**Purdue University**

**Sponsored Program Services, Pre-Award**

*Our mission and structure*

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

*Our pledge for priority proposal processing*

To take full advantage of Pre-Awards services and qualify for priority proposal processing, a PI must follow the timelines listed in the table below.

|  |  |
| --- | --- |
| **Processing Timeline** | **Due to Pre-Award** |
| 1. Initial notification/initial budget request | 3 weeks (15 business days) in advance |
| 1. Final budget, justification, and draft proposal/SOW | 1 week (5 business days) in advance |
| 1. Final documents for submission (excl. final SOW) | 2 business days (16 hours) in advance |
| 1. Final SOW/project description/research strategy | 1 business day (8 hours) in advance |

In the cases where proposals are due outside normal business hours (8 a.m. - 5 p.m.), 5 p.m. EST of the day of the deadline should be considered the official submission deadline. If a PI is unable to meet the processing timeline, every effort will be made by Pre-Award to submit a PI’s proposal to the sponsor by the stated deadline. However, Pre-Award may not be able to perform all services listed under our Service-Level Agreement in the shortened timeframe. **Proposals processed within the expected timeline will take precedence over those that are outside the expected timeline and will be handled on a first-come first-served basis.**

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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For Discovery Park proposals contact: [spsdpark@purdue.edu](mailto:spsdpark@purdue.edu)

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