**Office of Sponsored Programs Administration**

**Guidance for Updating GoldSheet Prior to Award**

 May 2016

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

1. Replacing, adding, or removing PIs or Co-PIs
2. Changing the PI’s and/or Co-PIs 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 of the GoldSheet being updated for signatures via email, or route a hard copy of the GoldSheet being updated for signatures. Please note that all signatures needed 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 if the person/unit has previously approved the GoldSheet. Specifically, the following signatures will be required in the corresponding spaces previously signed:
		1. The PI(s):
			+ The lead PI must **always sign** acknowledging **any** change.
			+ Any Co-PIs whose incentive **or** contribution is *changing* **are** required to sign, unless they have left the institution.
			+ Any Co-PIs whose incentive **and** contribution *remain the same* **are not** required to sign.
		2. Lead Unit(s):
			+ The Lead Unit (administering department) must **always sign** acknowledging **any** change.
			+ If the Lead Unit is changing, both the new Lead Unit and old Lead Unit are both required to sign.
			+ The Lead Unit is to send the Updated GoldSheet to all non-Lead Units listed on the GoldSheet.
		3. RRC(s):
			+ The Lead RRC (college/VP unit of the administering department) must **always sign** acknowledging **any** change.
			+ If changing the RRC distribution, all colleges/VP Units whose distribution percentage changes are required to sign if the GoldSheet was approved by the college/VP Unit prior to the updates.
			+ Colleges/VP units will complete any changes needed to the RRC distribution after the PI, all affected Co-PIs, and the Lead Unit have signed the Updated GoldSheet.
			+ The Lead RRC is to send the Updated GoldSheet to all non-Lead RRCs listed on the GoldSheet.
	4. Once all required signatures are obtained on the Updated GoldSheet from the PI, Lead Unit, Lead RRC and those affected Co-PIs and RRCs who have approved the GoldSheet prior to the updates, the Updated GoldSheet should be attached (all pages of the Updated GoldSheet are required to be attached) to the routing original GoldSheet, and a comment should be added to the notes section of the GoldSheet. If the original GoldSheet has been fully routed and is prior to award, email the Updated GoldSheet document to ospa-proposals@iastate.edu. Emails indicating approval of changes will not be accepted.
	5. Those who have not previously approved the original GoldSheet will document their approval of the Updated GoldSheet by approving the original routing GoldSheet with the Updated GoldSheet attached.
	6. Any deviation from the process above will need to be discussed and approved in advance by the appropriate Pre-Award Administrator.