

Pre-Award Services and Support

Overview

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 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.

Our service-level agreement

Pre-Award specialists provide the following services in the 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

Processing Timeline

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

SOW = Statement of Work

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.**

Priority Processing Details

Principal Investigator's proposal responsibilities to take full advantage of Pre-Awards Services

1. **Initial Notification/Initial Budget Request:** A completed proposal worksheet is required for each submission and should be submitted at least fifteen (15) business days prior to the proposal deadline along with the initial budget request (submit proposal worksheet here: purdue.edu/sps/proposalworksheet). The proposal worksheet serves as notification of the intent to submit the proposal and communicates key information related to the submission. **Earlier submission is highly encouraged.** If the proposal requires cost sharing, the PI must get in touch with the appropriate Department Head/ADR contact to initiate discussions.

2. **Final Budget, Justification, and Draft SOW:** The following elements of the proposal must be submitted to Pre-Award at least five (5) business days in advance of the submission deadline. Meeting this criterion ensures that the proposal is ready for academic approvals through Coeus prior to submission:
 - a. Final Budget, including any cost share commitments — Pre-Award specialist will assist in developing the budget and documenting the cost share commitments
 - b. Final Budget Justification
 - c. Draft Statement of Work (Project Description, Research Strategy, etc.)

3. **Final Documents for Submission:** All final proposal documents for submission must be received at least two (2) business days in advance of the submission deadline. This includes, but is not limited to, the project summary, references, bio-sketches, any required supplementary documents, and the most recent version of the project description/research strategy/statement of work, including any regulatory requirements (i.e., use of human or animal subjects). Additionally, ***all financial interest disclosures must be completed*** within the Proposal Driven Database (PDD) for all Public Health Service (PHS) sponsors and all other sponsors who have adopted the PHS policy related to Financial Conflict of Interest.

4. **FINAL SOW/Project Description/Research Strategy:** Eight (8) hours prior to deadline, all materials for submission must be submitted. It is the responsibility of the PI to send final materials to Pre-Award in enough time to allow for review, upload, and successful submission prior to the deadline. Any document received fewer than eight hours in advance of the deadline may not receive a full review by Pre-Award and could be at risk for missing submission. (Sponsor systems often do not allow submissions after the stated deadline.)

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.

Special Circumstances

Early notification and extended processing times

Pre-Award may communicate specific proposal processing deadlines for certain large, multi-institutional, complex agency RFPs. Revised timelines will be developed on a case-by-case basis and issued by the Director of Pre-Award to the PIs and Associate Deans for Research.

Early notification and processes are required for a proposal or funding application that involves any of the following uncommon circumstances:

- The sponsor or prime sponsor is a foreign entity
- The proposal is for a U.S. federal government contract — not a grant or cooperative agreement
- The sponsor requires the submission of a small business subcontracting plan, an intellectual property management plan, a laboratory safety plan, or any other plan or document that must be developed or coordinated outside of Sponsored Program Services
- The proposal requests funding in excess of \$5 million of direct costs per budget year
- A purpose of the proposal is to establish a new Purdue University center or institute
- The proposal involves construction or renovation

A proposal that falls outside the expected processing timeline may require overtime that may be billed to the submitting department(s). In these cases, the Director of Pre-Award will discuss this overtime in advance with the Department Head and other key stakeholders such as the Associate Dean(s) for Research, EVPRP or the Senior Director of SPS.

To learn more about our services, visit:

Pre-Award Services (SPS): purdue.edu/business/sps/preaward

Proposal Development (EVPRP): purdue.edu/research/funding-and-grant-writing/grant-writing.php