

## 3 CHAPTER: RESEARCH PROPOSALS

### 3.1 Proposal Submission

Processing requirements and services provided vary as a function of the type of proposal. Therefore, the university has outlined separate processes to address 1) non-competing renewal proposals, 2) large, interdisciplinary, or otherwise complex proposals, and 3) other proposals that do not fall into the first two categories. The deadlines for submission for each category are as follows:

1) Non-competing renewal proposals - These proposals must be received in SPS in final form no later than 10:00 a.m. on the submission date.

2) Large, interdisciplinary, or otherwise complex proposals - The Principal Investigator should contact the SPS Proposal Office via e-mail ([proposal@purdue.edu](mailto:proposal@purdue.edu)) or web form (<http://www.adpc.purdue.edu/SPS/html/request.html>) no fewer than 10 working days prior to the submission date. Investigators will actively work with staff from their business office, SPS and the VPR Office in the preparation of these proposals in the days leading up to the submission date. These proposals must be in final form and received in SPS by 10:00 a.m. the day of the submission date for final processing.

3) All other proposals, in their final form, must be submitted to the appropriate school or center business office no later than 5:00 p.m. of the fourth business day prior to the submission date, and to SPS no later than 5:00 p.m. of the third business day prior to the submission date. See the Office of the Vice Provost for Research "Deadlines for Submission of Proposals for External Funding" memorandum from March 5, 2004 at: [http://www.purdue.edu/research/vpr/proposal/docs/Proposal\\_Submission\\_Deadline\\_Policy.pdf](http://www.purdue.edu/research/vpr/proposal/docs/Proposal_Submission_Deadline_Policy.pdf).

### 3.2 Royalty Income Distribution

Purdue's policy regarding research royalty income distribution is 1/3 to the faculty, 1/3 to the home department and 1/3 to the university. When a University center/institute plays a significant role in the development of the research leading to the royalty income, up to 1/3<sup>rd</sup> of the department's share may be distributed to the center/institute, as described in Executive Memorandum No. B-10 (available at <http://www.adpc.purdue.edu/VPBS/b-10a.htm#tangible>).