

# How to *Submit a Proposal*

Are you a faculty or staff member wondering how to submit a proposal?

## Pre-Award Services

[Pre-Award](#) provides:

- Administrative support
- Assistance with sponsor submission forms
- Full administrative reviews

Pre-Award also holds the only signature authority to submit proposals on behalf of the university.

## Proposal Record

If you are planning or have received an externally funded grant or contract, it will require creation of a proposal record in Sponsored Program Services.

## Starting Submission Process

To start the submission process, you will need to fill out the [proposal worksheet](#). The proposal worksheet will capture important information such as:

- Project period
- Deadline
- Regulatory information
- Investigators that are involved

After you've filled out the worksheet, a Pre-Award Specialist will be assigned to work one-on-one with you to create an internal proposal record and prepare the proposal for submission.

## Need Help?

If you need help during this initial process, please contact [proposal@purdue.edu](mailto:proposal@purdue.edu).

Sufficient time is needed to assemble, review, and submit grant applications to meet sponsor requirements.

Refer to the [Proposal Deadline Stages](#) for more information regarding important deadlines.

Most importantly, Pre-Award should be notified of an upcoming submission **at least** 15 business days prior to the sponsor deadline.

\*Failure to meet the deadline policy could result in a proposal not being eligible for submission due to the possible impact on other faculty or principal investigators already in the proposal queue.