

**Purdue University**  
**Sponsored Program Services, Post-Award**  
<http://www.purdue.edu/business/sps/>

Sponsored Program Services' Post-Award area is committed to provide timely, accurate, and courteous assistance to our faculty, external sponsors and other University personnel. We assist our customers in exercising good fiscal management practices for the administration of externally funded sponsored programs at Purdue University during the lifecycle from establishment to closeout. We provide expertise to interpret guidelines and promote compliance with sponsor and University policies.

Post-Award Research Administrators perform services which include but are not limited to:

- Award establishment, management, and closeout
- Serve as administrative and financial resource for faculty, researchers, and business offices
- Provide guidance on sponsor specific guidelines and regulations
- Assure all regulatory requirements and export control issues are identified and contain appropriate disclosures and approvals
- Review award document for requirements and highlight key issues for faculty and business offices
- Work with partnering institutions to secure all necessary subcontract documentation
- Facilitate the establishment of agreements with and the payment of subrecipients
- Collaborate with other university staff as appropriate
- Work closely with business office staff to ensure all cost share commitments are met
- Provide AIMS training and assistance as needed
- Prepare and submit financial and property reports
- Assist with electronic submission of technical reports
- Review budgets, cost sharing and related documentation
- Manage collection of sponsor income, including draws under the federal letters of credit

SPS Post-Award should be consulted as needed on any administrative or financial action throughout the life of a sponsored project. The Post-Award area provides support via sponsor specific teams:

- National Science Foundation (NSF)/Department of Health and Human Services (DHHS) [spsdhhs@purdue.edu](mailto:spsdhhs@purdue.edu), [spsnsf@purdue.edu](mailto:spsnsf@purdue.edu)
- Other Federal Government (all federal sponsors excluding NSF & DHHS, and including all external fellowships) [spsofg@purdue.edu](mailto:spsofg@purdue.edu), [spsfellowship@purdue.edu](mailto:spsfellowship@purdue.edu)
- Non-Federal Sponsors (such as state, industrial, foundation, gifts) [spindnfp@purdue.edu](mailto:spindnfp@purdue.edu); [spsstate@purdue.edu](mailto:spsstate@purdue.edu)
- Ag Field Office (USDA, NIFA, Ag Extension, Foreign Government) [agfield@purdue.edu](mailto:agfield@purdue.edu)