PRE-AWARD SESSION
CALS BUDGET AND FINANCE
GRANT ASSISTANCE

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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 CARES Team or us (CALS Budget & Finance Office) 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 for each sub:

- Budget
- Budget Justification
- Scope of Work
- Transmittal Letter from their Office of Sponsored Programs
Cost sharing (or matching) is the portion of project or program costs not borne by the funding agency. Cost share sources include all contributions such as cash and in-kind contributions from third parties, university funds (e.g., faculty or staff effort, direct costs), and unrecovered indirect costs.

- Cost share should only be included if required by the sponsor and included only at the amount required by the sponsor.
- Cost share should be met as salary and indirect costs when possible.
- When a 3rd party is providing cost share it is important that they understand the records they must keep as well as understand implications for intellectual property.
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.
SUBMISSION PLATFORMS

- Who’s responsible for submitting to the sponsor?
- Examples
  - Cayuse
  - Fastlane
  - Sponsor Specific
  - Email
  - Paper