

Dear Dr.

On behalf of Sponsored Program Services (SPS), the Post Award team, would like to congratulate you on receiving your recent award. SPS is dedicated to helping you with any and all of your research funding questions. SPS is a collaboration between the Office of the Treasurer/Chief Financial Officer and the Executive Vice President for Research and Partnerships. Responsibilities include: Proposal Development, Award Management, Contract Negotiation, Research Administration, Quality Assurance, Regulatory Compliance, Agricultural and International Programs, and Data and Support Services.

Post Award support is provided through three sponsor specific areas which include: NSF/DHHS, Other Federal, and Non-Federal.

**Here is a listing of the Post Award Managers by each area for your reference:**

- Suzanne Payne- Other Federal Government- [shpayne@purdue.edu](mailto:shpayne@purdue.edu)
- Jason Spall- NIH/NSF- [jspall@purdue.edu](mailto:jspall@purdue.edu)
- Branden Williams- Non-Federal- [williabr@purdue.edu](mailto:williabr@purdue.edu)

Please feel free to reach out to one of us for a personal briefing about your award or to answer other questions you have about your research portfolio. Your departmental Business Manager or their designee will also be invited to attend.

The following is a list of website resources that will provide important information about Purdue's Research Enterprise:

- [Principal Investigator Expectations](#)
- [Pre-Award Roles and Responsibility Matrix](#)
- [Intellectual Property - Office of the Executive Vice President for Research and Partnerships](#)
- [Research Compliance](#)
- [Funding and Grant Writing](#)

**Next Steps:**

- SPS Post Award will work with you and Regulatory and Compliance to ensure all protocols (if needed) are up to date and accurate
- You will need to complete FCOI information within the online system, this request will be emailed to you and you will log in with your Purdue career account
- SPS Post Award will establish the award in the Purdue system and coordinate with the business office regarding how the accounts set up. Once this process is complete, you and the business office will be notified and provided with information about your award.

**Post Award Research Administrators perform services which include, but are not limited to:**

- Award establishment, management, and closeout
- Serve as the administrative and financial resource for faculty, researchers, and business offices
- Provide guidance on sponsor specific guidelines and regulations
- Assure all regulatory requirements and export control issues are identified and contain appropriate disclosures and approvals
- Prepare and submit financial and property reports
- Manage the collection of sponsor income on awards

More information about departments within SPS can be found by clicking on the links below:



Please feel free to reach out to us with any questions or concerns you may have, or visit the SPS websites above for more helpful information.

Congratulations, and we look forward to hearing from you and working with you in the future.

Sincerely,

Christy Haddock  
Director, Post Award, Sponsored Program Services