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
  - NSF awards
    - Prepare and submit applicable change request via Research.gov
      - Approved
      - Denied

- Changing PI's incentive and/or contribution

- Changing Lead Unit (Org Dept)

- Changing RRC (Org Unit) or RRC distribution

Revised GoldSheet

OSPA - Awards Team
& OIPTT - Industry Contracts
Post-Award Administrative Changes Process

Final 02/18/2015
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?

EVERY CHANGE

EVERY TIME

PI
[and Co-PI(s)]

Department(s) or Unit(s)

RIIC(s)

Submit to OSPA-Awards or OIPTT-Industry Contracts

Adding or Removing a PI or Co-PI

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

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

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

Changing Lead Unit (Org Dept)

Both old Lead Unit and new Lead Unit must sign.

Changing RRC (Org Unit) or RRC distribution

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

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.

*All signatures must be dated.