

How to Request *Contract Support*

Are you a faculty or staff member looking to request Sponsored Program Services Contract Support?

Request Contracting Services

SPS Contracting has a [Request Contracting Service](#) website that contains basic information about requesting contractual support.

If you need assistance with your contract, please email spscontr@purdue.edu.

In the email, you must provide details on your request and all documents and contracts that you've received from the other party. Providing this level of detail allows for a seamless review process.

Funded Project

If the request for contract support is for a funded project, which means it has an associated proposal completed by Pre-Award, SPS Contracting needs to know the associated proposal record that the contract or award is for. Once this specific information is determined, please email spscontr@purdue.edu.

Non-Financial Agreement

If the request is for a non-financial agreement, there is additional guidance for [Non-Disclosure Agreements](#), [Material Transfer Agreement](#), and [Data Use Agreements](#) on our website. Please note that the Nondisclosure Agreement Info Sheet, Material Transfer Agreement, Info Sheet, or Data Transfer and Use Request Form must be completed in order for SPS Contracting to start their review or drafting of an agreement.

Purdue Contracting and Assisting Offices

SPS Contracting is just one office at Purdue that helps with contract support. There are other primary offices that handle contracts and review & negotiate agreements including:

- Procurement
- Office of Legal Counsel
- Purdue Research Foundation's Office of Technology Commercialization
- Research Security & Export Controls
- Risk Management