OSPA at a Glance

- Pre-Award Services
- Post-Award Administration
- Industry Team (located in the Office of Intellectual Property and Technology Transfer)
Pre-Award Services

- Budget assistance
- Sponsor guideline interpretation
- Review and submit proposals that require electronic submission (FastLane, Cayuse, Grants.gov)
- Work with Sponsor to resolve issues before an award is made
- Customer Service
- Training Opportunities
  - Grant Coordinator Meetings
  - SPECS (Sponsored Programs Education and Certification Sessions)
Pre-Award Services (cont.)

• Who to Contact:
  • Deb Moses, Pre-Award Administrator, dmoses@iastate.edu 4-4567
  • Erin Kongshaug, Manager, Pre-Award Services, erink@iastate.edu 4-6806
  • Andrea Rich, Pre-Award Administrator, arich@iastate.edu 4-4642
    ospa-proposals@iastate.edu
    OSPA general phone number: 4-5225
    http://www.ospa.iastate.edu/proposal/submission.html
The Proposal Process

Before You Begin
Send an e-mail to ospa-proposals@iastate.edu to register for:

- LiquidOffice (internal electronic system that routes proposal paperwork)
- Cayuse (Grants.gov proposal submission)
- NSF FastLane
- NIH eRA Commons

Connect with your grant coordinator

Find Funding Source

VPR Website: http://www.vpresearch.iastate.edu/fundingopps/
Grants.gov Search: www.grants.gov
Proposal Preparation

Proposal (draft, abstract, specific aims or summary)
Budget (OSPA approved forms)
Budget Justification
Sponsor Specific Paperwork, RFP or Guidelines
Forms that need ISU signatures (cover page, transmittal letters)
Subcontract on your proposal (need to provide a budget, budget justification, statement of work, transmittal letter)
Submitting as a subcontract (need budget, budget justification, transmittal letter and statement of work)

http://www.ospa.iastate.edu/forms

Originate GoldSheet
6 – 8 Business Days Before Deadline:

1. Attach Budget, Budget Justification, Sponsor Guidelines and Proposal Draft
2. Electronic signature on GoldSheet. GoldSheet is automatically routed to Co-PIs (process can be followed through Liquid Office)

PI continues work on Application Package and Proposal

PI or Grant Coordinator monitor routing of GS through LiquidOffice
Co-PI Signs GoldSheet

Department/Unit Reviews and Signs

College (Administrative Unit) Reviews and Signs

Vice President for Research Reviews and Signs

GoldSheet arrives in OSPA (4 days before deadline)

These steps take up to 2-4 days
Electronic Submission
(Cayuse, Fastlane)
- Notify OSPA when you are ready to submit
  Ospa-proposals@iastate.edu
dmoses@iastate.edu
- Allow SRO access (Fastlane only)

Hard Copy or E-mail Submission
OSPA will notify the PI and the Grant Coordinator that documents are ready to be picked up in OSPA office

OSPA submits Application Package
OSPA sends PI confirmation of submission, a copy of the submission or notification of errors

OSPA Reviews the Goldsheet
During the review OSPA may e-mail with questions, request clarification, ask for revisions to the budget and/or budget justification
*This step may take 2-4 days*

OSPA signs the GoldSheet
(PI will receive an email from Liquid Office when GoldSheet is approved)

OSPA signs other documents

Proposal is Complete

Application Package is Complete

PI Submits proposal to sponsor
Send a copy of final proposal 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 URLs
- 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
Goldsheet Preparation Tips (cont.)

- What to look for when you read guidelines (cont):
  - Maximum dollar amount
  - F&A/IDC rate restrictions
  - Budget limitations or restrictions (e.g., no tuition allowed)
  - Special forms and instructions

- Funding Information
  - Renewals, continuations, supplemental funding
    - Previous Agency Award Number and/or Previous ISU Account Number

- How do I know which Department(s), Center(s) and Colleges need to sign/approve the goldsheet?
  - PI/co-PI salary source
Goldsheet Preparation Tips (cont.)

- PI/co-PI availability
  - PI and all co-PIs must sign the GS – we don’t bypass
  - PI or designee must be available on deadline date or give cell phone number to OSPA

- Subcontracts
  - All information must be complete before routing GS:
    - Budget
    - Budget Justification
    - Statement of Work (SOW)
    - Transmittal letter (letter of commitment) signed by other institution’s OSPA
Goldsheet Preparation Tips (cont.)

- What do I need to attach when ISU is the sub recipient:
  - Budget
  - Budget Justification
  - Statement of Work (SOW)
  - Transmittal letter (letter of commitment) to be signed by OSPA
  - Found under “Proposal Documents” at:
    [http://www.ospa.iastate.edu/forms/#budget](http://www.ospa.iastate.edu/forms/#budget)
Goldsheet Preparation Tips (cont.)

- Other things to remember:
  - The proposal narrative (science part) does NOT have to be final when the GS is routed
  - SRO access on FastLane (view, edit, submit) when GS is routed
  - Notes, notes, notes, notes, notes…..
    - Tell us what you need:
      - Any special instructions
      - Forms, contracts, agreements attached
      - Explanation of deadline
  - Who is responsible for making sure the information is correct?
Budget Preparation Tips

- Templates on OSPA website: http://www.ospa.iastate.edu/forms
  - One Page Budget Form
  - BOB (Basic Operating Budget)
  - NIH Budget / NIH Budget Lite
  - NSF Budget
  - Budget Justification Template
- NO Word files or PDFs

  Budget templates have current benefits and IDC rates
  Budget information is loaded directly into the Kuali Financial System when award is given
Budget Preparation Tips (cont.)

- Do not include names or salary information for non-ISU personnel
- Travel
  - must separate domestic from foreign
  - ISU personnel ONLY (travel expenses for non-ISU personnel go under “other/other”)
- Participant Support Costs (NSF only)
  - Exempt from IDC
- Subaward (direct + indirect) goes on “subaward” line (subaward sheet in BOB allows separate line for direct and indirect)
- Other Direct Costs – do not include items covered by IDC (i.e. general office supplies, general use computers, etc.)
- Who is responsible for making sure the budget is correct?
Budget Preparation Tips (cont.)

- Budget Justification
  - Also called “budget narrative”
  - Written explanation of budget items
  - Categories on justification should be in **same order** as on the budget
  - Do NOT include specific dollar amounts unless instructed to do so by the program solicitation
  - Do NOT include anything for which you’re not requesting funds
  - Template on OSPA website
Budget Preparation Tips (cont.)

- Budget Justification (cont.)
  - Salary/Benefits
    - Include a brief statement of work (1-2 sentences for each person or classification of personnel for whom salary is requested)
      - Senior Personnel (PI, co-PI(s), etc.)
      - Other Personnel (postdocs, other professionals, grads, undergrads, etc.)
    - Fringe Benefits (list percentage for each classification of personnel)
Budget Preparation Tips (cont.)

- **Budget Justification (cont.)**
- **Travel**
  - Give a separate justification for domestic and foreign
  - Include purpose and destination if known
  - Use “approximate” language:
    - Funds are requested for the PI and graduate students to attend 2 domestic conferences per year to present research results and publications.
    - Funds are requested for the PI to attend an international conference, such as the ABC Conference, which is typically held in Tokyo, Japan.
Budget Preparation Tips (cont.)

• Budget Justification (cont.)
  • Materials and Supplies
    • Typically OK to give a general list:
      • Funds are requested for expendable wet-lab materials and supplies, recurring lab costs for all three years. Funds also include annual costs for supplies associated with plasmid verification, in vivo electroporation, single cell isolation, RNA extraction, cDNA preparation, microarray chips and hybridization. Funds to establish and maintain a C57BL/6 mouse colony are also requested.
Budget Preparation Tips (cont.)

- Budget Justification (cont.)
  - If M&S request is significant it’s best to be more specific:
    - Animal supplies. Includes instruments (surgical instruments and continued replacement and necropsy instruments), clothing, containers, vials, carts, and disposables (syringes, needles, etc.), for inoculation and collection of tissues from animals in Specific Aims 2 (radioactive iodine) and 3 (RSV and adenovirus). (Year 1 = $2,500)
    - qPCR primers, probes and machine time. Includes RNA isolation, cDNA generation, primers and probes for 15 or more genes), master mix, machine time, plates, and reagents for whole lung and LCM retrieved cells for inflammatory profile studies in Aim 3A and 3B. (Year 1 = $5,500)
Important Information

- Proposal Submission Guidelines:
  http://www.ospa.iastate.edu/proposal/submission.html
- How to Prepare a Budget:
  http://www.ospa.iastate.edu/proposal/preparation/howto.html
- Budget forms and templates:
  http://www.ospa.iastate.edu/forms/#budget
- Policies
  http://www.ospa.iastate.edu/policies/
Important Information (cont.)

- OSPA Home Page: [http://www.ospa.iastate.edu](http://www.ospa.iastate.edu)
  Quick Links to:
  NSF Data Management Plan Info
  Cayuse Login
  Goldsheet Login
  Institutional Information for Proposal
  Tuition rates
  Fringe Benefits Rates
  F&A agreement
  pivot Funding Opportunities
Questions and Answers
THANK YOU!!