

Purdue University Sponsored Program Services, Pre-Award

Pre-Award Services at Purdue is dedicated to supporting the proposal development activities for all faculty within all academic areas and Discovery Park. We will partner with Principal Investigators in proposal preparation, serving as a key resource in all matters related to University policies for proposal development and submission. Our goal is to meet or exceed faculty expectations for all Pre-Award activities.

Purdue University Pre-Award Services

Our Pre-Award Specialists perform the functions of the academic business office and Sponsored Program Services. These services include but are not limited to:

- Review sponsor guidelines for proposal requirements and identify key issues
- Set dates and timelines to help establish and prioritize responsibilities related to budgets, cost share, etc.
- Review and help faculty develop budget/budget justification
- Preparation of internal documents such as budget, proposal worksheet and proposal submission form.
- Secure pre-approval of the submission's administrative portion (budget, sponsor forms, etc)
- Work with partnering institutions to secure all necessary subcontract documentation
- Collaborate with OVPR staff as appropriate
- Assist with cost share commitments and prepare documentation for approval
- Provide Coeus training and assistance as needed
- Preparation of required sponsor administrative forms
- Assist with electronic submission systems such as Grants.gov, Fastlane and eRA Commons.
- Assure all Regulatory requirements and Export Control issues are identified
- Review budgets, cost sharing and related documentation
- Ensure that all Purdue information included within the proposal is accurate and complete
- Review the final proposal package to ensure that all administrative requirements have been met.
- Obtain academic approvals and provide institutional approval for the proposal
- Submit proposal to the sponsor

Once a Principal Investigator has decided to submit a proposal, the PI should contact the Pre-Award Center. The e-mail should include the PI name, College unit, sponsor, deadline and reference to sponsor guidelines when available. 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:

(Located in YONG, 7th Floor)

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College of Education: centralpreaward@purdue.edu

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Krannert School of Management: centralpreaward@purdue.edu

Purdue Polytechnic Institute: centralpreaward@purdue.edu

For Discovery Park proposals contact: spsdpark@purdue.edu

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