

SIR Pre-Award Services and Support

Overview

Our mission and structure

The Strategic Interdisciplinary Research (SIR) Pre-Award team's core function is to provide strategic, coordinated efforts to support proposal development and preparation for large, complex submissions (i.e., for centers whose total expenditures may range from \$10M or greater during the award period). As such, the team is part of the critical infrastructure that enables funding and research implementation and enables the researchers to submit exceptional proposals to external funding entities, supporting mission-critical aspects of the university.

Our mission is to deliver exceptional pre-award administrative support for the development and management of large, complex proposals, as well as those identified as university priorities. We ensure that the needs of the Principal Investigators (PIs) and the research teams are met with efficiency, accuracy, and professionalism. Through clear communication, timely responses, and a customer-focused approach, we strive to build strong, collaborative relationships, empowering our researchers to submit well-prepared proposals that align with their goals and meet all sponsor requirements.

Our service-level agreement

Pre-Award specialists provide the following basic services in the support of PIs:

- Review sponsor guidelines and 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 required approvals and provide institutional approval for the proposal.
- Complete the final submission package, upload final documents and forms, and submit to the sponsor.

In addition to the basic services that Pre-Award provides outlined above, the SIR Pre-Award team will also provide additional enhanced support services as follows:

- **Early Engagement:** SIR Pre-Award Specialists begin working with project teams 3 to 4 months ahead of proposal submission to ensure thorough preparation and a smooth submission process.
- **Enhanced Team Collaboration:** Specialists serve as part of a cross-functional team with individuals from the project's scientific team, the SIR team within the Office of Research, and Sponsored Programs contacts across institutions. This collaborative mindset amplifies the effectiveness of the scientific team in proposal development, ensuring alignment and optimization of resources.
- **Dedicated Expertise and Support:** Specialists will provide proposal management and oversight, working closely with teams to ensure the proposal's success. This includes a direct line to the SIR

team within the Office of Research providing consultation on strategy, connections to grant writers, leadership, federal relations, and agency consultants as available.

- **Enhanced Timeline and Checklist Creation:** Specialists collaborate with project teams to develop customized proposal checklists and timelines that go beyond standard templates—incorporating sponsor-specific requirements, milestone tracking, and proactive deadline management to ensure every step is completed efficiently.
- **Regular Team Meetings:** Specialists attend regularly scheduled meetings to stay aligned with proposal needs and to address any challenges the team may face as they arise.
- **Budget Oversight:** Proposal budgets are closely managed with additional oversight from the Office of Research, as well as in collaboration with finance staff, to ensure that large center budgets are appropriately costed and that the team has the necessary financial resources and staffing to complete the scope of work.
- **Connections with Key Units:** The SIR Pre-Award team facilitates connections across campus with contracting, legal counsel, research security and export control, facilities managers, and administrative operations to address all aspects of the proposal requirements.

The SIR Pre-Award team may not be able to perform all services listed above if notice of the proposal is received late in development. Research teams that work with the SIR Pre-Award team will be expected to follow the timeline identified below. However, revised timelines may be communicated on a case-by-case basis due to the specific needs of the proposal team.

Processing Timeline

Our pledge for priority proposal processing

To take full advantage of SIR Pre-Award’s services and qualify for priority proposal processing, a PI must follow the timelines listed in the table below.

Processing Timeline	Due to Pre-Award
1. Initial notification/initial budget request	12-16 weeks in advance or as soon as possible
2. Final budget, justification, and draft proposal/SOW	2 weeks (10 business days) in advance
3. Final ancillary documents	1 week (5 business days) in advance
4. Final documents for submission (excl. final SOW)	2 business days (16 hours) in advance
5. Final SOW/project description/research strategy	1 business day (8 hours) in advance

SOW = Statement of Work

In the cases where proposals are due outside normal business hours (8 a.m. - 5 p.m.), 5 p.m. EST of the day of the deadline should be considered the official submission deadline. If a PI is unable to meet the processing timeline, every effort will be made by Pre-Award to submit a PI’s proposal to the sponsor by the stated deadline. However, Pre-Award may not be able to perform all services listed under our Service-Level Agreement in the shortened timeframe. **Proposals processed within the expected timeline will take precedence over those that are outside the expected timeline and will be handled on a first-come first-served basis.**

Priority Processing Details

Principal Investigator's proposal responsibilities to take full advantage of SIR Pre-Award Services

1. Initial Notification/Initial Budget Request: A completed funding proposal (using this link: [Create a New Funding Proposal](#)) is required for each submission and should be submitted at least 12-16 weeks prior to the proposal deadline along with the initial budget request. The funding proposal serves as notification of the intent to submit the proposal and communicates key information related to the submission. **Earlier submission is highly encouraged.** Once notification has been made through PERA, the relevant details will be reviewed to determine if proposal is eligible for SIR Pre-Award support. If the proposal requires cost sharing, the PI must get in touch with the appropriate Department Head/ADR contact to initiate discussions. If cost share is needed from the Office of Research, please complete the [SIR Intake Request Form](#) and select Cost Sharing Request.

2. Final Budget, Justification, and Draft SOW: The following elements of the proposal must be submitted to Pre-Award at least ten (10) business days in advance of the submission deadline. Meeting this criterion ensures that the proposal is ready for approvals through PERA prior to submission:

- a. Final Budget, including subawards and/or any cost share commitments — Pre-Award specialist will assist in developing the budget and documenting the cost share commitments
- b. Final Budget Justification
- c. Draft Statement of Work (Project Description, Research Strategy, etc.)

3. Final Ancillary Documents for Submission: All final ancillary proposal documents for submission must be received at least five (5) business days in advance of the submission deadline. This includes, but is not limited to, bio-sketches, current and pendings, any required supplementary documents, and the most recent version of the project description/research strategy/statement of work, including any regulatory requirements (i.e., use of human or animal subjects). Additionally, all research security certifications need completed for those sponsors that require it, and **all financial interest disclosures must be completed** within the Proposal Driven Database (PDD) for all Public Health Service (PHS) sponsors and all other sponsors who have adopted the PHS policy related to Financial Conflict of Interest.

4. Final Documents for Submission: All final proposal documents for submission must be received at least two (2) business days in advance of the submission deadline. This includes, but is not limited to, the project summary, references, and the most recent version of the project description/research strategy/statement of work.

5. FINAL SOW/Project Description/Research Strategy: Eight (8) hours prior to deadline, all materials for submission must be submitted. It is the responsibility of the PI to send final materials to Pre-Award in enough time to allow for review, upload, and successful submission prior to the deadline. Any document received fewer than eight hours in advance of the deadline may not receive a full review by Pre-Award and could be at risk for missing submission. (Sponsor systems often do not allow submissions after the stated deadline.) **In the cases where proposals are due outside normal business hours (8 a.m. - 5 p.m.), 5 p.m. EST of the day of the deadline should be considered the official submission deadline.**

Special Circumstances

Early notification and extended processing times

Pre-Award may communicate specific proposal processing deadlines for certain large, multi-institutional, complex agency RFPs. Revised timelines will be developed on a case-by-case basis and issued by the SIR Pre-Award Specialist in consultation with the SIR Pre-Award Manager.

Early notification and processes are required for a proposal or funding application that involves any of the following uncommon circumstances:

- The sponsor or prime sponsor is a foreign entity.
- The proposal is for a U.S. federal government contract — not a grant or cooperative agreement.
- The sponsor requires the submission of a small business subcontracting plan, an intellectual property, management plan, a laboratory safety plan, or any other plan or document that must be developed or coordinated outside of Sponsored Program Services.
- The proposal requests funding in excess of \$5 million of direct costs per budget year.
- The proposal will establish a new Purdue University center or institute.
- The proposal involves construction or renovation.
- The proposal requires a detailed/complex cost volume breakdown.

Additional Information

To learn more about our services, visit:

Pre-Award Services (SPS): [purdue.edu/business/sps/pre-award](https://www.purdue.edu/business/sps/pre-award)

Strategic Interdisciplinary Research (SIR) Pre-Award Team:

<https://www.purdue.edu/research/oevprp/research-innovation/pre-award-team.php>

Research Innovation (OOR): <https://purdue.edu/research/oevprp/research-innovation/>