**OSPA Pre-Award Notes**

**Grant Coordinator Meeting 9/18/14**

Send Award Documents and Federal Contracts Ahead of the Gold Sheet

If you are preparing a gold sheet for a proposal that you have award or contract documents for, please send those to your pre-award administrator ahead of the gold sheet. We will pass them on to the post-award team, giving them more time to review and discuss any concerns with you.

Reading the Solicitation

* Look for budget limitations, due date, etc.
* We are also seeing more solicitations that contain terms and conditions we must agree to at the time of proposal.

NSF Submissions Held Up by Late Reports

* We are seeing NSF proposals being rejected If a PI or co-PI have a delinquent report.
* Sometimes the PI has submitted the report, but NSF hasn’t accepted it yet. In these cases a call to the NSF program officer usually fixes the problem.
* This is another reason to submit early. The FastLane system will allow the submission to go through, and OSPA and the PI will receive an e-mail after the submission saying that the proposal wasn’t accepted due to the delinquent report.

Labeling Documents in Liquid Office

* OSPA staff members cannot see who uploaded documents or when they were uploaded.
* Please use a naming system that makes it clear which document is the most recent version (i.e. v1, v2, v3).
* Notes on the gold sheet are also appreciated.

IPRT Center Routing

* Centers that moved to a college when IPRT was dissolved no longer need to include the VPR as an RRC on gold sheets.
* If you are a center that still reports to the VPR you do need to include VPR as an RRC on your gold sheets.