What post-award administrative changes are you making?

- Replacing, adding, removing, or rearranging PIs
  - Begin request for sponsor approval
    - Non-NSF awards
      - Send email request to OSPA-Awards or OIPTT, depending on sponsor type
        - OSPA/OIPTT sends request letter sent to sponsor
          - Denied
          - Approved
    - NSF awards
      - Prepare and submit applicable change request via FastLane
        - Approved

- Changing PI's incentive and/or contribution
  - Revised GoldSheet

- Changing Lead Unit (Org Dept)
  - Revised GoldSheet

- Changing RRC (Org Unit) or RRC distribution
  - Revised GoldSheet

OSPA - Awards Team
& OIPTT - Industry Contracts
Post-Award Administrative Changes Process
Obtain most up-to-date copy of the approved GoldSheet from OSPA-Awards or OIPTT-Industry Contracts

Print GoldSheet and mark all changes with pen

Route for signatures

Who signs?

Adding or Removing a PI or Co-PI

Changing Co-PI's or PI's incentive or contribution

Changing RRC (Org Unit) or RRC distribution

Changing Lead Unit (Org Dept)

All RRCs whose distribution is changing must sign. If removing an RRC, they must also sign.

All PIs and/or Co-PIs whose incentive and/or contribution is changing must sign.

Both old Lead Unit and new Lead Unit must sign.

The added PI or Co-PI signs. Removed PI or Co-PI signs, unless no longer at ISU.

The added PI or Co-PI signs. Removed PI or Co-PI signs, unless no longer at ISU.

Who signs?

PI [and Co-PI(s)]

Department(s) or Unit(s)

RRC(s)

Submit to OSPA-Awards or OIPTT-Industry Contracts

Lead PI always signs. Any Co-PI who is affected by change must also sign.

All units affected by change must sign.

All RRCs affected by change must sign.

OSPA - Awards Team & OIPTT - Industry Contracts Revised GoldSheet Process

Final 02/18/2015