

## **3 CHAPTER: RESEARCH PROPOSALS**

### **3.1 Proposal Submission**

The university's Office of Sponsored Programs requires proposals to be in their office at least 2 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 grants.gov proposals please reference the Computer Science Business Office web site at <http://www2.cs.purdue.edu/busoff/>.

As a result, please submit your proposals to the CS business office at least 2 weeks prior to the agency or sponsor deadline. This will allow our 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 Deans Office, short notice could complicate the process. You are urged to initiate the budget process with our office as soon as you decide to submit a proposal. Please provide our 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 1/3<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.purdue.edu/policies/pages/teach\\_res\\_outreach/b\\_10\\_print.html](http://www.purdue.edu/policies/pages/teach_res_outreach/b_10_print.html)).