

Proposal Team	Awards Team	Industry Team
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**Proposals**

Provide assistance with budgets and related questions; interpretation of ISU and sponsor guidelines; questions related to GoldSheet routing and processing; questions related to necessary supporting documentation for proposals and/or GoldSheets (i.e. sponsor guidelines, subcontract documents, matching/cost sharing forms and letters, fringe benefit and indirect cost rates, etc.). Electronic Research Administration support including GoldSheet user accounts, creation and maintenance of user accounts in sponsor databases, submission of proposals by OSPA (i.e. FastLane, Grants.gov, etc.), and on-line institutional registration/certification. Prepare and provide training for faculty and staff as it relates to proposal budget preparation, GoldSheet use, and electronic proposal submission/administration.

**Pre-Award**

Respond to calls/emails requesting assistance or additional information about a proposal that has been submitted, but not funded. Provide revised budget assistance.

**Other**

Provide support for Community of Science (COS) profile management and offer assistance for utilizing funding opportunity searches in the COS database.

**Signature Authority**

Diane will sign all proposals for ISU. Diane also reviews all proposals for VP Business & Finance, VPR/ED (including IPRT), and VP Student Affairs. Susan will review all proposals for Agriculture & Life Sciences, and Liberal Arts & Sciences. May will review all proposals for Business, Design, Engineering, Extension, Human Sciences, President's Office, Provost's Office, and Veterinary Medicine.

**Contact Information**

[Ospa-proposals@iastate.edu](mailto:Ospa-proposals@iastate.edu)

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 Susan Master, [susanma@iastate.edu](mailto:susanma@iastate.edu), 294-6806  
 May Wu, [maywu@iastate.edu](mailto:maywu@iastate.edu), 294-2859

**Awards**

Originate (as needed), review, negotiate, and execute all non-industry awards including federal, state, and local government agreements; and public and private foundation awards. Originate and execute awards and sub awards issued from all non-industry awards. Record all awards, subawards, and modifications, for reporting in the university's official register of grants and contracts.

**Post-Award**

Review, negotiate and execute all post-award modifications including transfers, rebudgeting, extensions, and change in Principal Investigator with all non-industry awards. Research and interpret sponsor regulations. Identify and resolve inconsistencies in award documents. Facilitate resolution of delinquent technical reports. Approve advanced account number requests.

**Signature Authority**

Tammy will sign all new awards and initiate sub awards and Marva will sign all post-award documents for the Colleges of Agriculture, Liberal Arts and Sciences, VPR/ED (IPRT only), and Human Sciences.

Anne will sign all new awards and initiate sub awards and Jodi will sign all post-award documents for the Colleges of Business, Design, Engineering, Veterinary Medicine, VPR/ED (except IPRT), Extension and all other VP level units.

**Contact Information**

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 Marva Ruther, [mruther@iastate.edu](mailto:mruther@iastate.edu), 294-7045

**Awards**

Originate (as needed), review, negotiate, and execute all Industry and Commodity agreements. Originate and execute sub awards under Industry and Commodity agreements.

**Post-Award**

Review, negotiate, and execute all post-award modifications including transfers, rebudgeting, extensions, and change in Principal Investigator with Industry and Commodity awards.

**Other**

Negotiates and executes all Material Transfer Agreements and Confidentiality Agreements.

**Signature Authority**

Matthew signs all industry related awards including subcontracts into ISU. Lisa signs all Confidentiality Agreements, Material Transfer Agreements, Commodity agreements and non-funded agreements. She also signs all amendments of contracts with Industry sponsors and originates subcontracts issued from ISU. Suzanne signs all post award activities related to industry sponsors such as transfers, rebudgeting requests, extensions, etc.

**Contact Information**

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 Suzanne Schuknecht, [suzannes@iastate.edu](mailto:suzannes@iastate.edu), 294-4642

**OSPA Director Contact Information**

Joanne Altieri, [jaltieri@iastate.edu](mailto:jaltieri@iastate.edu), 515-294-7723

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