Modification to GoldSheet Routing Approvals

To Be Implemented in Spring 2016

A modification will be made to the Liquid Office system’s routing workflow to simplify the GoldSheet approval process and to improve GoldSheet approval processing time. The number of departmental approvals required for a GoldSheet will decrease. With this modification, only the Administering Lead Unit (Department/Center) will approve the GoldSheet.

Current GoldSheet Review and Approval Routing Tree:

1. PI
2. Co-PIs – approve concurrently
3. **Departments/Centers of PI and all Co-PIs – approve concurrently**
4. RRCs (College/VP Unit) of PI and all Co-PIs – approve one at a time
5. OSPA

New Modified GoldSheet Review and Approval Routing Tree:

1. PI
2. Co-PIs – approve concurrently
3. **Administering Lead Unit (Department/Center) – one approval**
4. RRCs (College/VP Unit) of PI and all Co-PIs – approve one at a time
5. OSPA

Note: Departments/Centers of PI and of all Co-PIs that are not the Administering Lead Unit will receive an FYI notification with a copy of the approved GoldSheet attached in their respective Liquid Office work queues **after OSPA has approved the GoldSheet.**

OSPA anticipates that this change should reduce the GoldSheet approval processing time for complex GoldSheets by a minimum of one day. If you have any questions, please contact [ospa-proposals@iastate.edu](mailto:ospa-proposals@iastate.edu).