Steps for submitting a proposal and assigning credit to C4E

1. To start the submission process, initiate the proposal via the SPS PIP worksheet at: https://www.purdue.edu/sps/proposalworksheet/
   (This can be initiated by a PI, SPS or a someone designated by you)

2. To acknowledge that the project relates to support from C4E, on Tab 1, “General Information,” choose “Yes,” to the following question: “Are any DP facilities or personnel involved in the project.”
   (Don’t worry, this doesn’t mean that any funds are going from your budget to the Center. Don’t stop here! We still haven’t given actual credit to the center or institute!)

3. To assign DP credit to C4E, on Tab 4, “Proposal Credit and FCOI,” Select “Add”, then select Center for the Environment, and last, assign a percentage of credit. (Credit must total 100% between C4E and other DP Centers or facilities. This does NOT take away any departmental credits nor does it commit resources from your grant.)

4. To confirm and keep working on your proposal, Press “Save” and submit your proposal in consultation with your SPS specialist.

Thank you for formally affiliating your proposal with the Center for the Environment.

For more information, contact the Center for the Environment at: environment@purdue.edu or visit: https://www.purdue.edu/discoverypark/environment/