Grant Coordination at ISU

Grant Coordination is a crucial component of ISU's grantsmanship support system. The current system of grant coordinators is working well in most units. The following remarks describe grant coordination at ISU and detail the functions and training opportunities.

- Each department, center/institute, college and central office that is eligible to submit grant proposals has a point person for grant coordination, commonly referred to as 'grant coordinator'.
- 'Grant coordination' is not a position, but a function, i.e. part of some (or several) staff member's position responsibility. The grant coordinator may fulfill all of the required functions, or he/she may distribute some of the functions to other staff members.
- Units can share a grant coordinator and the coordination function, but each unit informs their faculty/staff about the function of grant coordination and designates a person who acts as grant coordinator.
- Each unit is responsible for allowing its grant coordinator and others involved in grant coordination to participate in the necessary training, both on- and off-campus.
- OSPA will update its list of grant coordinators (and others who perform parts of this function) and shares this list once per year with all units.

Grant Coordination Functions
Advise PI's in sponsored funding issues, including
- ISU contact information for pre-award advice concerning grants, contracts, gifts, research compliance, etc, i.e. research development, OSPA, compliance office and LAR, intellectual property, contracts, facilities, ISUF,
- Dissemination of information from the VPR units to PIs and other interested individuals,
- IDC policy, PI incentive, and IDC distribution policy,
- Development of draft budgets for proposals, including cost sharing and matching funds,
- Basic procedures for electronic submission of proposals to sponsor,
- Procedures for submission of E-GoldSheets at ISU ,
- ISU contact information for post-award advice concerning grants, contracts, gifts, research compliance, etc, i.e. SPA, OSPA, compliance office and LAR, intellectual property, contracts, facilities, ISUF,
- Supplemental budgets and opening new accounts,
- ISU Costing Policy and basics of federal guidelines for allowable and unallowable costs,

- ISU guidelines for allowable expenditures, including P-Card rules,
- Account structures and designations of account classes.

Grant Coordination Training
- OSPA and SPA meet with grant coordinators and others involved in grant coordination four times each year to discuss grant coordination functions.
- OSPA will coordinate two training sessions (Fundamentals and Advanced) per year for all grant coordinators and other personnel who perform grant coordination functions.
- OSPA and other ISU offices inform grant coordinators and others about new issues in grant coordination through e-mails.
- The VPR publications RIB and RAGE inform regularly about specific topics on grant coordination.