**OSPA Pre-Award Notes**

**Grant Coordinator Meeting 3/5/14**

New Pre-Award Administrator

Deb Moses has joined the OSPA Pre-Award Team and will be handling proposals from LAS and CALS. You can reach Deb at 4-4567 or [dmoses@iastate.edu](mailto:dmoses@iastate.edu).

Preproposals

* If you are aware of pre-proposals coming from your department that OSPA will need to submit, please notify OSPA Pre-Award ahead of time.
* No gold sheet is needed if the solicitation does not require a detailed budget.
* If you have questions about whether a gold sheet is needed, please contact your Pre-Award Administrator.
* Please be aware that if a gold sheet is not required, OSPA Pre-Award Administrators will not do any review prior to submitting the pre-proposal.

New NSF Grant Proposal Guide (GPG)

* NSF’s new GPG is in effect for proposals due on or after 2/24/14.
* There is a summary of significant changes at the beginning of the 2014 GPG.
* We are seeing more proposals returned without review due to issues like formatting of proposal documents. Please get familiar with the 2014 GPG to make sure your proposal follows all instructions.

Gold Sheet Due Dates

* Please list the date you need OSPA to have the gold sheet review completed on the front of the gold sheet. It is ok to list a date prior to the sponsor’s deadline.
* We prioritize gold sheets by the due date listed on the front page, so it’s important to list the date you actually need it completed.

Liquid Office Down 3/19/14

* Liquid Office will be down all day on Wednesday, 3/19/14.
* Please get gold sheets due 3/19 – 21/14 in to OSPA by 3/12/14.

OSPA Contacts for Subcontracts

* If a PI gives OSPA contact info to a subcontractor’s OSPA, please be sure the ISU PI asks the other institution’s OSPA to include the ISU PI’s name in correspondence with ISU OSPA. We often get messages from other institutions’ OSPAs without any indication of who the ISU PI is.