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
    o 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 thesubmission 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