

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** – Submit a [Platinum Sheet](#) at least 2 weeks before deadline or 1 month before deadline if subcontracts are included.
 - a. Create budget and justification that are compliant with ISU and sponsor's guidelines.
 - b. Create and route GoldSheet/Cardinal Sheet.
 - c. Upload budget and justification into electronic system (i.e., Fastlane/Research.gov, Cayuse, Other systems as appropriate).
 - d. Serve as liaison with OSPA regarding questions.
 - e. 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** – Submit a [Platinum Sheet](#) at least two months before deadline.
 - 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/Research.gov, 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** – Submit a [Platinum Sheet](#) three months before deadline or as soon as you decide to apply.
 - 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/Research.gov, 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 [Platinum Sheet](#) to request support at least two weeks prior to the sponsor's deadline.
- For projects with standard guidelines and forms that include subcontracts, submit a [Platinum Sheet](#) to request support at least 4 weeks prior to the sponsor's deadline.
- For complex projects, the [Platinum Sheet](#) should be submitted at least two months prior to the sponsor's deadline.
- [Platinum Sheets](#) 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 [Platinum Sheet](#). Please contact Lori Jarmon with questions.