Depending upon the complexity of your proposal, the ERI Pre-Award Team will be available to assist you in the following ways:

- Level 1 *Standard Guidelines and Forms*
  a. Create budget and justification that are compliant with ISU and sponsor's guidelines.
  b. Serve as liaison with subrecipients regarding budget documents.
  c. Create and route GoldSheet/Cardinal Sheet.
  d. Upload budget and justification into electronic system (i.e. Fastlane, Cayuse, Other systems as appropriate).
  e. Serve as liaison with OSPA regarding questions.
  f. Respond to Just-In-Time requests (i.e. revised budget, revised scope of work, compliance issues, etc.) prior to award.

- Level 2 *Non-Standard Guidelines and Forms and/or Proposals Including Cost Share*
  a. Create budget and justification that are compliant with ISU and sponsor's guidelines.
  b. Serve as liaison with subrecipients regarding budget documents.
  c. Create and route GoldSheet/Cardinal Sheet.
  d. Convert budget and justification into sponsored required format
  e. If required, gather and facilitate completion of non-standard Representations & Certifications with OSPA and/or SPA.
  f. Upload budget and justification into electronic system (i.e. Fastlane, Cayuse, Other systems as appropriate).
  g. Serve as liaison with OSPA regarding questions
  h. 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.

- Level 3 *Complex Guidelines and Forms and Complex Cost Share*
  a. Create budget and justification that are compliant with ISU and sponsor's guidelines (including new/uncommon sponsors).
  b. Serve as liaison with subrecipients regarding budget documents.
  c. Create and route GoldSheet/Cardinal Sheet.
  d. Convert budget and justification into sponsored required format.
  e. If required, gather and facilitate completion of non-standard Representations & Certifications with OSPA and/or SPA.
  f. Review proposal files for compliance with sponsor's format requirements.
  g. Upload most/all files to the relevant electronic proposal system (i.e. Fastlane, Cayuse, Other systems as appropriate).
  h. Serve as liaison with OSPA regarding questions
  i. 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.

- For projects with standard guidelines and forms, submit a <u>platinum sheet</u> to request support at least 10 business days prior to the sponsor's deadline.

- For complex projects, the <u>platinum sheet</u> should be submitted at least one month prior to the sponsor's deadline.

- <u>Platinum sheets</u> submitted after these deadlines will be evaluated; ERI support *may be limited.*

Proposal review *requests* should be received a minimum of two weeks prior to the submission deadline. **Manuscripts must be provided no later than *5* business days prior to the deadline.** This service may be requested via the <u>Platinum sheet</u>. Please contact Lori Jarmon with questions.