Obtain most up-to-date copy of the approved GoldSheet from KC Award Viewer
Print GoldSheet and mark all changes with pen
Obtain all signatures and dates on one copy of the GoldSheet

Who signs?

PI [and Co-PI(s)]

IF Changing PI's or Co-PI's incentive, contribution or affiliation
THEN The PI and/or Co-PIs whose incentive, contribution and/or affiliation is changing must sign

Lead PI always signs
Any Co-PI associated with PI/Department/Unit/Center/RRC change must also sign

IF Adding or Removing a PI or Co-PI
THEN The added PI or Co-PI signs; removed PI or Co-PI also signs, unless no longer at ISU

Department(s), Unit(s) or Center(s)

Lead Unit always signs
All Departments, Units and Centers associated with the change(s) must sign

IF Changing Lead Department/Unit/Center
THEN Both old Lead Unit and new Lead Unit must sign

Lead Unit RRC always signs
All RRC(s) associated with any change(s) must sign

RRC(s)

After all signatures are obtained, submit to OSPA or OIPTT

Revised GoldSheet Process, 3/2024
Contacts: OSPA - ospa-awards@iastate.edu; OIPTT- industry-contracts@iastate.edu