| **Principal Investigator (PI) & Co-Investigator (Co-I), Managing Director (MD), Project Manager (PM),**  **Proposal Coordinator (PC) in OVPR** | **Department Heads & Center Directors** | **Deans** | **Department Business Office (BO)** | **Sponsored Program Services (SPS) Pre-Award** |
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| *The PI is responsible for the overall development and content of the proposal; may delegate aspects of preparation to MD, PM or PC, but is ultimately responsible for the proposal.*  *The MD, PM or PC assists the PI or takes the lead on items as requested by the PI.* | *The Dept Head and Center Directors are responsible for review of the research plan, verify availability of resources and provide approvals and certifications as needed.* | *The Dean provides high level approval, verification and confirmation.* | *The Department BO has few responsibilities as the Pre-Award Specialists provide most proposal development activities.*  *Pre-award centers are not available at regional campuses. Faculty at these locations should contact their business office for proposal assis­tance* | *SPS Pre-Award Services staff are responsible for supporting the proposal development activities for all faculty.  They partner with Principal Investigators (PI) or designee in proposal preparation, serving as a key resource in all matters related to University and Sponsor policies for proposal development and submission.*  *All departments on the West Lafayette campus have pre-award centers that assist the PI with the administrative aspects of the proposal process. Pre-award centers are not available at regional campuses. Faculty at these locations should contact their business office for proposal assis­tance. They may also contact the Central Pre-Award Center for assistance as needed.* |
| * **Proposal Preparation** * Contact the SPS Pre-award center when it’s decided to submit a proposal * Review the sponsor guidelines * Complete the Proposal Worksheet provided by SPS Pre-Award * Verify availability of resources such as equipment/facilities * Ensure conflict of interest managed/identified * Provide the final completed proposal narrative. * Work with SPS Pre-Award to prepare a budget * Prepare the budget justification * Document unlike circumstances * Solicit and secure all cost share and related partnership commitments * Provide contacts/info re Subcontractors & Collaborators * Approve Subcontract statements of work, budget, and budget justification * Review Current & Pending for accuracy * Forward entire proposal with all supporting documents to the pre-award services unit in a timely manner * Be available to make changes as needed or for questions until the proposal is submitted to the sponsor | * **Proposal Preparation** * May work with the PI, Co-I, MD, PM, SPS or BO on the cost share package | * **Proposal Preparation** * May work with the PI, Co-I, MD, PM, or SPS on the cost share package | * **Proposal Preparation**   Responsibilities vary by BO. Discuss with supervisor. Items **may** include:   |  | | --- | |  |  * Review sponsor guidelines (or at time of award) * Verify Coeus record is complete * May work with the PI, Co-I, MD, PM, or SPS on the cost share package * Provide information or assist the SPS Pre-Award Specialist as needed | * **Proposal Preparation** * Review sponsor guidelines for proposal requirements and identify key issues * Set dates and timelines to help establish and prioritize responsibilities related to budgets, cost share, etc. * Prepare COEUS budget and ensure proper costing * Confirm COEUS budget matches sponsor budget and justification * Assist with cost share commitments and prepare documentation for approval * Ensure Subcontract statements of work, budget, and budget justification are received and they are approved by the PI * Ensure unlike circumstances are documented * Verify COEUS record is complete * Prepare Current & Pending Reports * Prepare internal documents such as budget work papers and proposal submission form * Secure pre-approval of the submission’s administrative portion (budget, sponsor forms, etc.) * Collaborate with OVPR staff as appropriate * Provide Coeus assistance and training as needed * Obtain and fill out required sponsor administrative forms * Assure all regulatory requirements and Export Control issues are identified * Ensure that all Purdue information included in the proposal is correct and complete |
| * **Approvals/Compliance** * Approve Proposal Package if time permits * Ensure sponsor guidelines are followed for proposal formatting and submission requirements * Verify credit split distribution is appropriate * Provide approvals / certification to statements on Proposal Submission Form (PSF) and approval of the proposal including:   + - Budget     - Technical content     - Quality     - Proposal Submission Form data     - Conflict of Interest & Regulatory Identification     - Availability of Resources | * **Approvals/Compliance** * Approve Proposal * Verify availability of resources such as equipment/ facilities * Ensure conflict of interest managed/ identified * Certify academic soundness of project * Verify project is compatible with PI’s other commitments * Verify credit split distribution is appropriate * Approve cost sharing commitments * Verify project adheres to related college/unit or department/center missions (academic/research goals) | * **Approvals/Compliance** * Approve Proposal * Verify availability of resources such as equipment/ facilities * Approve cost sharing commitments * Verify project adheres to related college/unit or department/center missions (academic/research goals) | * **Approvals/Compliance** * Approve Proposal * Ensure all Cost Share Approvals are obtained * Ensure proper PI/CO-I and academic signatures are obtained | * **Approvals/Compliance** * Ensure all Cost Share Approvals are obtained * Route proposal for academic approvals * Ensure proper PI/CO-I and academic signatures are obtained * Obtain subcontractor institutional approval * Review Current & Pending for accuracy * Ensure compliance with applicable laws, regulations, University rules and sponsor guidelines * Ensure the PI has the opportunity to review the final package if time permits * Provide Institutional Authority on Proposal & Submit Proposals on Behalf of Purdue |
| * **Just in time** * Provide JIT info as requested by SPS. * Initiate JIT information requested by the sponsor by uploading the documents and notify SPS that documents are ready for submission to the sponsor | * **Just in time** * Approve JIT submission as necessary. | * **Just in time** * Approve JIT submission as necessary. | * **Just in time** * Approve JIT submission as necessary. | * **Just in time** * Handle Just-in-Time (JIT) requests from the sponsor prior to an award arriving in post award. * Work with the PI as needed to revise the budget and/or scope of work and obtain any approvals which may be necessary. * Initiate JIT information requested by the sponsor by uploading the documents for submission to the sponsor * Approve JIT submission as necessary. |

Operations Managers, Business Office Specialists and other similar positions may assist with items at the request of the PI or Pre-Award Center staff.

See [SPS Handbook](http://www.purdue.edu/business/sps/pdf/Purdue_SPS_Handbook.pdf) (Chapters 5 & 6), SPS [Pre-Award Services web site](http://www.purdue.edu/business/sps/preaward/index.html), A Guide to the Grants Process at Purdue [handbook](http://www.purdue.edu/research/vpr/rschdev/handbook.php) (Chapter 3), BLCA 210 Training – [Pre-award Process: Idea to Award](http://www.purdue.edu/business/bstraining/training/courselist/BLCA.html)