Before You Begin
http://www.ospa.iastate.edu/proposal/submission.html
Register for:
  - LiquidOffice (internal system that routes proposal paperwork)
  - NSF FastLane
  - NIH eRA Commons
Connect with your grant coordinator

Find Funding Source
Grants.gov Search: www.grants.gov
Community of Science: http://pivot.cos.com/

Proposal Preparation
http://www.ospa.iastate.edu/proposal/submission.html
- Proposal
- Sponsor Specific Paperwork, RFP, Guidelines
- Forms that need ISU signatures (cover page, transmittal letters)
- Budget
- Justification
- Subcontract Information (budget, transmittal letter)

6 – 8 Business Days Before Deadline: Originate GoldSheet
1. Attach Budget, Budget Justification, Sponsor Guidelines, Proposal Draft
2. Sign GoldSheet
GoldSheet is routed to Co-PIs (process can be followed through Liquid Office)

PI continues work on Application Package and Proposal
PI monitors routing of GS through LiquidOffice
Electronic Submission
(Grants.gov [Cayuse], Fastlane)

1. Send Complete Application Package to OSPA
2. Allow SRO access (Fastlane only)

OSPA submits Application Package
OSPA sends PI confirmation of submission or notification of errors

Proposal is Complete
Application Package is Complete
Hard Copy or E-mail Submission

PI Submits proposal to sponsor and sends copy of final proposal to OSPA

OSPA reviews & signs GoldSheet
(PI will receive an email from LiquidOffice when GoldSheet is approved)

OSPA signs other documents

Hard Copy Submission: OSPA will call GoldSheet contact that documents are ready to be picked up in OSPA office.

These steps take up to 2-4 days

Co-PI Signs GoldSheet

Co-PI Signs GoldSheet

GoldSheet arrives in OSPA
(4 days before deadline)

Department/Unit Reviews and Signs

College (Administrative Unit) Reviews and Signs

Vice President for Research Reviews and Signs

This step takes 2-4 days

OSPA signs other documents