

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 15 business days (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 25 business days (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 30 business days (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 45 business days (8 weeks) prior to the sponsor's deadline,
- [Service Request \(SR\)](#) 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 \(SR\)](#) 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.
 - c. Upload budget and justification into Streamlyne and other electronic system as appropriate (i.e., Research.gov, EERE eXCHANGE, and 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 \(SR\)](#) 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.
 - d. Upload budget and justification into Streamlyne and other electronic systems as appropriate (i.e., Research.gov, EERE eXCHANGE, and 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 \(SR\)](#) 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.
 - 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, EERE eXCHANGE, and 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 \(SR\)](#) 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.
 - 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, EERE eXCHANGE, and 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 Request \(SR\)](#).