OSPA Overview

Office of Sponsored Programs
Administration

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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
  - Awards 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-Industry Contracts
Pre-Award Services

- Review and approve GoldSheets and associated documentation
- Provide budget assistance
- Interpret sponsor guidelines
- Submit proposals which 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 Administration

- Award/Agreement documents
- Advance account numbers
- Subawards or Subcontracts
- Extensions of time
- Re-budgeting and supplemental funds 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 through form on OSPA website: http://www.ospa.iastate.edu/ospa-user-registration-request

- Liquid Office/Autonomy Process Automation (internal electronic system that routes proposal paperwork)
- Cayuse (Grants.gov proposal submission portal)
- NSF FastLane
- NIH eRA Commons

Connect with your departmental grant coordinator early!
Why route a GoldSheet?

- Internal electronic institutional proposal data form
- Required for all proposals submitted externally for funding consideration
- Route GoldSheet, proposal budget and all other pertinent information for signatures prior to submission
- Must be signed by all appropriate ISU officials prior to submission
- A GoldSheet is NOT required if the sponsor does not require a detailed budget, or when submitting a white paper or pre-proposal
What is a Routing Tree?

- The necessary departments, centers, and colleges required to review and approve the GoldSheet
- Includes the principal investigator’s affiliated departments, centers, and Colleges/Admin Units
  - Determined by the PI/co-PI salary source
  - Contact your grant coordinator, department or College administrative unit for assistance
- All GoldSheets automatically route to OSPA
GoldSheet Preparation Tips

- GoldSheet Submission Deadline
  - Proposals under $2M – GS must reach OSPA 4 business days before deadline
  - Proposals $\geq$ $2M$ – GS must reach OSPA two weeks before deadline

- Guidelines Attached
  - PDF file – NO URL’s
  - What to look for when you read guidelines:
    - Sponsor due date / 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 imply cost share by quantifying time in budget justification without requesting support
    • Budget justification should only include items requested in budget
  ○ Contact your department/college as soon as possible to discuss cost share you may be considering
Facilities & Administrative Costs

- Also referred to as Indirect Costs or Overhead
- Iowa State’s current federally negotiated rate is 50% MTDC
- Modified Total Direct Cost (MTDC)
  - Excludes Equipment, Tuition, Participant Support, Sub-awards (in excess of $25,000)
- Most projects fall under Organized Research
- Federally negotiated rate used
  - Exceptions: sponsor requires a lower rate, the project qualifies for an exception, or an IDC waiver is approved by Vice President for Research Office

[Link](http://www.ospa.iastate.edu/proposal/preparation/fa-rate)
How is F&A Distributed?

- PI Incentive: 15%
- Grant Administration: 10%
- Research F&A: 45%
- Use of Facilities: 20%
- Interdisciplinary Research Support: 10%

PI forfeits incentive when F&A waiver is utilized to obtain a lower IDC rate
Questions??