

Purdue University Sponsored Program Services, Pre-Award

Our Mission

Pre-Award supports the University community in proposal development through value-added, high-quality service and professional partnerships with Principal Investigators (PIs) in order to facilitate world-changing research.

Our proposal specialists work collaboratively with PIs and the Office of Research and Partnerships' Proposal Development team to prepare grant applications, serving as a dedicated central resource in all matters related to University and sponsor policies for proposal development and submission. Pre-Award Specialists provide the following services in support of PIs:

- Review sponsor guidelines, identify key requirements
- Assist with budget preparation, related documentation and proposal submission forms
- Prepare required sponsor administrative forms
- Ensure that all Purdue information included within the proposal is accurate and complete
- Contact and collaborate with partner institutions to secure all necessary subcontract documentation
- Assure all regulatory requirements and export control issues are identified
- Review the final proposal package to ensure all administrative requirements have been met
- Obtain academic approvals and provide institutional approval for the proposal
- Complete the final submission package, upload final documents and forms, and submit to the sponsor

Proposal Deadline Policy (Effective September 15, 2023)

Sufficient time is required to assemble, review, and submit grant applications to meet sponsor requirements. With the growing number of faculty at Purdue that are submitting proposals and the increased sponsor complexities this policy will allow Pre-Award time to adequately support preparation of applications and to thoroughly review applications for compliance requirements.

<u>Proposal Deadline Stages</u>	Due to Pre-Award
1. Initiation Stage	3 weeks (15 business days) in advance
2. Admin Stage (Non-Scientific Documents)	1 week (5 business days) in advance
3. Science Stage (Scientific Documents)	2 business days (16 hours) in advance

Anything received after the stated number of days prior to the sponsor deadline or desired submission date will require completion and approval of an [exception form](#) in order to be able to submit. Any sponsor deadline after 5:00pm should be considered due at 5:00pm.

Once a Principal Investigator has decided to submit a proposal, the PI should submit a proposal worksheet. <https://www.purdue.edu/sps/proposalworksheet/> Once the Pre-Award team receives this information you will be contacted by a team member. We also offer on-site services at a location convenient to the PI.



Contact Pre-Award (ALL staff are REMOTE):

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