

GRANT COORDINATOR MEETING 5/20/10 (OSPA)

New proposal team member: Lisa Gates, 4-4642, ljgates@iastate.edu

- Extension, College of Business, College of Veterinary Medicine, Offices of the Vice President for Research and Development, and the Vice President for Student Affairs

Deleting goldsheets from LO inbox (6/30/10)

OSPA forms – please be sure to use the most recent version from website (budget templates, Transmittal Letter, etc.)

ARPA-e proposals due 5/24/10

Cayuse update:

- Unavailable today from 5:00PM to 7:00PM
- Usage

Graduate students and Post-docs on proposals

- can be PIs on certain types of proposals (e.g. fellowships)
- must listed as co-PIs on the goldsheet (faculty advisor should be listed as PI)
- neither are eligible for incentive
- both can be assigned contribution (effort)
- PI eligibility table: <http://www.vpresearch.iastate.edu/policy/pi-eligibility-table.html>

PI availability on deadline/submission date:

- If known at time goldsheet is routed please put a note or call at least 4 business days before due
- Indicate who will have decision authority in their absence
- Give documents to grant coordinator, co-PI or person with decision authority
 - Can include source files on Cayuse

Budgets:

- Budget contact on GS – should be someone other than PI
- Categories should be Federal categories (e.g. personnel, fringe benefits, equipment, travel, other direct)
- Should be an Excel file
- Budget justification should be general– no dollar values unless solicitation specifically requires them

General deadline reminders:

- 4 business days
- 2 weeks if \$2M or greater
- Note if you need approved earlier than the submission date on GS
- OSPA summer hours – 7:30 – 4:00

Preproposals and supplemental materials

- Please inform OSPA four business days before even if no goldsheet required so we can work into our schedule