**Grant Coordinator Meeting 2/19/15**

**Office of Sponsored Programs Administration (OSPA)**

**When is Software Capitalized?**

Software is generally treated as materials and supplies unless one of the following requirements is met:

1. The software is integral to the operation of a piece of equipment. If equipment requires software in order to function the software is generally purchased as part of the equipment. In cases where the equipment is built on site, software may need to be purchased separately but is still part of the equipment.
2. Software has an acquisition price **equal to or greater than $500,000.**

**Zero Dollar Agreement – GoldSheet Required**

OSPA is now requiring GoldSheets for Zero Dollar Agreements. The VPR Office has asked that OSPA record these agreements, and the most efficient way to obtain appropriate approvals and document these agreements is to require GoldSheets. Therefore, a GoldSheet will be required for any agreement that OSPA signs. GoldSheets are not required for MTAs and NDAs. For additional information on ISU contract authority and delegations, see:

<http://www.universitycounsel.iastate.edu/legal-guidance/contracting/assistance>

**OSPA-RRC Research Admin Group**

The OSPA Roundtable is being resurrected as the OSPA-RRC Research Admin Group and our first meeting will be held on March 12, 2015. The following individuals are the RRC representatives: AES/CALS - Josie Six; BUS – Soma Mitra; DSN – Sandra Norvell; ENGR – Belinda Schafbuch; EXT – Beth Miller; HS – Sarah Carlson; LAS – Venita Currie; VET – Lynn Bagley; and VPR – Mary Scott Hall.

**Whistleblower Protections**

In order to encourage employees to report fraud, waste and abuse in federally –funded programs, the federal government has implemented a pilot program for Enhancement of Employee Whistleblower Protections that is effective until January 1, 2017. This pilot program applies to all ISU employees working on federally funded awards, including sponsored research. Iowa State University is committed to fostering responsible conduct of research. Employees should also be familiar with ISU’s Reporting Responsibility – Violations policy.

**Whistleblower Protections Information:**

<http://www.ospa.iastate.edu/sponsor-requirements/whistleblower-protections>

**ISU Reporting Responsibility – Violations Policy:**

<http://www.policy.iastate.edu/policy/reporting>