

# OFFICE OF SPONSORED PROGRAMS ADMINISTRATION (OSPA)

## OSPA – AWARDS TEAM & OIC – INDUSTRY CONTRACTS

### REVISED GOLDSHEET GUIDANCE FOR PRE-AWARD AND POST-AWARD ADMINISTRATIVE CHANGES

This guidance should be followed for changes needed to pending proposals that were routed, approved, and finalized with a GoldSheet. This guidance should also be followed for changes needed to an award that has not had a Streamlyne Proposal Development (PD) document finalized and funded for that award.

Administrative changes may be necessary on a proposed project or funded sponsored project. The most common are (some may occur concurrently):

1. Replacing, adding, or removing PIs or Co-PIs
2. Rearranging PIs (changing a Co-PI to a PI, vice versa)
3. Changing the PI's and/or Co-PI's incentive or contribution
4. Changing the Lead Unit
5. Changing the RRC or RRC distribution

Changes #1-2 above generally require two separate actions – one to make the change internally (known as the “Revised GoldSheet” process), and one to make the change externally with the sponsor.\*

Changes #3-5 only require the internal process, a Revised GoldSheet.

*\*Depending on the award terms and conditions, the sponsor will likely need to approve the change before any change is made internally to records and worktags at ISU.*

#### REVISED GOLDSHEET PROCESS

1. Obtain the most up-to-date copy of the approved GoldSheet for the pending proposal or award you wish to change. For awards, GoldSheets are available in the KC Award Viewer in AccessPlus.
2. Print all pages of the GoldSheet and mark all the necessary and appropriate changes with a pen. If using Adobe to make changes electronically, do not delete any information; use editing features to cross out old information and then type in new information – all changes must be visually clear to everyone reviewing the Revised GoldSheet. 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 a single copy of the GoldSheet. In general, any persons and administrative areas associated with the changes in the Revised GoldSheet are required to sign if the person/affiliation/RRC has previously approved the GoldSheet. Specifically, the following signatures will be required on the Revised GoldSheet in the corresponding spaces previously signed:
  - a. The PI(s)
    - The lead PI must **always sign** acknowledging **any** change.
    - If a PI or Co-PI has retired or left the institution, his/her signature is not required.
    - Any PI and/or Co-PIs whose incentive **or** contribution **or** affiliation is *changing* **are** required to 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 (Departments/Units/Centers) 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 the Lead Unit is changing, both the new Lead Unit and old Lead Unit must sign.
  - c. Authorized Signatory for all RRCs associated with the changes in (a) and (b) above.
    - The Lead Unit RRC must **always sign** acknowledging **any** change.
    - Any updates needed to the RRC distribution will be determined by colleges/VP Units after all PIs and departments have signed the Revised GoldSheet.
    - If changing RRC distribution, all colleges/VP Units whose RRC distribution percentages change are required to sign.
4. Once all signatures are received, transmit the Revised GoldSheet by email (one scanned PDF document of all pages) **or** by campus mail (all pages are required) to OSPA or OIC as indicated below.
    - a. For pending proposals, submit to OSPA at [ospa-proposals@iastate.edu](mailto:ospa-proposals@iastate.edu).
    - b. For awards with federal or non-profit sponsors, submit to OSPA at [ospa-awards@iastate.edu](mailto:ospa-awards@iastate.edu).
    - c. For awards with industry or commodity sponsors, submit to OIC-Industry Contracts at [industry-contracts@iastate.edu](mailto:industry-contracts@iastate.edu).
  5. Any deviation from the process above will need to be discussed and approved in advance by the appropriate OSPA Pre-Award Administrator or OSPA/OIC Award Administrator.
  6. For changes to awards - Once the Revised GoldSheet is finalized and approved by OSPA or OIC, a copy will be available in the KC Award Viewer. The lead PI, Lead Unit, and RRC have the responsibility to forward the approved Revised GoldSheet on to other affected parties.

### **EXTERNAL PROCESS FOR PI CHANGES ON AWARDS**

1. Send an email to [ospa-awards@iastate.edu](mailto:ospa-awards@iastate.edu) or [industry-contracts@iastate.edu](mailto:industry-contracts@iastate.edu) with the following information and documentation:
  - a. A clear description of the change (i.e. who is taking over, why the current PI will no longer be involved, why you are adding a Co-PI, etc.);
  - b. A current biosketch for proposed PI; and
  - c. A justification for the proposed PI's credentials for involvement with the project.
2. Your OSPA/OIC Award Administrator will then review and submit the request per the terms of the award.
3. Your OSPA/OIC Award Administrator will follow up as necessary until approval/disapproval is received and the internal Revised GoldSheet process can be finalized.