Office of Sponsored Programs Administration (OSPA)
Overview
Andrea Rich
Nichole Richter
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
    • ospa-proposals@iastate.edu
  • Award Team – all awards except Industry/Commodity
    • ospa-awards@iastate.edu

• Industry/Commodity Awards:
  • Proposals handled by OSPA’s Pre-Award Team
  • Awards handled by Office of Intellectual Property and Technology Transfer (OIPPT) - Industry Contracts
    • industry-contracts@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](www.ospa.iastate.edu/ospa-user-registration-request)
  - Liquid Office (GoldSheet)
  - Cayuse (grants.gov)
  - FastLane (NSF)
  - NIH eRA Commons
  - ezFEDgrants (USDA AFRI & FAS)
- Connect with your departmental grant coordinator early!
GoldSheet Preparation Tips

- GoldSheet Submission Deadlines
  - Proposals should arrive in OSPA four days ahead of the submission deadline
  - **Please allow extra time for complex proposals**

- 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% (7/1/2016 – 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
QUESTIONS?