Before You Begin

http://www.ospa.iastate.edu/proposal/submission.html

Register for:

- LiquidOffice (internal system that routes proposal paperwork)
- NSF FastLane
- NIH eRA Commons

Connect with your grant coordinator

Find Funding Source

Grants.gov Search: www.grants.gov
Community of Science: http://pivot.cos.com/

Proposal Preparation

http://www.ospa.iastate.edu/proposal/submission.html

- Proposal
- Sponsor Specific Paperwork, RFP, Guidelines
- Forms that need ISU signatures (cover page, transmittal letters)
- Budget
- Justification
- Subcontract Information (budget, transmittal letter)

6 – 8 Business Days Before Deadline: Originate **Goldsheet**

1. Attach Budget, Budget Justification, Sponsor Guidelines, Proposal Draft

2. Sign GoldSheet

GoldSheet is routed to Co-PIs (process can be followed through Liquid Office)

PI continues work on Application Package and Proposal

PI monitors routing of GS through LiquidOffice

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          ▼                              ▼
   ┌──────────────┐              ┌──────────────┐
   │    Co-PI     │              │    Co-PI     │
   │    Signs     │              │    Signs     │
   │  GoldSheet   │              │  GoldSheet   │
   └──────────────┘              └──────────────┘
          │                              │
          └──────────────┬───────────────┘
                         ▼
              ┌────────────────────┐
              │  Department/Unit   │              These
              │ Reviews and Signs  │              steps
              └────────────────────┘              take
                         │                        up to
                         ▼                        2-4
              ┌────────────────────┐              days
              │      College       │
              │ (Administrative Unit)
              │ Reviews and Signs  │
              └────────────────────┘
                         │
                         ▼
              ┌────────────────────┐
              │ Vice President for │
              │     Research       │
              │ Reviews and Signs  │
              └────────────────────┘
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              ┌────────────────────┐
              │ GoldSheet arrives in│
              │       OSPA         │
              │(4 days before deadline)
              └────────────────────┘
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Department/Unit Reviews and Signs

College (Administrative Unit) Reviews and Signs

Vice President for Research Reviews and Signs

GoldSheet arrives in OSPA
(4 days before deadline)

These steps take up to **2-4 days**

This step takes **2 -4 days**

OSPA reviews & signs GoldSheet
(PI will receive an email from LiquidOffice when GoldSheet is approved)

OSPA signs other documents
Hard Copy Submission: OSPA will call GoldSheet contact that documents are ready to be picked up in OSPA office.

Proposal is Complete

Application Package is Complete

Electronic Submission
(Grants.gov [Cayuse], Fastlane)

1. Send Complete Application Package to OSPA
2. Allow SRO access (Fastlane only)

Hard Copy or E-mail Submission

OSPA submits Application Package

OSPA sends PI confirmation of submission or notification of errors

PI Submits proposal to sponsor and sends copy of final proposal to OSPA