

# Finding Funding, Limited Submissions and Proposal Submission

August 31, 2017

## About Us

Sue Grimes, Research Development Services

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

Drew Weintraut, Corporate & Foundation Relations (Development)

- Private Foundation Funding
- Corporate Funding

Amanda Hamaker, Sponsored Program Services - Pre-Award

- Proposal Budgets
- Proposal Submission and Compliance

## Research Development Services

(under Office of the Executive Vice President for Research and Partnerships aka EVPRP)  
<http://www.purdue.edu/research/funding-and-grant-writing/overview.php>

- ▶ Assist in locating funding opportunities
- ▶ Manage limited submission process
- ▶ Assist with grant writing
- ▶ Provide funding and grant writing resources and tools
- ▶ Assist with site visits
- ▶ Host workshops on grantsmanship-related topics

Office of the Executive Vice President for Research and Partnerships

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Overview

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Where do I go for help with...

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### 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 Services and Resources**

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.

## Funding Resources

- ▶ Search Tools and Alerts
  - ▶ Pivot database
  - ▶ Federal, State, foundations, etc. search tools and e-mail alerts
- ▶ EVPRP Weekly Funding E-Newsletters
  - ▶ Sign up on listserv
- ▶ Internal Funding
- ▶ Specialized Funding Resources

### EVPRP Weekly E-mail

The Office of the Executive Vice President for Research and Partnerships sends weekly funding E-mails on select funding opportunities. A [searchable portfolio](#) of the six most recent editions of this newsletter is also available. Additional funding opportunities can be accessed through [Pivot](#).

**\*\*PURDUE FACULTY AND RESEARCH STAFF:** To directly receive the newsletter by email, please sign up for the listserv through this link: <https://lists.purdue.edu/mailman/listinfo/weeklyfundingopps>. Only *purdue.edu* e-mail addresses will be accepted.\*\*

- [Weekly Funding Information 8-23-17](#)
- [Weekly Funding Information 8-16-17](#)
- [Weekly Funding Information 8-9-17](#)
- [Weekly Funding Information 8-2-17](#)
- [Weekly Funding Information 7-26-17](#)
- [Weekly Funding Information 7-19-17](#)
- [Weekly Funding Information 7-12-17](#)

### Specialized Funding Resources

- ▶ [New Investigator Funding Opportunities](#) (including federal, foundation, and industry opportunities)
- ▶ [Mid-Career/Senior Scientist Career Awards and Fellowship Funding Opportunities](#) (including federal and other opportunities)
- ▶ [Equipment Funding Opportunities](#) (including federal and other opportunities)
- ▶ [Supplemental Funding](#) (Career-Life, Administrative, etc.)
- ▶ [Other Funding Opportunities](#) (RAPID, EAGER, FASED, etc.)

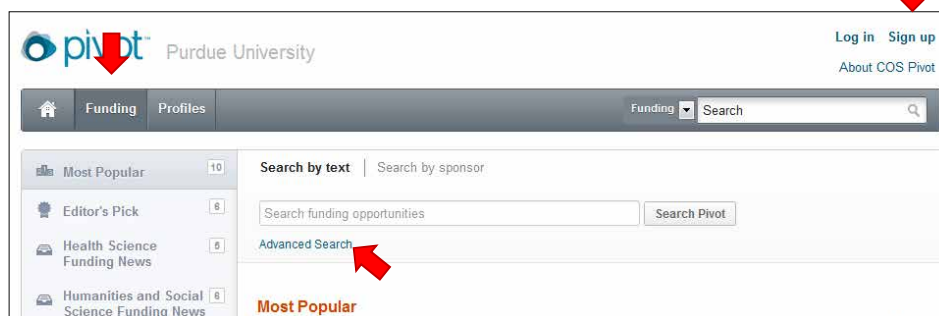
## Why Use Pivot?

- ▶ 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.



## Getting Started with Pivot

- ▶ <https://pivot.cos.com>
- ▶ Must be on purdue.edu domain computer to set up account
- ▶ HELPFUL TIPS
  - ▶ Set *Applicant Type* to "Academic Institution"
  - ▶ Set *Activity Location* to "Indiana" if appropriate



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

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

**62 Results** Sort

Submission type	Deadline	Amount
Limited Submission: 6		
<b>Top funding types</b>		
Research: 52		
Collaboration or Coope...: 14		
Program or Curriculum ...: 14		
Meeting or Conference ...: 8		
Equipment or Materials...: 8		
<b>Top sponsor types</b>		
Federal, U.S.: 56		
National Government, N...: 4		
Other Nonprofit: 2		
<b>Top applicant types</b>		
Academic Institution: 53		
Individuals: Mid-Caree...: 49		
Individuals: Early Car...: 49		

Project Title	Deadline	Amount
<b>Division of Physics: Investigator-Initiated Research Projects (PHY)</b> National Science Foundation (NSF) Directorate for Mathematical and Physical Sciences (MPS) Division of Physics (PHY)	25 Oct 2017 Application Confirmed	see record
<b>Division of Physics: Investigator-Initiated Research Projects (PHY)</b> National Science Foundation (NSF) Directorate for Mathematical and Physical Sciences (MPS) Division of Physics (PHY)	25 Oct 2017 Full Proposal Confirmed	see record
<b>Semiconductor Synthetic Biology for Information Processing and Storage Technologies</b> National Science Foundation (NSF)	30 Oct 2017 Application Confirmed	\$500,000 usd
<b>Division of Materials Research: Topical Materials Research Programs (DMR-TMRP)</b> National Science Foundation (NSF)	17 Nov 2017 Full Proposal Confirmed	\$360,000 usd

## Pivot Profiles

[Home](#) [Funding](#) [Profiles](#) [Papers Invited](#) [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**

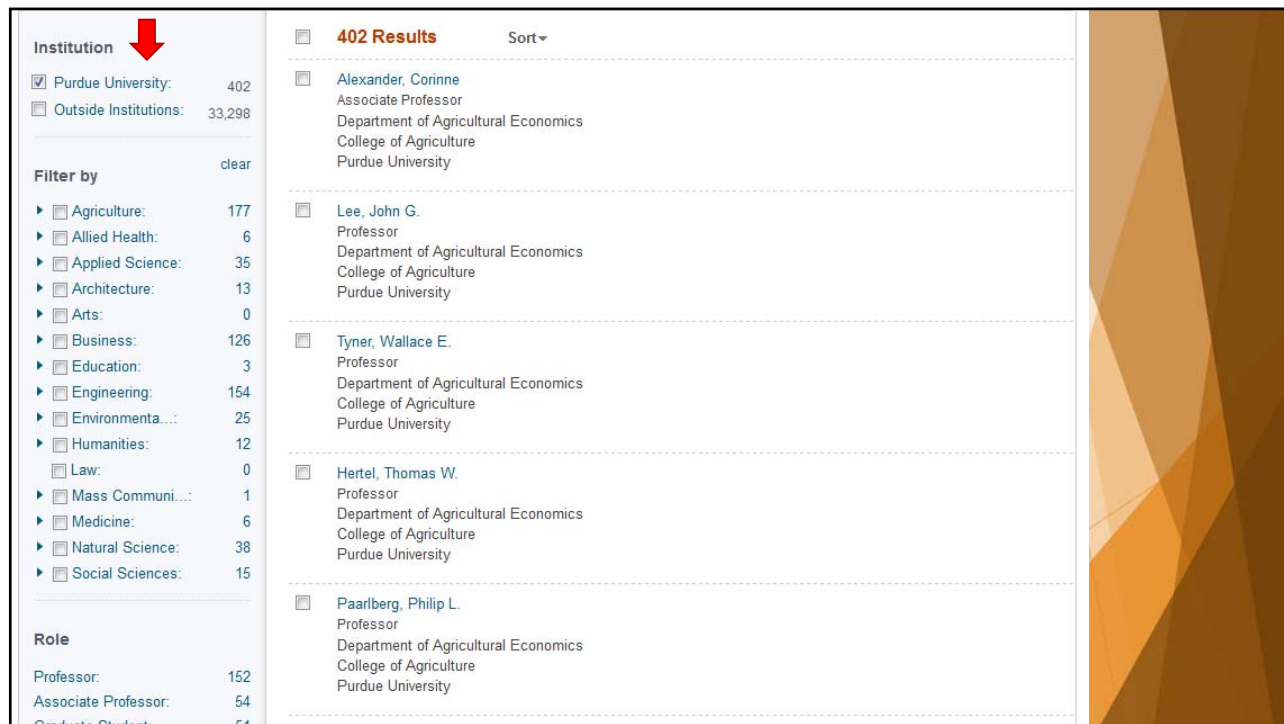
### Profiles


enter search terms

[Advanced Search](#)

#### Researcher Profiles for Purdue University

▶ Center for Education and Research in Information Assurance and Security	<a href="#">view profiles</a>
▶ Center on Aging and the Life Course	<a href="#">view profiles</a>
▶ College of Agriculture	<a href="#">view profiles</a>
▶ College of Education	<a href="#">view profiles</a>



**Institution** 

☒ Purdue University: 402  
☐ Outside Institutions: 33,298

**Filter by** clear

- ▶ ☐ Agriculture: 177
- ▶ ☐ Allied Health: 6
- ▶ ☐ Applied Science: 35
- ▶ ☐ Architecture: 13
- ▶ ☐ Arts: 0
- ▶ ☐ Business: 126
- ▶ ☐ Education: 3
- ▶ ☐ Engineering: 154
- ▶ ☐ Environmental...: 25
- ▶ ☐ Humanities: 12
- ▶ ☐ Law: 0
- ▶ ☐ Mass Communi...: 1
- ▶ ☐ Medicine: 6
- ▶ ☐ Natural Science: 38
- ▶ ☐ Social Sciences: 15

**Role**

Professor: 152  
Associate Professor: 54  
Graduate Student: 54

**402 Results** Sort▼

- ☐ Alexander, Corinne  
Associate Professor  
Department of Agricultural Economics  
College of Agriculture  
Purdue University
- ☐ Lee, John G.  
Professor  
Department of Agricultural Economics  
College of Agriculture  
Purdue University
- ☐ Tyner, Wallace E.  
Professor  
Department of Agricultural Economics  
College of Agriculture  
Purdue University
- ☐ Hertel, Thomas W.  
Professor  
Department of Agricultural Economics  
College of Agriculture  
Purdue University
- ☐ Paarlberg, Philip L.  
Professor  
Department of Agricultural Economics  
College of Agriculture  
Purdue University

## Limited Submissions

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

- ▶ Sponsor limits number of proposals from an *institution*
- ▶ Internal competition process
  - ▶ Preproposal deadline - mini-version of the proposal
  - ▶ or "Contact by" deadline
  - ▶ Rankings/Meeting - review committee discusses and recommends proposal(s) to move forward
- ▶ Interested in a limited submission that's not on our list?  
Contact [evprplimited@purdue.edu](mailto:evprplimited@purdue.edu) ASAP

## Limited Submissions

### Purdue Internal Deadlines for Proposals

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

\*\* The EVPRP's limited submission internal review process will no longer require LOIs. Instead, competitions will require only a preproposal (unless otherwise stated). \*\*

\* Submit preproposals and rankings to [EVPRPlimited@purdue.edu](mailto:EVPRPlimited@purdue.edu)

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

Comprehensive listing of [NSF Limited Submission RFPs](#)

Program Name	Preproposal Due	Rankings Due	Review Meeting	Agency Deadline	Preproposal Template
<a href="#">NEH Summer Stipends</a>	Contact Melissa Remis (remis@purdue.edu) by 8/18/17			9/26/17	
<a href="#">DOL-OSHA Susan Harwood Training Grant Program</a>	7/31/17			8/28/17	<a href="#">Click Here</a>
<a href="#">NSF Innovations in Graduate Education (IGE) Program</a>	8/28/17 8/4/17			10/25/17	<a href="#">Click Here</a>
<a href="#">USAID Center for Digital Development</a>	Contact EVPRPlimited@purdue.edu by 8/14/17			August 28	
<a href="#">CDC-NIOSH Centers of Excellence for Total Worker Health (U19)</a>	Contact EVPRPlimited@purdue.edu by 8/14/17			11/30/17	
<a href="#">NSF CISE Research Infrastructure (CRI)</a>	Contact EVPRPlimited@purdue.edu by			11/2/17 - Preliminary	

## For Questions or Assistance

- Sue Grimes
- [sgrimes@purdue.edu](mailto:sgrimes@purdue.edu)
- 49-45858



## Corporate and Foundation Relations (CFR)



**Drew Weintraut, Senior Director of Foundation Relations**  
**Eric Woods, Senior Director of Corporate Relations**

## Office of Corporate & Foundation Relations


*Our mission is to facilitate holistic and sustainable engagements with corporations and foundations, expanding Purdue's impact as a global university and advancing opportunities for our partners throughout Indiana and the world.*

**~We are here to help!~**



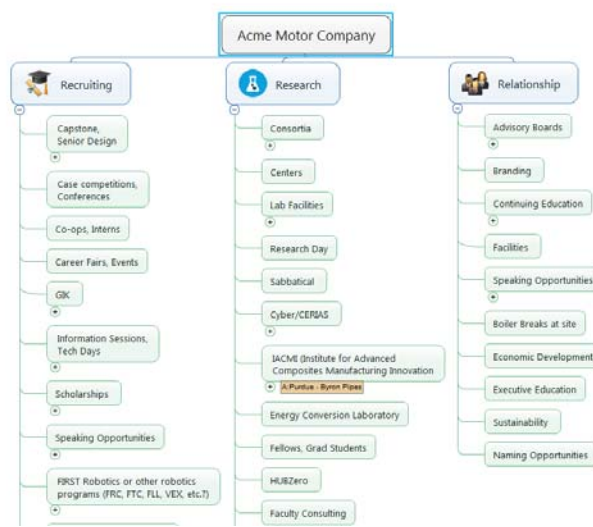
## Office of Corporate & Foundation Relations

Website: [www.purdue.edu/cfr](http://www.purdue.edu/cfr)



<p>CFR can help your <b>corporation</b> develop a comprehensive relationship with Purdue</p> <p>LEARN MORE</p>	<p>CFR can identify the strongest partner among Purdue's many resources to achieve your <b>foundation's</b> goals</p> <p>LEARN MORE</p>	<p>CFR can help Purdue <b>faculty and administrators</b> achieve your research, education, and engagement goals</p> <p>LEARN MORE</p>	<p>Purdue's latest <b>research accomplishments</b> are moving the world forward</p> <p>LEARN MORE</p>
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## Relationship Mapping



# Foundation Relations



## Foundations

- Commonly thought of as charitable
- Set up to give away money to other nonprofits
- Mainly private foundations (funds from one source, i.e., individual, family, or corporate)
- Some community foundations (public, local, unrelated donors)

## Foundations

- Typically support:
  - Research
  - Programs
  - Seed money
- Typically do not support:
  - Capital projects
  - Endowments
  - Ongoing operations
  - Lobbying

## Foundations vs. Federal Grants

- Require different strategies for different products
- Different writing styles, wide variety of formatting
- Varying scope, scale, deadlines, opportunities
- Focus on Outcomes/Deliverables vs. Methods
- Companies and Foundations
  - Develop relationships that span decades
  - Collaboration is extremely emphasized

## Working with Foundations

- Clearly defined areas of interest
- Impact for specific regions
- Strict guidelines
- Concrete deadlines and proposal cycles
- Respond to anticipated outcomes and storytelling narratives vs. data
- Many RFPs/proposals by invitation only

## Communicating with Foundations

Contact us to help you with:

- Letters of Inquiry (LOIs)
- Applications (full proposal submittals)
- Reporting/Stewardship
- Writing or submitting proposals
- Documentation (financial reports, W-9s, etc.)
- Invitations to Campus (rare)

**~We are here to help!~**

## Remember...

***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!  
It is a highly competitive environment.
- Let us help you write the strongest proposal possible.
- Don't hesitate to contact our office.

**~We are here to help!~**



## Corporate Relations



## Corporate Relations

- Goal is to build comprehensive, long-lasting relationships with companies
- We promote Purdue's needs and goals while matching the company's focus areas and justifying the return on investment
- It is a team effort across campus
- We are here to help!

## Keep in Mind ...

- Corporations are in business to make money
- Stockholders, creditors, and employers demand ROI and require corporations to prove it
- Corporate foundations tend to follow a business model versus a philanthropic one
- We must show value/benefits for them to invest



## Why Companies Give to Purdue

- Recruiting students
  - Internships
  - Diversity
  - Scholarships, fellowships
  - Retention – STEM pipeline of future employees
- Research (faculty/grad students, SPS contracts, gifts)
  - Purdue state-of-the-art facilities and labs
  - Purdue reputation
- Advisory Boards, Centers, Consortia
- Alumni in executive or senior positions
- Public Relations/Branding
- Impact to Curriculum
- Other miscellaneous engagement points

## Proposals & Stewardship

- For larger companies, we compile campus-wide inputs into one overall proposal or impact report
- We ask you to provide for your area(s):
  - Program descriptions and narratives
  - Budgets to show how funds will be/were spent
  - Follow up with program managers and faculty
  - Stats on student impact

## We can ...

- Identify which companies are good prospects
- Make connections with appropriate personnel
- Get industry representatives involved
- Provide you with networking opportunities, current data about the company, and information about the company's historical relationship with Purdue
- Organize conference calls, meetings, tours and campus visits with executives and decision-makers

## We can ...

- Use the team approach to communicate and build lasting relationships with the company
- Assist with writing proposals, gift agreements, and letters
- Get documentation to meet criteria (i.e., financial reports, W-9s, IRS certifications)
- Process Gifts-in-Kind (GIKs)
- Facilitate reporting on gifts and grants

## Remember...

- Companies and foundations seek partners who share their goals and values
- Cultivation of companies and foundations is essential and involves faculty, staff, students, and administrators from all across campus  
**TEAM** – **Together Everyone Achieves More!**
- As the relationships broaden and deepen, more engagement opportunities and more investment arise



**Any  
questions?**

Thank you !!!

- Drew Weintraut, Senior Director of Foundation Relations  
6-6742 / [aaweintraut@prf.org](mailto:aaweintraut@prf.org)
- Eric Woods, Senior Director of Corporate Relations  
4-2733 / [ewoods@prf.org](mailto:ewoods@prf.org)

**CFR Officers in Colleges and Schools**

- College of Agriculture
- College of Engineering
- College of Health and Human Sciences
- College of Liberal Arts
- College of Science
- School of Management
- All other units are supported by our central offices

# SPS Pre-Award

## Overview from Notification of Proposal to Award Receipt

**Amanda Hamaker**  
Sponsored Program Services, Director – Pre-Award

August 31, 2017

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## 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 within all academic areas and Discovery Park. 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!**

/business/sps/preaward/index.html

Pre-Award Services Home

Help

ze Links.url.orig Web S.10420.0.tmp

Find Info For Apply News President Shop Visit Give Emergency

**PURDUE** | Sponsored Program Services  
UNIVERSITY

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

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 months prior to submission  
Grant writing help is available upon request

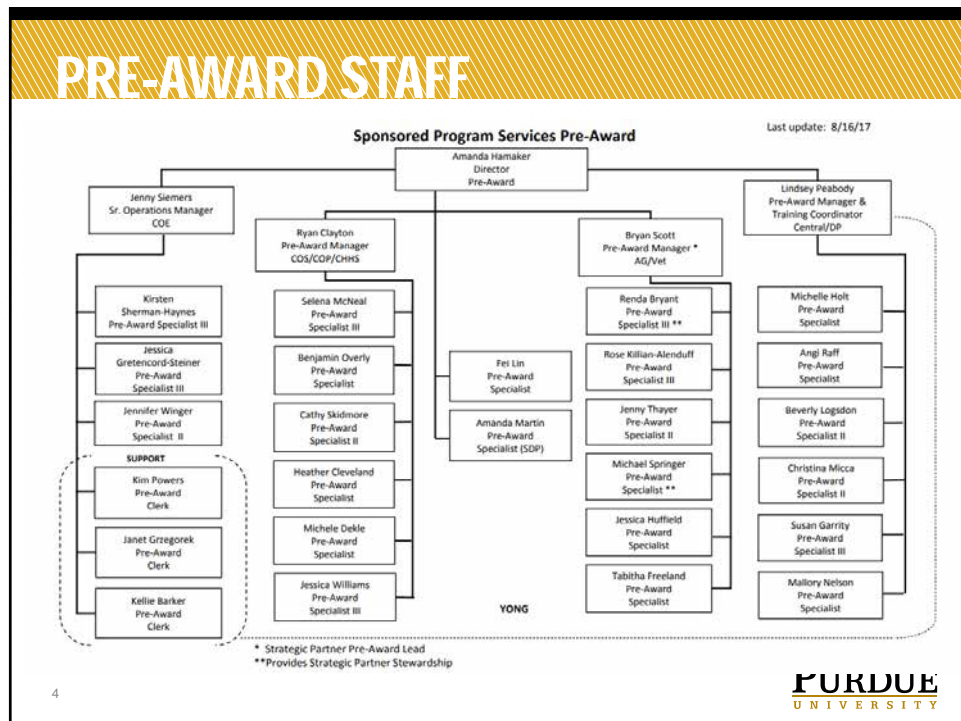
3 Weeks 2 Weeks 1 Week Submission

Due 3 weeks prior: Modify Pre-Award & Institute Budget Request  
Due 1 week prior: Final Budget & Justification, Draft Proposal/ Research Strategy  
Due 10 work days prior: All other Documents  
Due 6 work days prior: Final Project Description/ Research Strategy

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

Quick Look  
West Lafayette Campus only, for regional campus, please click here  
EIN: 35-8002041  
DUNS: 072051384  
Cage/NACAGE Code: 8D418  
Cognizant Federal

Proposal Submissions



## PRE-AWARD CENTERS

### Email Addresses

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

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## PRE-AWARD SERVICES

### What services does Pre-Award provide?

**Support for proposal development activities for all faculty within all academic areas and Discovery Park**

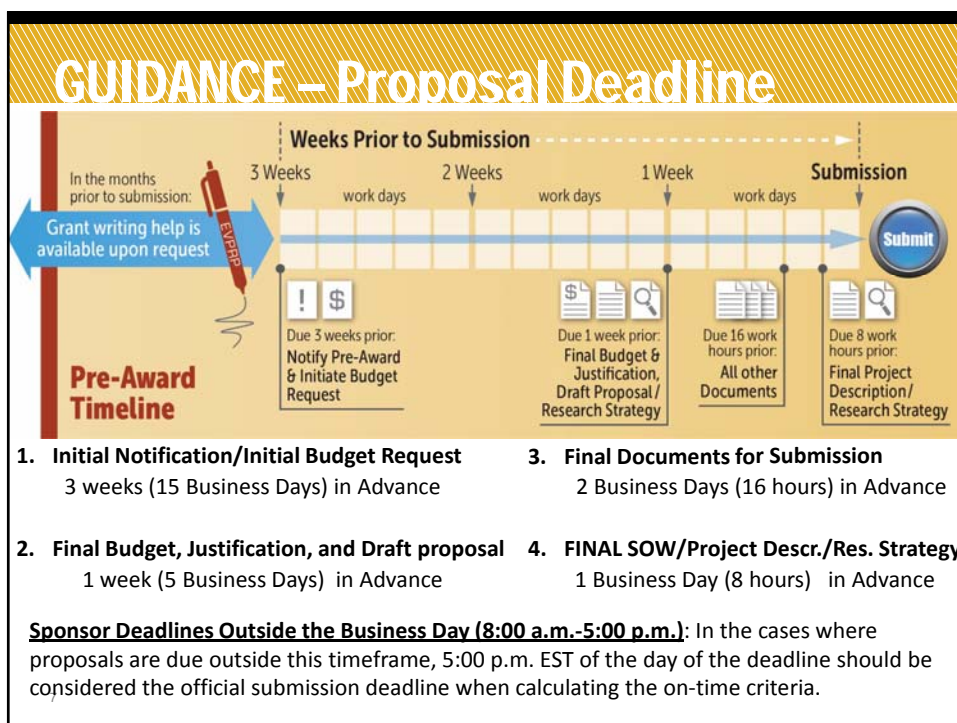
#### Services include, but are not limited to:

- 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 and forms, and submit to the sponsor

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## 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.

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# 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

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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

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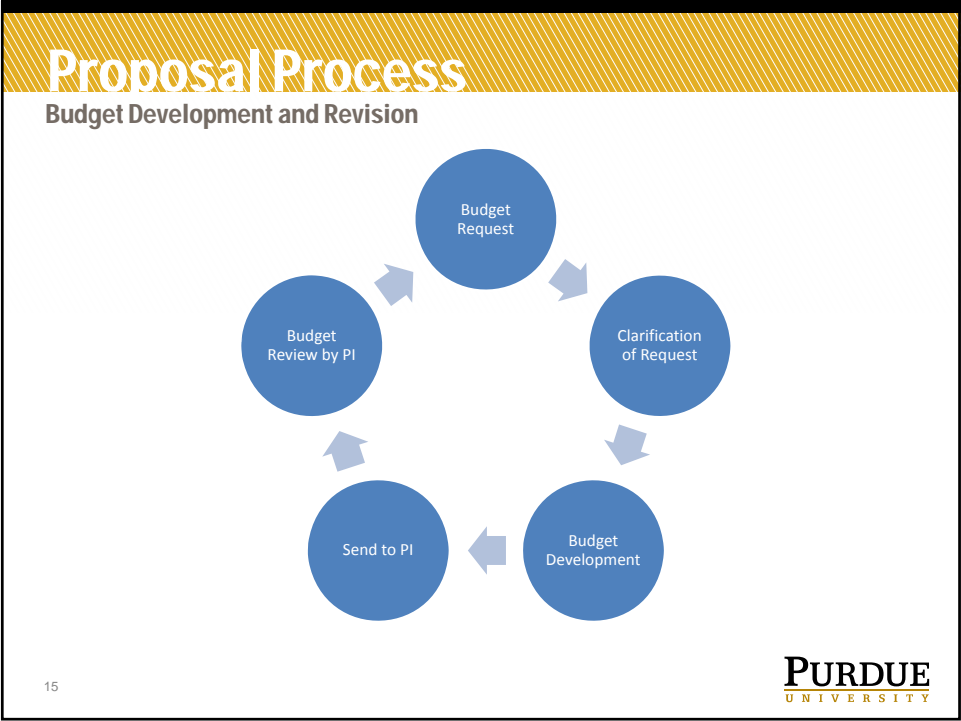
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## Proposal Process

### 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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## 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.)
  - Prepare Current & Pending reports for investigator review and approval
  - 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 – PI Responsibilities Prior to Submission

- Confirms that the entire proposal meets requirements outlined in the sponsor's program guidelines
- Satisfies regulatory research requirements (i.e. use of human subjects, animals, etc.)
- Assures the final proposal is properly endorsed and communicates to Pre-Award staff to obtain appropriate approvals prior to submission

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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

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Coeus @ Purdue

Coeus Login

Use of this CoeusSite™ requires a username and password.

USERNAME PASSWORD

Login Reset

COEUS

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© 2006, MIT

Coeusite Version 4.4.2

## 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

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## INDUSTRIAL PROPOSALS

### Contracting

#### **Negotiate and process all contracts associated with sponsored programs**

- Services include, but are not limited to:
  - Read and review entire contract, including all attachments
    - Funding Agreements (Federal, State, Industrial/Non-profit)
    - Confidentiality Agreements (NDA's, CDA's)
    - Material Transfer Agreements (MTA's)
    - Equipment Transfer/Loan Agreements
    - Miscellaneous Agreements (MOU, LOI, LOA's, Etc.)
  - Identify terms not matching proposal (project term, deliverables, etc.)
  - Contact Proposal Specialist or PI for clarification/ verification
  - Ensure export control review is complete
  - Identify contractual terms **not** in compliance with University policy, federal requirements, state requirements, and state and federal law
  - Present redline to sponsor and negotiate

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Contracting Email: [spscontr@purdue.edu](mailto:spscontr@purdue.edu)

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## Pre-Award Services

### Contacting Pre-Award for Help

- E-mail or Phone or Visit
  - 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!

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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: [proposal@purdue.edu](mailto:proposal@purdue.edu)

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