

Grant Award Process for Iowa Energy Center Grant Recipients at Iowa State University

- If the Iowa Energy Center (IEC) decides to fund a proposal, the lead PI will receive an e-mail message from the Iowa Energy Center (IEC). That e-mail message will include a Grant Agreement for the PI to review and sign.
- To finish the award process the PI must prepare and route an ISU GoldSheet for the award.
- The GoldSheet Form can be found at <https://grant001.ats.iastate.edu/jsp/login.jsp>. A user manual for the GoldSheet may be found at <http://www.ospa.iastate.edu/proposal/faq/>. If you experience technical difficulty with submitting the GoldSheet, please contact OSPA.
- GoldSheet Page 1. Complete normally except that certain fields on the GoldSheet should be completed as follows:
 - Sponsor Name: Iowa Energy Center
 - Address fields can be left blank
 - Sponsor Type: Select “Internal Grant Program”
 - Submission Method: Select “PI Submits”
 - Program Guidelines are Attached: Select “Yes” and attach copy of RFP, which may be downloaded from <http://www.iowaenergycenter.org/grant-funding/competitive-grants/>
 - Title of proposal: Type exactly as it is shown on the Grant Agreement
 - Indirect Cost Rate: Select Other-Specify Rate, type 0% (no documentation required)
 - Prime Contractor: Select “Iowa Department of Commerce”
 - Are Federal Flow Through Funds Involved? Select “No”
- GoldSheet Page 2
 - Investigator Information – IDC Distribution: Be sure to type 15% for PI even though no IDC is included. Allocate % Contribution as needed.
- GoldSheet Page 3
 - Route the GoldSheet to the appropriate department(s) and RRC(s) based on the PI and any Co-PI(s).
 - **IMPORTANT:** When routing the GoldSheet, include the Iowa Energy Center in the department level routing.
 - Complete GoldSheet Page 4 (if necessary) and attach documents before Signing/Submitting
- GoldSheet Page 4
 - Add any notes to OSPA, complete any info for Sub-awards, etc.
 - **IMPORTANT:** If this GoldSheet is for an IEC Matching Grant Program award be sure to provide the external sponsor GoldSheet ID number in this notes section.
- Electronically attach the following documents to the GoldSheet:
 - Award email
 - Signed Agreement with Exhibit A (project work plan) as one document
 - Detailed budget using **One Page Budget Form** from OSPA website, found at <http://www.ospa.iastate.edu/forms/#budget>
 - Iowa Energy Center RFP
- An example completed GoldSheet may be found at <http://www.iowaenergycenter.org/grant-funding/competitive-grants/forms-and-other-resources/>