

**OSPA Award Team  
Reorganization  
Effective January 2015**

Send all requests for the OSPA Awards Team to the following email: [ospa-awards@iastate.edu](mailto:ospa-awards@iastate.edu)  
OSPA Awards Team handles the Non-Industry, Non-Commodity agreements

**Grants Group (Pam, Melissa, Peter)**

- Grant Award/Amendment review and process
- Grant Post Award Modifications: Rebudgets, PI changes, Grant transfers, etc.
- Delinquent technical report follow-up
- FDS Subawards/FDP Subamendments
- Internal Grant Program review/approval (Leopold Center, Iowa Energy Center, Regent Innovation Fund)
- Research Support Agreements (USDA Task Orders)
- VPR – INTRANS Addendums/Amendments

**Grant Group Unit Assignments**

- **Pam Helfer:** College of Engineering, Vice President for Research, President's Office
  - Special Assignments: VPR INTRANS IA DOT Addendums and amendments; VPR Iowa Energy Center Grant Agreements; PRES Regent Innovations Fund Grant Agreements
- **Melissa McGregor:** Colleges of Agriculture and Life Sciences and Veterinary Medicine
  - Special Assignments: AES/VET USDA Research Support Agreements (Task Orders); AES Internal Leopold Center Grant Agreements
- **Peter Gudlewski:** Colleges of Business, Design, Human Sciences, Liberal Arts & Sciences, Provost Office, Vice President for Student Affairs, Vice President for Business & Finance

## **Contracts Group (Tammy, Marva, John, Keith)**

- Contract/ Contract Amendment review/negotiate/sign
- Cooperative Agreement/Amendment review/negotiate/sign
- Contract/Cooperative Agreement Post Award Modifications: Rebudgets, PI changes, contract transfers, etc.
- Outgoing Subcontract/Subcontract amendments
- Master Agreements, Teaming Agreements, etc.
- Federal Subaward Reporting System (FSRS) (will transition to Grants Group)

### **Contract Group Unit Assignments**

- **Tammy Polaski:** College of Liberal Arts & Sciences. Vice President for Research (non INTRANS)
- **Marva Ruther:** College of Veterinary Medicine, ISU Extension and President's Office
- **John Gilmour:** Colleges of Business and Engineering, Vice President for Research (INTRANS)
- **Keith Kutz:** Colleges of Agriculture and Life Sciences, Design and Human Sciences, Provost Office, Vice President for Student Affairs, Vice President for Business & Finance

## **Operations Group (Samone, OSPA Student)**

- **Samone York**
  - Primary Responsibility for Kualu Coeus (KC) data entry (KC Award and KC Subaward) and Award notices
  - No cost extensions requests/notifications
  - Supplemental Budgets for Child Accounts
  - Advanced Account Number requests
- **OSPA Student**
  - KC Award entry and KC Subaward Entry
  - Assist with delinquent technical report follow-up
  - Assist with FSRS Reporting

## OSPA Award Team Contact Information

Tammy Polaski, Associate Director.....tra@iastate.edu, 294-0983  
Marva Ruther.....mruther@iastate.edu, 294-7045  
John Gilmour.....jgilmour@iastate.edu,294-0523  
Keith Kutz\* .....**start date December 8, 2014**  
Pam Helfer.....phelfer@iastate.edu, 294-9080  
Melissa McGregor.....mmcgreg@iastate.edu, 294-0558  
Peter Gudlewski\* .....**start date December 8, 2014**  
Samone York.....smyork@iastate.edu, 294-5225

**\*OSPA Awards Team new hire with start date of December 8, 2014.**