

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.

Find Funding Source

Grants Hub Funding Opportunities:

<https://www.grantshub.iastate.edu/finding-funding/>

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)

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)

**PI continues work on
Application Package
and Proposal**

**PI monitors routing
of GoldSheet through
Liquid Office**

