State of Iowa Appropriations Treated by ISU as Sponsored Programs - Process

Sometimes State of Iowa appropriations are treated as sponsored programs by ISU. These instances are situations where Iowa State University is specifically designated in the legislative appropriations language of an approved House File or Senate File. The following process applies to situations where State of Iowa appropriations will be treated by ISU as a sponsored program.

OSPA/SPA/Controller/Department Process:

1. State of Iowa appropriations are legislatively approved and a decision is made by SVPP/RRC that the appropriations will be treated as a sponsored program by ISU.
2. SPA/Controller determines if the appropriations funding will be drawn by the Controller through the Board of Regents, or if SPA will invoice a State of Iowa agency.
3. SPA emails ospa-awards@iastate.edu to let the OSPA Awards team know how funding will be received.
4. PI/Administering Department processes a GoldSheet and attaches a copy of the legislative language (approved House File or Senate File) to the GoldSheet. If possible, the legislative language for the appropriations within the House or Senate File should be highlighted. An IDC waiver is not required.
5. OSPA Pre-Award Team reviews and approves the GoldSheet, and emails ospa-awards@iastate.edu to notify the OSPA Awards Team that a GoldSheet for State of Iowa appropriations was processed.
6. OSPA Awards Team determines if the House File or Senate File will serve as the award document, or if an agreement will need to be negotiated with the State of Iowa agency.
7. OSPA Awards Team processes a KC award action with notification to SPA after Item 6 is completed.
8. SPA establishes a new 47x account number and enters a KFS budget with a 0% IDC rate.
9. SPA and the PI/Administering Department need to ensure that the funding is fully spent by the expiration date of the appropriations.

RM 1/26/16