AWARD TEAM
RESPONSIBILITIES AND CONTACT PERSON BY ADMIN UNIT

ADMIN UNIT	Agreements, Amendments and Outgoing Subs (Non-FDP Format)	Outgoing Subs - FDP Format (issued off Grants subject to Research Terms & Conditions) and all other Post Award Actions not addressed in next column	Post Award actions (Extensions, Rebudgets, Adv Acct)	Federal Grant review, Award setups, Supplmental Budgets
AES/CALS	Marva	Jen	Charley	Charley
BUS	Tammy	Jen	Jen	Charley
DSN	Tammy	Jen	Jen	Charley
ENGR	Deb	Jen	Jen	Charley
EXT	Deb	Jen	Jen	Charley
HS	Marva	Jen	Charley	Charley
LAS	Marva	Jen	Charley	Charley
PROV	Tammy	Jen	Jen	Charley
VET	Deb	Jen	Jen	Charley
VPBF	Tammy	Jen	Jen	Charley
VPR/ED	Tammy	Jen	Charley*/Jen	Charley
VPSA	Tammy	Jen	Jen	Charley

*Charley will be assigned the VPRED/IPRT projects

AWARD TEAM CONTACT INFORMATION

Name	Title	Phone #	E-mail
Tammy Polaski	Associate Director	294-0983	tra@iastate.edu
Deb Matney	Senior Award Administrator	294-0986	dmatney@iastate.edu
Marva Ruther	Senior Award Administrator	294-7045	mruther@iastate.edu
Jen Headlee	Post Award Administrator II	294-0558	jheadlee@iastate.edu
Charley Turner	Post Award Administrator	294-0523	cfturner@iastate.edu
(open position)	Post Award Administrator	294-9080	

Continue to E-mail all Non-Industry Postaward requests to ospa-awards@iastate.edu

11/17/2011

GoldSheet Technical Assistance

New User or Password Assistance:

Please contact OSPA Pre-Award Services for new user set-up, changes to approval queues, or to reset a password at 4-5225 or OSPA-Proposals@iastate.edu

Save Frequently:

If your session times out due to inactivity, you lose your internet connection, or if you close the GoldSheet without saving, the GoldSheet is **NOT** automatically saved. To ensure that you don't lose recent additions to the goldsheet, be sure to save frequently, especially at the end of your session. The "Save For Later" feature is on page 3 and 4 of the GoldSheet:
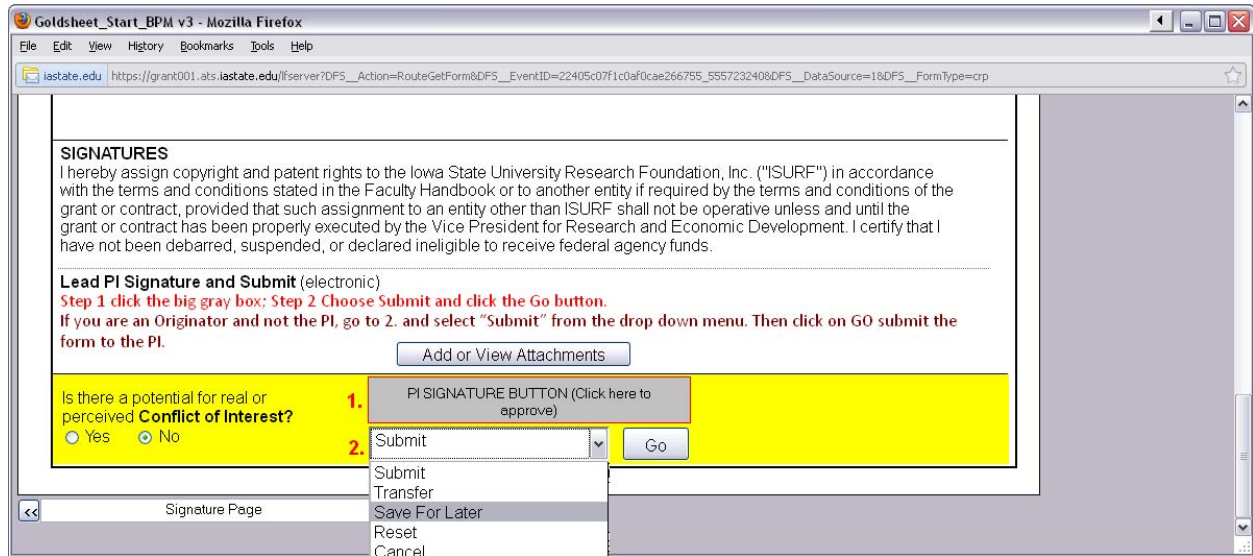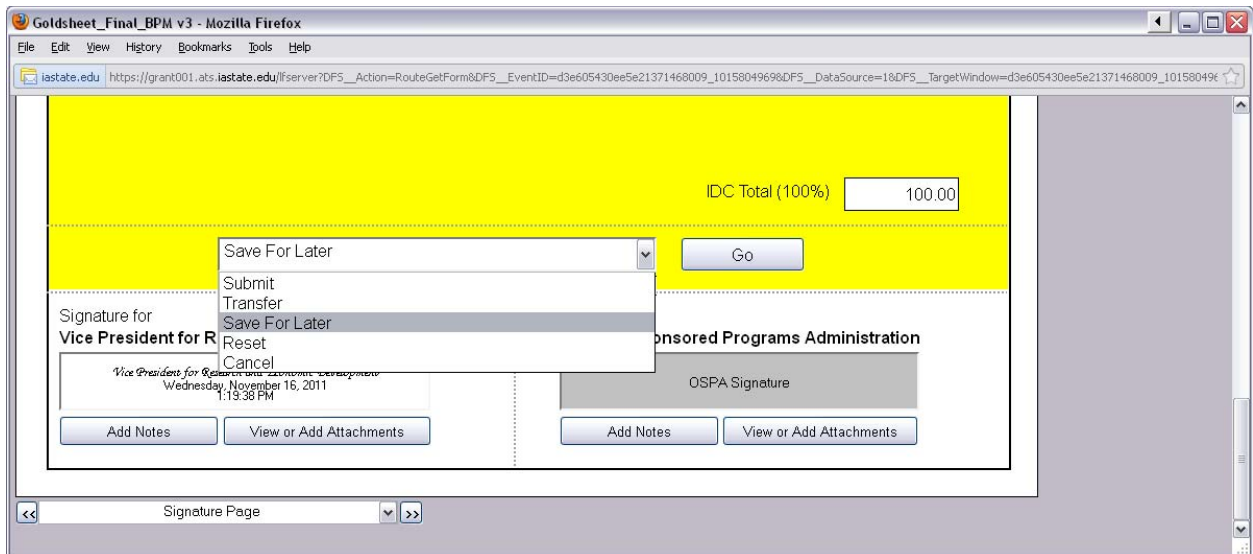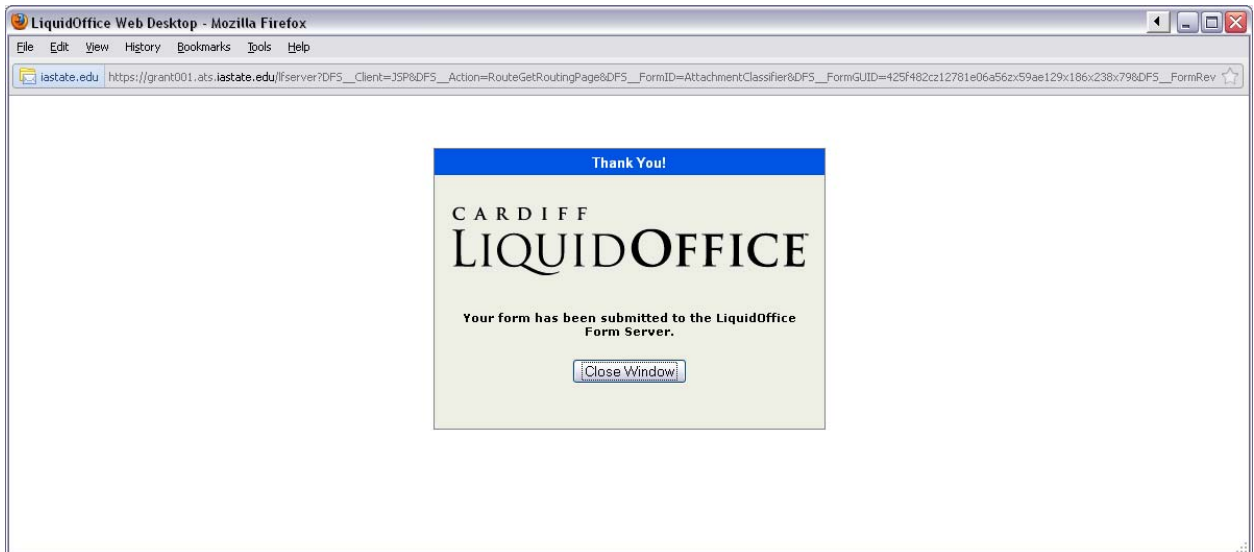
Submit:

After electronically signing you must click **"GO"** next to the "**Submit**" button.
If you attached documents you will be taken to the "Attachment Classifier" page where you will select an attachment type from the dropdown menu for each attachment.

You must click the **"Submit"** button before closing the GS.

Do NOT close the GS until the following message box appears:

Click the "Close Window" button. You may log out of Liquid Office whenever you're ready.

Goldsheet FAQs

When is a GoldSheet Required?

A GoldSheet is required **prior to submitting the proposal** for ALL sponsored projects that are funded by external sources

An award is considered a sponsored project if it meets any one of the following:

1. If it is from a federal, state, or local governmental agency or flow through from one of these agencies, it is always treated as a sponsored project

2. If the award is from a non-government sponsor and includes <u>one or more of the following provisions</u> it will be treated as a sponsored project:
    *   The sponsor requires return of unexpended funds or written approval to spend beyond the designated project period
    *   The award contains restrictive provisions for intellectual property rights
    *   The award restricts or monitors publication or use of results
    *   The award requires indemnification of the sponsor
    *   The award includes reference to confidential information
    *   The award comes in the form of a cooperative agreement

When is a GoldSheet NOT Required?

A GoldSheet is NOT required:

1. For internal competitions
    *   Internal funding opportunities are administered by the VPR's office
        Please contact Dorothy Pimlott for information - dpimlott@iastate.edu; 294-4933
2. When applying to RFPs from ISU Centers
    *   Iowa Energy Center, Midwest Poultry Consortium, Iowa Water Center, the Leopold Center, etc…
3. When submitting a white paper or pre-proposal that does not contain any budgetary information

How do I know which Department(s), Center(s) and Colleges need to sign/approve the goldsheet?

A GoldSheet is routed to all persons who are considered a PI or co-PI on the proposal:

1. Each PI and co-PI has a "routing tree"
    *   Includes Departments, Institutes, Centers, Extension units (DICE) and Resource Responsibility Centers (RRC) that the PI or co-PI is ***affiliated with or paid by***

- Most PIs know their routing tree, however if there is some question, you may contact Dorothy Pimlott in the VPR/ED office at 294-4933
2. The work queues for the necessary departments, centers, and colleges need to be entered for each PI and co-PI.
   - There <u>must be a signature from each DICE Unit listed on the GS</u>. If not, the PI or Grant Coordinator will need to follow up with all parties to obtain the approvals. This may be done via email.
3. All GoldSheets automatically route to the VPR office and OSPA

What happens if a PI, co-PI or other approver is not able to sign the goldsheet?

The PI and all co-PIs must sign the GoldSheet. It is the PI's responsibility to communicate with all co-PIs prior to routing the goldsheet so they'll know to watch for it. If the individual won't be available to sign s/he needs to make arrangements for someone else to sign on his/her behalf. **OSPA will NOT bypass anyone for any reason.** The PI's and co-PI's department(s), college(s) and admin unit(s) must authorize the proposal – OSPA cannot take this responsibility.

When should the PI route the GoldSheet?

The PI needs to take into consideration the following variables to determine when to start the goldsheet:

1. Submission Deadline – this is usually the date by which the funding agency requires the proposal application, however, if the PI needs to submit the proposal prior to that date s/he would use the **EARLIEST** deadline date as the submission deadline.
2. Number of co-PIs, departments, colleges, etc. need to review/approve the GS. If numerous co-PIs, departments, colleges, etc., this step can take 2-4 days or longer.
3. Dollar amount requested:
   - Proposals requesting less than $2M – GS must reach OSPA **4 business days** before the deadline, <u>or</u> the date that any signed paperwork is needed from our office.
   - Proposals > $2M – GS must reach OSPA **two weeks** before deadline

What needs to be attached to the GoldSheet?

1. Guidelines – also referred to as solicitation, RFP, RFA, BAA, etc. This should be a PDF file – **NO URLS**. We prefer that you create the PDF directly from the website rather than scanning a hard copy because we're not able to search for or highlight key information in a scanned document.
1. **Budget in Excel**. NO PDF or Word documents please. We prefer that you use one of the templates available on the OSPA website.
2. Budget justification

3. DRAFT of proposal – it is <u>not necessary for the proposal to be in its final form</u> at the time the GS is routed

What do I need to include with the GoldSheet when another institution is a Sub Recipient?

1. Guidelines (as described above).
2. **Budget in Excel** (as described above). This budget must include the sub recipient's budget amounts in the ***"Subawards"*** section. ***DO NOT combine sub recipient costs with ISU costs***.
3. Budget justification for ISU budget. We recommend that you identify the sub recipient(s) and total dollar amounts in a brief statement.
4. DRAFT of proposal (as described above).
5. Documents from each sub recipient **must be received prior to routing the GS**. Be sure to include:
   • Budget and budget justification from the other institution(s)
   • Statement of Work (SOW) from the other institution(s) – This should be a description of the work that the other institution(s) is going to perform with respect to the project.
   • Transmittal letter – also referred to as a commitment letter, consortium agreement, etc. ***signed by the other institutions' OSPA***.

   OSPA will not review a GS unless ALL sub recipient information is received.

What needs to be attached to the GoldSheet when <u>ISU is a Sub Recipient</u>?

1. Guidelines (as described above).
2. **Budget in Excel** (as described above).
3. Budget justification
4. Statement of Work (SOW) – This should be a <u>description of the work that ISU is going to perform</u> with respect to the project.
5. Transmittal letter – also referred to as a commitment letter, consortium agreement, etc. Please download the most recent version from the OSPA website, fill in the addressee and proposal information. When the GS is approved **OSPA will sign the letter** and your Pre-Award Administrator will send the signed letter to the PI to submit to the lead organization.

How can I check the status of my goldsheet after it is routed?

1. Log into Liquid Office
2. Click on the Folders tab
3. Click on the GoldSheet Folder
4. Click on the GoldSheet Status BPM link
5. Enter the GoldSheet number in the yellow box and click **TAB**
   - The current location of the goldsheet will be highlighted in green

Things to keep in mind:
- It is the ***PI's responsibility*** to make sure the goldsheet is moving through the various levels until it reaches OSPA
- The goldsheet is sent simultaneously to all approvers, one level at a time. For example, after the PI signs, the goldsheet will route to all co-PIs at the same time.
- The goldsheet will not move on to the next level until all signers at the current level have approved it. For example, if there are three co-PIs but only two have signed, it will not move on to the Department(s) for signature until the third co-PI signs.
- If there are multiple Departments, all must sign before it moves on to the Admin Unit(s), and so on.