CONTRACTING 101
For Researchers

From start . . .

1. Step 1: Request for Contracting Help
   - When the proposal is ready, PreAward will forward to Contracting via email to spscontr@purdue.edu
   - When there isn’t a proposal, PI must make a request to Contracting via email to spscontr@purdue.edu

2. Step 2: Request Assigned to Contract Analyst
   - Clerk makes assignment to Analyst with copy to PI
   - Clerk logs new record in COEUS
   - TIP: Let Analyst know if you would like to be copied or prefer to check COEUS Lite for log updates

   - Analyst will update the log during negotiations with key information
   - Negotiations can take days, weeks or months
   - IP questions usually need OTC coordination
   - TIP: Let Analyst know about your deadlines

4. Step 4: Contract Analyst Negotiates Terms
   - Contracting distributes fully-signed agreement to PI and others
   - PostAward will notify the PI and Business Office to begin coordinating account set up

5. Step 5: Agreement is Signed
   - Analyst signs for Purdue
   - PI may be asked to sign acknowledgement for some agreements
   - Sponsors may have long or short signature processes

. . . . to finish!

- Variety of approvals may apply to the agreement
- Approval types may be: department head, dean, export control, regulatory, private business use, risk management, marketing/media, Contract Review Board, General Counsel
- Approvals can take days, weeks, or months
- TIP: PIs should check emails and respond quickly when their input is needed