What pre-award changes are you making?

- Replacing, adding, removing, or rearranging PIs
  
  Route a new GoldSheet. Send e-mail request to ospa-proposals@iastate.edu to have original GoldSheet deleted.

- Changing PI’s incentive and/or contribution

- Changing Lead Unit (Org Dept)

- Changing RRC (Org Unit) or RRC distribution

Updated GoldSheet
Obtain most up-to-date copy of the GoldSheet

Print GoldSheet and mark all changes with pen. Continue routing electronic GoldSheet.

Route for signatures

Who signs?

EVERY CHANGE
EVERY TIME

Lead PI always signs. Any Co-PI who is affected by change must also sign.

PI [and Co-PI(s)]

Department(s) or Unit(s)

All units affected by change must sign.

RRC(s)

All RRCs affected by change must sign.

Submit to OSPA Pre-Award Team

Changing Co-PI's or PI's incentive or contribution

All PIs and/or Co-PIs whose incentive and/or contribution is changing must sign.

Changing Lead Unit (Org Dept)

Both old Lead Unit and new Lead Unit must sign.

Changing RRC (Org Unit) or RRC distribution

All RRCs whose distribution is changing must sign. If removing an RRC, they must also sign.

Office of Sponsored Programs Administration
Pre-Award Team
Updated GoldSheet Process

Final 02/18/2015