

## ImageNow Document Types

DOCUMENT TYPE	What will you find under the document type?
SPS Amendment	Amendments awarding increases, decreases, no cost extensions, PI changes, etc.
SPS Amendment Budget	Budget allocation for additional sponsor funding received on an amendment.
SPS Award	New awards
SPS Award Notification Email	This document type should be used for all award notifications sent to Business Office and PI including, new award, no cost extension, increase, etc.
SPS Closing Checklist	Closing Checklist SPS uses to close out grants
SPS Closing Documents	Any document related to close out of the grants
SPS Cost Share - Memo Match	This document type can be used for revised form 32s containing memo match commitments and confirmation from business offices regarding memo match requirements.
SPS Cost Share Budget	Cost Share budget template - Form 32
SPS Form 44 - Voluntary Support	Form 44 received to award or increase a Voluntary Support grant
SPS Initial Award Budget	Budget allocation for new award
SPS Master Agreement	Used for projects that are funded under a master agreement with a sponsor. The master agreement should be added to all applicable grant files in order to reference terms and conditions.
SPS NTP - Notice to Proceed	NTP request from the business office or when a Purdue backed NTP is being initiated.
SPS Prior Approval - Carryforward	Used for carryforward of unobligated balances from one budget period to the next when Sponsor approval is required.
SPS Prior Approval - Equipment	Document requests for equipment purchases when Sponsor approval is required.
SPS Prior Approval - No Cost Extension	Prior Approval to sponsor or processing in associated sponsor system.
SPS Prior Approval - PI Change	Prior Approval to sponsor or processing in associated sponsor system.
SPS Prior Approval - PI Transfer	Prior Approval to sponsor or processing in associated sponsor system.

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SPS Prior Approval – Pre Award	Prior Approval to sponsor or processing in associated sponsor system.
SPS Prior Approval - Rebudget	Prior Approval to sponsor or processing in associated sponsor system.
SPS Prior Approval - Travel	Prior Approval to sponsor or processing in associated sponsor system.
SPS Proposal - Budget Justification	Budget Justification
SPS Proposal - Budget Spreadsheet	Spreadsheet used to capture budget for the proposal
SPS Proposal - Coeus Budget	Coeus Budget
SPS Proposal - Communication	Any communications at time of proposal
SPS Proposal - Contracting Documents	Contracting documents related to the proposal submission
SPS Proposal - Cost Share Spreadsheet	Cost Share budget spreadsheet for project
SPS Proposal - F&A Waiver Documentation	Documentation of F&A waiver approval
SPS Proposal - Fellowship Document	Fellowship documents
SPS Proposal – Final Proposal Package	Proposal package submitted to sponsor
SPS Proposal - Form 32	Cost Share Form 32
SPS Proposal - Just In Time	Just in Time (JIT) documents
SPS Proposal - Non-Coeus Approvals	Approvals received outside of Coeus
SPS Proposal - Project Summary	Project summary
SPS Proposal - PSF	Proposal Submission Form
SPS Proposal - RFP/RFA	RFP/RFA
SPS Proposal - Route Sheet	Route Sheet for the proposal

## ImageNow Document Types

SPS Proposal - Statement of Work	Statement of Work (SOW)
SPS Proposal - Submission Package	Proposal package submitted to sponsor
SPS Proposal - Submissions Confirmation	Confirmation of proposal submission
SPS Proposal - Subrecipient Information	Subrecipient Information
SPS Proposal - Worksheet	Proposal worksheet
SPS Rebudget	Rebudget requests
SPS Regulatory - Export Controls	Export Control related documents
SPS Regulatory - Human Subjects/IRB	Human Subjects/IRB
SPS Regulatory - Other Regulatory	Other Regulatory documents
SPS Regulatory - Radioactivity/Lasers	Racioactivity/Lasers documents
SPS Regulatory - rDNA/Biohazard	rDNA/Biohazard
SPS Regulatory - Vert. Animals/IACUC	Vert. Animals/IACUC
SPS Relinquishing Statement	Letter sent when we relinquish the award due to a PI leaving
SPS Reports - Technical Report	Techncial report
SPS Residual Transfer	Residual form/email
SPS RPPR	RPPR
SPS Sponsor Approval	Approval received from the sponsor via email
SPS Subrecipient Agreement	Subrecipient agreement

## ImageNow Document Types

SPS Subrecipient Amendment	Subrecipient amendment
SPS Subrecipient Regulatory Approvals	Subrecipient regulatory approval
SPS Subrecipient Regulatory Worksheet	Subrecipient regulatory worksheet