

OFFICE OF SPONSORED PROGRAMS ADMINISTRATION

GUIDANCE FOR UPDATING GOLDSHEET PRIOR TO AWARD

Administrative changes may be necessary on GoldSheet prior to award, most commonly due to errors that are discovered during routing. Changes made to the GoldSheets most commonly include:

1. Replacing, adding, or removing PIs or Co-PIs
2. Changing the PI's and/or Co-PI's incentive and/or contribution
3. Changing the Lead Unit
4. Adding or Removing Departments or Units
5. Changing the RRC Unit(s) or RRC distribution

In cases when project personnel needs to be changed (Item 1 above), a new GoldSheet is required. Please initiate a new GoldSheet and email ospa-proposals@iastate.edu to request the original Goldsheet be deleted. For all other changes listed, the original GoldSheet should continue to route with updates using the following process.

UPDATED GOLDSHEET PROCESS

1. Obtain the most up-to-date copy of the GoldSheet that needs to be changed. If the GoldSheet has not yet reached OSPA, obtain the GoldSheet from the current reviewer in Liquid Office.
2. Print the GoldSheet and mark all of the necessary and appropriate changes with a pen. You may route a scanned copy via email or a hard copy of the GoldSheet being updated. Please note that all signatures must appear on the same copy of the GoldSheet. OSPA will not accept multiple copies or emails in lieu of signatures.
3. Obtain the required signatures. In general, any persons/units affected by the changes are required to sign. Specifically, the following signatures will be required in the corresponding spaces previously signed:
 - a. The PI(s)
 - The lead PI must **always sign** acknowledging **any** change.
 - Any PI and/or Co-PIs whose incentive **or** contribution is *changing* **are** required to sign, unless they have left the institution.
Note: Any Co-PIs whose incentive **and** contribution *remain the same* **are not** required to sign.
 - b. Authorized Signatory for **all affected** PI/Co-PI Departments/Units associated with changes in (a) above
 - If not previously listed on GoldSheet, please list the new Department or Unit and obtain the signature from that Authorized Signatory.
 - If Lead Unit is changing, both the new Lead Unit and old Lead Unit are required to sign.
 - If changes are made that impacts a Department or Unit, that Department/Unit is required to sign acknowledging the change, even if they have already signed the electronic GoldSheet.
 - c. Authorized Signatory for **all affected** RRCs
 - If changing RRC distribution, all colleges/VP Units whose distribution percentages change are required to sign.
 - College/VP units will complete any updates needed to the RRC distribution after all PIs and Units have signed the Revised GoldSheet.
4. Once all signatures are received, you may transmit the complete document (all pages of the GoldSheet are required) by attaching the updated document to the routing GoldSheet or email the document to ospa-proposals@iastate.edu. Emails indicating approval of changes will not be accepted.
5. Any deviation from the process above will need to be discussed and approved in advance by the appropriate Pre-Award Administrator.