OFFICE OF SPONSORED PROGRAMS ADMINISTRATION
PRIOR TO AWARD, UPDATED GOLDSHEET GUIDANCE
May 2018

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

1. Adding, rearranging, or removing PIs or Co-PIs
2. Changing the PI's and/or Co-PI's incentive, contribution, or affiliation (department/unit/center)
3. Changing the Lead Unit
4. Changing the RRC or RRC distribution

In cases when project personnel need 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 (items #2-4 above), the original GoldSheet should continue to route with updates using the following process.

UPDATED GOLDSHEET PROCESS *(Note: A new GoldSheet is acceptable if this option is preferred.)*

1. Obtain the most recent version of the GoldSheet that needs to be updated. 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 route a hard copy of the GoldSheet being updated. Please note that all signatures must appear on the same single copy of the GoldSheet. OSPA will not accept multiple copies or emails in lieu of signatures.
3. Obtain the required signatures on the Updated GoldSheet. In general, any persons and administrative areas associated with the changes are required to sign if the person/affiliation/RRC has previously approved the GoldSheet. Specifically, the following signatures will be required on the Updated GoldSheet, in the corresponding spaces previously signed:

   a. The PI(s)
      - The lead PI must **always sign** acknowledging **any** change.
      - Any Co-PIs whose incentive **or** contribution **or** affiliation is *changing* **must** sign, unless they have left the institution.
         Note: Any Co-PIs whose incentive **and** contribution **and** affiliation *remain the same* **are not** required to sign.

   b. Authorized Signatory for **all affected** PI/Co-PI affiliations (department/unit/center) associated with changes in (a) above
      - The Lead Unit must **always sign** acknowledging **any** change.
      - If not previously listed on GoldSheet, please add the new affiliation (department/unit/center) and obtain a signature from the new affiliation.
      - If Lead Unit is changing, both the new Lead Unit and old Lead Unit must sign.

   c. Authorized Signatory for **all** RRCs associated with changes in (a) and (b) above
      - The Lead Unit RRC must **always sign** acknowledging **any** change.
      - If changing RRC distribution, all colleges/VP units whose RRC distribution percentages change must sign.
      - College/VP units will complete any updates needed to the RRC distribution after all PIs and affiliations (department/unit/center) have signed the Updated GoldSheet.

4. Once all required signatures are obtained on the Updated GoldSheet from the PI, Lead Unit, Lead RRC and those affected Co-PIs, affiliations (department/unit/center) 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 it 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 OSPA Pre-Award Administrator.
7. It is the responsibility of the Lead Unit and/or RRC to forward a copy of the Updated GoldSheet, budget and budget justification to affiliations (department/unit/center) and RRCs that were not in the routing tree of the original GoldSheet.