

To: Faculty, Staff, Graduate Students

From: Val J. Watts, Associate Dean for Research

Date: March 14th, 2009

Subject: College internal grant/proposal submission policy

All new/competing internal (Purdue) proposals must be received by the college business office in their final form (including department head signature) by 1:00 PM one business day prior to the due date. This will allow the business office and my office up to 24 hours to review and make modifications if needed. Budget discussions are expected to occur at least one week prior to the submission date.