

# **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](mailto:ospa-awards@iastate.edu) or [industry-contracts@iastate.edu](mailto: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 Research.gov and access the "Prepare New Notification / Request" screen.
2. Click the radio button for "Changes in PI/PD and co-PI/co-PD."
3. In the dropdown menu, select the most applicable request (Most often this will be "Substitute PI/PD or co-PI/co-PD.") Click "Go."
4. Prepare request.
  - a. Upload current biosketches and Current and Pending forms when replacing PIs.
  - b. Provide all necessary justifications pre-populated by Research.gov.
5. Route your request to SPO. This submits your request to OSPA.
6. 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.
7. OSPA will receive an Amendment via email once NSF approves the requested change and the internal process can begin.

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### Prepare New Notification / Request

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**Prepare New**

**Step 1: Select type of change**

- All
- Budget Activities
- No-Cost Extensions
- Changes in Objectives, Scope, or Methodology and other Significant Changes
- Changes in PI/PD and co-PI/co-PD
- Other

**Step 2: Select notification / request**

Long-Term Disengagement of the PI/PD or co-PI/co-PD  
Withdrawal of PI/PD or co-PI/co-PD  
PI/PD or co-PI/co-PD Transfer from One Organization to Another  
Substitute PI/PD or co-PI/co-PD

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## **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](mailto:ospa-awards@iastate.edu) or [industry-contracts@iastate.edu](mailto: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 proposed PI; and
  - c. A justification for the 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.