Engineering Research Institute

Pre-Award Team

2018

	Expectations of ERI beginning February 2018	**Expectations of the PI** beginning February 2018
Summary of scope of work	Team members will be assigned to projects based on a combination of primary department, sponsor type, and/or workload balancing. Coverage (backup) will be provided for faculty in ENG who are <u>leading</u> a research project/proposal.	**-- Submit a Platinum Sheet to request support. --** Platinum Sheets for standard projects should be submitted at least 7 business days prior to the sponsor's deadline. Platinum Sheets for complex projects should be submitted at least one month prior to the sponsor's deadline or as soon as the program is announced. Platinum Sheets submitted after these deadlines will be evaluated. ERI support *may* be limited.
Team members	The team will consist of Pre-Award staff members in ERI.	
Services provided	**Standard project:** - Respond within one business day of Platinum Sheet receipt [email, phone call, etc.]. - Review and interpret guidelines - Budget: create and review - Budget justification: create and review for compliance with guidelines - Liaison with subrecipients regarding budgets - GoldSheet creation, routing, and monitoring (same for Cardinal Sheet) - Budget upload into electronic system (e.g. FastLane, Cayuse) or completion of sponsor-specific spreadsheet/ document - Liaison with OSPA - Work with the PI, OSPA, and sponsor to respond to Just-In-Time requests (i.e. revised budget, revised scope of work, compliance issues) prior to award. **Complex project:** **This is defined by the inclusion of one or more of the following parameters.** **1. Large funding level (at least $1.5M)** **2. Multiple institutions (more than 2)** **3. Challenging sponsor** **4. Cost Sharing is required** The Platinum Sheet will be reviewed and a decision will be made and communicated to the PI. - Same as above, plus - Develop sponsor specific budget documentation, including spreadsheets and complete Cost Volumes. - Review and edit PI documents (i.e. Biographical Sketch, Current & Pending Support, and	**Standard project:** - Responsible for all content included in the proposal - Ensure proposal conforms to requirements in RFP/guidelines - Provide budget outline to ERI - Write and edit technical proposal - Complete non-budgetary forms and documents (e.g. Current & Pending Support, Biographical Sketch, Collaborator form) - Upload non-budget forms to electronic system (e.g. FastLane, Cayuse) - Perform final review of proposal and provide consent to OSPA for submission. **Complex project:** - Same as above, *except* - ERI will review, edit, and upload PI documents. - ERI will assist with uploading of all proposal files

	Expectations of ERI beginning February 2018	Expectations of the PI beginning February 2018
	Collaborators & Other Affiliations) for all collaborators (ISU and subs). - Develop Gantt charts. - Assembly of all proposal files in format required by sponsor. - Oversight provided to ensure that the proposal complies with the sponsor's requirements - Upload most/all files to the relevant electronic proposal system. - Coordinate Site Visits or other meetings prior to award.	
GoldSheet approval	**GoldSheets and Cardinal Sheets will continue to be reviewed and approved by the appropriate Department/Center and Colleges/VP units.**	

	Expectations of ERI/Admin Unit	Expectations of the PI
Post-Award	Once the award has been received/negotiated, the Admin Unit (Dept./Center/Institute) will take the lead for all further financial/Post-Award activities for the project.	- Technical project management of the research scope of work. - On-time submission of technical reports. - Other communications and requirements of the Award and/or Sponsor.