# SPONSORED PROGRAM SERVICES

## CONTRACTING & POST AWARD

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November 19, 2025

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## Sponsored Program Services

### Contracting

## Proposal is Awarded

**What happens next?**

- Sponsoring Agency sends a Notice of Award or Agreement

- Agreement is reviewed and negotiated by an SPS Contract Analyst to ensure that:
    - The University can meet the obligations as written within agreement.
    - The award truly reflects the University's understanding of the activity
    - Any contract/agreement entered into by the University is compliant with State and Federal law, and with University policy

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## SPS Contracting

- SPS Contracting's **Service-Level Agreement** can be found at the link below. The SLA details the services provided by Contracting and provides expected timelines for our contract negotiations.

  https://www.purdue.edu/business/sps/contractmgmt/index.html

- Contract Analysts provide services which include, but are not limited to:

  - Answer questions on University contracts and contract negotiation issues

  - Draft Contract Agreements

  - Collaborate with other University staff as appropriate including:

    - o Regulatory and Compliance, Export Control, Risk Analysis, Office of Legal Counsel, and others

  - Read and review all contract documents and prepare red-lines for sponsor review

  - Maintain up-to-date records in COEUS negotiation on all agreements initiated, in-process and completed

  - Negotiate the terms and conditions of an agreement to ensure compliance with all laws and University policies

  - Assure all regulatory requirements and export control issues are identified and necessary internal approvals are obtained

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## SPS Contracting

**Role of a Contract Analyst**

- Obtain approvals as follows:
  - ✓ Regulatory/IRB
  - ✓ Research Security and Export Controls
  - ✓ Office of Technology Commercialization
  - ✓ Office of Legal Counsel
  - ✓ Private Business Use
  - ✓ Risk Management
  - ✓ Dean/Department Head

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## SPS Contracting

Types of SPS contracts

- **NDA: Nondisclosure/Confidentiality/Proprietary Agreements**
  - Keep certain information confidential for a certain period of time
  - Can be unilateral or mutual
  - Typically for preliminary discussions before a research agreement
  - Often contain requirements that the confidential information be marked
  - **New NDA requests should be submitted in PERA**

- **MTA: Material Transfer Agreements**
  - Set terms under which proprietary materials are transferred to Purdue or from Purdue for use by another research institution
  - **Requests for new MTAs, whether sending or receiving, should be submitted in PERA**

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## SPS Contracting

Types of SPS contracts

- **Traditional Agreements**
  - Basic Research
  - Testing

- **Applied Research Agreements**
  - Up-Front Commercial Non-Exclusive License
  - Up-Front Exclusive License

- **Master Research Agreements**

- **Subcontracts**

- **Federal**
  - Federal funding is significant and we routinely receive awards from numerous federal agencies for research work
  - We also receive state funding for research

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## Non-SPS Agreements

Many agreements are not related to sponsored research and are handled in other parts of the University. Here are some examples:

- Purchasing of goods, even when the goods are purchased with funds brought into the University under a grant or research agreement. Purchasing agreements are handled by **Procurement**.
- Recharge agreements for conferences, services agreements for digital education, facilities use agreements, business associate agreements, student internship and affiliation agreements, study abroad agreements, gifts of software licenses, sponsored student class project agreements (non-core agreements). These are handled by the **Office of Legal Counsel**.
- Agreements for licensing Purdue-owned intellectual property, including commercial evaluation licensing agreements, and patent prosecution agreements are handled by **Purdue Research Foundation/Office of Technology Commercialization**, which manages the University's intellectual property assets.

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## SPS Contracting

Non-Core Agreements handled by the Office of Legal Counsel

- Facility Use Agreements
- Equipment Use/Transfer Agreements
- Technical Assistance Agreements
- Student Affiliation Agreements
- Academic Subscription or Content Agreements
- Study Abroad/Student Exchange/Recruitment Agency Agreements
- International MOUs and Collaboration Agreements
- Editorship Agreements
- Visiting Scholar/Scientist Agreements
- Business Associate Agreements
- Student Capstone Projects and associated NDAs
- Purdue Online and Purdue Global
- Data Mine Agreements
- Software User/License Agreements (Procurement)

When routing items to the Office of Legal Counsel, please use their New Matter Intake Form found here: https://www.purdue.edu/legalcounsel/

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## SPS Contracting

**Request Contracting Service**

- When a faculty member is working with Pre-Award, Pre-Award will request Contracting's involvement at the appropriate time. When in doubt, ask your Pre-Award specialist about the next step.

- When the agreement does not involve Pre-Award -- such as NDAs, MTAs, unfunded research collaborations, and MOUs -- the faculty member should submit that request within the Agreements module of PERA.

- Contracting's departmental email is: **spscontr@purdue.edu.**  The phone number is (765) 494-3863.  Whenever in doubt of if you have any questions, spscontr@purdue.edu is the best email to use.

- Sponsored research agreements will be entered into PERA by our Post Award Launch Team, so if you receive an agreement or notice of award, please route to awards@purdue.edu.

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## SPS Contracting

**Signature delegation**

- Legal entity is the Trustees of Purdue University (we just use "Purdue University")
- Under our bylaws, authority to sign for certain matters is delegated
- Contract Analysts have been delegated authority under defined parameters to sign contracts
- Business managers, faculty members cannot sign these contracts on behalf of Purdue University. However, faculty are often asked to **acknowledge** their responsibilities for confidentiality agreements and material transfer agreements
- There is a separate learning session on Signature Delegation

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## SPS Contracting

Additional Resources and Information

- SPS Contracting website:
  https://www.purdue.edu/business/sps/contractmgmt/index.html

- Best source of information for an active negotiation will be the Agreement record in PERA or the **Assigned Owner of the Agreement Record, which can be found in PERA.**

- Best contact for questions: **spscontr@purdue.edu**

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# Sponsored Program Services

## Post Award

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## *Post Award*

**Award is fully executed – Now what happens?**

- Post Award sets up the grant and sponsored program accounts
  - Send Notice of Award to PI, Co-PI's and business offices
    - Includes any unique restrictions or special requirements
    - Foreign restrictions
  - Financial Conflict of Interest certification (must be in order prior to starting research)
  - Training & travel disclosures (if applicable)
  - Compliance Items that need approvals:
    - Regulatory (Animals & Human Subjects)
    - Export Control

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## Need an account before the award is fully executed?

**Notice to Proceed (NTP)**

Notice to Proceed (NTP) will allow you to start research before award is received or fully signed.

- Your Business Office will work with you and your department to approve the NTP
- Your Business Office will submit a request to SPS Post Award
- SPS will review the request and communicate any risks as applicable
- SPS will create a grant and charging accounts

*IMPORTANT:  Compliance approvals and Conflict of Interest (COI) disclosures must typically be in order prior to start of research.*

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## Post Award Services - SPS

**Provides support for all sponsored awards through dedicated award set-up, subcontracting, billing and account management teams**

Services include, but are not limited to:

- Serve as resource for faculty, researchers, and business offices
- Provide guidance on sponsor specific guidelines and regulations
- Sponsor's financial point of contacts
- Ensure all regulatory requirements and export control issues are identified and contain appropriate disclosures and approvals
- Review award document for requirements and highlight key issues for faculty and business offices
- Work with partnering institutions to secure all subcontract documentation
- Prepare and submit invoices, financial, invention and property reports
- Assist with electronic submission of technical reports

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# SPS Post Award: Team Roles & Responsibilities

**LAUNCH TEAM**
- Just In Time (JIT) Processing
- Completes Reps & Certs
- Current & Pending Documents

Email:
spsjit@purdue.edu

- New Award Review, Retrieval & Routing
- Creates Award Only Funding Proposals

Email:
awards@purdue.edu

**SETUP TEAM**
- Creates Awards in PERA
- Creates Grants in SAP
- Creates WBSE's & Sponsored Program Accounts in SAP
- Reviews/Posts Sponsor Budgets
- Reviews Cost Share Budgets
- Processes Award Amendments/ Modifications (increases, time extensions, etc.)

Email:
setup@purdue.edu

**SUBAWARD TEAM**
- Establishes Subaward Agreements (Outgoing)
- Processes Subaward Amendments (Outgoing)
- Processes Subaward Invoices
- Closes out Subawards

Email:
subaward@purdue.edu

**BILLINGS TEAM**
- Generates & Submits Invoices for Reimbursement
- Prepares Sponsor Required Backup Documentation
- Works with Business Offices as Needed for Documentation
- Follows up on Outstanding Receivables

Email:
spscash@purdue.edu

**LETTER OF CREDIT TEAM**
- Claims Payments
- Submits Letter of Credit Draws for Reimbursements
- Prepares & Submits Non-Final Federal Financial Reports
- Completes Return of Fund Request to Sponsors

Email:
spsar@purdue.edu

**ACCOUNT MANAGEMENT TEAMS**
- Main Point of Contact for Questions on Grants
- Completes Cost Share Budgets
- Manages Cost Share Commitments
- Reviews & Submits Prior Approvals
- Reviews & Signs Amendments (Incoming)
- Assist with RPPR's
- Completes Closeout of Grants
- Completes & Submits Final Reports

Email:
spsacctmgmt@purdue.edu

Post Award Contacts

Post Award Team - Roles & Responsibilities

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# *Post Award Services – Business Office*

- Day to day account management
- Dashboards/balances
- Grant projections
- Monitors expenditures
- Effort Reporting
- Fiscal oversight
- Procurement Center
- Employment Center
- Manages Faculty Allocations (discretionary, startup)

**Business Office**

**SPS Pre Award**

**SPS Post Award**
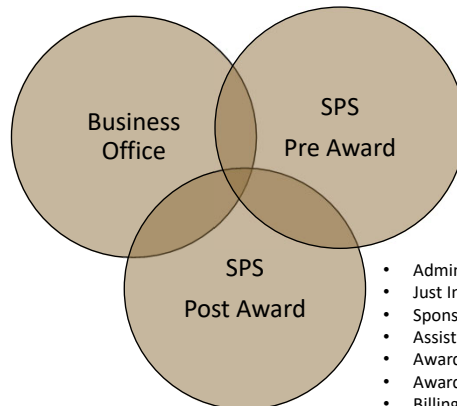
- Proposal submission
- Proposal budget
- Current & Pending

- Administers awards
- Just In Time Requests
- Sponsor reporting (financial, property, patent)
- Assist with Technical Report Submission
- Award setup
- Award closing
- Billings
- Subcontract monitoring
- Provides guidance on allowability for each sponsor award
- Audits/reviews

SPS & Business Office: Roles, Responsibilities and Workflow

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## Decision Process

**Determining Chargeability of Costs to a Sponsored Program:**
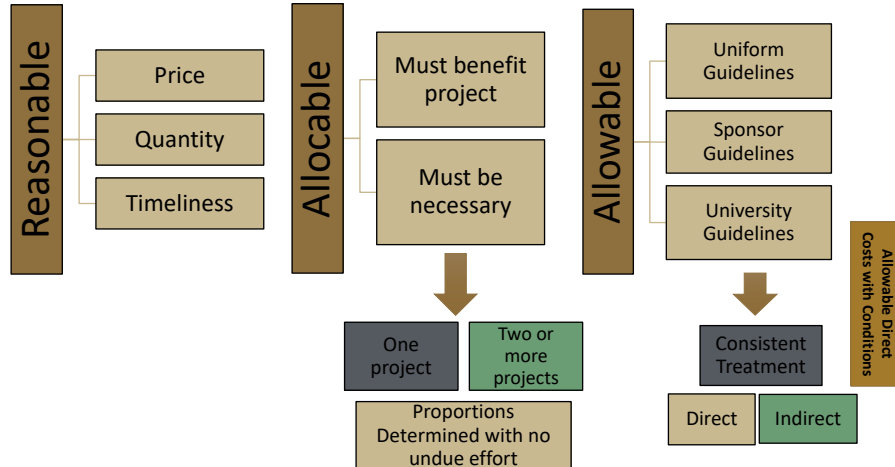
## Managing the Award – Prior Approvals

Items that may require prior approval:

- Change in Scope
- Changes in Key Personnel
- New/Additional Subcontracts
- Foreign Travel
- Capital Equipment
- PI absence exceeding 3 months
- PI reduction of effort exceeding 25%
- Extension of time
- Expenditure variances (per sponsor or award terms)
- Foreign national restrictions/Foreign components

Your Business Office will work with you and SPS on what is needed for a prior approval request submission. SPS will submit the request to the sponsor.

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## *Role of the Principal Investigator (PI)*

- Direct the work
    - Within project period
    - Within budget authorized by sponsor
    - Oversight of subrecipients work
    - Approval of subrecipient invoices certifies that the subrecipient is meeting project deliverables/objectives
- Determine Staffing
    - Project should be staffed according to budget unless something has changed
- Communicate with Business Office
    - Work closely with business office if changes to budget categories are needed; sponsor prior approval may be required

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https://www.purdue.edu/business/sps/preaward/menu/1.gettingstarted/pi_role/pi_expectation.html

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## *Role of the PI - Audits/Monitoring Visits*

Terms and Conditions of the Award allow auditors the right of access to all University records associated with a project

- PI Responsibilities:
    - Scientific records and data
        - o Regulatory material (if applicable)
    - Programmatic reports & approvals
    - Maintain for THREE years after completion/submission of final report
    - May be contacted by auditors regarding certification of effort and other items

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# Technical Reports

- Principal Investigators are responsible for the timely submission of all technical reports
  - Due dates are in award document
  - Contact SPS Research Administration Specialist with questions
  - NSF requiring a Current & Pending be sent with the RPPR
    - Outside Activity reported (summer)
    - Working at a Federal lab
- Why be timely?
  - Proper stewardship
  - Requirement (as part of terms & conditions)
  - Incremental or future funding may depend upon receipt of the report

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# Technical Reports

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| Modifications | Totals | Funding Allocations | Deliverables | Subawards | Child Awards | Related Projects | Reviewers | Corresp |

The deliverables associated with this award are listed below. If you want to modify the deliverables, use the Manage Deliverables activity.

Filter by [Owner First ▼] [Enter text to search] 🔍 ➕ Add Filter ✖ Clear All

| | Deliverable | Owner First | Owner Last | Due Date | Status | Completion Date |
|---|---|---|---|---|---|---|
| Complete | Annual RPPR | Nan | | 4/1/2025 | Not Started | |
| Complete | Annual RPPR 2 | Nan | | 4/1/2026 | Not Started | |
| Complete | Annual RPPR 3 | Nan | | 4/1/2027 | Not Started | |
| Complete | Annual RPPR 4 | Nan | | 4/1/2028 | Not Started | |
| Complete | Annual RPPR 5 | Nan | | 4/1/2029 | Not Started | |
| Complete | Final RPPR | Nan | | 8/29/2029 | Not Started | |

**Dashboard**     **Admin**

Page for     My Inb

Create ▼     **My Inl**

Filter

**Recently Viewed**    ID

Recent    Pinned    📁 COM

📁 AWD00000225: Training JS ...6 Period S2S ✧    📁 FPO

📁 AWD00000189: UAT S2 - Vla...6 Period S2S ✧    📁 FPO

📁 AWD00000188: UAT S2 - Vla...6 Period S2S ✧    📁 FPO

📁 FP00000704: Training JS ...6 Period S2S ✧    📁 FPO

📁 FP00000665: Training JS ...6 Period S2S ✧    📁 FPO

📁 FP00000635: Training ME ...6 Period S2S ✧    📁 FPO

📁 FP00000669: Training JCH...6 Period S2S ✧    📁 FPO

📁 FP00000653: Training JS ...6 Period S2S ✧    📁 FPO

📁 FP00000727: UAT S2 - Vla...6 Period S2S ✧    📁 FPO

**My Deadlines**    📁 FPO

🔍 [Enter search terms to filter list]    📁 FPO

**Sep 30 2024**   AWD00000225: Preview Report    📁 FPO
Owner_____, in 21 days    📁 FPO

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## Award Header – Status Workflow



## Post Award – Grants Module/Awards

**Agreements are linked on the award**

## Post Award – Grants Module/Awards

**Ancillary Reviews**

| Modifications | Totals | Funding Allocations | Deliverables | Subawards | Child Awards | Related Projects | Reviewers | Correspondence | History | ... |

**Contacts**

| Name | Organization | Phone | Email |
|---|---|---|---|
| Sarah Abney | Human Research Participation Prgrm-PWL | | peratest@purdue.edu |
| Cynthia Sanders | SPS-PWL | 7654963653 | peratest@purdue.edu |
| Nan Kong | Biomedical Eng-PWL | 7654962467 | peratest@purdue.edu |
| Jenny Siemers Test | Sponsored Program Services | | mcordio@hcg.com |
| Madaline Foglesong | SPS-PWL | 7654962177 | peratest@purdue.edu |

**Reviewers**

The following people will review this Award

**Designated Reviewer:**

**Award Approver:** Suzanne Payne

**Ancillary Review**

| Review Type | Person | Organization | Required | Completed | Accepted |
|---|---|---|---|---|---|
| Budget - Award | | | yes | yes | yes |
| IACUC Congruency Review | | | no | no | |
| Subaward | | | no | no | |

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## Post Award – Grants Module/Awards

**Listing of all attachments**

| Modifications | Totals | Funding Allocations | Deliverables | Subawards | Child Awards | Related Projects | Reviewers | Attachments |

**Name**

01.01.2025 - T&C.pdf
05.15.2024.pdf
10.10.2025 - mods.pdf
12.12.2024 - mod.pdf
5.16.2024 - Terms & Conditions Testing.pdf
5.16.2024 - TESTING_NOA.pdf
5.16.2025 - TESTING_NOA.pdf
5.23.2024 - AWARD.pdf
5.23.2024 - ONR TERMS & CONDITIONS - Addendum.pdf
5.23.2024 - ONR TERMS & CONDITIONS - General T&C.pdf
5.23.2024 - TERMS & CONDITIONS.pdf
Amendment - 9.16.2024.pdf
AWARD - 5.16.2024.pdf
Mod 1.pdf
Mod 2.pdf
Modification 01 - 9.16.2024 - Sponsor Mod No. P0001.pdf
Modification 01 - 9.16.2024.pdf
Modification 02 - 09.16.2024 - Internal.pdf
Modification 02 - 09.16.2024.pdf
Modification 03 - 12.22.2024 - Sponsor Mod No. P0002.pdf
Modification 03 - 12.22.2024.pdf
Modification 04 - 01.31.2025.pdf
Modification 05 - 06.30.2025.pdf
Modification 06 - 10.31.2025.pdf
Modification 12 - 10.1.2026.pdf
Terms & Conditions - 05.16.2024.pdf
Terms & Conditions - 06.30.2025.pdf
Terms & Conditions - 09.16.2024.pdf
Terms & Conditions - 5.16.2024.pdf

## Faculty website for Sponsored Research



**Sponsored Program Services**

Home | General ▾ | Directory | Pre-Award ▾ | Post Award ▾ | Contracting ▾ | Data ▾ | Quality Assurance ▾ | Coeus ▾ | Research & Partnerships

PRF  https://www.purdue.edu/business/sps/postaward/faculty/index.html

Post Award / Faculty

Faculty Home
Meet SPS Post Award
PI Expectations
Contracting
Account Establishment
What is F&A?
What can I charge to my project?
Where can I find my account balance?
How can I approve a subcontract payment?
Regulatory Compliance
Closing my Grant
Faculty Resources - Executive Vice President for Research and Partnerships

### Faculty

- Meet SPS Post Award
- PI Expectations
- Contracting
- Account Establishment
- What is F&A?
- What can I charge to my project?
- Where can I find my account balance?
- How can I approve a subcontract payment?
- Regulatory Compliance
- Faculty Offboarding
- Closing my Grant
- Faculty Resources - Executive Vice President for Research and Partnerships
- Internal Controls, Roles and Responsibilities, Direct Costs and F&A

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## Areas within Post Award

**Ken Sandel**
Associate Vice President, SPS
49-41063
sandel@purdue.edu

**Susan Corwin**
Director, Post Award
49-41052
scorwin@purdue.edu

**Kyle Wargo**
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49-40382
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# *QUESTIONS?*

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