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
  - Updated GoldSheet
- Changing Lead Unit (Org Dept)
  - Updated GoldSheet
- Changing RRC (Org Unit) or RRC distribution
  - Updated GoldSheet

Office of Sponsored Programs Administration
Pre-Award Team
Updated GoldSheet Process
Is GoldSheet currently electronically routing for signatures?

- Yes: Put electronic GoldSheet on hold until Updated GoldSheet is attached.
- 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.

Who signs?

EVERY CHANGE

EVERY TIME

PI [and Co-PI(s)]

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

Lead Unit(s)

Lead Unit always signs. Lead Unit to email Updated GoldSheet to non-Lead Units.

RRC(s)

Lead RRC always signs. All RRCs affected by change must sign the Updated GoldSheet if the RRC previously approved the electronic GoldSheet. Lead RRC to email Updated GoldSheet to non-lead RRC(s).

Is the electronic GoldSheet on hold?

- Yes: Attach Updated GoldSheet to electronic GoldSheet and continue routing for approval.
- No: Submit Updated GoldSheet 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 the old Lead Unit and the new Lead Unit must sign the Updated GoldSheet if that Lead Unit previously approved the electronic GoldSheet.

Changing RRC (Org Unit) or RRC distribution

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.

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

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