Suggested Proposal Development Work Flow

Get Organized
- Contact Pre-award 3 weeks before proposal due date (minimum)
- Create project timeline using basic and Pre-award timelines.
  If multi-institutional, provide pre-award with sub contract information.

Develop Supporting Documents
- USDA, NIH, NSF templates
- Send to Pre-Award ASAP for streamlined loading.
  (Due 2 Business Days before submission)

Pre-award Route for Approval
- Near Final Narrative and Final budget must be approved by Dept Head, PIs and others before submission.
  (Pre-award Routing begins 36-48 hours prior to submission)

PI Final Revisions
- Continue making final revisions to documents (NO budget revisions)
  (Final revisions due to Pre-Award 8 hours (1 day) prior to submission)

Submission
- Proposals are agreements between agency and Purdue. Therefore, Pre-award office will upload documents on your behalf.
  (Must be in Pre-award office 8 hours (1 day) before submission)

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