Prior to Award, Updated GoldSheet Process
May 2018
Contact: OSPA Pre-Award Team
ospa-proposals@iastate.edu

What pre-award changes are you making on the GoldSheet?

- Adding, rearranging or removing a PI or Co-PIs
  - Route a new GoldSheet.
  - Send e-mail request to ospa-proposals@iastate.edu to have original GoldSheet deleted.
- Changing PI’s or Co-PI’s incentive and/or contribution and/or affiliation
- Changing Lead Unit or Affiliations
- Changing RRC or RRC distribution

Updated GoldSheet (or a new goldsheet is acceptable)

Is electronic GoldSheet still routing in Liquid Office?

- YES
  - Follow attached Process 1
- NO
  - Follow attached Process 2
Prior to Award, Updated GoldSheet

Process 1

Electronic GoldSheet is Still Routing in Liquid Office

Put electronic GoldSheet on hold

Print current version of GoldSheet and mark all changes with pen

Obtain all signatures and dates on a single copy of the entire GoldSheet

Who signs?

Any affected person, affiliation or RRC that signed off on the GoldSheet before it was put on hold

PI [and Co-PI(s)]

Affiliation(s) (Department/Unit/Center)

RRC(s)

Lead PI must always sign acknowledging any change
Any Co-PI whose incentive or contribution or affiliation is changing must sign

Lead Unit must always sign acknowledging any change
All Departments/Units/Centers associated with the change(s) must sign

Lead Unit RRC must always sign acknowledging any change
All RRC(s) associated with any 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 colleges/VP Units whose RRC distribution percentages change must sign

After all signatures are received, attach Updated GoldSheet to routing GoldSheet, add notes and continue routing
Prior to Award, Updated GoldSheet

Process 2

Electronic GoldSheet has been routed to OSPA Pre-Award Team, finalized or not finalized, prior to award

Obtain most recent version of the GoldSheet being updated from OSPA Pre-Award Team

Print GoldSheet and mark all changes with pen

Obtain all signatures and dates on a single copy of the entire GoldSheet

Who signs?

PI [and Co-PI(s)]

Lead PI must always sign acknowledging any change
Any Co-PI whose incentive or contribution or affiliation is changing must sign

Affiliation(s) (Department/Unit/Center)

Lead Unit must always sign acknowledging any change
All Departments/Units/Centers associated with the change(s) must sign

RRC(s)

Lead Unit RRC must always sign acknowledging any change
All RRC(s) associated with any 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 colleges/VP Units whose RRC distribution percentages change must sign

After all signatures are received, transmit the completed single copy of the Updated GoldSheet to OSPA Pre-Award Team