Before You Begin

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

Register for:
- LiquidOffice (internal system that routes proposal paperwork)
- NSF FastLane
- NIH eRA Commons

Connect with your grant coordinator

Find Funding Source

Grants.gov Search: www.grants.gov
Community of Science: https://pivot.proquest.com

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
- Justification
- Subcontract Information (budget, transmittal letter)

6 – 8 Business Days Before Deadline: Originate GoldSheet

1. Attach Budget, Budget Justification, Sponsor Guidelines, Proposal Draft
2. Sign GoldSheet

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

PI continues work on Application Package and Proposal

PI monitors routing of GS through LiquidOffice
1. Send Complete Application Package to OSPA
2. Allow SRO access (Fastlane only)

Co-PI Signs GoldSheet

Department/Unit Reviews and Signs

College (Administrative Unit) Reviews and Signs

Vice President for Research Reviews and Signs

GoldSheet arrives in OSPA (4 days before deadline)

OSPA reviews & signs GoldSheet
(PI will receive an email from LiquidOffice when GoldSheet is approved)

OSPA signs other documents
Hard Copy Submission: OSPA will call GoldSheet contact that documents are ready to be picked up in OSPA office.

Electronic Submission (Grants.gov [Cayuse], Fastlane)

1. Send Complete Application Package to OSPA
2. Allow SRO access (Fastlane only)

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

Proposal is Complete

Application Package is Complete

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

Hard Copy or E-mail Submission