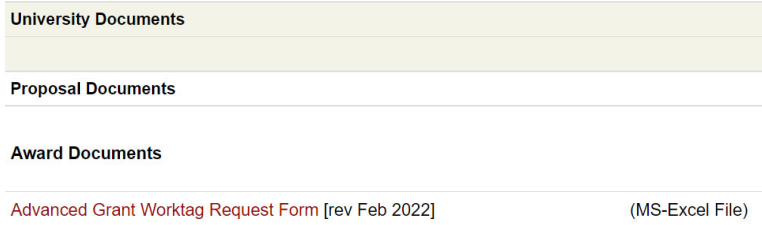
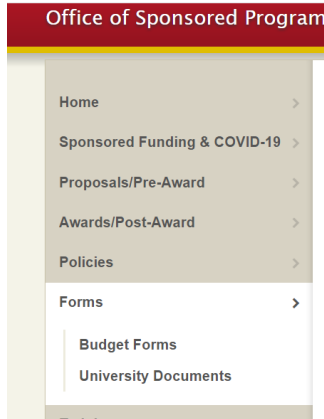


Advanced Grant Worktag Request form update

The most recent version of the Advanced Grant Worktag Request Form can be found on the OSPA website, forms page, under University Documents, Award Documents:  
<https://www.ospa.iastate.edu/forms>



The recent update to the form includes a new drop down for Lead Org Department and RRC



**10. Please attach documentation that indicates funding is forthcoming and confirms the intended start date of the project. NOTE: If the sponsor name, sponsor type (e.g. federal, non-federal), or activity type (e.g. research, public service) is different after review of the award, a new Worktag may need to be established and all expenditures moved to the new Worktag.**

**APPROVALS:**

**Principal Investigator (Signature Required)**

Printed Name of Principal Investigator:				
PI Signature:			Date:	

**Lead Org Department and RRC (Both Signatures are Required)**

**Select Lead Org Department and RRC:**   

*(For Primary Worktag requests, verify that Lead Unit / RRC are correct here **and** match GoldSheet)*

Printed Name of Department Authorizer:				
Departmental Signature:			Date:	
Printed Name of RRC Authorizer:				
RRC Signature:			Date:	

Key points to remember:

- For primary advanced worktag requests, please verify that the Advanced Worktag Request Form selection for Lead Org Department and RRC matches the Lead Unit/RRC identified on GoldSheet.

<b>Lead Unit (10% IDC Return):</b> Lead Department / Institute / Center / Extension Unit that will manage the account: <input type="text" value="-- Select a Unit-RRC --"/> Lead Unit (RRC): <input type="text"/>
--

- If you need to change the Lead Unit and RRC a revised GoldSheet will also be needed.
- Please provide printed names on the Advanced Worktag Request Form in addition to signatures.
- For the highlighted #10:

**10. Please attach documentation that indicates funding is forthcoming and confirms the intended start date of the project. NOTE: If the sponsor name, sponsor type (e.g. federal, non-federal), or activity type (e.g. research, public service) is different after review of the award, a new Worktag may need to be established and all expenditures moved to the new Worktag.**

Word of Caution: we continue to have incorrect information at the time the Advanced Worktag Request Form is requested vs. when the award document is received. This results in the need for a new worktag to be created at time of finalized award. Expenditures then need to be moved to the new worktag.

**IOWA STATE UNIVERSITY  
ADVANCED GRANT WORKTAG REQUEST FORM**

<b>1. GoldSheet #:</b>	<b>2. Type of Grant Worktag Requested:</b>
	<input type="checkbox"/> Primary <input type="checkbox"/> Secondary    Primary GR-
<b>3. Sponsor name:</b>	
<b>4. Is the sponsor a federal agency?</b>	
<input type="checkbox"/> Yes	
<input type="checkbox"/> No <i>If no, are any of the sponsor's funds for this project received from a federal agency?</i>	
<input type="checkbox"/> Yes <input type="checkbox"/> No <i>If yes, select federal agency:</i> <input type="text"/>	
<b>5. Contact person at sponsor listed in Box 3 above:</b>	
Name: <input type="text"/>	
Phone: <input type="text"/>	
Email: <input type="text"/>	
<b>6. Anticipated award amount:</b>	
<input type="text"/>	
<b>7. Anticipated award approval date:</b>	
<input type="text"/>	
<b>8. Anticipated award start date:</b>	
<input type="text"/>	
<b>9. ISU program or gift worktag to assume charges should funding not be awarded:</b> <input type="text"/>	
<i>Note: This program or gift worktag cannot be a federal, federal flow-through or fee-for-service worktag. In the event that this project is not awarded the worktag reflected could be utilized to cover the expenditures and encumbrances. SPA will contact the department to confirm the usage of the worktag listed on this form prior to the transfer of the expenditures.</i>	
<b>10. Please attach documentation that indicates funding is forthcoming and confirms the intended start date of the project. NOTE: If the sponsor name, sponsor type (e.g. federal, non-federal), or activity type (e.g. research, public service) is different after review of the award, a new Worktag may need to be established and all expenditures moved to the new Worktag.</b>	

**APPROVALS:**

Principal Investigator (Signature Required)	
Printed Name of Principal Investigator: _____	
PI Signature: _____	Date: _____

Lead Org Department and RRC (Both Signatures are Required)	
<b>Select Lead Org Department and RRC:</b> <input type="text"/>	
<i>(For Primary Worktag requests, verify that Lead Unit / RRC are correct here <b>and</b> match GoldSheet)</i>	
Printed Name of Department Authorizer: _____	
Departmental Signature: _____	Date: _____
Printed Name of RRC Authorizer: _____	
RRC Signature: _____	Date: _____

OSPA/OIPTT	
Printed Name of OSPA Authorizer: _____	
OSPA Signature: _____	Date: _____

Submit completed form to:  
OSPA: [ospa-awards@iastate.edu](mailto:ospa-awards@iastate.edu) OR 1138 Pearson Hall  
OIPTT: [industry-contracts@iastate.edu](mailto:industry-contracts@iastate.edu) OR 1805 Collaboration Place, Suite 2100