Pre-award Services

COA Faculty Brown Bag Seminar

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September 10, 2013
Sponsored Program Services

Who are we?

- **Sponsored Program Services (SPS)** is a partnership which combines staff responsible to Vice President for Research, Richard Buckius, and Senior Vice President for Business Services and Assistant Treasurer, James Almond. SPS staff are organized into cross-functional teams with responsibility for: Proposals (Pre-award), Award Management (Post-award), Contract Negotiation (Contracting), Data Access and Support Services, Research Administration, Regulatory Compliance, and Agricultural and International Programs.
Why do we have Pre-award Centers?

- eRA System Functionality Limitations (Coeus)
- Remove administrative burden from the faculty
- One-stop Shop

- Discovery Park Pre-award (2006) – Pilot Test
- Engineering Pre-award (2009) – 2\textsuperscript{nd} Pilot Test (Academic College)
- Full Roll-out in February 2010
  - Colleges of Agriculture and Veterinary Medicine Pre-award
  - Colleges of Science, Pharmacy, Nursing, and Health & Human Sciences
  - Central Pre-award (Mgmt, Ed, Tech, Liberal Arts, Regionals, others)
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Services Provided by Pre-award

- Review sponsor guidelines and identify key issues
- Facilitate meetings with PI, business office, and other appropriate individuals
- Collaborate with OVPR 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
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What can Pre-award Services do for me

- 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
Proposal Preparation

Components common to most proposals:

  - Addresses key information needed to develop the proposal
  - Answers questions related to compliance
  - Kicks off the FCOI process – identifies Investigators

- **Main Proposal Documents**
  - Statement of Work/Technical Narrative
  - Budget
  - Budget Justification

- **PDD/FCOI**

- **Approval Routing through Coeus**

- **Institutional Review by SPS (Authorized Organizational Representative or AOR)**

- **Submission to sponsor (email, hardcopy, online system, grants.gov, etc)**
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Contacting Pre-award

• E-mail
  – To Center Address (see handout – **Best Option**)
  – To Specific Specialist (see handout – consider availability risk)
  – Include as much information as possible including RFP or link to sponsor guidelines
• Phone Call (see handout – again consider risk of availability)
• Walk-ins are always welcome
• Contact as early as possible (even if you are unsure if this will be submitted to a sponsor). It is never too early to get us involved!
General Contact (contact to request services)

- Ag Faculty – agpreaward@purdue.edu
- Vet Faculty – vetpreaward@purdue.edu

- Manager – Amy Wright
  wrightaj@purdue.edu

- Pre-Award Specialist
  - Beverly Logsdon, 49-45367
    logsdonb@purdue.edu
  - Jenny Thayer, 49-45745
    jthayer@purdue.edu
  - Aimee Kappes-Armstrong, 49-45821
    akappes@purdue.edu
  - Rose Killian, 49-47881
    killianr@purdue.edu

- Pre-Award Clerk
  - Mallory Nelson, 49-45006
    nelson35@purdue.edu
New initiative to improve our Customer Service

- Meet with faculty
- Provide additional support for new faculty
  - Review of components required
  - Review of RFP and sponsor specific information
  - Answer questions related to policies and processes
- Provide Timelines to help facilitate the collection of documents
Questions?