**Office of Sponsored Programs Administration**

**Guidance for Updating GoldSheet Prior to Award**

Administrative changes may be necessary on the GoldSheet prior to award, most commonly due to errors that are discovered during routing. Changes made to the GoldSheet most commonly include:

1. Replacing, adding, or removing PIs or Co-PIs
2. Changing the PI’s and/or Co-PIs incentive and/or contribution
3. Changing the Lead Unit
4. Adding or Removing Departments or Units
5. Changing the RRC Unit(s) or RRC distribution

In cases when project personnel needs to be changed (Item 1 above), a new GoldSheet is required. Please initiate a new GoldSheet and email [ospa-proposals@iastate.edu](mailto:ospa-proposals@iastate.edu) to request the original GoldSheet be deleted. For all other changes listed, the original GoldSheet should continue to route with updates using the following process.

**Updated GoldSheet Process**

* 1. Obtain the most up-to-date copy of the GoldSheet that needs to be changed. If the GoldSheet has not yet reached OSPA, obtain the GoldSheet from the current reviewer in Liquid Office.
  2. Print the GoldSheet and mark all of the necessary and appropriate changes with a pen. You may route a scanned copy of the GoldSheet being updated for signatures via email, or route a hard copy of the GoldSheet being updated for signatures. Please note that all signatures needed must appear on the same copy of the GoldSheet. OSPA will not accept multiple copies or emails in lieu of signatures.
  3. Obtain the required signatures. In general, any persons/units affected by the changes are required to sign if the person/unit has previously approved the GoldSheet. Specifically, the following signatures will be required in the corresponding spaces previously signed:
     1. The PI(s):
        + The lead PI must **always sign** acknowledging **any** change.
        + Any Co-PIs whose incentive **or** contribution is *changing* **are** required to sign, unless they have left the institution.
        + Any Co-PIs whose incentive **and** contribution *remain the same* **are not** required to sign.
     2. Authorized Signatory for **all affected** PI/Co-PI Departments/Units associated with changes in (a) above that have previously approved the GoldSheet prior to the updates:
        + If not previously listed on GoldSheet, please list the new Department or Unit and obtain the signature from that Authorized Signatory.
        + If the Lead Unit is changing, both the new Lead Unit and old Lead Unit are required to sign.
        + If changes are made that impacts a Department or Unit, that Department/Unit is required to sign acknowledging the change if they have already signed the GoldSheet prior to the updates.
     3. Authorized Signatory for **all affected** RRCs that previously approved the GoldSheet prior to the updates:
        + If changing the RRC distribution, all colleges/VP Units whose distribution percentage changes are required to sign if the GoldSheet was approved by the college/VP Unit prior to the updates.
        + College/VP units will complete any changes needed to the RRC distribution after the PI and all affected Co-PIs and Units have signed the Updated GoldSheet.
  4. Once all signatures are obtained on the Updated GoldSheet from those who have approved the GoldSheet prior to the updates, the Updated GoldSheet should be attached (all pages of the Updated GoldSheet are required to be attached) to the routing original GoldSheet, and a comment should be added to the notes section of the GoldSheet. If the original GoldSheet has been fully routed and is prior to award, email the Updated GoldSheet document to [ospa-proposals@iastate.edu](mailto:ospa-proposals@iastate.edu). Emails indicating approval of changes will not be accepted.
  5. Those who have not previously approved the original GoldSheet will document their approval of the Updated GoldSheet by approving the original routing GoldSheet with the Updated GoldSheet attached.
  6. Any deviation from the process above will need to be discussed and approved in advance by the appropriate Pre-Award Administrator.