

ECpE GoldSheet Request & Checklist

The GoldSheet Request **due date** to Grant Coordinator (GC) is 7-10 days prior to Submission Deadline.

NOTE: More advanced notice may be needed if special circumstances are involved
(i.e. multiple PI's, Subcontracts, Intellectual Property, Security Clearance, Cost Share, etc.)

Proposal Submission Deadline: _____ If ISU is sub-contract – Due Date to Lead Org? _____

GoldSheet Data: (All sections are required to be completed for an accurate GoldSheet).

1) PI Name: _____

2) Sponsor Name/Address: _____

Prime Subcontractor (If applicable) _____

3) Sponsor Type: _____ Other: _____

4) Submission Type: _____ Other: _____

• Name of Subcontract or Collaborative Partners: _____; Lead Institution

• If Continuation/Renewal: Prev. Account # _____

5) Submission Method (Pick One): _____

6) Solicitation Information (Number, identification) _____

7) Program/Solicitation Guideline - *Email Grant Coordinator*

8) Proposal Title: _____

9) Activity type (i.e. Research, Equipment, Fellowship, Instruction...) _____

10) Start – End Date: _____

11) F&A/Indirect Cost Rate: *On-campus Rate: 50% Research* _____; Off-Campus; or other (Specify) _____

12) Location for Work –(Building Name, Office #, and address): _____

• campus, Off-campus, Other): _____ Other: _____

13) Will Subcontracts be issued **TO OTHERS** under the award to ISU? Yes _____ No _____

Name of subcontract (Industry/University): _____

14) Federal Flow thru Funds: Yes _____ No _____; if yes, list Fed Source: _____

15) Is Cost Sharing/Matching Involved? Yes _____ No _____; if yes, speak to Grant Coordinator.

16) Does this proposal involve the use or purchase of an HPC cluster, or does it otherwise require additional space, utilities or remodeling? Yes _____ No _____

17) Compliance Issues?

• Will any data be submitted to the FDA? Yes No

• Will the project require use of BSL3 facilities? Yes No

• Are any foreign countries involved? Yes No

➤ Country Name: _____

• Are any foreign nationals involved? Yes No

• Is there any ISURF background or IP Involved? Yes No

• Are any MTA's or CA's involved? Yes No

(MTA: Materials Transfer Agreements/CA: Confidentiality Agreement)

- | | | |
|---|-----|----|
| • Will human subjects be used in this project? | Yes | No |
| <i>If Yes, Approval date/IRB ID _____ or pending</i> | | |
| • Will vertebrate animals be used in this project? | Yes | No |
| <i>If Yes, Approval date/IRB ID _____ or pending</i> | | |
| • Will recombinant DNA, human or animal pathogens? | Yes | No |
| <i>If Yes, Approval date/IRB ID _____ or pending</i> | | |
| • Will Radioactive Materials be used in this project? | Yes | No |
| <i>If Yes, Approval date/IRB ID _____ or pending</i> | | |

18) **Investigator Information** (Pg. 2 & 3 GoldSheet)

PI Name: _____

- Indicate % of Incentive (0-15%) _____ • Indicate % of effort (1-100) _____
(Critical information for correct GoldSheet routing)
- Investigator Department/Unit-RRC (page 2) _____
- Institute/Center/Extension Unit (page 2) _____
- Department/Center/Institute/Extension Unit Approvers: (page 3) _____
- Resource Responsibility Center (RRC) (Colleges involved and/or VPR) (page 3) _____

Co-PI Name: _____

- Indicate % of Incentive (0-15%) _____ • Indicate % of effort (1-100) _____
(Critical information for correct GoldSheet routing)
- Investigator Department/Unit-RRC (page 2) _____
- Institute/Center/Extension Unit (page 2) _____
- Department/Center/Institute/Extension Unit Approvers: (page 3) _____
- Resource Responsibility Center (RRC) (Colleges involved and/or VPR) (page 3) _____

Additional Co-PI's: Yes No ; if yes, list details on final "Notes Section."

19) **Required GoldSheet Documentation:**

GoldSheet cannot be routed until all attachments are completed and received by Grant Coordinator.

ISU Documentation

- ☐ **Completed GoldSheet Project Summary** (1 pg.)
- ☐ **Budget Justification** (Template available)
- ☐ **Budget Detail** Proposal submission ready (Utilize *Budget Development Request Form* for assistance)
- ☐ **Copy of Program Guidelines/Solicitation Number/Documentation Requesting Proposal**
- ☐ **All Sub Contract documents** (attachments listed below)

20) Subcontracts:

- ☐ Will Subcontracts be issued to others under the awarded to ISU? Yes No

If yes: Provide advanced notice to Grant Coordinator prior to GoldSheet submission.

Sub Contract NAME and contact person: _____

Subcontract attachments are required to route GoldSheet.

- ☐ Proposal/Statement of Work from sub recipient
- ☐ Budget Detail (BOB or 1 pg.)
- ☐ Budget Justification
- ☐ Transmittal letter/approval – signed by other institutions OSPA office
- ☐ May need:
 - Compliance Details/Approvals: *(Human Subjects Approvals/Animals, etc.)*
 - Other sub recipient documentation

Notes *(List any other details about co-pi's, routing information, and special instructions)*

Please save GoldSheet Request Form as a .pdf "*PI Name_Goldsheet Request.*"

Please email completed ECpE Budget Development Request Form AND GoldSheet Request Form

To kldunn@iastate.edu or contact Karin Lawton Dunn at 515-294-5929 for questions.