | see record |
| Division of Physics: Investigator-Initiated Research Projects (PHY) Division of Physics (PHY) Directorate for Mathematical and Physical Sciences (MPS) National Science Foundation (NSF) | | | | | |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Continuous Full Proposal Confirmed | see record |
| Interfacial Engineering National Science Foundation (NSF) | | | | | |

Pivot Profiles

Funding Profiles Conferences Awarded Grants News Admin Announcements HELP

Search for people (enter research subject, affiliation, or researcher name)


Advanced Search

Profile Discovery

Your Profile

Researcher Profiles for Purdue University

- College of Agriculture [view profiles](#)
 - Agricultural Communication [view profiles](#)
 - Department of Agricultural Economics [view profiles](#)
 - Department of Agricultural Sciences Education and Communication [view profiles](#)
 - Department of Agricultural and Biological Engineering [view profiles](#)
 - Department of Agronomy [view profiles](#)
 - Department of Animal Sciences [view profiles](#)
 - Department of Biochemistry [view profiles](#)
 - Department of Botany and Plant Pathology [view profiles](#)
 - Department of Entomology [view profiles](#)
 - Department of Food Science [view profiles](#)
 - Department of Forestry and Natural Resources [view profiles](#)
 - Department of Horticulture and Landscape Architecture [view profiles](#)
 - Purdue Extension [view profiles](#)
- College of Education [view profiles](#)
- College of Engineering [view profiles](#)

Institution 

Purdue University: 637
 Outside Institutions: 121,554

Filter by clear

- Agriculture: 9
- Allied Health: 9
- Applied Science: 211
- Architecture: 1
- Arts: 6
- Business: 18
- Education: 24
- Engineering: 149
- Environmental Sci...: 4
- Humanities: 16
- Law: 0
- Mass Communication: 20
- Medicine: 11
- Natural Science: 31
- Social Sciences: 25


Role

Professor: 171
Graduate Student: 154
Assistant Professor: 137
Associate Professor: 97

637 Results Sort -

- Hambrusch, Susanne E.
Professor
Department of Computer Science
College of Science
Purdue University
- Pothen, Alex
Professor
Department of Computer Science
College of Science
Purdue University
- Dunsmore, Hubert E.
Associate Professor
Department of Computer Science
College of Science
Purdue University
- Basu, Saugata
Professor
Department of Mathematics
College of Science
Purdue University
- Popescu, Voicu S.
Associate Professor
Department of Computer Science
College of Science
Purdue University
- Grigorescu, Elena

<https://www.purdue.edu/research/oevprp/funding-and-grant-writing/overview.php>

 **Office of Research**

ABOUT CENTERS & INSTITUTES RESOURCES REGULATORY AFFAIRS FUNDING SPONSORED PROGRAMS COMMUNICATIONS






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Overview

- Funding
 - Significant SPS Awards Approaching \$1 Million or Greater
 - Faculty Enhanced Research Appointment Program

Funding and Grant Writing

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-  **Limited Submissions**
Check here for details on internal competitions including deadlines, templates and submission guidelines.
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-  **Site Visits**
Our staff can assist with the logistics and coordination of site visits allowing the research team to focus on their science and team. Follow this link to find out more about these services.
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Limited Submissions

- Sponsor limits number of proposals from an *institution*
- Internal competition process
 - Preproposal deadline – mini-version of the proposal
 - Rankings/Meeting – review committee discusses and recommends proposal(s) to move forward
 - Competitions managed through InfoReady Review
- List of open limited submissions at:
<http://www.purdue.edu/research/funding-and-grant-writing/limited-submissions.php>
- Interested in a limited submission that's not on our list?
 Contact evprplimited@purdue.edu ASAP

Limited Submissions


Purdue Internal Deadlines for Proposals

Download: [Limited Submission Proposal and Review Process](#)

*****NEW PROCESS FOR LIMITED SUBMISSIONS***** Purdue subscribes to InfoReady for on-line management of limited submission and internal funding competitions (<https://purdue.inforeadys.com/>). Internal preproposals should be submitted using this system. In InfoReady, click on the [blue](#) Purdue University Login button and use your Purdue credentials. **On first use, click on your name in the upper, right corner and set your Primary Organization as "Purdue WL" then select your college.**

* Preproposals are required unless otherwise stated and must be received before midnight (Eastern Time) of the due date to be eligible.

| Program Name | Internal Deadline | Agency Deadline(s) | Preproposal Template |
|--|-------------------|---|---|
| NSF Inclusion across the Nation of Communities of Learners of Underrepresented Discoverers in Engineering and Science (NSF INCLUDES) | 8/28/23 | 10/24/23 - Network Connectors and Alliance 10/30/23 - Conferences | Template Apply |
| Greenwall Foundation Faculty Scholars Program in Bioethics | 8/21/23 | 9/18/23 - LOI; 1/8/24 - Application by invite | Template Apply |
| University Consortium for Applied Hypersonics (UCAH) Project Call | 8/21/23 | 9/11/23 - LOI; 11/1/23 - Proposal | Template Apply |
| NSF National Artificial Intelligence Research Institutes | 8/21/23 | 10/31/23 - Preliminary proposal group 1; 2/16/24 - Full proposal group 1; 1/12/24 - Preliminary proposal group 2; 5/17/24 - Full proposal group 2 | Template Apply |
| NSF Research Security and Integrity Information Sharing Analysis Organization (RSI-ISAO) | 8/14/23 | 9/8/23 - LOI; 10/30/23 - Full proposal | Template Apply |




PURDUE UNIVERSITY - CREATE MANAGE REVIEWS APPLICATIONS CALENDAR MESSAGES

Purdue Internal Competitions and Limited Submissions

Welcome Sue. You have no new activity coming up.

[Click here to learn about the latest features and system enhancements](#)



Purdue's Office of the Executive Vice President for Research and Partnerships manages the limited submission process and offers several internal grants. Colleges and centers throughout the university also offer targeted funding.

Purdue Northwest's Office of Research manages limited submissions and internal competitions for faculty. Opportunities for students are also available.

Purdue Fort Wayne's Office of Sponsored Programs (OSP) assists faculty, staff and students with funding opportunities, grant proposal development, and post award management.

Search:

| Title | Due Date | Organizer | Category | Award Cycle |
|--|------------|----------------|--------------------------|-------------|
| 2021 Blavatnik National Awards | 10/5/2020 | West Lafayette | EVPRP Limited Submission | Fall 2020 |
| NSF Harnessing the Data Revolution: Coordination Hub (HDR Central) | 08/31/2020 | West Lafayette | EVPRP Limited Submission | Summer 2020 |

Hello, Sue | [Sign Out](#) | [Help](#)

Personal Details

* indicates required

*Applicant First Name:

*Applicant Last Name:

*Email Address:

*Primary Organization:

*Primary Appointment Title:

Proposal Details

Upload Files

*Pre-proposal * indicates required

Include all the following combined into a single PDF file:

- Project description - up to 5 pages max (see section V.A. of the RFP). This section should include:
 - Description of the graduate education model or approach, disciplines involved, knowledge to be generated, and how it is responsive to a need or opportunity
 - The Intellectual Merit criteria
 - The Broader Impact criteria
 - Performance evaluation/project evaluation
 - Information on Prior NSF Support
- Budget - conceptual budget, broken down by category, with justification (COEUS budget is not required)
- CVs for the PI and up to four Co-PIs
- For resubmissions, include the previous reviews from the sponsor

*File Input: No file chosen

For Questions or Assistance

- Sue Grimes
- sgrimes@purdue.edu
- 49-45858

Office of Foundation Relations

Purdue for Life Foundation

Drew Weintraut
Executive Director of Foundation Relations

New Faculty Workshop



Office of Foundation Relations



Foundation Relations

- **Laura Henzl – Sr. Director**
 - Engineering
 - PPI
 - Agriculture
 - Vet Med
- **Jim Priest – Director**
 - HHS
 - Science
 - Pharmacy
 - Nursing
- **Jenny Hansen – Director**
 - DIB Initiatives
- **Stephanie Merrill – Director**
 - Discovery Park
- **Alexandra Pflug – Director**
 - Liberal Arts
 - Education
 - Libraries
 - Honors
 - Daniels School of Business
- **Kristen Noel – Director of Operations**
 - Proposal Development Specialist
 - Project Management
 - Stewardship
 - RFP Management
 - Communications/Proposal Training
- **Ashlee Diener – Operations Coordinator**
 - Proposal / Pipeline Management
 - Administration/Communication/Editing
 - Special Interest Tracking and Reporting



Office of Foundation Relations

Foundation Relations

| | | | | |
|-----------|--|------------------------|--|---|
| 501(c)(3) | Religious, Educational, Charitable, Scientific, Literary, Testing for Public Safety, Foster National or International Amateur Sports Competition, Prevention of Cruelty to Children or Animals | Private Foundations | All 501(c)(3) organizations that don't qualify as public charities; some private foundations are additionally sub-classified as private operating foundations or private non-operating foundations, which receive some of the advantages of public charities | |
| | | Public Charities | 509(a)(1) | Publicly-supported charities |
| | | | 509(a)(2) | Exempt purpose activity-supported charities |
| | | | 509(a)(3) | Supporting organizations for 509(a)(1) or 509(a)(2) charities |
| | | 509(a)(4) | Public safety charities | |



Office of Foundation Relations

Foundation Relations

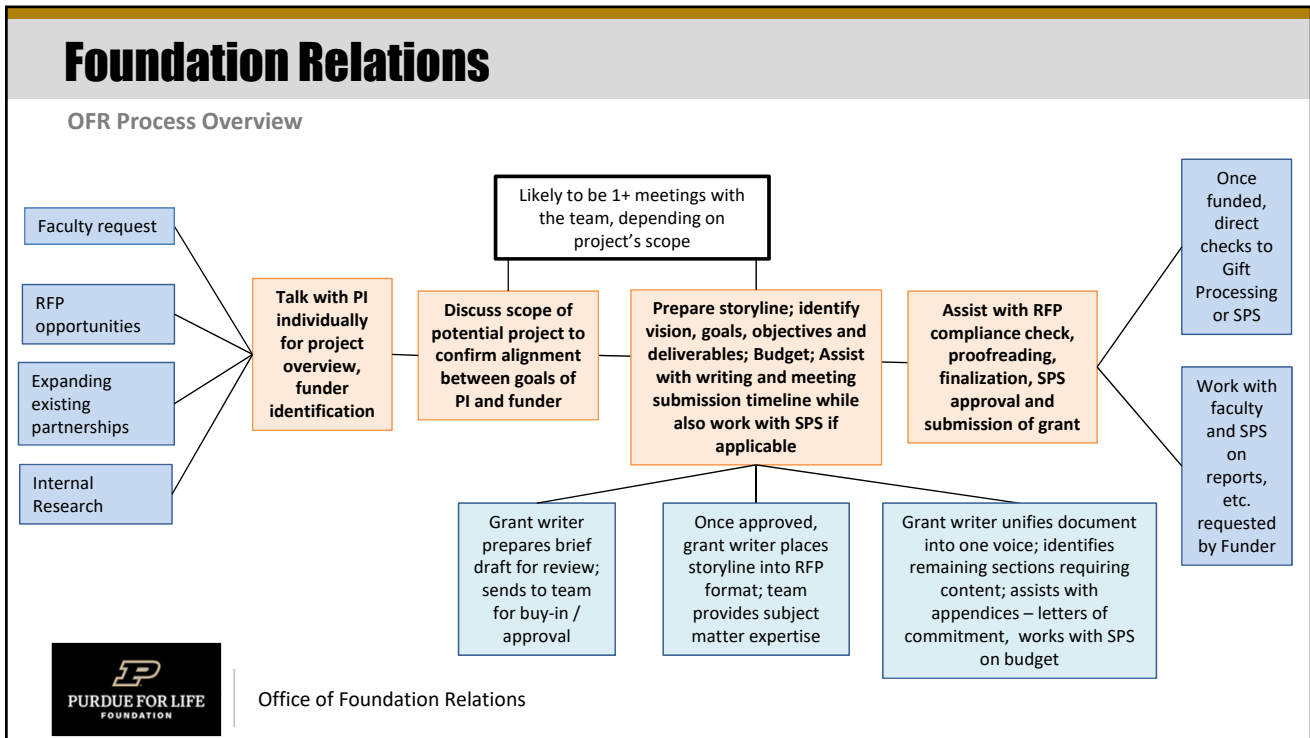
The Office of Foundation Relations has extensive experience working with foundations with a wide range of interests.

The OFR team specializes in:

- Connecting foundations with the relevant faculty, staff, and programs.
- Assisting with development of proposals, gift agreements, and any other relevant documents.
- Overseeing reporting on gifts and grants
- Organizing conference calls and campus visits for foundations with members of our campus community.
- Providing and reviewing valuable research information, networking opportunities, and data about our foundation partners, Purdue and our community.



Office of Foundation Relations



Foundation Relations

- Foundations exist to give away money to help society. If you have a project that fits with a foundation’s guidelines, you are helping them achieve their mission.

- But ... *Everyone else knows this, as well!*

PURDUE FOR LIFE FOUNDATION | Office of Foundation Relations



Drew Weintraut

Executive Director of Foundation Relations

Office of Foundation Relations

AAWeintraut@purdueforlife.org



Office of Foundation Relations



OFFICE OF INDUSTRY PARTNERSHIPS

**Nathan Utz
Vice President**

September 2022



OIP Mission

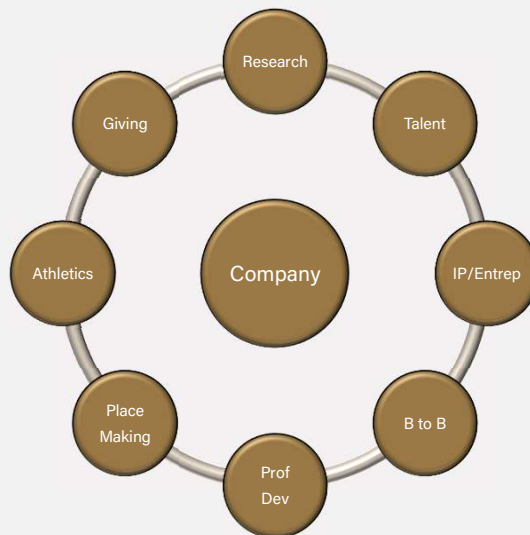
**Advance the mission of Purdue
University through holistic
corporate engagement**



OIP Metrics and Measures of Success




OIP Corporate Engagement Wheel





OIP Organizational Matrix


| | | UNIVERSITY | | | |
|----------|--|--------------------|--------------------|--------------------|--------------------|
| | | STEM/High-Tec | Technology | Ag/Plant Science | Health |
| INDUSTRY | Defense/ Aero Technology Agriculture Health | Executive Director | Executive Director | Executive Director | Executive Director |
| | Semiconductor Telecommunications | Director | | | |
| | Chemical Energy | Director | | | |
| | Construction/ Transportation | Director | | | |
| | Agriculture Food Science | | | Director | |
| | Big Pharma Health Services | | | | Director |
| | Professional Services Media & Entertainment | | Director | | |



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OIP Organizational Matrix


| | | UNIVERSITY | | | |
|----------|---|---|------------|------------------|--------|
| | | STEM/High-Tec | Technology | Ag/Plant Science | Health |
| INDUSTRY | Construction Transportation Environment |  | | | |



JOHN DEERE



CAT



EATON
Powering Business Worldwide



 ArcelorMittal



Cummins


FORTIV


 General Motors


Pankow


Ford


| 6

Sponsored Research Funding

Government

Foundations

(Foundation Relations)

Corporations

(Office of Industry
Partnerships)

Private

(Purdue for Life
Foundation)



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Types of Engagement

Talent

- Capstone Projects
- Funding Graduate Students
- Classroom Speaking Engagements
- Experiential Learning Support

Research

- Gifts, Grants or Contracts
- Partnering on Gov't Proposals
- Letters of Support
- Advisory Council/Industry Board Participation



| 8

Industry Services

Level 1

- Initial Meetings
- Organize Research Mtgs
- Coordinate with on-campus partners
- Speaking Engagements
- Set full visit agenda and chauffeur
- Campus Tours

Level 1 service provided for and company who contact CR

Level 2

- Entertain at University events
- Organize dinners with faculty and students
- Organize meetings with University leadership
- Assist with general tickets
- Facilitate engagement on industry boards

Level 2 service provided for companies who have been 'qualified'

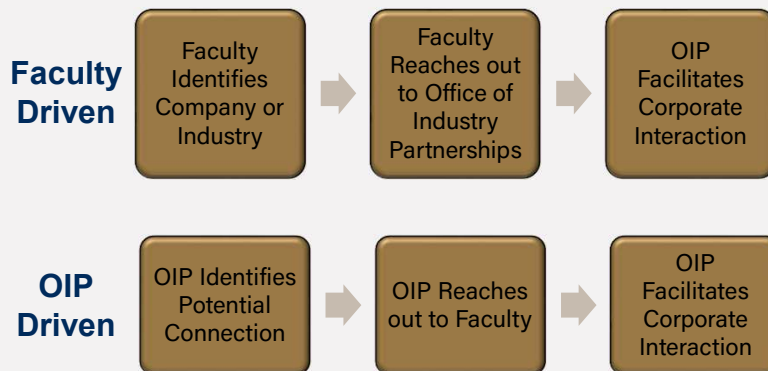
Level 3

- Pick-up/Drop off at airport
- Assist with preferred seating tickets
- Facilitate engagement on Advisory Council
- Locker room tours, other special events
- Reserve temporary office space
- Hotel reservations
- Develop and execute stewardship plan

Level 3 service is for top corporate partners only



OIP Process/Next Steps



THANK YOU



9/20/
2022



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Office of Research

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SPS PRE-AWARD

**Overview from Notification of
Proposal to Award Receipt**

Amanda Hamaker – Director, Pre-Award



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Pre-Award Services

What services does Pre-Award provide?

- Pre-Award Services at Purdue is dedicated to supporting the proposal development activities for all faculty or investigators.
- We will partner with Principal Investigators in proposal preparation, serving as a key resource in all matters related to University policies for proposal development and submission.
- Our goal is to meet or exceed faculty expectations for all Pre-Award activities.

We are here to help!



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The screenshot shows the Purdue University Pre-Award Services website. The main content area includes:

- Welcome to Pre-Award Services**
- New and Notable:**
 - *Updated* Current and Pending/Other Support**
 - NSF 2023 Summary of Significant Changes to the PAPPG (Effective January 30, 2023)**
 - NIH Required Data Management and Sharing Plan - Effective January 25, 2023**
- Overview**
- Our mission and structure**
- Pre-Award specialists provide the following services in the support of PIs:**
 - Review sponsor guidelines, identify key requirements
 - Assist with budget preparation, related documentation and proposal submission forms
 - Prepare required sponsor administrative forms
 - Ensure that all Purdue information included within the proposal is accurate and complete

The sidebar on the right contains a 'Quick Look' section with contact information for the West Lafayette campus:

- West Lafayette Campus only, for regional campus, please click here
- EIN: 35-6002041
- UEI: YRXLV4JYCEFS
- DUNS: 072051394
- CAGE/CAGE Code: 6D418
- Cognizant Federal Agency: DHHS, Steven Zuraf,

Pre-Award Contacts

Contact via Email

- Pre-Award General Inbox: proposal@purdue.edu
- College of Agriculture: agpreaward@purdue.edu
- College of Engineering: coepreaward@purdue.edu
- College of Health and Human Sciences: chhspreaward@purdue.edu
- College of Pharmacy: coppreaward@purdue.edu
- College of Science: cospreaward@purdue.edu
- College of Veterinary Medicine: vetpreaward@purdue.edu
- College of Education, College of Liberal Arts, Krannert School of Management, and Polytechnic Institute: centralpreaward@purdue.edu

Pre-Award Services

Support for proposal development activities for all faculty

Services include, but are not limited to:

- Review sponsor guidelines, identify key requirements
- Assist with budget preparation, related documentation and proposal budget forms
- Prepare required sponsor administrative forms
- Ensure all Purdue information within the proposal is accurate and complete
- Contact and collaborate with partner institutions to secure all necessary subcontract documentation
- Verify all regulatory requirements and export control issues are identified
- Review the final proposal package for all administrative requirements have
- Obtain academic approvals and provide institutional approval for the proposal
- Complete the final submission package, upload final documents and forms, and submit to the sponsor

Proposal Deadline Policy

Proposal Deadline Stages

- Due 3 weeks prior: Notify Pre-Award & Initiate Budget and Subawards
- Due 5 business days prior: Final Budget & Justification, all Non-scientific Proposal Docs
- Due 16 work hours prior: Final Scientific Proposal Documents

- Anything received after the stated number of days prior to the sponsor deadline or desired submission date will require completion and approval of an exception form in order to be able to submit. Any sponsor deadline after 5:00pm should be considered due at 5:00pm.
- Exceptions should only be requested in extreme circumstances, unanticipated medical or bereavement leaves, or short turn-around time from the initial sponsor notice of funding opportunity.

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Initiation Stage

15 Business Days Prior to Deadline

- A completed proposal worksheet **must** be submitted fifteen (15) business days prior to the proposal deadline along with the initial budget request and any subaward contacts.
- The proposal worksheet serves as notification of the intent to submit the proposal and communicates key information related to the submission <https://www.purdue.edu/sps/proposalworksheet/>
- Earlier notification is highly encouraged.
- If the proposal requires cost sharing please also contact the appropriate Department Head/ADR to initiate discussions.

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Admin Stage

5 Business Days Prior to Deadline

- FINAL Non-scientific documents:
 - Budget (including any required task breakout information), Cost Share, Budget Justification, Biosketches, Current and Pending, Collaborators and Other Affiliations, Equipment, Facilities, Subaward Documents, Letters of Support, Institutional Commitment Letter, Multi-PI Plan, Post-doc Mentoring Plan, any other required non-scientific documents
- No changes to these documents will be accepted after this date.

Science Stage

2 Business Days Prior to Deadline

- FINAL Scientific documents
 - Narrative, Summary, Project Description, References, Human Subjects, Animals, Data Management and Sharing Plan, Resource Sharing Plan, any other required scientific documents
- No changes to these documents will be accepted after this date.

Initiation Stage: Proposal Worksheet

Proposal Information Portal (PIP)

- PI completes the proposal worksheet in the Proposal Information Portal
 - Addresses key information needed to develop the proposal
 - Answers questions related to compliance (human subjects, animals, export control, etc)
 - Kicks off the Financial Conflict of Interest (FCOI) process – identifies investigators

Proposal Information Portal

Save when switching sections
 [Need Help?](#)

1. General Information | 2. Research Compliance | 3. Project Details | 4. Proposal Credit and FCOI | 5. Additional Information

Proposal Information

Primary Principal Investigator
 Note: Primary Principal Investigator information cannot be changed after a worksheet has been created.
 Hamaker, Amanda (ahamaker@purdue.edu)
 Director, Pre-Award, Sponsored Program Services

Proposal Title

What entity is this proposal being submitted to?
 Search by keyword or acronym

If the primary source of funding is different from the entity you are submitting to, please indicate the funding source:
 Search by keyword or acronym

Responsible Department / Lead Unit

Make sure you receive a confirmation email!

<https://www.purdue.edu/sps/proposalworksheet/>

Proposal Process

PI & Pre-Award will Review RFP

- Check for eligibility, limits for submission
- Review for special terms and conditions
- Identify possible management concerns
- Review for deadline, submission method
- Identify required documents, page limits
- Identify budget considerations
 - Minimums/maximums
 - Unallowable costs
 - Required budget items
 - Cost Share Requirement
 - F&A Restrictions

Proposal Process

Budget Considerations (PI & Pre-Award)

- Proposal must be properly costed:
 - Proposed budget should be sufficient to carry out all program deliverables
 - Ensure consistent proposal budgeting
- Include college/department required budget items (AY salary, grad rates, etc)
- Ensure appropriate calculation of summer salary, grad fee remissions, NIH salary cap, subcontracts
- Cost Sharing
- Identify the proper F&A rate

Proposal Process

Facilities & Administration (F&A)

- West Lafayette F&A Rates
 - Research = 57%
 - Other Sponsored Programs (OSP) = 38%
 - Off Campus = 26%
 - Applied Research (Special Intellectual Property Terms) = 64.07%
- Other terms used to describe F&A
 - Indirect Costs, IDC, or overhead
- Criteria for off campus rate:
 - Activity necessitates an off campus location, is for a full semester or summer session, and in a project leased space



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Proposal Process

Facilities & Administration (F&A)

- When will Purdue accept limitations on F&A?
 - Accepted when limited in published guidelines by Not-for-Profits and Foundations
 - Mission/goals of these types of organizations are to benefit the public well being as a whole
- Industrial proposals less than or equal to \$10K*
 - *When considered seed funding
- Why can't Purdue accept limitation on F&A for For-profit entities?
 - F&A costs are REAL costs to the University
 - If granted, PU would be subsidizing a For-Profit entity



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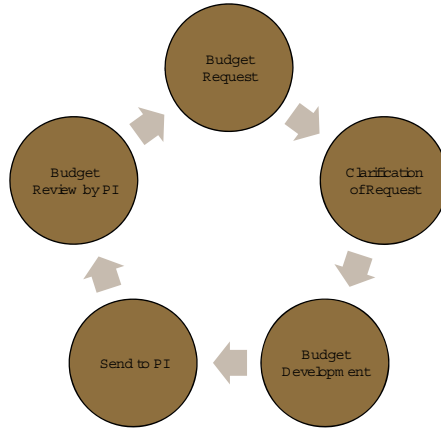
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Proposal Process

Budget Development & Revision



Proposal Process

Budget Complete



Proposal Process

Budgeting Cost Share Overview

- Cost Share or match means the amount the university or a third party commits as part of the overall project costs
- Can be required by sponsor or voluntary
- PI is responsible for identifying sources to meet the cost share commitment (Office of Research assistance may be available)
- Pre-Award will help prepare the commitment documentation

Proposal Process

Budget Justification

- PI is responsible for writing the budget justification
 - Explain why each budget item is necessary to complete the work proposed
- Pre-Award Support/Review:
 - Provide a template if requested
 - Verify all information is correct
 - Ensure adequate justification included for all budget items such as equipment, foreign travel, participant support costs, conferences, etc.
 - Ensure cost share has not been included unless approved and documented

Proposal Process

Complete Sponsor Forms – Pre-Award Support

- Pre-Award will finalize the sponsor submission forms
 - Input all administrative information
 - Create the sponsor budget pages
 - Collect all required documents (bio-sketches, support letters, tax documents, etc.)
 - **DRAFT** Current & Pending for investigator edits and approval ****Important to review instructions/sponsor requirements****
 - Review all provided documents for administrative compliance with the proposal requirements (page limits, specific titling, section headings, etc.)

Proposal Process

Final Step- Obtain All Approvals (Pre-Award)

- Work with contracting office for terms and conditions if applicable
- Assure all regulatory requirements are identified
- Review for export control applicability
- Secure academic approvals for the proposal
- Provide institutional approval
- **SUBMIT PROPOSAL****

***certain individuals in Pre-Award have been delegated the authority to submit proposals on behalf of the University*

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Post Submission

Proposal Follow-Up – Just-In-Time (JIT) Requests (Pre-Award & Post Award Assistance)

- Revise budgets and clarify cost items
- Gather additional documents as requested
- Ensure regulatory approvals obtained
- Coordinate between the sponsor and the research team
- Involve contracting office as needed
- Submit official responses to the sponsor

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Industrial Proposals

SPS Contracting - Negotiate and process all contracts associated with sponsored programs

Service include, but are not limited to:

- Answer questions on University contracts and contract negotiation issues
- Understand Intellectual Property and its impact on budgets and agreements
- Developing Contract Agreements Including:
 - Grants from federal and state governments
 - Research contracts with industrial sponsors
 - Confidentiality agreements (nondisclosure, proprietary, and confidentiality agreements), Material transfer agreements, International collaboration agreements
 - Subcontracts
- Review and process all contract Amendments and Terminations
- Answer questions regarding Contract Compliance
- Work with partnering institutions to secure all necessary contract documentation
- Collaborate with other university staff as appropriate

Pre-Award Services

Contacting Pre-Award for Help

- E-mail or Phone
 - To Center Address (see handout)
 - To Specific Specialist (see handout – consider availability risk)
- Include as much information as possible
- TIMING - Contact as early as possible (as soon as you even think about doing a proposal). It is never too early! Do not wait until you are ready to submit!

***All of SPS is located remotely. On campus meetings can be arranged in most cases.*

Pre-Award Investigator Orientations

One-on-One Sessions

- Available upon request
- Designed to introduce new Purdue researchers to the services offered by Pre-Award
- Familiarizes researchers with proposal development and submission process
- Can be focused on specific sponsors and topics relevant to the researcher
 - Structure of RFP
 - Noteworthy Sponsor Requirements
 - System Access

Provides information related to the following topics:

- Overview of the roles of Pre-Award, Post-Award, and Contracting
- Brief discussion of business office and Office of Research roles related to proposal submissions and future awards
- Letters of intent and preliminary proposals
- Timelines for proposal preparation
- Proposal Worksheet, introduction
- Budget development process and Cost Share
- Subcontracts
- Current and pending support
- Regulatory
- FCOI
- Coeus approvals
- Who can sign a proposal
- What to expect post-submission

Contact Pre-Award to Schedule a Session:

- Contact your unit Pre-Award emailor
- Pre-Award Email: proposal@purdue.edu



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PERA

Purdue Excellence in Research Administration



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What is PERA?



PERA represents Purdue's first fully integrated research administration system and will replace a variety of independently configured research administration systems.

PERA is Purdue's name for the Huron Research Suite, a next-generation system that automates processes required to apply for research grants, manage research funding, and apply to regulatory committees that oversee research with human subjects, vertebrate animals, biohazards, and other compliance matters.



PERA Expectations



"PERA will take us to the next level of sophistication and efficiency in research administration by streamlining and integrating how we operate. PERA will also save researchers time on administrative matters, allowing them to focus more attention on their work!"

Mung Chiang, Purdue University President

PERA Benefits



These are just a few of the improvements to expect:

- Unified platform for managing and monitoring research projects
- Enhanced transparency for the Purdue research community
- Automated research administration business processes
- Dashboard with centralized and consolidated information
- Automated workflow, routing, approvals and communication

PERA Timeline



PERA HIGH-LEVEL TIMELINE 2023-2025



PERA Modules

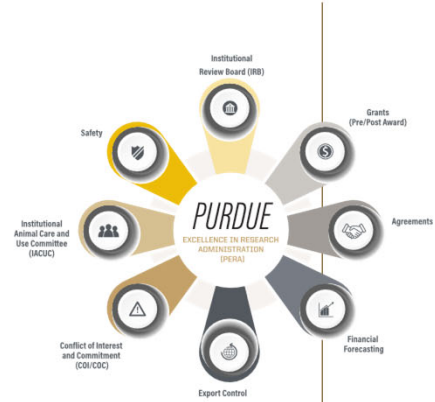


PERA's first four modules to go live in September 2024 will address the following areas:

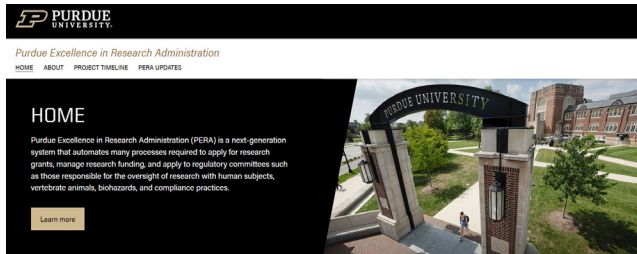
- Grants (pre/post award)
- Agreements
- Financial Forecasting
- Institutional Animal Care and Use Committee (IACUC)

By October 2025, these modules will be added:

- Export Control
- Safety Institutional Biosafety Committee (IBC)
- Conflict of Interest (COI)
- Conflict of Commitment (COC)
- Institutional Review Board (IRB)



PERA Website



Faculty and staff can access the most recent PERA information via a PERA website that features timely updates and tools such as a PERA fact sheet, slides, and frequently asked questions.

<https://research.purdue.edu/pera>

THANK YOU



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