

3 RESEARCH PROPOSALS

3.1 Proposal Submission

The University Office of Sponsored Programs requires proposals to be in their office at least two business days prior to the agency or sponsor deadlines. This will allow them to review the proposals and obtain the appropriate signatures for the transmittal check sheets. When submitting proposals via grants.gov proposals please reference the Computer Science Business Office web site at <http://www2.cs.purdue.edu/busoff/>.

Proposals should be submitted to the CS business office at least two weeks prior to the agency or sponsor deadline. This will allow the business office time to complete the budget, get the necessary signatures, and forward the proposal to the Office of Sponsored Programs. Since there is a lack of availability of staff in the College of Science Business Office and the Dean's Office, short notice could complicate the process. You are urged to initiate the budget process with the business office as soon as you decide to submit a proposal. Please provide the Business Office with the name of the agency and the proposal announcement number.

Also, please keep in mind that several faculty members could have proposals with the same deadline. In this case, the Business Office will make every effort to process them all on time, on a first-come-first-served basis. Proposals reaching our Business Office too late are not guaranteed to reach the Sponsored Programs office two days before the agency's deadline.

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 1/3rd of the department's share may be distributed to the center/institute, as described in Executive Memorandum No. B-10 (available at http://www.purdue.edu/policies/pages/teach_res_outreach/b_10_print.html).