

IOWA STATE UNIVERSITY

Office of Sponsored Programs Administration

Proposal Submission Guidelines

Key points related to proposal submission

More detailed information can be viewed by reading the [OSPA Handbook](#) and/or the [OSPA FAQ](#)

1. To allow sufficient time for appropriate review and approval, **all proposals are due in OSPA a minimum of *four full business days* prior to the submission deadline.**
2. Remember to **read the sponsor guidelines** - they are critical to funding success!
3. **All external proposals must be routed electronically via the GoldSheet submission process.** The GoldSheet FAQ can be viewed at: ([GoldSheet FAQ](#))
4. **Please include the sponsor guidelines with the GoldSheet submission.**
5. **You must include facilities and administrative costs for all proposal budgets** unless the sponsor has a written policy that calls for a reduced or a zero rate, which the sponsor applies to all potential awardees. Attach a copy of the sponsor's policy to the GoldSheet, or include the URL for the policy. The university's policy on F&A can be viewed at: http://www.vpresearch.iastate.edu/en/policies/facilities__administrative_costs_indirect_costs/
6. **ISU does not provide voluntary cost sharing for sponsored programs.** If the sponsor requires mandatory cost sharing, and you require institutional support from the Office of the Vice President for Research and Economic Development and/or the Office of the Executive Vice President and Provost, please submit your request at least **two weeks in advance of the proposal due date.** The university's policy on cost sharing can be viewed at: ([ISU Cost Sharing Policy](#))
7. If the GoldSheet submission will **include subrecipients, please include the subrecipient's signed budget pages, justification, any applicable representations and certifications, and a letter of commitment.** If the subrecipient will contribute cost sharing to the proposal, please provide written documentation of the subrecipient's agreement to do so.
8. **When Iowa State University is a subrecipient under another institution's proposal, you should submit the GoldSheet as noted above** since your proposal is a submission to an external sponsor.

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