

## Purdue University Fort Wayne Proposal Development Process

Required steps that are the responsibility of the Principal Investigator (PI)/Project Director (PD):

1. Develop project idea
2. Find funding sources (OSP services available)
3. Read Request for Proposal (RFP)
4. Contact funding agency (suggested)
5. Contact the Office of Sponsored Programs. OSP staff works collaboratively with the PI to:
  - Review sponsor guidelines for proposal requirements
  - Set dates and timelines to prioritize responsibilities related to various aspects of proposal development
  - Prepare the budget
  - Prepare required sponsor documents and files
6. Identify project needs and discuss with Department Head/Dean
  - cost share requirements
  - space requirements – contact space committee as needed
7. Prepare proposal components
8. Write and edit proposal
9. Submit completed proposal to OSP no later than 5 working days before deadline

Steps that are the responsibility of OSP:

1. Complete required internal forms
2. Final check of all proposal components
3. Submit proposal to West Lafayette Sponsored Program Services (SPS)
4. Route for internal approvals through CoeusLite (PI, Chair, Dean, OSP)
5. WL SPS submits proposal to the sponsor

General proposal timeline

3 weeks prior to submission deadline (or earlier):

- Notify OSP; include sponsor guidelines (RFP)
- Complete Proposal Worksheet (initiated by OSP)
- Develop internal timeline with OSP
- Initiate budget request

10 business days prior to submission deadline

- Finalize budget

7 business days prior to submission deadline

- Final budget justification due

5 business days prior to submission deadline

- All documents due to OSP

Contact:

[Office of Sponsored Programs](#)  
[sponsoredprograms@pfw.edu](mailto:sponsoredprograms@pfw.edu)