PRE-AWARD SESSION
THE THREE MUSKETEERS

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Electronic routing that needs signatures at PI, Co-PI, Dept, College and OSPA level

OSPA requests 4 days to review and approve or 2 weeks if it is over $2 million

Routing takes times for questions & revisions

Subawards take more time
PLAN AHEAD

- Read and reread the RFP
- Contact Co-PI’s and Subcontracts and give deadlines.
- If your grant is over $1 million or has several subcontracts let your department and college contacts know.
- Contact your grant coordinator or us (Janet, Lori, Michele or Roxanne) if you need assistance
- Many helpful forms and references can be found on OSPA website
- http://www.ospa.iastate.edu/
INCLUDE ON GOLDSHEET

- RFP - Request for Proposals
- BOB - Basic Operating Budget
- Budget Justification
- Scope of Work (can be in draft form)
- IDC Waiver (when applicable)
SUBCONTRACT

If you have subcontracts you also need:

• Budget
• Budget Justification
• Scope of Work
• Transmittal Letter from their Office of Sponsored Programs

for each Sub
SUBMISSION PLATFORMS

• Who’s responsible for submitting to the sponsor?
• Examples
  • Cayuse
  • Fastlane
  • Sponsor Specific
  • Email
  • Paper