ERI PRE-AWARD SERVICES

SERVICE REQUEST SUMMARY

- **Level 1**: For projects with standard guidelines and forms, submit a Service Request (SR) to request support at least 3 weeks prior to the sponsor’s deadline.

- **Level 2**: For projects with standard guidelines and forms, and proposals include subcontracts, submit a Service Request (SR) to request support at least 5 weeks prior to the sponsor’s deadline.

- **Level 3**: Non-Standard Guidelines and Forms, and/or Proposals Including Cost Share, submit a Service Request (SR) at least 6 weeks prior to the sponsor’s deadline, depending on the complexity of the required forms and the number of Co-PIs and subcontracts.

- **Level 4**: Complex Guidelines and Forms and Complex Cost Share, submit a Service Request (SR) at least 8 weeks prior to the sponsor’s deadline.

- **Service Requests** submitted after these deadlines will be evaluated; ERI support may be limited.

EDITORIAL ASSISTANCE FROM ERI

- 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 sponsor’s deadline. This service may be requested via the Service Request (SR). Please contact Lori Jarmon with questions.

ERI PRE-AWARD LEVELS OF SERVICE

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 Service Request at least 15 business days before the deadline.
  
  a. Create budget and justification that are compliant with ISU and sponsor’s guidelines.
  
  b. Create and route Streamlyne (GoldSheet/Cardinal Sheet).
  
  c. Upload budget and justification into Streamlyne and other electronic system as appropriate (i.e., Research.gov, Cayuse, Other systems as appropriate).
d. Serve as liaison with OSPA regarding questions.
e. Respond to Just-In-Time requests prior to award (i.e., revised budget, revised scope of work, compliance issues, etc.).

- **Level 2 Standard Guidelines and Forms, and Proposals including Subcontracts** – Submit a Service Request at least 25 business days before the 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 Streamlyne (GoldSheet/Cardinal Sheet).
d. Upload budget and justification into Streamlyne and other electronic system as appropriate (i.e., Research.gov, Cayuse, Other systems as appropriate).
e. Serve as liaison with OSPA regarding questions.
f. Respond to Just-In-Time requests prior to award (i.e., revised budget, revised scope of work, compliance issues, etc.).

- **Level 3 Non-Standard Guidelines and Forms, and/or Proposals Including Cost Share** – Submit a Service Request at least 30 business days before the 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 Streamlyne (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 Streamlyne and other electronic system as appropriate (i.e., 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 prior to award (i.e., revised budget, revised scope of work, compliance issues).
Level 4 Complex Guidelines and Forms and Complex Cost Share – Submit a Service Request as soon as you decide to apply or 2 months before the deadline.

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 Streamlyne (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 Streamlyne and other electronic system as appropriate (i.e., 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 prior to award (i.e., revised budget, revised scope of work, compliance issues).

Contact eri-pre@iastate.edu for questions or assistance with Service Requests.