
To: Associate Deans for Research

From: Ken Sandel, Senior Director SPS; Amanda Hamaker, Director – Pre-Award
Ken Sandel *Amanda Hamaker*

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Subject: Pre-Award Services and Support

Pre-Award is a service center within the Sponsored Program Services department. Our goal is to remove as much of the administrative burden associated with the proposal submission process from investigators as possible, allowing them to focus on writing the proposal itself. We seek to offer value-added, high-quality service and professional partnerships with our faculty and principal investigators in order to facilitate the proposal submission process.

In recent years, Pre-Award has experienced a growing struggle to provide the highest level of service because so many proposals are being finalized in the final minutes and hours leading up to their deadlines. On some days, our Pre-Award Specialists are faced with as many as 75 proposals being submitted for a single short-term deadline.

Last year, Purdue faculty submitted \$1.6 billion in proposal funding requests, including nearly 2,400 proposals to federal and more than 1,500 proposals to non-federal agencies and sponsors. For 11 percent of these proposals, Pre-Award was notified of the intent to submit within 8 hours of the deadline; for 62 percent of all proposals submitted, documentation was finalized within 8 hours of the deadline, with 7 percent of all proposals finalized within the last hour. While the average success rate from a proposal to award has averaged 32 percent over the last 5 years, not all of these proposals were successfully received for review and consideration by the sponsor. Some were unable to be submitted and some were returned without review because they did not meet the sponsor's requirements. Sponsored Program Services wants to better partner with our faculty and principal investigators to change that.

We have reviewed and evaluated the various services that Pre-Award provides, along with the average time it takes to complete these tasks, to develop an expected timeline to ensure that our staff can provide our full suite of services. The attached document lists the services and support that our Pre-Award centers offer and provides our pledge or service level agreement to the Purdue faculty and principal investigators when these processing times are achieved.

Please be assured that we are 100 percent committed to doing all we can to ensure all proposals are delivered before the sponsor deadline for each program and RFP, but we cannot do it without the help and partnership of our faculty and principal investigators.

Sponsored Program Services Pre-Award is looking forward to continuing to assist you in successfully submitting your proposals and maximizing your success. Please let me know if you have any questions.