

OFFICE OF SPONSORED PROGRAMS ADMINISTRATION (OSPA)
OSPA – AWARDS TEAM & OIC – INDUSTRY CONTRACTS
REVISED STREAMLYNE PROPOSAL DEVELOPMENT (PD) DOCUMENT
GUIDANCE FOR PRE-AWARD AND
POST-AWARD ADMINISTRATIVE CHANGES

This guidance should be followed for changes needed to pending proposals that were routed, approved, and finalized with a Streamlyne Proposal Development (PD) document. This guidance should also be followed for changes needed to an award that has had a Streamlyne Proposal Development (PD) document (e.g., New, Continuation, Supplement proposal) finalized and funded for that award.

Administrative changes may be necessary on a proposed project or funded sponsored project. The most common are (some may occur concurrently):

1. Replacing, adding, or removing PIs or Co-PIs
2. Rearranging PIs (changing a Co-PI to a PI, vice versa)
3. Changing the PI's and/or Co-PI's incentive or contribution or financial splits
4. Changing the Lead Unit
5. Changing the Streamlyne Reporting Unit (RU)

Changes #1-2 above generally require two separate actions – one to make the change internally (known as the “Revised PD” process), and one to make the change externally with the sponsor. *

Changes #3-5 only require the internal process, a Revised PD.

**Depending on the award terms and conditions, the sponsor will likely need to approve the change before any change is made internally to records and worktags at ISU.*

REVISED STREAMLYNE PROPOSAL DEVELOPMENT (PD) PROCESS

1. In Streamlyne PD, copy the most up-to-date version of an approved PD for the pending or funded proposal you wish to change.
2. On the Proposal tab/Required Fields for Saving Document panel/Institutional Fields Conditionally Required subpanel, enter:
 - a. Original Institutional Proposal ID – enter most recent IP #
 - b. Revision Type – choose “Other(Specify)”
 - c. Revision Other Description – enter brief description (45 characters)
3. Make the necessary changes to the PD document in Streamlyne as desired and add a note to the PD document in the Abstracts & Attachments tab/Notes panel indicating all the changes that have been made.
4. Route the PD into workflow for approvals.
5. For changes to:
 - a. Pending Proposals – The Revised PD will be reviewed and approved by the OSPA Pre-Award Team. The initiator will be contacted if any corrections are needed.

- b. Funded Awards – The Revised PD will be received by the OSPA Pre-Award Team intake person/program assistant. The intake person/program assistant will request that the OSPA/OIC Award Administrator review the Revised PD and provide an email indicating the OSPA/OIC Award Administrator approval of the changes. After receiving approval from the OSPA/OIC Award Administrator, the OSPA Pre-Award Team intake person/program assistant will finalize the Revised PD in Streamlyne. The initiator will be contacted if any corrections are needed.
6. Any deviation from the process above will need to be discussed and approved in advance by the appropriate OSPA Pre-Award Administrator or OSPA/OIC Award Administrator.
7. Once the Revised PD is finalized and approved by the OSPA Pre-Award Team, the associated Institutional Proposal record will be updated in Streamlyne.

EXTERNAL PROCESS FOR PI CHANGES ON AWARDS

1. Send an email to ospa-awards@iastate.edu or industry-contracts@iastate.edu with the following information and documentation:
 - a. A clear description of the change (i.e., who is taking over, why the current PI will no longer be involved, why you are adding a Co-PI, etc.);
 - b. A current biosketch for proposed PI; and
 - c. A justification for the proposed PI's credentials for involvement with the project.
2. Your OSPA/OIC Award Administrator will then review and submit the request per the terms of the award.
3. Your OSPA/OIC Award Administrator will follow up as necessary until approval/disapproval is received and the internal Revised PD can be finalized.