

| DOCUMENT TYPE | Populated Field | Notes |
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| SPS Amendment | SPS Proposal Number | Captured by award clerk or contracting. Document will be routed to appropriate RA Manager. These documents either do not require contracting signature or have already been fully executed through contracting. This document type is used for increases, decreases, no cost extensions, PI changes, etc. |
| SPS Award | SPS Proposal Number | Captured by award clerk or contracting. Document will be routed to appropriate RA Manager. These documents either do not require contracting signature or have already been fully executed through contracting. This document type is used for new awards. |
| SPS Award Notification Email | SPS Proposal Number / Grant Number | Captured by RA Specialist. This document type should be used for all award notifications sent to Business Office and PI including, new award, no cost extension, increase, etc. |
| SPS Award Only - Proposal Summary | SPS Proposal Number / Grant Number | Captured by RA Specialist at the time the award only record is created. This document type is used when award only records are needed for voluntary support, consortiums, etc. |
| SPS Closing Checklist | Grant Number | Captured by RA Specialist completing the grant closeout. This document will route through the system for approval. |
| SPS Closing Documents | Grant Number | Captured by RA Specialist completing the grant closeout. |
| SPS Contracting Communication | SPS Proposal Number | Captured by contracting clerk or contracting analyst. This document type is used for any communication that occurs with the sponsor that the analyst deems an important part of the grant file. |
| SPS Contracting Route Sheet | SPS Proposal Number | Captured by contracting clerk after final signatures have been obtained. |
| SPS Cost Share - Form 32 | Grant Number | Captured by RA Specialist. This document type can be used for revised form 32s. |
| SPS Cost Share - Memo Match | Grant Number | Captured by RA Specialist. This document type can be used for revised form 32s containing memo match commitments and confirmation from business offices regarding memo match requirements. |
| SPS FCOI | Grant Number | Captured by RA Specialist. This document type should be used to save information relating to FCOI disclosures, whether confirmation of investigators or paper copies of disclosures from legacy files. |
| SPS Form 44 | SPS Proposal Number / Grant Number | Captured by students when the form is received within SPS. Document will be linked by cash area and/or RA Specialist. |
| SPS Form 90 | Grant Number | Captured by RA Specialist once the form is approved within SPS. |
| SPS Grant Communication | Grant Number | Captured by RA Specialist involved in the communication. This document type should be used for any e-mail communications that occurs between the Business Office, PI, and SPS. Key words that identify the type of communication should be added to the Notes section of the document. |
| SPS GTS | SPS Proposal Number | Captured by award clerk at the time of 'print file' request and/or the receipt of a new award or award modification. |
| SPS Income - Billing Information | Grant Number | Captured by RA Specialist when in receipt of information from sponsor pertaining to invoice, i.e. change of submission location/method, contact, etc. |
| SPS Income – Invoice | Grant Number | Captured by RA Specialist upon submission to sponsor for payment. Need to enter Payer, Dollar Amount (with comma and decimal), and SPS Invoice Number. |
| SPS Income - Invoice Cancellation | Grant Number | Captured by RA Manager or cash area (for manual cancellations) upon approval of invoice cancellation. Need to enter Payer, Dollar Amount (with comma and decimal), and SPS Invoice Number. |
| SPS Income – Payment | Grant Number | Captured by cash area upon receipt of payment from the sponsor. Need to enter Check Number, Payer, Dollar Amount (with comma and decimal), and SPS Invoice Number. |

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| SPS Interest Earned | Grant Number | Captured by Cash area upon completion of semi-annual interest distribution |
| SPS Master Agreement | Grant Number | Captured by RA Specialist at the time the grant is established in SAP. This document type is used for projects that are funded under a master agreement with a sponsor. The master agreement should be added to all applicable grant files in order to reference terms and conditions. |
| SPS Memo to File | SPS Proposal Number / Grant Number | Captured by award clerk. This document type is used for items in which signature delegation has been give to the Senior Operations Manager for Industrial items. |
| SPS NTP – Notice to Proceed | SPS Proposal Number / Grant Number | Captured by RA Specialist upon receipt of NTP request from the business office or when a Purdue backed NTP is being initiated. |
| SPS Prior Approval - Carryforward | Grant Number | Captured by RA Manager. This document type is used to document requests for the carryforward of unobligated balances from one budget period to the next when Sponsor approval is required. |
| SPS Prior Approval - Equipment | Grant Number | Captured by RA Manager. This document type is used to document requests for equipment purchases when Sponsor approval is required. |
| SPS Prior Approval - No Cost Extension | Grant Number | Captured by RA Manager upon receipt and processing (i.e. submission to sponsor or processing in associated sponsor system.) |
| SPS Prior Approval – PI Change | Grant Number | Captured by RA Manager upon receipt and processing (i.e. submission to sponsor or processing in associated sponsor system.) |
| SPS Prior Approval - PI Transfer | Grant Number | Captured by RA Manager upon receipt and processing (i.e. submission to sponsor or processing in associated sponsor system.) |
| SPS Prior Approval – Pre Award | Grant Number | Captured by RA Manager upon receipt and processing (i.e. submission to sponsor or processing in associated sponsor system.) |
| SPS Prior Approval – Rebudget | Grant Number | Captured by RA Manager upon receipt and processing (i.e. submission to sponsor or processing in associated sponsor system.) |
| SPS Prior Approval – Travel | Grant Number | Captured by RA Manager upon receipt and processing (i.e. submission to sponsor or processing in associated sponsor system.) |
| SPS Proposal – Budget Justification | SPS Proposal Number | Captured by award clerk at the time of ‘print file’ request and/or the receipt of a new award or award modification. |
| SPS Proposal – Budget Spreadsheet | SPS Proposal Number | Captured by award clerk at the time of ‘print file’ request and/or the receipt of a new award or award modification. |
| SPS Proposal - Coeus Budget | SPS Proposal Number | Captured by award clerk at the time of ‘print file’ request and/or the receipt of a new award or award modification. |
| SPS Proposal – Communication | SPS Proposal Number | Captured by award clerk at the time of ‘print file’ request and/or the receipt of a new award or award modification. |
| SPS Proposal – Contracting Documents | SPS Proposal Number | Captured by award clerk at the time of ‘print file’ request and/or the receipt of a new award or award modification. |
| SPS Proposal – Cost Share Spreadsheet | SPS Proposal Number | Captured by award clerk at the time of ‘print file’ request and/or the receipt of a new award or award modification. |
| SPS Proposal – F&A Waiver Documentation | SPS Proposal Number | Captured by award clerk at the time of ‘print file’ request and/or the receipt of a new award or award modification. |
| SPS Proposal – Fellowship Document | SPS Proposal Number | Captured by award clerk at the time of ‘print file’ request and/or the receipt of a new award or award modification. |
| SPS Proposal – Final Proposal Package | SPS Proposal Number | Captured by award clerk at the time of ‘print file’ request and/or the receipt of a new award or award modification. |
| SPS Proposal – Form 32 | SPS Proposal Number | Captured by award clerk at the time of ‘print file’ request and/or the receipt of a new award or award modification. |

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| SPS Proposal – Just In Time | SPS Proposal Number | Captured by award clerk at the time of ‘print file’ request and/or the receipt of a new award or award modification. |
| SPS Proposal – Non-Coeus Approvals | SPS Proposal Number | Captured by award clerk at the time of ‘print file’ request and/or the receipt of a new award or award modification. |
| SPS Proposal – Project Summary | SPS Proposal Number | Captured by award clerk at the time of ‘print file’ request and/or the receipt of a new award or award modification. |
| SPS Proposal – PSF | SPS Proposal Number | Captured by award clerk at the time of ‘print file’ request and/or the receipt of a new award or award modification. |
| SPS Proposal – RFP/RFA | SPS Proposal Number | Captured by award clerk at the time of ‘print file’ request and/or the receipt of a new award or award modification. |
| SPS Proposal – Route Sheet | SPS Proposal Number | Captured by award clerk at the time of ‘print file’ request and/or the receipt of a new award or award modification. |
| SPS Proposal – Statement of Work | SPS Proposal Number | Captured by award clerk at the time of ‘print file’ request and/or the receipt of a new award or award modification. |
| SPS Proposal – Subcontract Information | SPS Proposal Number | Captured by award clerk at the time of ‘print file’ request and/or the receipt of a new award or award modification. |
| SPS Proposal – Submissions Confirmation | SPS Proposal Number | Captured by award clerk at the time of ‘print file’ request and/or the receipt of a new award or award modification. |
| SPS Proposal – Worksheet | SPS Proposal Number | Captured by award clerk at the time of ‘print file’ request and/or the receipt of a new award or award modification. |
| SPS Purchase Order | Grant Number | Captured by the award or contracting clerk. This document type is used when a PO is issued for billing purposes. If a PO is acting as the awarding document, then it should be coded as a SPS Amendment or SPS Award Notification. |
| SPS Rebudget | Grant Number | Captured by RA Manager or Specialist upon request from Business Office. This document will route through the system for approval. |
| SPS Regulatory - Export Controls | SPS Proposal Number / Grant Number | Captured by Regulatory at the time of review. |
| SPS Regulatory - Human Subjects/IRB | SPS Proposal Number / Grant Number | Captured by Regulatory at the time of review. |
| SPS Regulatory - Other Regulatory | SPS Proposal Number / Grant Number | Captured by Regulatory at the time of review. |
| SPS Regulatory - Radioactivity/Lasers | SPS Proposal Number / Grant Number | Captured by Regulatory at the time of review. |
| SPS Regulatory - rDNA/Biohazard | SPS Proposal Number / Grant Number | Captured by Regulatory at the time of review. |
| SPS Regulatory – Vert. Animals/IACUC | SPS Proposal Number / Grant Number | Captured by Regulatory at the time of review. |
| SPS Reimbursement of Expense | Grant Number | Captured by the cash area when funds are received as a reimbursement, such as a return from a sub |
| SPS Relinquishing Statement | Grant Number | Captured by RA Manager at the time of submission to the sponsor. |
| SPS Reports - Financial Report | Grant Number | Captured by RA Specialist upon approval of the financial report/closeout and submission to the sponsor. |
| SPS Reports - Invention Report | Grant Number | Captured by RA Specialist upon receipt of report, when applicable. |

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| SPS Reports - MBE/WBE Report | Grant Number | Captured by RA Specialist upon approval of the report and submission to sponsor. |
| SPS Reports - Property Report | Grant Number | Captured by RA Specialist upon approval of the report and submission to sponsor. |
| SPS Reports - Technical Report | Grant Number | Captured by RA Specialist upon receipt of report, when applicable. |
| SPS Reps and Certs | Grant Number | Captured by RA Specialist. This could include, but is not limited to, China Assurance, Reps and Certs, Sponsor Questionnaires, etc. |
| SPS Residual Transfer | Grant Number | Captured by RA Specialist upon approval of the Residual Transfer and associated FV50. |
| SPS RLA – Leave of Absence | Grant Number | Captured by RA Manager at the time of RLA Review. Multiple copies of the same document may be uploaded in order to associate with each grant affected. |
| SPS RPPR | SPS Proposal Number/Grant Number | Captured by RA Manager. This document is to be used in the DHHS/NSF area for the routing of annual RPPRs for review prior to receipt of the award. |
| SPS SEED Project | Grant Number | Captured by RA Specialist. This document type should be used when funding SEED projects off a major award and routed to regulatory as applicable. |
| SPS Subcontract Agreement | Grant Number | Captured by assigned RA Specialist upon receipt of fully executed subcontract agreement from contracting. |
| SPS Subcontract Amendment | Grant Number | Captured by assigned RA Specialist upon receipt of fully executed subcontract amendment from contracting. |
| SPS Subcontract Communication | Grant Number | Captured by RA Specialist. This document type should be used for any e-mail communication that occurs with the subcontract institution, i.e. invoice clarification, request for revised budget, etc. Key words that identify the type of communication should be added to the Notes section of the docum |
| SPS Subcontract FFATA | Grant Number | Captured by RA Specialist. This document type should be used for uploading FFATA report submission confirmation. |
| SPS Subcontract Invoice | Grant Number | Captured by assigned RA Specialist prior to sending for Business Office approvals. |
| SPS Subcontract Regulatory Approvals | SPS Proposal Number / Grant Number | Captured by Regulatory at the time of review. |
| SPS Subcontract Regulatory Worksheet | SPS Proposal Number / Grant Number | Captured by Regulatory at the time of review. |
| SPS Subcontract Report | Grant Number | Captured by RA Specialist. This document type should be used for reports received from the sub, i.e. quarterly financials, annual technical, etc. |