

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