Office of Sponsored Programs Administration (OSPA) Overview

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OSPA at a Glance

- Central point of coordination for research and sponsored programs, and the University’s authorized representative for grants, contracts and other agreements from external sponsors.

- Two OSPA Teams:
  - Pre-Award Team
  - Award Team – all awards except Industry/Commodity

- Industry/Commodity Awards:
  - Proposals handled by OSPA’s Pre-Award Team
  - Awards handled by Office of Intellectual Property and Technology Transfer (OIPTT) - Industry Contracts

www.ospa.iastate.edu
Pre-Award Services

• Review and approve GoldSheet and associated documentation
• Provide budget assistance
• Interpret sponsor guidelines
• Submit proposals that require institutional electronic submission (FastLane, Cayuse, Grants.gov, etc.)
• Work with Sponsor to resolve issues prior to an award being issued
• Provide support for Liquid Office – GoldSheet system
Award/Post-Award Services

- Award/Agreement documents
- Advance account numbers
- Subawards or Subcontracts
- No cost extensions
- Re-budgeting and supplemental funding requests
- Changes in project scope and/or project effort
- Absence of PI for more than three months or a change in PI
- Grant transfers
- Monitor delinquent Final Technical Reports
Requesting Accesses

- Request access for electronic systems via online request form: [www.ospa.iastate.edu/ospa-user-registration-request](http://www.ospa.iastate.edu/ospa-user-registration-request)
- Liquid Office (GoldSheet)
- Cayuse (grants.gov)
- FastLane (NSF)
- NIH eRA Commons

Connect with your departmental grant coordinator early!
GoldSheet Preparation Tips

- GoldSheet Submission Deadlines
  - Proposals under $2M – GS should reach OSPA **four** business days prior to deadline
  - Proposals $\geq$ $2M$ – GS should reach OSPA **two weeks** (10 business days) prior to deadline
- Sponsor Guidelines should be attached to GS
  - PDF file – NO URLs, please
- What to look for when you read sponsor guidelines:
  - Sponsor due date / Submission deadline
  - PI/Organization Eligibility (limited submissions)
  - Project duration, recommended start date, etc.
  - Cost share
Cost Share/Matching Funds

- Cost Share is only recommended when required by the sponsor
  - Federal Agencies not allowed to consider voluntary cost share
  - Iowa State recommends no more than 1:1 cost share (if no other guidance is provided by the sponsor)
  - Do not commit more than is required
  - In-kind vs. cash-match vs. third party

Contact your department/college as soon as possible to discuss cost share you are considering.
Facilities & Administrative Costs

- Also referred to as F&A, Indirect Costs (IDC) or Overhead
- Iowa State’s current federally negotiated rates (rate times MTDC):
  - On-campus Organized Research 52% (now through 6/30/2018)
  - On-campus Organized Research 53% (7/1/2018 – 6/30/2020)
  - On-campus Instruction 53%
  - On-campus Other Sponsored Activities 33%
  - Off-campus All Programs 26%
- Modified Total Direct Cost
  - Excludes Equipment, Tuition, Participant Support, Subrecipients (in excess of $25,000)
- Most projects fall under Organized Research

www.ospa.iastate.edu/proposal/preparation/fa-rate
OSPA: 515-294-5225

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