### OSPA Pre-Award Team:

<table>
<thead>
<tr>
<th>Name</th>
<th>Phone</th>
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<tbody>
<tr>
<td>Erin Kongshaug, Manager</td>
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### What OSPA Pre-Award Does | What is Handled by Others on Campus

<table>
<thead>
<tr>
<th>Task</th>
<th>Task Description</th>
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<tbody>
<tr>
<td>Answer questions about sponsor guidelines</td>
<td>Find funding opportunities (VPR Office)</td>
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<tr>
<td>Register new users in Liquid Office (the GoldSheet routing system)</td>
<td>Initiate GoldSheet and attach required documentation (PIs and GCs)</td>
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<tr>
<td>Review eligibility of PIs listed on GoldSheet if questions arise</td>
<td>Write/edit ISU PI eligibility policy (VPR Office)</td>
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<tr>
<td>Ensure that all departments/institutes/centers/extension units listed for PI and co-PIs have approved the GoldSheet</td>
<td>Ensure that routing tree is complete and correct for each PI and co-PI (Department and College GoldSheet approvers)</td>
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<tr>
<td>Review budgets for accuracy and compliance with sponsor guidelines and ISU policies</td>
<td>Develop budgets (PIs and GCs)</td>
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<tr>
<td>Review IDC rates in budget for accuracy</td>
<td>Approve IDC waivers (PI or GC initiates request; approved by Department Chair, Dean, and VPR Office)</td>
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<tr>
<td>Notify PI/GC if fringe rates are incorrect or tuition is not included for grad students</td>
<td>Determine accuracy of salary, fringe, or tuition amounts in budgets (Department and College GoldSheet approvers)</td>
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<tr>
<td>Review budget, budget justification and cover page of proposals submitted by OSPA</td>
<td>Review proposal package for accuracy and completeness (PI and/or GC)</td>
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<tr>
<td>Review draft narrative/statement of work for compliance issues (IRB, IACUC, etc.)</td>
<td>Edit narrative portion of proposal (PI)</td>
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<tr>
<td>Assist PIs and GCs with questions regarding electronic submission systems (NSF FastLane, Cayuse, NSPIRES, etc.)</td>
<td>Prepare proposals in electronic submission systems (PI and/or GC)</td>
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<tr>
<td>Request additional information from PIs and GCs if questions or concerns arise during GoldSheet review</td>
<td>Make ultimate decision about whether/what to submit (PI, Department Chair, College)</td>
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<td>Approve GoldSheet and notify PI/GC of approval. Send any documents requiring OSPA signature to PI/GC.</td>
<td>Prepare and proofread final application package (PI and GC)</td>
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<tr>
<td>Submit proposals electronically (when required by sponsor)</td>
<td>Submit proposals via electronic systems that allow PI submission (PI and/or GC)</td>
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<tr>
<td>Sign transmittal letters, etc. for proposals PI will submit directly to sponsor</td>
<td>Send documents (electronic or hard copy) to sponsor, unless sponsor requires that they come from OSPA (PI and/or GC)</td>
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ejtk, rm
11/20/2014