

Finding Funding, Limited Submissions and Proposal Submission

September 9, 2021

About Us

Sue Grimes, Research Development Services (EVPRP)

- Federal and Other Research-related Funding Opportunities
- Limited Submissions

Andrew Weintraut, Foundation Relations (Purdue for Life Foundation)

- Private Foundation Funding

Nathan Utz, Industry Partnerships

- Corporate Funding

Amanda Hamaker, Sponsored Program Services - Pre-Award

- Proposal Budgets
- Proposal Submission

http://www.purdue.edu/research/funding-and-grant-writing/overview.php

PURDUE UNIVERSITY | Office of the Executive Vice President for Research and Partnerships

Home About Cores Partnerships Recent Initiatives Regulatory Affairs Funding Staff Publications Awards

Home / Funding And Grant Writing / Overview

Funding and Grant Writing

The goal of the EVPRP Research Development staff is to assist faculty in the development of research and education proposals. **EVPRP staff** provide a broad range of services and resources related to funding and grantsmanship. Below are some of the ways we can assist:

- Funding Resources**
The funding page provides information on internal, external, seed, and early investigator funding opportunities. Links to helpful funding search tools and e-mail alerts can also be found here.
- Limited Submissions**
Check here for details on internal competitions including deadlines, templates and submission guidelines.
- Grant Writing Support**
Research Development staff can provide assistance with both large and small proposals. This page explains our services and provides links to other useful proposal preparation resources.
- Site Visits**
Our staff can assist with the logistics and coordination of site visits allowing the research team to focus on their science and team. Follow this link to find out more about these services.
- Events**
The events page provides information on upcoming grantsmanship workshops and events including dates, times, and registration information. Presentations from previous events can also be accessed from this site.

Overview
Funding
Limited Submissions
Grant Writing Support
Site Visits
Events
Cost Sharing
Research Bridge Program
FAQs

→

Funding Resources

- Search Tools and Alerts
 - Pivot database
 - Federal, State, and foundation search tools and e-mail alerts
- Weekly Funding E-Newsletters
 - Sign up to receive these directly to your inbox!
- EVPRP-managed Internal Funding
- Specialized Funding Resources
 - New Investigator Funding Opportunities

Why Use Pivot?



- <https://pivot.proquest.com>
- Must be on purdue.edu domain computer to set up account or can use your Purdue credentials (shibboleth)
- Create and save customized funding search criteria
 - Receive weekly emails of new funding opportunities
- Track funding opportunities
- Create on-line profile for collaboration
 - Can automatically update if linked to your homepage, ORCID or ISNI account, etc.

PURDUE UNIVERSITY

EVPRP Funding Resources Purdue Limited Submissions

Home Funding Profiles Conferences Awarded Grants News Announcements HELP

Search for Funding

Search Funding Opportunities

Browse Funders A-Z Advanced Search

Welcome, Please Sign In

Create an account or sign in to be able to track and share opps, save searches, get automatic alerts, edit your profile, view groups and more.

My Funding Opportunities

Curated Opps

My Profile & Groups

My Profile

Tips & Resources

If you have questions, please Contact Us.

The following tips and resources are available to help you:

- "How to" documentation: Visit the Knowledge Center
- Tips for searching for Funding and Profiles
- Videos: Short YouTube videos to help you learn how to edit your profile, search for funding, set-up alerts and other features. Visit the YouTube channel.

Funding Advanced Search [View Tutorial](#)

Find Opportunities matching

☒ Match all of the fields
 ☐ Match any of the fields ⓘ

Search **Clear All**

All Fields or or

and All Fields or or

and All Fields or or

[+ Add another row](#) [Clear](#)

[Amount](#)
[Deadlines](#)
[Limited Submission](#)
[Activity Location](#)
[Citizenship or Residency](#)
[Funding Type](#)
[Keyword](#)
[Applicant Type](#) **Set to "Academic Institution"**
[Sponsor Type](#)

Search Funding Results **Your Search:** (Sponsor=((national AND science AND foundation))) AND (Abstract=(physics))

[Advanced Search](#)
[Save Search](#)
[Refine Search](#)

Submission type		62 Results Sort		Deadline	Amount
Limited Submission:	6	<input type="checkbox"/> Division of Physics: Investigator-Initiated Research Projects (PHY)	National Science Foundation (NSF) Directorate for Mathematical and Physical Sciences (MPS) Division of Physics (PHY)	25 Oct 2017 Application Confirmed	see record
Top funding types		<input type="checkbox"/> Division of Physics: Investigator-Initiated Research Projects (PHY)	National Science Foundation (NSF) Directorate for Mathematical and Physical Sciences (MPS) Division of Physics (PHY)	25 Oct 2017 Full Proposal Confirmed	see record
Research:	52	<input type="checkbox"/> Semiconductor Synthetic Biology for Information Processing and Storage Technologies	National Science Foundation (NSF)	30 Oct 2017 Application Confirmed	\$500,000 usd
Collaboration or Cooperative:	14	<input type="checkbox"/> Division of Materials Research: Topical Materials Research Programs (DMR-TMRP)	National Science Foundation (NSF)	17 Nov 2017 Full Proposal Confirmed	\$360,000 usd
Program or Curriculum:	14				
Meeting or Conference:	8				
Equipment or Materials:	8				
Top sponsor types					
Federal, U.S.:	56				
National Government, Non-Federal:	4				
Other Nonprofit:	2				
Top applicant types					
Academic Institution:	53				
Individuals: Mid-Career:	49				
Individuals: Early Career:	49				

Pivot Profiles



Update your profile

Click here or on your name at the top of any page in Pivot to view and start updating your profile. Upload your CV or publication page to augment the information in your profile. Be found as a potential collaborator and receive funding recommendations based on your profile.

Pivot Channel 

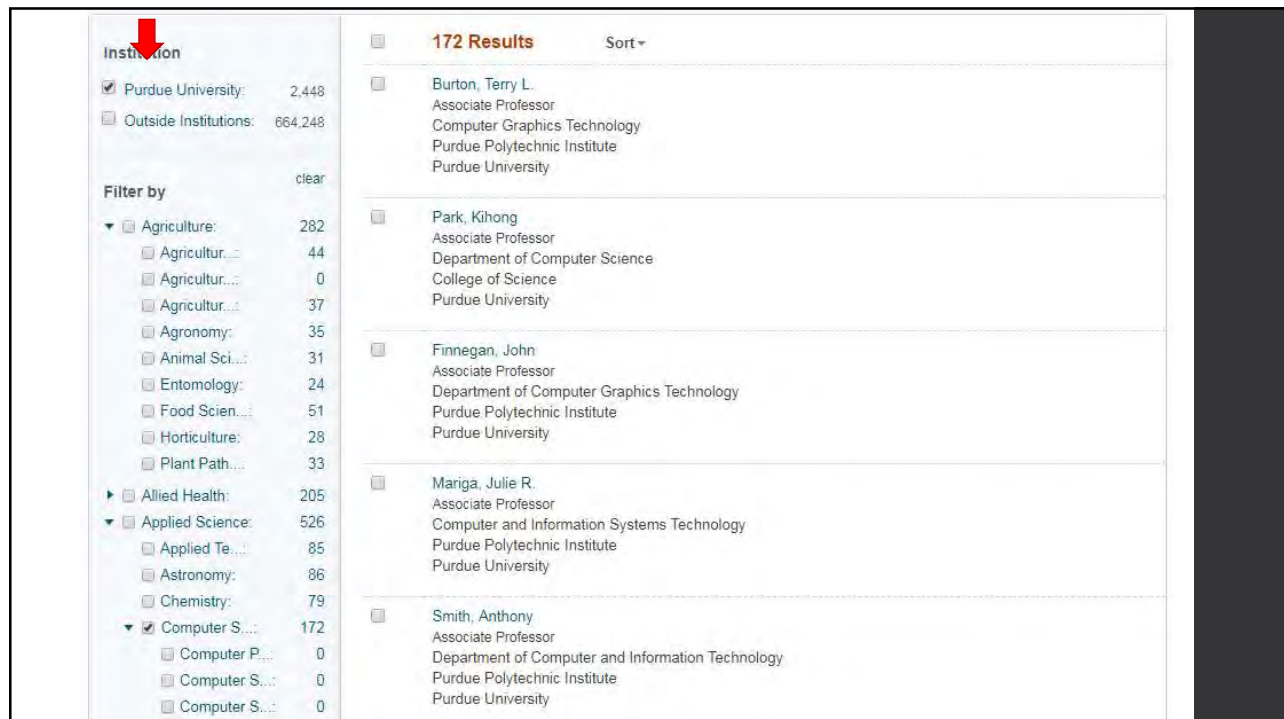
Profiles

enter search terms

[Advanced Search](#)

Researcher Profiles for Purdue University

▶ Center for Education and Research in Information Assurance and Security	view profiles
▶ Center on Aging and the Life Course	view profiles
▶ College of Agriculture	view profiles
▶ College of Education	view profiles



Institution

☒ Purdue University: 2,448

☐ Outside Institutions: 664,248

Filter by [clear](#)

- ▶ ☐ Agriculture: 282
 - ☐ Agricultur...: 44
 - ☐ Agricultur...: 0
 - ☐ Agricultur...: 37
 - ☐ Agronomy: 35
 - ☐ Animal Sci...: 31
 - ☐ Entomology: 24
 - ☐ Food Scien...: 51
 - ☐ Horticulture: 28
 - ☐ Plant Path...: 33
- ▶ ☐ Allied Health: 205
- ▶ ☐ Applied Science: 526
 - ☐ Applied Te...: 85
 - ☐ Astronomy: 86
 - ☐ Chemistry: 79
 - ▶ ☒ Computer S...: 172
 - ☐ Computer P...: 0
 - ☐ Computer S...: 0
 - ☐ Computer S...: 0

172 Results [Sort](#)

<input type="checkbox"/>	Burton, Terry L. Associate Professor Computer Graphics Technology Purdue Polytechnic Institute Purdue University
<input type="checkbox"/>	Park, Kihong Associate Professor Department of Computer Science College of Science Purdue University
<input type="checkbox"/>	Finnegan, John Associate Professor Department of Computer Graphics Technology Purdue Polytechnic Institute Purdue University
<input type="checkbox"/>	Mariga, Julie R. Associate Professor Computer and Information Systems Technology Purdue Polytechnic Institute Purdue University
<input type="checkbox"/>	Smith, Anthony Associate Professor Department of Computer and Information Technology Purdue Polytechnic Institute Purdue University

<http://www.purdue.edu/research/funding-and-grant-writing/overview.php>

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Limited Submissions

- Sponsor limits number of proposals from an *institution*
- Internal competition process
 - Preproposal deadline – mini-version of the proposal
 - Rankings/Meeting – review committee discusses and recommends proposal(s) to move forward
 - Competitions managed through InfoReady Review
- List of open limited submissions at:
<http://www.purdue.edu/research/funding-and-grant-writing/limited-submissions.php>
- Interested in a limited submission that's not on our list?
 Contact evprplimited@purdue.edu ASAP

Limited Submissions

Purdue Internal Deadlines for Proposals

Download: [Limited Submission Proposal and Review Process](#)

*****NEW PROCESS FOR LIMITED SUBMISSIONS***** Purdue subscribes to InfoReady for on-line management of limited submission and internal funding competitions (<https://purdue.infoready4.com/>). Internal preproposals should be submitted using this system. In InfoReady, click on the [blue](#) Purdue University Login button and use your Purdue credentials. **On first use, click on your name in the upper, right corner and set your Primary Organization as "Purdue WL" then select your college.**

* Preproposals are required unless otherwise stated and must be received before midnight (Eastern Time) of the due date to be eligible.

Program Name	Preproposal Due	Agency Deadline	Preproposal Template
NSF Innovations in Graduate Education (IGE)	8/31/20	11/4/20	Template Apply
NIH Emergency Awards: RADx-rad Data Coordination Center (DCC) (U24)	8/24/20	9/30/20	Template Apply
NIH Emergency Awards: Exosome-based Non-traditional Technologies Towards Multi-Parametric and Integrated Approaches for SARS-CoV-2 (U18)	8/24/20	9/18/20	Template Apply

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PURDUE UNIVERSITY + CREATE MANAGE REVIEWS APPLICATIONS CALENDAR MESSAGES

Purdue Internal Competitions and Limited Submissions

Welcome Sue. You have no new activity coming up.

[Click here to learn about the latest features and system enhancements](#)

Purdue's Office of the Executive Vice President for Research and Partnerships manages the limited submission process and offers several internal grants. Colleges and centers throughout the university also offer targeted funding.

Purdue Northwest's Office of Research manages limited submissions and internal competitions for faculty. Opportunities for students are also available.

Purdue Fort Wayne's Office of Sponsored Programs (OSP) assists faculty, staff and students with funding opportunities, grant proposal development, and post award management.

Search:

Title	Due Date	Organizer	Category	Award Cycle
2021 Blavatnik National Awards	10/9/2020	West Lafayette	EVPRP Limited Submission	Fall 2020
NSF Harnessing the Data Revolution: Coordination Hub (HDR Central)	08/31/2020	West Lafayette	EVPRP Limited Submission	Summer 2020

Hello, Sue | Sign Out | Help

Personal Details

* Indicates required

*Applicant First Name:

*Applicant Last Name:

*Email Address:

*Primary Organization:

*Primary Appointment Title:

Proposal Details

Upload Files

*Pre-proposal

* Indicates required

Include all the following combined into a single PDF file:

- Project description - up to 5 pages max (see section V.A. of the RFP). This section should include:
 - Description of the graduate education model or approach, disciplines involved, knowledge to be generated, and how it is responsive to a need or opportunity
 - The Intellectual Merit criteria
 - The Broader Impact criteria
 - Performance evaluation/project evaluation
 - Information on Prior NSF Support
- Budget - conceptual budget, broken down by category, with justification (COEUS budget is not required)
- CV's for the PI and up to four Co-PIs
- For resubmissions, include the previous reviews from the sponsor

*File Input: No file chosen

For Questions or Assistance

- Sue Grimes
- sgrimes@purdue.edu
- 49-45858

Office of Foundation Relations **Purdue for Life Foundation**

- **Drew Weintraut**
• Executive Director of Foundation Relations

- **New Faculty Orientation**



Office of Foundation Relations



• Foundation Relations

- **Drew Weintraut – Exec. Director**

- University Initiatives
 - Presidential
 - Provost
 - EVPRP
- PPI (including High School)
- Honors

- **Laura Henzl – Sr. Director**

- Engineering
- Agriculture
- Cancer Research Center

- **Jim Priest – Director**

- HHS
- Science
- Pharmacy

- **Martha Weise –Director**

- Liberal Arts
- Education
- Libraries
- Krannert

- **Kristen Noel – Assoc. Director**

- Proposal Development Specialist
- Stewardship
- Editor
- Communications/Proposal Training

- **Ashlee Diener – Operations Coordinator**

- Proposal / Pipeline Management
- Administration/Communication/Editing
- Special Interest Tracking and Reporting



Office of Foundation Relations

• Foundation Relations

The Office of Foundation Relations has extensive experience working with foundations with a wide range of interests.

The OFR team specializes in:

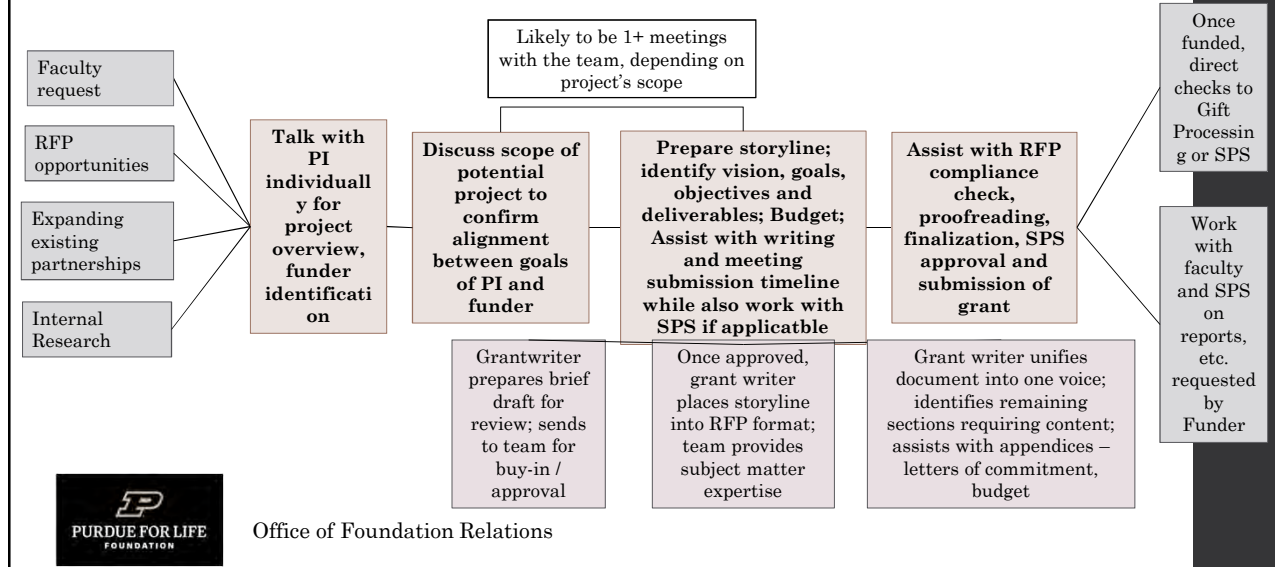
- Connecting foundations with the relevant faculty, staff, and programs.
- Assisting with development of proposals, gift agreements, and any other relevant documents.
- Overseeing reporting on gifts and grants, as well as expedite answers to any questions.
- Organizing conference calls and campus visits with members of our campus community.
- Providing and reviewing valuable research information, networking opportunities, and data about our foundation partners, Purdue and our community.



Office of Foundation Relations

• Foundation Relations

OFR Process Overview



• Foundation Relations

- Mission driven work
- Concrete deadlines and cycles
- Clearly defined areas of interest; impact for specific regions
- Strict guidelines
- Additional documentation
- Campus Visits



Office of Foundation Relations

• Foundation Relations

- Foundations exist to give away money to help society.
If you have a project that fits with a foundation's guidelines, you are helping them achieve their mission.

- But ... *Everyone else knows this, as well!*



Office of Foundation Relations



• Drew Weintraut

- Executive Director of Foundation Relations
- Office of Foundation Relations
- AAWeintraut@purdueforlife.org



Office of Foundation Relations



OFFICE OF INDUSTRY PARTNERSHIPS

Nathan Utz
Vice President

September 2021

OIP Mission

**Advance the mission of Purdue
University through holistic corporate
engagement**

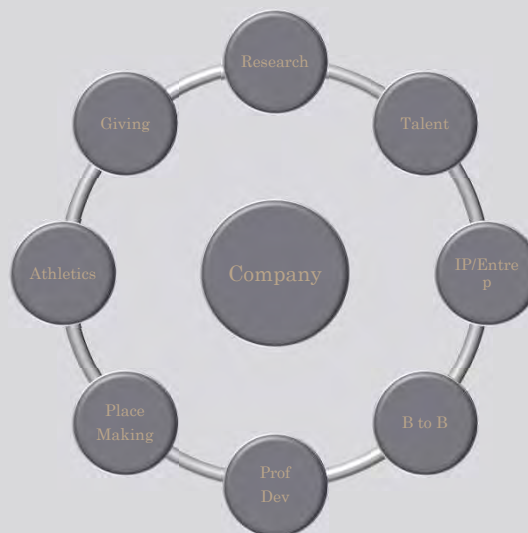


OIP Metrics and Measures of Success



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OIP Corporate Engagement Wheel



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OIP Organizational Matrix

INDUSTRY	UNIVERSITY			
	STEM/High-Tec	Technology	Ag/Plant Science	Health
Defense/Aero Technology Agriculture Health	Executive Director	Executive Director	Executive Director	Executive Director
Semiconductor Telecommunications	Director			
Chemical Energy	Director			
Construction/ Transportation	Director			
Agriculture Food Science			Director	
Big Pharma Health Services				Director
Professional Services Media & Entertainment		Director		



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OIP Organizational Matrix

INDUSTRY	UNIVERSITY			
	STEM/High-Tec	Technology	Ag/Plant Science	Health
Construction Transportation Environment				

JOHN DEERE

CAT

EATON
Powering Business Worldwide

ArcelorMittal

Cummins

FORTIV

GM
 General Motors

Pankow

Ford



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Sponsored Research Funding

Government

Foundations
(Foundation Relations)

Corporations
(Office of Industry Partnerships)

Private
(Purdue for Life Foundation)



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Types of Engagement

Talent

- Capstone Projects
- Funding Graduate Students
- Classroom Speaking Engagements
- Experiential Learning Support

Research

- Gifts, Grants or Contracts
- Partnering on Gov't Proposals
- Letters of Support
- Advisory Council/Industry Board Participation



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Industry Services

Level 1

- Initial Meetings
- Organize Research Mtgs
- Coordinate with on-campus partners
- Speaking Engagements
- Set full visit agenda and chauffeur
- Campus Tours

Level 2

- Entertain at University events
- Organize dinners with faculty and students
- Organize meetings with University leadership
- Assist with general tickets
- Facilitate engagement on industry boards

Level 3

- Pick-up/Drop off at airport
- Assist with preferred seating tickets
- Facilitate engagement on Advisory Council
- Locker room tours, other special events
- Reserve temporary office space
- Hotel reservations
- Develop and execute stewardship plan



Level 1 service provided for and company who contact CR

Level 2 service provided for companies who have been 'qualified'

Level 3 service is for top corporate partners only

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OIP Process/Next Steps

Faculty Driven



OIP Driven



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Thank you



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SPS Pre-Award

Overview from Notification of Proposal to Award Receipt

Amanda Hamaker
Sponsored Program Services, Director - Pre-Award

September 9, 2021



PRE-AWARD SERVICES

What services does Pre-Award provide?

Pre-Award Services at Purdue is dedicated to supporting the proposal development activities for all faculty or investigators. We will partner with Principal Investigators in proposal preparation, serving as a key resource in all matters related to University policies for proposal development and submission. Our goal is to meet or exceed faculty expectations for all Pre-Award activities.

We are here to help!

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https://www.purdue.edu/business/sps/preaward/index.html

View Favorites Tools Help

b Slice Gallery Customize Links.url.orig Web 5.10420.0.tmp

Find Info For Apply News President Shop Visit Give Emergency

PURDUE | Sponsored Program Services

Home General Directory Pre-Award Post Award Contracting Data Quality Assurance Coeus Research & Partnerships

PRF https://www.purdue.edu/business/sps/preaward/index.html

Pre-Award

Pre-Award Services Home
Approving in CoeusLife
Contact Us
Proposal Worksheet
Subcontracts
Principal Investigator Eligibility
Coeus
Regionals
Pre-Award Menu
Pre-Award Service Level Agreement
Proposal Submissions

1 Getting Started **2 Proposal Preparation** **3 Templates & Sponsor Resources**
4 Proposal Submission **5 Frequently Requested Information & FAQ's** **6 Post-Submission**

Welcome to Pre-Award Services

Pre-Award Timeline

In the weeks prior to submission
Grant writing help is available upon request

3 Weeks work days
Due 3 weeks prior: Notify Pre-Award & Initiate Budget Request

2 Weeks work days
Due 2 weeks prior: Final Budget to Build the award, Draft Proposal / Research Strategy

1 Week work days
Due 1 week prior: Final Project Description / Research Strategy

Submission

Electronic Quick Access
FastLane
GRANTS.GOV
LAUNCH COEUS LIFE
Proposal Disclosure Database (PDD)

Quick Look
West Lafayette Campus only. For regional campus, please click here
EIN: 35-8002041
DUNS: 072051394
Cage/NCAIG Code: 6D418
Cognizant Federal

75%

PRE-AWARD CENTERS

Email Addresses

- Pre-Award Centers: proposal@purdue.edu
 - College of Agriculture: agpreaward@purdue.edu
 - College of Engineering: coepreaward@purdue.edu
 - College of Health and Human Sciences: chhspreaward@purdue.edu
 - College of Pharmacy: coppreaward@purdue.edu
 - College of Science: cospreaward@purdue.edu
 - College of Veterinary Medicine: vetpreaward@purdue.edu
 - College of Education, College of Liberal Arts, Krannert School of Management, and Polytechnic Institute: centralpreaward@purdue.edu

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PRE-AWARD SERVICES

Support for proposal development activities for all faculty

Services include, but are not limited to:

- 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, forms, and submit to the sponsor

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GUIDANCE – Proposal Deadline



1. **Initial Notification/Initial Budget Request** 3 weeks (15 Business Days) in Advance
2. **Final Budget, Justification, and Draft Proposal** 1 week (5 Business Days) in Advance
3. **Final Documents for Submission** 2 Business Days (16 hours) in Advance
4. **FINAL SOW/Project Descr./Res. Strategy** 1 Business Day (8 hours) in Advance

Sponsor Deadlines Outside the Business Day (8:00 a.m.-5:00 p.m.): In the cases where proposals are due outside this timeframe, 5:00 p.m. EST of the day of the deadline should be considered the official submission deadline when calculating the on-time criteria.

Initial Notification, Budget Request

Get Started Early

- A completed proposal worksheet should be submitted fifteen (15) business days prior to the proposal deadline along with the initial budget request as specified in the table above.
- The proposal worksheet serves as notification of the intent to submit the proposal and communicates key information related to the submission
<https://www.purdue.edu/sps/proposalworksheet/>
- Earlier notification is highly encouraged.
- If the proposal requires cost sharing please also contact the appropriate Department Head/ADR to initiate discussions.

Proposal Process

First Step - Proposal Worksheet

- PI completes the proposal worksheet in the Proposal Information Portal
 - Addresses key information needed to develop the proposal
 - Answers questions related to compliance (human subjects, animals, export control, etc)
 - Kicks off the Financial Conflict of Interest (FCOI) process – identifies investigators

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PRE-AWARD SERVICES — Proposal Information Portal

Edit View Admin

Save Submit to Primary PI Submit to Pre-Award Duplicate Delete Save when switching sections Need Help?

1. General Information 2. Research Compliance 3. Project Details 4. Proposal Credit and FCOI 5. Additional Information

Proposal Information

Primary Principal Investigator

Note: Primary Principal Investigator information cannot be changed after a worksheet has been created.

Hamaker, Amanda (ahamaker@purdue.edu)
Director, Pre-Award, Sponsored Program Services

Proposal Title

What entity is this proposal being submitted to?

Search by keyword or acronym

If the primary source of funding is different from the entity you are submitting to, please indicate the funding source:

Search by keyword or acronym

Responsible Department / Lead Unit

Make sure you receive
a confirmation email!!

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<https://www.purdue.edu/sps/proposalworksheet/>

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Proposal Process

Next Step – PI & Pre-Award will Review RFP

- Check for eligibility, limits for submission
- Review for special terms and conditions
- Identify possible management concerns
- Review for deadline, submission method
- Identify required documents, page limits
- Identify budget considerations
 - Minimums/maximums
 - Unallowable costs
 - Required budget items
 - Cost Share Requirement
 - F&A Restrictions

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Proposal Process

Budget Considerations (PI & Pre-Award)

- Proposal must be properly costed:
 - Proposed budget should be sufficient to carry out all program deliverables
 - Ensure consistent proposal budgeting
- Include college/department required budget items (AY salary, grad rates, etc)
- Ensure appropriate calculation of summer salary, grad fee remissions, NIH salary cap, subcontracts
- Cost Sharing
- Identify the proper F&A rate

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Proposal Process

Facilities & Administration (F&A)

- West Lafayette F&A Rates
 - Research = 55%
 - Other Sponsored Programs (OSP) = 38%
 - Off Campus = 26%
 - Applied Research (Special Intellectual Property Terms) = 64.75%
- Other terms used to describe F&A
 - Indirect Costs, IDC, or overhead
- Criteria for off campus rate:
 - Activity necessitates an off campus location, is for a full semester or summer session, and in a project leased space

Currently
Under
Review

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Proposal Process

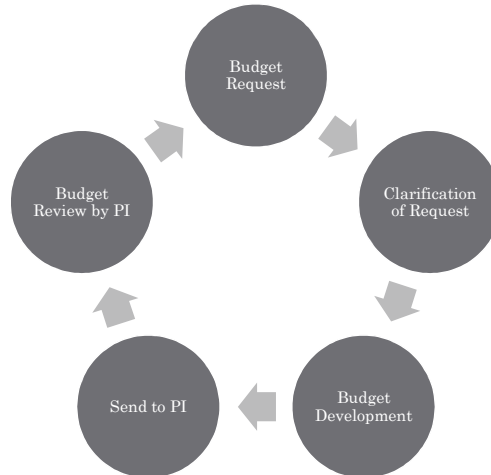
Facilities & Administration (F&A)

- When will Purdue accept limitations on F&A?
 - Accepted when limited in published guidelines by Not-for-Profits and Foundations
 - Mission/goals of these types of organizations are to benefit the public well being as a whole
 - Industrial proposals less than or equal to \$10K*
 - *When considered seed funding
- Why can't Purdue accept limitation on F&A for For-profit entities?
 - F&A costs are REAL costs to the University
 - If granted, PU would be subsidizing a For-Profit entity

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Proposal Process

Budget Development and Revision



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Proposal Process

Budget Complete



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COST SHARING

Cost Share Basics

- Cost Share or match means the amount the university or a third party commits as part of the overall project costs
- Can be required by sponsor or not required
- PI is responsible for identifying sources to meet the cost share commitment (EVPRP assistance may be available)
- Pre-Award will help prepare the commitment documentation

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Proposal Process

Budget Justification

- PI is responsible for writing the budget justification
 - Explain why each budget item is necessary to complete the work proposed
- Pre-Award Support/Review:
 - Provide a template if requested
 - Verify all information is correct
 - Ensure adequate justification included for all budget items such as equipment, foreign travel, participant support costs, conferences, etc.
 - Ensure cost share has not been included unless approved and documented

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Proposal Process

Complete Sponsor Forms – Pre-Award Support

- Pre-Award will finalize the sponsor submission forms
 - Input all administrative information
 - Create the sponsor budget pages
 - Collect all required documents (bio-sketches, support letters, tax documents, etc.)
 - DRAFT Current & Pending for investigator edits and approval **Important to review instructions/sponsor requirements**
 - Review all provided documents for administrative compliance with the proposal requirements (page limits, specific titling, section headings, etc.)

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Proposal Process

Final Step- Obtain All Approvals (Pre-Award)

- Work with contracting office for terms and conditions if applicable
- Assure all regulatory requirements are identified
- Review for export control applicability
- Secure academic approvals for the proposal
- Provide institutional approval
- **SUBMIT PROPOSAL****

***certain individuals in Pre-Award have been delegated the authority to submit proposals on behalf of the University*

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PRE-AWARD SERVICES - Coeus

Post Submission

Proposal Follow-Up – Just-In-Time (JIT) Requests (Pre-Award Support)

- Assist with responses to JIT (or other additional info) requests
 - Revise budgets and clarify cost items
 - Gather additional documents as requested
 - Ensure regulatory approvals obtained
 - Coordinate between the sponsor and the research team
 - Involve contracting office as needed
 - Submit official responses to the sponsor

INDUSTRIAL PROPOSALS

SPS Contracting

Negotiate and process all contracts associated with sponsored programs

Service include, but are not limited to:

- Answer Questions on University contracts and contract negotiation issues
- Understand Intellectual Property and its impact on Pre-Award Budgets and University Agreements
- Developing Contract Agreements Including:
 - Grants from federal and state governments
 - Research contracts with industrial sponsors
 - Confidentiality agreements (nondisclosure, proprietary, and confidentiality agreements), Material transfer agreements, International collaboration agreements
 - Subcontracts
- Review and process all contract Amendments and Terminations
- Answer questions regarding Contract Compliance
- Work with partnering institutions to secure all necessary contract documentation
- Collaborate with other university staff as appropriate

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INDUSTRIAL PROPOSALS

SPS Contracting

Key Information to Remember:

- SPS Contracting - <https://www.purdue.edu/business/sps/contractmgmt>
 - Service Level Agreement
 - Expected Turnaround Times
- Faculty do not have signature authority to sign NDAs, research agreements, etc. on behalf of the University.
- If you have any questions or documents that need a contractual review/signature, please send to spscontr@purdue.edu.

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Pre-Award Services

Contacting Pre-Award for Help

- E-mail or Phone
 - To Center Address (see handout)
 - To Specific Specialist (see handout – consider availability risk)
 - Include as much information as possible
- TIMING - Contact as early as possible (as soon as you even think about doing a proposal). It is never too early! Do not wait until you are ready to submit!

*****All of SPS is located remotely. On campus meetings can be arranged.***

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Pre-Award Faculty Orientations

One-on-One Sessions

- Available upon request
- Designed to introduce new Purdue researchers to the services offered by Pre-Award
- Familiarizes researchers with proposal development and submission process
- Can be focused on specific sponsors and topics relevant to the researcher
 - Structure of RFP
 - Noteworthy Sponsor Requirements
 - System Access

Provides information related to the following topics:

- Overview of the roles of Pre-Award, Post Award, and Contracting
- Brief discussion of business office and EVPRP roles related to proposal submissions and future awards
- Letters of intent and preliminary proposals
- Timelines for proposal preparation
- Proposal Worksheet, introduction
- Budget development process
- Subcontracts
- Current and pending support
- Cost share
- Regulatory
- FCOI
- Coeus approvals
- Who can sign a proposal
- What to expect post-submission

Contact Pre-Award to Schedule a Session:

- Contact your Center or
- Pre-Award Email:

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