To: Principal Investigators, Deans, Directors and Heads of Schools, Divisions, Departments and Offices

From: Susan Corwin, Post Award Director in Sponsored Program Services

Date: February 26, 2021

Re: Reorganization of Post Award

On March 1st, the Post Award area in Sponsored Programs Services will reorganize into a new structure with teams established by functions/tasks. The teams, described below, will position Post Award to provide improved customer service and more timely processing of the various award related tasks and services. In this structure the following teams will perform the following functions:

**Account Management Team** will be your main point of contact. This team, with members aligned by college and major unit, will manage the day-to-day tasks for the awarded grants in your portfolio (e.g. prior approval requests, allowability questions, budgeting and cost share issues). We ask that you direct your questions and inquiries to this general email box and your assigned account manager will respond. [spsacctmgmt@purdue.edu](mailto:spsacctmgmt@purdue.edu)

**Award Setup Team** will focus on the establishment of all sponsored program grants once award notices are received, agreements are fully executed and compliance approvals have been finalized.

[setup@groups.purdue.edu](mailto:setup@groups.purdue.edu)

**Subaward Team** will focus on the establishment of subawards, monitoring them throughout their life-cycle, conduct financial reviews and make payments of the subrecipient’s invoices, and closeout of the subaward.

[subaward@groups.purdue.edu](mailto:subaward@groups.purdue.edu)

**Finance (Invoicing) Team** will focus on submitting invoices to the sponsors as well as collection efforts on all outstanding invoices. They will also closeout all grants once the grant is expired and has been determined ready to close.

[spscash@groups.purdue.edu](mailto:spscash@groups.purdue.edu)

**Closeout Team** will complete the final review and closeout of all grants.

[closeout@groups.purdue.edu](mailto:closeout@groups.purdue.edu)

**Ag Field Office** is not part of this reorganization. They will continue to serve the needs and manage the USDA, USAID, International grants.

USDA [spsusda@purdue.edu](mailto:spsusda@purdue.edu)

USAID & International [spaidfor@purdue.edu](mailto:spaidfor@purdue.edu)

All the Post Award staff look forward to working with you in this updated and renewed structure. Over the next several weeks we will be working on updating the SPS website to reflect these changes. If you have immediate questions about the structure please direct them to [scorwin@purdue.edu](mailto:scorwin@purdue.edu).

Thank you,

Susan Corwin  
Director, Post Award

Sponsored Program Services