

# Who to Contact *in SPS Post Award*

Are you a staff or faculty member wondering who to contact in SPS Post Award?

## SPS Teams

- Launch/Just In Time
- Award Setup
- Subawards
- Finance
- Account Management

[Purdue SPS Teams](#)

[Post Award SPS Organizational Chart](#)

## Launch/Just In Time

The Launch Team is responsible for:

- Actively engaging in new and continuing award review in parallel with the contracting team contract review.

**Just in Time requests - [spsjit@purdue.edu](mailto:spsjit@purdue.edu)**

**New awards - [spslaunch@purdue.edu](mailto:spslaunch@purdue.edu)**

## Award Setup

The Award Setup Team is responsible for:

- Establishing in SAP
- Reviewing agreements and proposal to determine monitoring needs for each award
- Ensuring compliances are approved prior to the release of accounts
- Ensuring the accuracy of master data

**[setup@purdue.edu](mailto:setup@purdue.edu)**

## Subawards

The Subaward Team is responsible for:

- Conducting financial reviews
- Processing payments
- Closing out subaward
- Securing all subcontract documentation
- Completing a risk assessment
- Monitoring throughout the life of a project

**[subaward@purdue.edu](mailto:subaward@purdue.edu)**

## Finance

The Finance Team is responsible for:

- Processing invoices or letter of credit draws on all grants
- Completing the required backup documentation
- Collecting outstanding receivables
- Posting payments
- Completing & submitting financial reports

The finance team includes both the Sponsor Invoicing Team and the Letter of Credit Team.

**[spscash@purdue.edu](mailto:spscash@purdue.edu)**

## Account Management

The Account Management Team is responsible for:

- Managing cost share
- Assisting & submitting prior approval requests
- Reviewing and posting budgets (sponsor and cost share)
- Providing guidance to business office staff and PIs
- Completing closeout of grants
- Completing and submitting financial, property, and patent reports
- Working closely with business staff
- Assisting PI with technical submissions

**[spsacctmgmt@purdue.edu](mailto:spsacctmgmt@purdue.edu)**