

Financial Affairs

Enabling Impact

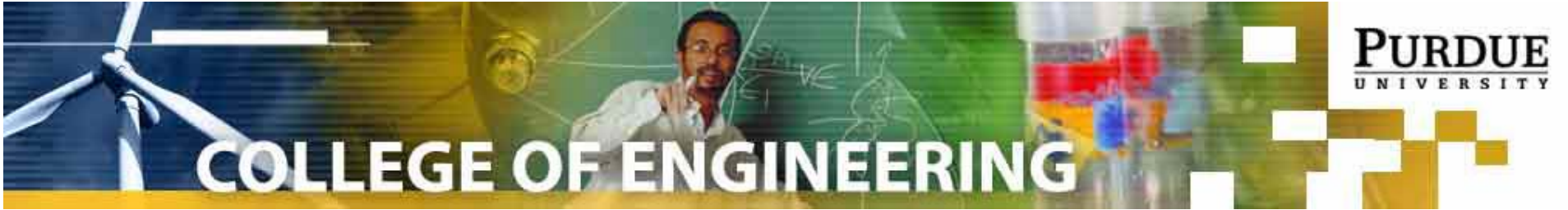
Chris Martin, Director of Financial Affairs

Kim Dixon, Assistant Director of Financial Affairs

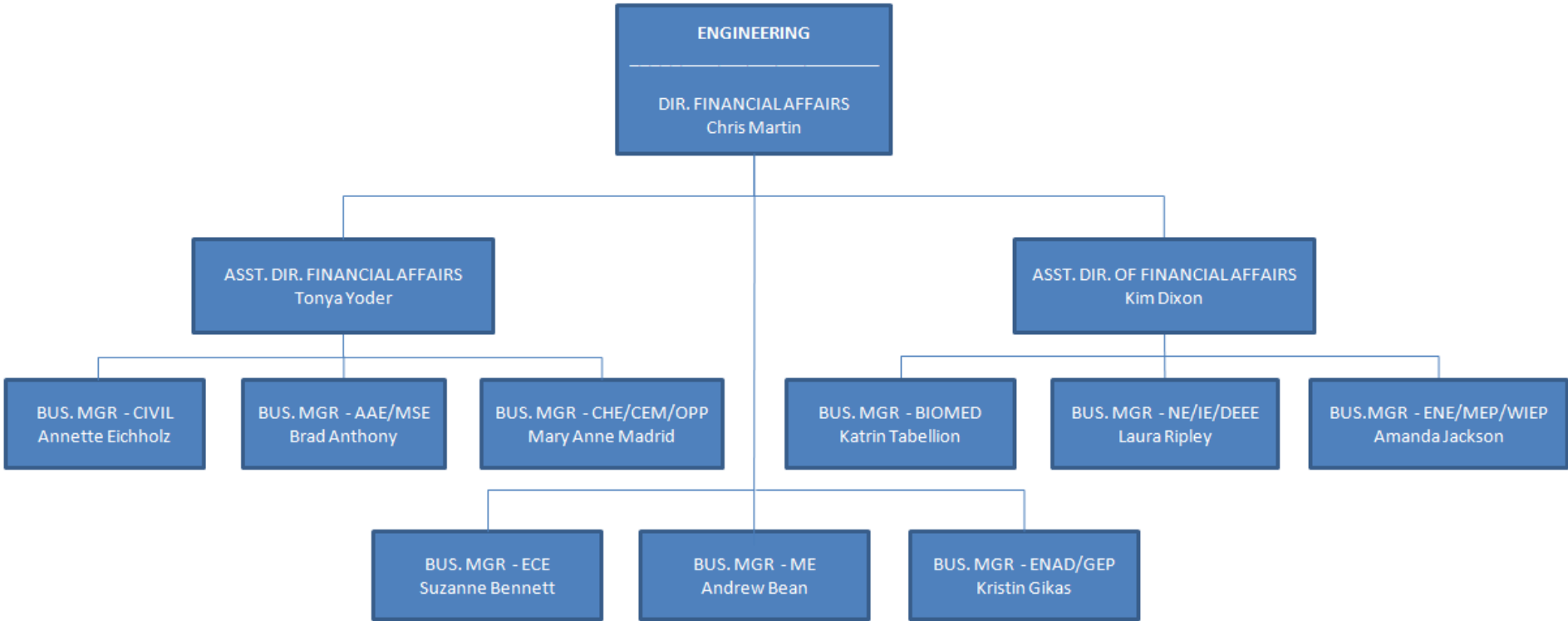
Tonya Yoder, Assistant Director of Financial Affairs

July 1, 2010





COLLEGE OF ENGINEERING - FINANCIAL AFFAIRS LEADERSHIP TEAM





Your local business office will help you with:

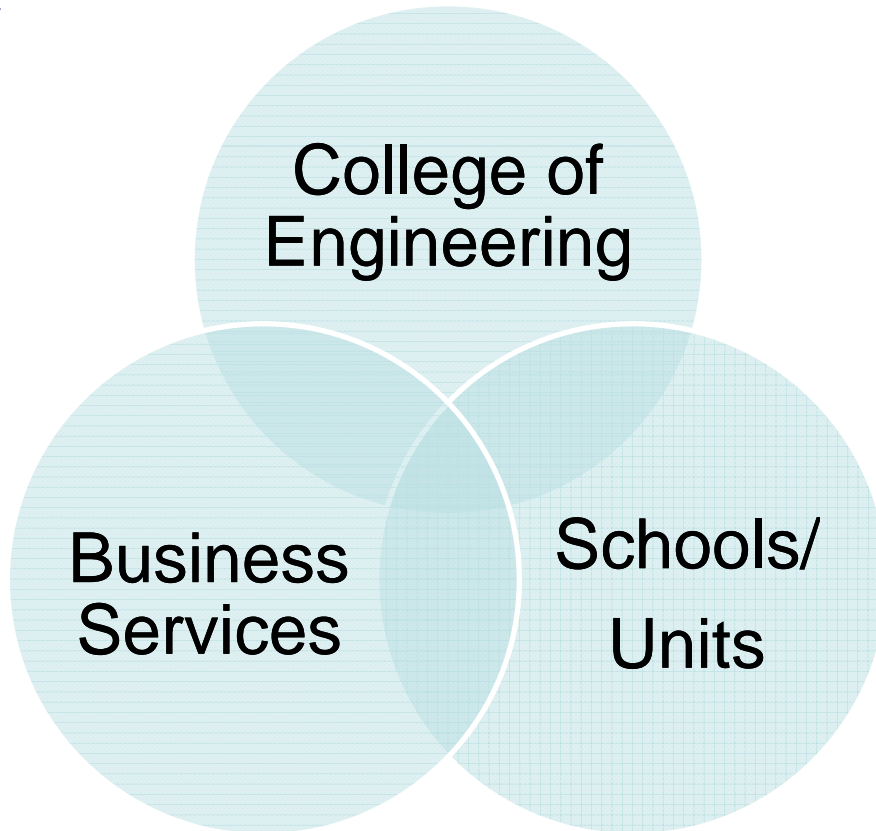
- Account Management
- Sponsored Program Services – Post-award
- Budgeting
- Human Resource Services
- Payroll
- Procurement
- Travel
- Policy Interpretation and Implementation





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

We serve...



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

- 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

THINK IMPACT





Pre-award Proposal Office

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 rbryant@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:

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Questions?

