| **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:

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* 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
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| * **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
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| * **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.
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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)