Financial Affairs

Enabling Impact

Chris Martin, Director of Financial Affairs
Kim Dixon, Assistant Director of Financial Affairs
Tonya Yoder, Assistant Director of Financial Affairs

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Your local business office will help you with:

- Account Management
- Sponsored Program Services – Post-award
- Budgeting
- Human Resource Services
- Payroll
- Procurement
- Travel
- Policy Interpretation and Implementation
We serve...

College of Engineering

- Financial Health
- Provost Reporting
- Account Management Oversight
- Business Office Training and Staff Development

Business Services

- Knowledge Sharing
- Process Testers
- Project Team Members
- Subject Matter Experts

Schools/Units

- Standardized Reports
- Staff Management
- Retreats and Communication
- Process Improvement Initiatives
Contact your local business office when:

• Hiring or changing employment status
• Planning large purchase
• Contracting
• Planning international business trip
• Contemplating a study abroad program
• You have a question about Purdue policy

Contact Engineering’s Pre-award Proposal Office when:

• Preparing a research proposal for submission
Pre-award Proposal Office

https://engineering.purdue.edu/Intranet/Groups/Administration/RE/Resources/COEPreAwardCenter

**Services:**
- Review sponsor guidelines and identify key issues
- Facilitate meetings with PI, business office, and other appropriate individuals
- Collaborate with VPR staff, as appropriate, during the proposal process
- Develop timeline for all input and approvals
- Prepare the budget and review the budget justification
- Secure subcontract information
- Assist with cost share commitments and documentation
- Involve University Contracting Group services if needed
- Assist with sponsor forms and electronic submission systems
- Assure the proposal meets all sponsor guidelines and is in final form
- Obtain appropriate academic and business office signatures
- Assist with sponsor requests for re-budgets, Just in Time information, etc.
- Provide Institutional approval for proposal
Once a Principal Investigator has decided to submit a proposal, the PI should contact the Pre-Award Center at coepreaward@purdue.edu.

The e-mail should include the PI name, College of Engineering unit, sponsor, deadline and reference to sponsor guidelines when available.

Once the Pre-Award team receives this information you will be contacted by a team member.

Pre-award team members:
Jenny Siemers, Center Manager: 4-6084 or jsiemers@purdue.edu
Renda Bryant, Pre-Award Specialist: 4-6244 or rlbryant@purdue.edu
Beverly Johnson, Pre-Award Specialist: 4-6117 or bjohnso@purdue.edu
Kimberley Gascho, Pre-Award Specialist: 4-6090 or kgascho@purdue.edu
Bryan Scott, Pre-Award Specialist: 4-6220 or scott1@purdue.edu
Resources:

Engineering Website: https://engineering.purdue.edu/Engr/
Finance FAQ: https://engineering.purdue.edu/Intranet/Groups/Administration

Travel: http://www.purdue.edu/travel/
Purchasing: http://www.purdue.edu/purchasing/
Contracting: http://www.purdue.edu/sps/contracting/Welcome.html
Business Processes: https://www2.itap.purdue.edu/bs/BPP/index.cfm
Spons. Prog. Services (SPS): http://www.purdue.edu/sps/
Bursar (student fee info): http://www.purdue.edu/bursar/
Purdue Policies: http://www.purdue.edu/policies/
Provost: http://www.purdue.edu/provost/shtml/
Institutional Data: http://www.purdue.edu/oir/

OnePurdue Portal: https://erp-portal-prd.itap.purdue.edu/irj/portal
Contains Account Information Management System (AIMS) and Employee Self-Service (ESS) info.
Contact Information:

Chris Martin – cjmartin@purdue.edu, 494-5334
Kim Dixon – kdixon@purdue.edu, 496-6573
Tonya Yoder – tyoder@purdue.edu, 494-0220

Questions?