PRE-AWARD SESSION
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 your grant coordinator or us (Janet, Lori, Michele or Roxanne) if you need assistance
- Contact Co-PI’s and Subcontracts and give deadlines
- Many helpful forms and references can be found on OSPA website
- http://www.ospa.iastate.edu/
THE THREE MUSKETEERS

Janet Brodie
294-0875
jtbrodie@iastate.edu

Michele Rogers
294-6455
msrogers@iastate.edu

Lori Oh
294-0477
lorioh@iastate.edu
INCLUDE ON GOLDSHEET

- RFP-Request for Proposals
- BOB-Basic Operating Budget
- Budget Justification
- Scope of Work (can be in draft form)
If you have subcontracts you also need:

- Budget
  - Budget Justification
- Scope of Work
- Transmittal Letter from their Office of Sponsored Programs
- for each Sub
WE ARE JUST TRYING TO KEEP OURSELVES AND YOU OUT OF JAIL