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))

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

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

IF Changing RRC or RRC distribution
THEN All RRCs whose distribution is changing must 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.

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.

IF Changing RRC or RRC distribution
THEN All RRCs whose distribution is changing must sign.

After all signatures are obtained, submit to OSPA or OIPTT.