

OSPA Awards Team TEAM E-MAIL: ospa-awards@iastate.edu	Sponsor Types: Federal; State; Non-Profit; University; School District (Non-Industry; Non-Commodity)
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OIPTT Industry Contracts Team TEAM E-MAIL: Industry-Contracts@iastate.edu	Sponsor Types: Industry; Commodity
Dana Rewoldt, OIPTT Associate Director	4-1041; drewoldt@iastate.edu
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What the OSPA Awards Team and Industry Contracts Team Do	What is Handled by Others on Campus
PRE-AWARD ACTIONS	
Review contractual terms and conditions included in RFPs at the time of proposal	RFPs that include contract terms and conditions should be forwarded to the appropriate TEAM E-MAIL for review as soon as received
Review/approve requests for pre-award spending	Submit email request to the appropriate TEAM E-MAIL indicating why spending is needed prior to the given start date of an award
Review/approve Advanced Account Requests	Submit completed Advanced Account Request Form, with appropriate signatures and documentation of award notice to appropriate TEAM E-MAIL

What the OSPA Awards Team and Industry Contracts Team Do	What is Handled by Others on Campus
AWARD ACTIONS	
Review and process Federal grant agreements and grant amendments	Allow OSPA Awards Team/Industry Contracts Team to handle all award communications with sponsors
Review and negotiate contracts and contract amendments	Allow OSPA Awards Team/Industry Contracts Team to handle all negotiations and award communications with sponsors
Authorized signatory for the institution for all sponsored project awards	Forward any awards received by the PI or department to the appropriate TEAM E-MAIL
Negotiate and execute master agreements	Discuss with the appropriate team (or send information to appropriate TEAM E-MAIL) the mutual interest in establishing a master agreement between ISU and sponsor
Submit executed agreements and amendments to sponsors on behalf of the institution	Receive copy of executed agreements and amendments from OSPA Awards Team/Industry Contracts Team
Process all awards, extensions and amendments by inputting into OSPA/SPA database; forward to SPA for account assignment	Receive award notice from OSPA Awards Team/Industry Contracts Team indicating that award set up has occurred; receive new account notice from SPA; ensure the award information in e-Data is correct; review award documents for PI responsibilities; ensure salary cost share is entered into the EASE system; and document all cost share not recorded in the EASE system
Answer questions about existing grants and contracts	Contact appropriate TEAM E-MAIL with questions about existing grants or contracts
Respond to sponsor's request for action or information	Respond to OSPA Awards Team/Industry Contracts Team requests for action or information per the sponsor's request
Make sure new GoldSheet for additional funding matches the GoldSheet of the original award. Review NOTES section for any updates requested.	When routing new GoldSheets for additional funding that was not included in the original proposal, make sure the data on the new GoldSheet matches the data on the original GoldSheet (named PI/Co-PIs, incentive distribution, administering unit, etc.). Any requested updates or changes should also be indicated in the NOTES section.

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POST AWARD ACTIONS	
Review, approve and submit No Cost Extension requests to sponsors	Complete No Cost Extension Request Form and submit to the appropriate TEAM E-MAIL
Review, approve and submit Rebudget requests to sponsors (if necessary, per the terms of the agreement)	Complete Rebudget Request Form and submit to the appropriate TEAM E-MAIL
Review PI change requests, request additional required information from PI/Grant Coordinator, submit requests to sponsor for approval	Submit email request describing need to change PI of a project to the appropriate TEAM E-MAIL; submit additional information to appropriate Team when requested
Review/approve revised GoldSheet for PI changes, PI incentive changes, administering unit changes, etc.	Request copy of final approved GoldSheet from appropriate OSPA/Industry Contract Team, mark up with requested changes, obtain appropriate signatures, submit to the appropriate TEAM E-MAIL for review and approval
Handle transfers of Principal Investigators from ISU (method varies by sponsor)	Contact appropriate TEAM E-MAIL with information about the PI that is leaving and how grants/contracts of that PI will be handled; if ISU relinquishes the award, ensure the PI has submitted the final report
Liaison between Iowa State University and sponsors of external funding	Grant Coordinators/College Representatives are liaisons between OSPA Awards Team/Industry Contracts Team and the PI
Review/process Supplemental Budgets for establishment of child accounts	Complete and submit Supplemental Budgets to appropriate TEAM E-MAIL
Monitor and send notifications of delinquent final technical reports	PI submits final technical reports on the timeline required in the award terms

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NON-FINANCIAL ACTIONS (MTAs, NDAs)	
Industry Contracts Team reviews/approves material transfer agreements and non-disclosure agreements	Submit requests through the appropriate online form located at http://www.ospa.iastate.edu/mta-cda-form
SUBRECIPIENT AGREEMENTS/ SUBAWARD ACTIONS	
Initiate and execute all subrecipient agreements	Complete Subrecipient Request Form, attach required documents and forward to the appropriate TEAM E-MAIL
Determine pre-award compliance for subawards/subcontracts before issuing subrecipient agreements	At time of proposal identify prospective subawardees and subcontractors in proposal application for collaboration based on technical merit and other considerations
Comply with the Federal Funding and Transparency Act (FFATA) by reporting in the Federal Subaward Reporting System (FSRS) all subawards/subcontracts >\$25K	Identify prospective subawardees/subcontractors and provide a subrecipient statement of work and associated budget for each
For subcontracts issued off of federal FAR-based contracts, document basis for sole source (other than full and open competition) subcontracts in accordance with the Competition in Contracting Act and FAR Part 6	At time of proposal provide basis for technical selection of subcontractors (e.g., only responsible subcontractor based on technical qualifications, follow-on effort, etc.)
For FAR-based subcontracts, document cost reasonableness of subcontract via cost analysis	At time of proposal provide a technical evaluation of subcontractor's costs, including proposed labor hours, travel, equipment purchases, software licenses and fees, etc.