

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
2. Final budget, justification, and draft proposal/SOW	1 week (5 business days) in advance
3. Final documents for submission (excl. final SOW)	2 business days (16 hours) in advance
4. 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 (Located in YONG, 7th Floor – ALL staff are REMOTE at least through May 2021):

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For Discovery Park proposals contact: spsdpark@purdue.edu

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