**REQUEST CONTRACTING HELP**
- When the proposal is ready, PreAward will forward to Contracting via email to spscontr@purdue.edu.
- When there isn’t a proposal, the PI should email a request to Contracting at spscontr@purdue.edu.

**REQUEST IS ASSIGNED TO A CONTRACT ANALYST**
- A clerk makes the assignment to an analyst with a copy to the PI.
- The clerk logs a new record in COEUS.
- PI tip: Let the analyst know if you would like to be copied or prefer to check COEUS Lite for log updates.

**CONTRACT ANALYST SEEKS INTERNAL APPROVALS**
- Agreements may require a variety of approvals: department head, dean, export control, regulatory, private business use, risk management, marketing/media, Contract Review Board and/or General Counsel.
- Approvals can take days, weeks or months.
- PI tip: check emails and respond quickly when your input is needed.

**CONTRACT ANALYST NEGOTIATES TERMS**
- During negotiations, the analyst will update the log with key information.
- Negotiations can take days, weeks or months.
- Intellectual property questions will usually need coordination with the Office of Technology Commercialization.
- PI tip: share your deadlines with the analyst.

**AGREEMENT IS SIGNED**
- The analyst will sign for Purdue.
- PIs may be asked to sign acknowledgements for some agreements.
- Sponsors may have long or short signature processes.

**AGREEMENT SENT TO POSTAWARD FOR ACCOUNT SET-UP**
- Contracting will distribute a fully-signed agreement to PI and others.
- Post Award will notify the PI and the Business Office to begin coordinating account set-up.