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

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

PI [and Co-PI(s)]

Department(s) or Unit(s)

RRC(s)

Is the electronic GoldSheet on hold?
yes

Attach Updated GoldSheet to electronic GoldSheet and continue routing for approval

Submit Updated GoldSheet to OSPA Pre-Award Team

Is GoldSheet currently electronically routing for signatures?

no

Obtain most up-to-date copy of GoldSheet from OSPA Pre-Award Team

Print GoldSheet and mark all changes with pen

Route Updated GoldSheet for signatures

Put electronic GoldSheet on hold until Updated GoldSheet is attached

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

All units affected by change must sign the Updated GoldSheet if the Unit previously approved the electronic GoldSheet.

All RRCs affected by change must sign the Updated GoldSheet if the RRC previously approved the electronic GoldSheet.

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

Changing RRC (Org Unit) or RRC distribution

Changing Lead Unit (Org Dept)

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

Both the old Lead Unit and the new Lead Unit must sign the Updated GoldSheet if that Lead Unit previously approved the electronic GoldSheet.

All RRCs whose distribution is changing must sign if they previously approved the electronic GoldSheet. If removing an RRC, the removed RRC must also sign if they previously approved the electronic GoldSheet.

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