Before You Begin

https://www.ospa.iastate.edu/ospa-user-registration-request

Register for:
- Liquid Office (internal GoldSheet proposal routing system)
- Cayuse (grants.gov)
- NIH eRA Commons

Connect with your department or college grant coordinator.

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Find Funding Source

Grants Hub Funding Opportunities:
https://www.grantshub.iastate.edu/finding-funding/

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Proposal Preparation

http://www.ospa.iastate.edu/proposal/submission.html

- Proposal
- Sponsor Specific Paperwork, RFP, Guidelines
- Forms that need ISU signatures (cover page, transmittal letters)
- Budget
- Budget Justification
- Subcontract Information (budget, transmittal letter)

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6 – 8 Business Days Before Deadline: Originate GoldSheet

1. Attach Budget, Budget Justification, Sponsor Guidelines, Draft Statement of Work/Proposal

2. PI Signs GoldSheet

GoldSheet is routed to Co-PIs (process can be followed through Liquid Office)

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PI continues work on Application Package and Proposal

PI monitors routing of GoldSheet through Liquid Office
1. Send email to OSPA indicating Application Package is complete (ready to submit)
2. Allow SRO access (Fastlane only)

OSPA submits Application Package
OSPA sends PI confirmation of submission or notification of errors

OSPA Electronic Submission
(Cayuse(grants.gov), ezFedGrants, FastLane, Research.gov, NSPIRES)

1. Send email to OSPA indicating Application Package is complete (ready to submit)
2. Allow SRO access (Fastlane only)

PI Submits proposal to sponsor and sends copy of final proposal to OSPA