

Proposal Team**Awards Team****Industry Team****Proposals**

Provide assistance with budgets and related questions; interpretation of ISU and sponsor guidelines; questions related to GoldSheet routing and processing; questions related to necessary supporting documentation for proposals and/or GoldSheets (i.e. sponsor guidelines, subcontract documents, matching/cost sharing forms and letters, fringe benefit and indirect cost rates, etc.). Electronic Research Administration support including GoldSheet user accounts, creation and maintenance of user accounts in sponsor databases, submission of proposals by OSPA (i.e. FastLane, Grants.gov, etc.), and on-line institutional registration/certification. Prepare and provide training for faculty and staff as it relates to proposal budget preparation, GoldSheet use, and electronic proposal submission/administration.

Pre-Award

Respond to calls/emails requesting assistance or additional information about a proposal that has been submitted, but not funded. Provide revised budget assistance.

Other

Provide support for Community of Science (COS) profile management and offer assistance for utilizing funding opportunity searches in the COS database.

Signature Authority

Gary will sign all industrial and commodity proposals. Diane will sign all other proposals.

Contact Information

Ospa-proposals@iastate.edu

Diane Meyer, meyerd@iastate.edu, 294-4567
 Jamy Rentschler, jamyr@iastate.edu, 294-2859
 Jeanne Vande Voort, jvande@iastate.edu, 294-4642

Awards

Originate (as needed), review, negotiate, and execute all federal, state, and local government agreements. Originate and execute awards and sub awards off of federal, state, and local government awards. Record all awards, subawards, and modifications, thereof, in the university's official register of grants and contracts. Verify mandated compliance issues are addressed prior to account number assignment.

Post-Award

Review, negotiate and execute all post-award modifications including transfers, rebudgeting, extensions, and change in Principal Investigator with federal, state, and local government awards. Research and interpret sponsor regulations. Identify and resolve inconsistencies in award documents. Facilitate resolution of delinquent technical reports. Approve advanced account number requests.

Signature Authority

Tammy will sign for all sub-awards and grant agreements off of ISU awards as well as all award and post award documentation for the Colleges of Agriculture, Business, and Design and the VP for Extension.

Deb will sign all award and post-award documentation for the Colleges of Engineering, IPRT, and Veterinary Medicine and VP level units

Jody will sign all awards and post-award documentation for Colleges of Human Sciences, Liberal Arts & Sciences, and Library.

Contact Information

Ospa-awards@iastate.edu

Tammy Polaski, tra@iastate.edu, 294-0983
 Deb Matney, dmatney@iastate.edu, 294-7045
 Jody Sanders, jasander@iastate.edu, 294-0986

Proposals

Review and approve all proposals submitted to industry and commodity group sponsors.

Awards

Review, negotiate, and execute all Industry and Commodity agreements. Originate and execute sub awards going to Industry and Commodity subcontractors.

Post-Award

Review, negotiate, and execute all post-award modifications including transfers, rebudgeting, extensions, and change in Principal Investigator with Industry and Commodity awards.

Other

Negotiates and executes all Material Transfer Agreements and Confidentiality Agreements.

Signature Authority

Gary will sign all industry related awards, amendments, extensions, subcontracts, material transfer agreements and confidentiality agreements.

Contact Information

Ospa-industry@iastate.edu

Gary Gillet, ggillet@iastate.edu, 294-5535

OSPA ROUNDTABLE MEMBERS

COLLEGE/UNIT	PARTICIPANT	EMAIL	PHONE NUMBER
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