PRE-AWARD SESSION
CALS BUDGET AND FINANCE
GRANT ASSISTANCE

Janet Brodie
294-0875
jtbrodie@iastate.edu

Michele Rogers
294-6455
msrogers@iastate.edu

Lori Oh
294-7661
lorioh@iastate.edu

Kim Vo
294-8542
kvo@iastate.edu
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 Co-PI’s and Subcontracts and give deadlines.
- If your grant is over $1 million or has several subcontracts let your department and college contacts know.

- Contact your grant coordinator or us (Janet, Lori, Michele or Kim) if you need assistance
- Many helpful forms and references can be found on OSPA website
  - http://www.ospa.iastate.edu/
INCLUDE ON GOLDSHEET

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

- Budget
- Budget Justification
- Scope of Work
- Transmittal Letter from their Office of Sponsored Programs

for each Sub
SUBMISSION PLATFORMS

- Who’s responsible for submitting to the sponsor?
- Examples
  - Cayuse
  - Fastlane
  - Sponsor Specific
  - Email
  - Paper
INDIRECT COSTS (AKA FACILITIES AND ADMINISTRATIVE COSTS OR F&A)

- Actual costs to the university incurred when research, education, or outreach projects are performed at ISU.
- Examples include lab space, utilities, administrative staff, etc…
- The F&A rate is negotiated with the U.S. Department of Health and Human Services
- Unless the RFA or Sponsor limits the F&A rate that rate must be used on a research proposal. An IDC Waiver is required for any other reduction of a rate.
INDIRECT COSTS AND INCENTIVE

- PI’s can receive 15% of their indirect charges back to an incentive account if the full and allowable rate is used.
  - If the sponsor only allows a rate of 30% - can the PI still receive incentive?

- The gold sheet designates the split of the incentive between PI’s and Co-PI’s. This is up to the PI and doesn’t have to be the same as the contribution.

- The 15% comes back as charges occur.