

OSPA – AWARDS TEAM & OIPTT – INDUSTRY CONTRACTS

POST-AWARD ADMINISTRATIVE CHANGES TO A SPONSORED PROJECT

Administrative changes may be necessary on a funded sponsored project. Some of the most common are (some may occur concurrently):

1. Replacing, adding, or removing PIs
2. Rearranging PIs (making a Co-PI a PI, vice versa)
3. Changing the PI's and/or Co-PI's incentive and/or contribution
4. Changing the Lead Unit
5. Changing the RRC or RRC distribution

Changes #1-2 above generally require two separate actions – one to make the change internally (known as the “Revised GoldSheet” process), and one to make the change externally, with the sponsor.*

Changes #3-5 only require the internal process, a Revised GoldSheet.

REVISED GOLDSHEET PROCESS

1. Obtain the most up-to-date copy of the approved GoldSheet for the award you wish to change **directly** from your OSPA/OIPTT Award Administrator.
2. Print the GoldSheet and mark all of the necessary and appropriate changes with a pen.
3. Obtain the required signatures. In general, any persons/administrative areas affected by the changes in the Revised GoldSheet are required to sign. Specifically, the following signatures will be required in the corresponding spaces previously signed:
 - a. The PI(s)
 - The lead PI must **always sign** acknowledging **any** change.
 - If a PI or Co-PI has retired or left the institution, his/her signature is not required.
 - Any PI and/or Co-PIs whose incentive **or** contribution is *changing* **are** required to sign, unless they have left the institution.

Note: Any Co-PIs whose incentive **and** contribution *remain the same* **are not** required to sign.
 - b. Authorized Signatory for **all affected** PI/Co-PI Departments/Units associated with changes in (a) above
 - If not previously listed on GoldSheet, please list the new Department or Unit and obtain the signature from that Authorized Signatory.
 - All other affected PI/Co-PI Departments/Units are also required to sign.
 - If Lead Unit is changing, both the new Lead Unit and old Lead Unit are required to sign.
 - c. Authorized Signatory for **all affected** RRCs
 - If changing RRC distribution, all colleges/VP Units whose RRC distribution percentages change are required to sign.
 - College/VP units are to complete any updates needed to the RRC distribution after all PIs and Departments have signed the Revised GoldSheet.
4. Once all signatures are received, you may transmit the complete document (all pages of the GoldSheet are required) by either interdepartmental mail or email one scanned PDF document with all changes to ospa-awards@iastate.edu or industry-contracts@iastate.edu. Emails indicating approval of changes will not be accepted.
 - a. For federal or non-profit sponsors, submit to OSPA – Awards Team.
 - b. For industry or commodity sponsors, submit to OIPTT – Industry Contracts.
5. Any deviation from the process above will need to be discussed and approved in advance by the appropriate OSPA/OIPTT Award Administrator.

**Depending on the particular award terms and conditions, the sponsor will likely need to approve the change before any change is made internally to records and accounts at ISU.*

EXTERNAL PROCESS FOR PI CHANGES (NSF AWARDS ONLY):

1. Log in to FastLane and access the “Prepare a New Notification or Request” screen. Click the radio button for “Change of PI” (circled below.)
2. Prepare request. For more assistance with this please see FastLane Help.
 - a. Current biosketches and Current and Pending forms are required by NSF when replacing PIs. Please have those ready to upload.
 - b. Provide out all necessary justifications pre-populated by FastLane.
3. Route your request to SPO. This submits your request to OSPA.
4. OSPA will review, and if acceptable, approve and submit the request to NSF. Your OSPA Award Administrator will contact you if additional information or edits are required.
5. OSPA will receive an Amendment via email once NSF approves the requested change and the internal process can begin.

Notifications & Requests | MAIN ▾ PI Organization: NSF Cayuse Test Organization

Prepared by PI All by Status

Prepare a New Notification or Request for Award #: 0504004

Award Amount: \$20,000.00
Expiration Date: 01/31/2015
Division: ITRAK-Division Of Mathematical Scien
Award Title: Collaborative Research: Conference Support: Operator Theory/Operator Algebras, GPOTS 05-06; University of Central Florida, June 2005; University of Iowa, May 2006
Awardee Organization: University of Central Florida
PI/PD: Alphanan, Alan

Select the Notification or Request Type:

GRANTEE NOTIFICATION TYPES	Topic Guidance	GRANTEE REQUEST TYPES (Requires NSF Approval)	Topic Guidance
<input type="radio"/> Grantee Approved No Cost Extension	AAG	<input type="radio"/> Withdrawal of PI/Co-PI	AAG
<input type="radio"/> Anticipated Residual Funds in excess of \$5,000 or 5%	AAG	<input type="radio"/> Pre-award Costs in Excess of 90 Days	AAG
<input type="radio"/> Short-Term Absence of the PI/PD (Up to Three Months)	AAG	<input type="radio"/> Reallocation of Funds Budgeted for Participant or Trainee Support Costs	AAG
<input type="radio"/> Significant Changes/Delays or Events of Unusual Interest	AAG	<input type="radio"/> Rearrangement/Alteration \$25,000 or over (Follow these links for more information on Non-FDP Organizations or FDP Organizations . They will open a PDF file in new window.)	AAG
<input type="radio"/> Significant Changes in Methods/Procedures	AAG	<input type="radio"/> NSF Approved No-Cost Extension	AAG
		<input type="radio"/> Changes in Objective or Scope	AAG
		<input type="radio"/> Long-Term Absence of the PI/PD (Over Three Months)	AAG
		<input type="radio"/> Addition of SubAward	AAG
		<input type="radio"/> Significant Change in Person-Months Devoted to Project	AAG
		<input type="radio"/> PI Transfer	AAG
		<input checked="" type="radio"/> Change of PI	AAG

*Topic Guidance is provided through the Award & Administration Guide (AAG) reference.

EXTERNAL PROCESS FOR PI CHANGES (ALL OTHER FEDERAL AGENCIES AND SPONSORS):

1. Depending upon the sponsor type of your project, send an email to ospa-awards@iastate.edu or industry-contracts@iastate.edu with the following information and documentation:
 - a. A clear description of the change (i.e. who is taking over, why the current PI will no longer be involved, why you are adding a Co-PI, etc.);
 - b. A current biosketch for new proposed PI;
 - c. A justification for the newly proposed PI’s credentials for involvement with the project.
2. Your OSPA/OIPTT Award Administrator will then review the request and draft a letter to the sponsor including the above information. The PI’s signature may be required on this letter after it has been finalized, depending on the terms and conditions of the award.
3. Your OSPA/OIPTT Award Administrator will submit the request to the sponsor, and follow up as necessary until approval/disapproval is received and the internal process can begin.