

## **Discovery Park Pre-Award Services**

*~ providing grant proposal submission services to Discovery Park*

Discovery Park Pre-Award Services will partner with Principal Investigators of Discovery Park grant proposal submissions to help researchers prepare proposals and will serve as key resources in all matters related to University policies for proposal development and submission.

The overall goals of Discovery Park Pre-Award Services are to establish proposal processes and best practices, allocate services and resources, develop appropriate internal and external liaisons, and provide quality control in order to meet or exceed faculty expectations for pre-award activities.

### **Discovery Park Pre-Award Services will:**

- Review sponsor guidelines and identify key issues
- Facilitate meetings with PI, business office, and other appropriate individuals
- Collaborate with VPR staff, as appropriate, during the proposal process
- Develop timeline for all input and approvals
- Prepare the budget and review the budget justification
- Secure subcontract information
- Assist with cost share commitments and documentation
- Involve University Contracting Group services if needed
- Assist with sponsor forms and electronic submission systems
- Assure the proposal meets all sponsor guidelines and is in final form
- Obtain appropriate academic and business office signatures
- Assist with sponsor requests for re-budgets, Just in Time information, etc.
- Provide Institutional approval for proposal

### **If you have a grant proposal going through Discovery Park:**

1. Contact Discovery Park Pre-Award Services at [spsdpark@purdue.edu](mailto:spsdpark@purdue.edu)
2. Principal Investigators should notify the Pre-Award team of intent to submit a proposal *at least 2 weeks prior to the deadline* or as soon as they are aware of the opportunity.
3. When making an initial request, please provide the following information:
  - Principal Investigator
  - DP Center for proposal
  - Sponsor
  - Proposal deadline
  - References for sponsor guidelines if available.

4. A proposal team member will contact you regarding your proposal. We offer on-site services at a location convenient to the PI.

### **Discovery Park Pre-Award Services Staff**

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