

Grant Coordinator Meeting Notes  
2/16/12

Winter Break Deadlines:

OSPA received over 70 goldsheets with due dates between Monday 12/19/11 and Tuesday 1/3/12. Because of YOUR hard work many of these were received far enough in advance of the deadline that we were able to process them on or before the respective deadline. THANK YOU!

Goldsheet Reminders:

Students – if applying for fellowships should be co-PI on the Goldsheet even if they qualify to be the PI on the proposal (per the solicitation). The PI should be an eligible P&S (37 and above) or faculty member. See PI Eligibility Table: <http://www.vpresearch.iastate.edu/policy/pi-eligibility-table.html>

Contact your Pre-Award Administrator at [ospa-proposals@iastate.edu](mailto:ospa-proposals@iastate.edu) to request a Liquid Office username and password.

Pre-Proposal Reminders:

NSF Directorate for Biological Sciences has instituted an annual cycle of preliminary and full proposals. Only PIs invited to submit a full proposal will be allowed to do so. Refer to program solicitation for details and exceptions.

Week of January 9 – 13 OSPA submitted **44** NSF pre-proposals in addition to reviewing **54** goldsheets.

Goldsheets are not required for pre-proposals when a detailed budget isn't required by the sponsor. In order for OSPA to manage the pre-proposal submissions in addition to regular workflow we request the following:

- PI or Grant Coordinator should email [ospa-proposals@iastate.edu](mailto:ospa-proposals@iastate.edu) when PI decides to prepare a pre-proposal. Ideally, this would be a week or more before the deadline. Submission preference will be given to those who notify us in advance.
- PI should grant SRO (view/edit/submit) access immediately.

- PI's are responsible in making sure the application is complete and compliant with the solicitation requirements. OSPA does NOT review the pre-proposal.
- PI should email [ospa-proposals@iastate.edu](mailto:ospa-proposals@iastate.edu) when s/he is ready to submit. Submission will be on a FIFO (first in, first out) basis. OSPA will not submit without written permission from PI.
- If a PI makes changes and wants to resubmit the pre-application priority will be given to first-time submissions.

Modular Budgets:

See handout.

Cayuse Update:

Emailed announcement to grantc list 2/6/12.

Effective 2/15/12 mandatory for all solicitations supported by Cayuse (98% of grants.gov).

Use FastLane for NSF proposals until further notice.

## Guidelines for submission of NIH Modular Budgets to OSPA for review

1. NIH provides an overview of the modular budget process at:  
<http://grants.nih.gov/grants/funding/modular/modular.htm>.
2. The NIH SF424 Manual provides a detailed explanation of how to complete NIH proposal forms, including the modular budget. For more information see:  
<http://grants1.nih.gov/grants/funding/424/index.htm>, page I-97.
3. As part of the modular budget format, NIH requires justifications for:  
(see page I-104 of the NIH SF424 Guide for more information)
  - a. Personnel costs by position, role and level of effort
    - i. See [http://grants.nih.gov/grants/policy/person\\_months\\_fags.htm](http://grants.nih.gov/grants/policy/person_months_fags.htm) for a discussion on how to calculate person/months.
  - b. Consortium/Subaward
    - i. Provide an estimate of total costs (direct plus facilities and administrative) for each year, rounded to the nearest \$1,000. List the individuals/organizations with whom consortium or contractual arrangements have been made, along with all personnel, including percent of effort (in person months) and roles on the project. Do not provide individual salary information. Indicate whether the collaborating institution is foreign or domestic.
  - c. Variable modules (changes in the # of modules from year to year)
4. In addition to the required NIH justifications, you also are required to provide **cost details** for various budgeted items to OSPA. You may utilize the NIH Modular Budget Lite on the OSPA Webpage to provide this information. See <http://ospa.iastate.edu/forms/>. Cost information is required for:
  - a. Equipment
  - b. Consortium/Subawards
    - i. In addition to the NIH required justification information, OSPA requires the subawardee statement of work and detailed budget as well as a consortium letter signed by an institutional official for each subawardee.
  - c. Tuition
5. OSPA requires the use of Cayuse to submit your NIH proposal. Cayuse provides a more robust submission application process than Grants.gov (fewer errors and warnings). Cayuse also provides confirmation of your proposal submission more quickly than Grants.gov. For more information see:
  - a. The Cayuse424 Support page at <http://support.cayuse.com> for documents and training information.
  - b. The Cayuse Users Reference Manual is located at:  
<http://support.cayuse.com/docs/cayuse-424>
  - c. Cayuse FAQs can be viewed at: <http://support.cayuse.com>.
  - d. Contact [ospa-proposals@iastate.edu](mailto:ospa-proposals@iastate.edu) to obtain a username and password.
6. **Please be aware that at the time of award, you will be required to provide a detailed budget for input of cost information into the university's accounting system.** The university's system was not designed to accommodate modular budgets and cost information must be provided for each budget line item. As a result, your award will not receive an account until a detailed budget is provided to OSPA. At the time of award notification, please submit your detailed budget with the GoldSheet number of the proposal to [ospa-awards@iastate.edu](mailto:ospa-awards@iastate.edu).

**AWARD TEAM  
RESPONSIBILITIES AND CONTACT PERSON BY ADMIN UNIT**

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

\*Charley will be assigned the VPRED/IPRT projects

**AWARD TEAM CONTACT INFORMATION**

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**Continue to E-mail all Non-Industry Postaward requests to [ospa-awards@iastate.edu](mailto:ospa-awards@iastate.edu)**