Sponsored Project Award Process

Receive Award document, Notice of Award (NoA), Intent to Fund...
- If PI receives the Award, a letter of Intent to Fund, or NoA, please forward it right away to ospa-awards@iastate.edu. Do not assume that OSPA also received the documents, letter, or notice.
- OSPA is the authorized signatory for sponsored Awards. Investigators are not authorized to legally bind the University to contractual terms. Before signing anything for the Award, please confer with OSPA.

The Award is assigned to an OSPA Awards Team member
- Triage includes determining if a GoldSheet was routed and approved prior to receipt of the Award or NoA. The absence of an approved GoldSheet will significantly delay OSPA review of the Award.

A Negotiation record is opened in Kuali-Coeus
- The current status and location of activities associated with the award process can be viewed via a report in eData. You will need the GoldSheet number to view the status.
- Path from within eData is: Public Folders > Custom Reports > University Wide > KC-Sponsored Programs Reports > Negotiation Reports > Negotiation Summary

OSPA Award Review
- OSPA will verify that the Investigator, SOW, Budget, period of performance, sponsor, prime sponsor, compliance matters, cost share, and other information are correct and what was expected.
  - Includes comparison of Award information against information on the GoldSheet and as-submitted proposal documents.
  - OSPA will contact the PI if any questions arise.
- OSPA reviews the governing terms and conditions (T&C).
  - Many federal awards use standard T&C that are not negotiable; however, they are still reviewed to ensure that they are applicable to the specific Award.
  - If an Award contains T&C that are unacceptable to ISU, the Award Team member will negotiate changes with the sponsor. This process may be lengthy with some sponsors, may involve multiple iterations, and may involve multiple people and offices at ISU (e.g., PI, University Counsel, Office of Research Integrity, Office of Responsible Research, Procurement Services, International Students and Scholars, Graduate College, Lead Unit, College/RRC, Vice President for Research).
    - OSPA will keep Investigator in the loop to the extent practicable and may seek PI input on difficult issues or significant delays on the part of the sponsor.
- When the negotiation is concluded to the mutual agreement of both ISU and the sponsor, OSPA will accept the Award or execute by signature of both parties.
• In some circumstances it may be reasonable or advisable for the Investigator to request an Advanced Grant Worktag to enable some project work to begin while the Award is being negotiated.
  o Requests require review and approval by the Lead Unit and RRC before being submitted to OSPA. Request form is on OSPA Website under Forms.
  o OSPA reviews the request taking into consideration the T&C of the Award.
  o Advanced Grant Worktag requests involve calculated financial risk and are not automatically approved.

Award Set Up
• OSPA will initiate an award action in Kuali Coeus
  o When completed, a notice is sent to the PI and administrators of the Lead Unit and RRC. The co-PIs do not receive this notice.
  o The Award document(s), including amendments, GoldSheet(s), and budget documents can be viewed and downloaded from the KC-Award Viewer. Access instructions and a user manual are available on the OSPA Website home page (Quick Links).
• The KC award action is integrated with Workday in an overnight process. Sponsored Programs Accounting then further processes the Award which ultimately results in generation of an Award Line and Worktag(s).
  o Integration occasionally requires manual intervention which can result in short delays.

Amendments
• Amendments to the Award follow the same steps as for the original Award. Typically amendments are processed faster than awards but issues can and do arise that delay execution and set up of amendments in KC and Workday.

Additional Information
• The Office of Intellectual Property and Technology Transfer (OIPTT) Industry Contracts team reviews, negotiates, and executes sponsored project agreements with industry and commodity sponsors. Industry Contracts also reviews and executes Non-Disclosure Agreements and Material Transfer Agreements.
• OSPA and OIPTT review and execute other types of agreements including outgoing Subawards and Subcontracts, Data Transfer and Use Agreements, and some Collaboration Agreements.
• Questions? General questions can be emailed to ospa-awards@iastate.edu or industry-contracts@iastate.edu. You can find your OSPA Award Team contacts at: https://www.ospa.iastate.edu/contact.