Notes on Common Goldsheet Errors
Feb 2022 Grant Coordinator Meeting

Load from Previous function helps save time but we see both rushing errors and system errors. When using load from previous, please ensure that you proof read the GoldSheet data to ensure it is accurate. Here are some places we often see mistakes

- o OSPA sees people to contact for budget issues who are no longer with the university
- o Compliance information has not been updated (most common for a new project with same sponsor/personnel)
- o Departments that no longer exist are not updated so the routing gets corrupted
- When using load from previous- ensure that the PI name loads in correctly
  - o you can see net ID for the PI listed in the new format (e.g ANDREA RICH – arich)

Submission Type is very helpful to OSPA and we often see incorrect information in this field.

- Other Electronic – OSPA submits through an electronic portal
- PI Submits – PI/GC submit through electronic portal/email/hard copy

Program Name field often has incomplete information. Please include both the opportunity number and the title- we do not require you follow the OSPA format but we do need the opportunity number and the title to make sure we have the correct opportunity. Here's the format OSPA uses to for program names.

Format: [Opportunity number] [Opportunity name]; [Area number Area name]; [Phase]
Note: Always include the Topic/Area/Phase number, if applicable.

Examples:
NSF 21-565 Small Business Innovation Research Program Phase II (SBIR Phase II)
NSF 21-579 Improving Undergraduate STEM Education: Education and Human Resources (IUSE: EHR); Track 1 Engaged Student Learning; Level 1
PD 20-1403 Process Systems, Reaction Engineering, and Molecular Thermodynamics
DARPA-RA-19-01 Young Faculty Award (YFA)
USDA-NIFA-AFRI-006609 Foundational and Applied Sciences Program; A1152 Physiology of Agricultural Plants

Foreign Countries Involved: Be sure to list foreign countries on the last page of the GoldSheet for any of these conditions:

- o Project is being funded by a foreign entity
- o Project is being carried out in a foreign country
- o Project involves personnel who working in the US on a Visa