



Contracts and Grants Office

Contracts and Grants Office

2280 Beardshear
Ames, IA 50011-2026
Phone: 515-294-8934
Email: extension-proposals@iastate.edu
www.extension.iastate.edu/extensionfinance

About Us

Have questions on how to get sponsored funding for your programs? It can be daunting to understand all the policies and procedures on university forms, approval processes and grant management as a whole. It is our mission to make your work-life a little less complex and get your externally financed programs off and running!

Our Staff

Chris Knight, CRA

Manager
515-294-8934
cknight@iastate.edu

Beth Miller

Program Coordinator
Pre-Award Services
515-294-1831
bethmi@iastate.edu

Julie Lyon, CPA

Accountant IV
Post-Award Services
515-294-6965
lyon@iastate.edu

When to contact our office

- **As soon as you know you're applying:**
Take full advantage of the resources available!
- **1 Month from Due Date:**
Proposals that require subcontracts, special indirect cost negotiations, or other special needs.
- **2 Weeks from Due Date:**
Develop budget, organize paperwork and assure deliverables are on schedule.
- **1 Week from Due Date:**
Finalize budget and route Goldsheet.

Pre-Award Services

- ◆ Find the resources to grow your extension program.
- ◆ Develop a proposal budget and budget justification to support your goals.
- ◆ Obtain clarification and/or interpretation from sponsors on proposal guidelines.
- ◆ Initiate **Goldsheet** (an electronic routing system for investigator signature(s) and approval of departments, college, VP and Office of Sponsored Programs Administration—OSPA).
- ◆ Prepare letters for university endorsement.
- ◆ Provide feedback and/or editing as time allows on proposal narrative and other necessary documents.
- ◆ Initiate and upload documents in Cayuse (Grants.gov) and/or any other electronic portal prior to its submission to OSPA for compliance.
- ◆ Respond to sponsor for other pre-award needs following proposal submission.

Post-Award Services

- ◆ Work with Sponsored Programs Accounting (SPA) and departmental accountant for account set-up.
- ◆ Work with principle investigator (PI) to establish payroll and/or any cost-sharing requirements.
- ◆ Send reminders to PI regarding reporting requirements. Provide feedback on USDA REEport requirements and submit.
- ◆ Work with PI on any financial reporting requirements beyond the SF 425 (federal financial report) initiated by SPA.
- ◆ Ensure PI knows how to use e-Data in order to look up account balances and expenditures.
- ◆ Ensure PI is knowledgeable of sub-recipient monitoring requirements.
- ◆ Assist PI with any re-budgeting requests, change of PI, or other modifications or supplements that may arise on the agreement.

#STRONGIOWA