

# Pre-Award Support at ISU

Iowa State's network of pre-award support specialists can work with you to ensure that your sponsored funding proposal is complete, compliant, on time, and aligned with sponsor expectations.

Pre-award proposal support includes:

- » Consultation about sponsor requirements and proposal timelines
  - » Development of budgets and budget justifications
  - » Coordination with lead or subcontracting institutions, OSPA, and the ISU Foundation
  - » Help navigating cost-share plans and facilities and administrative (F&A) costs
  - » » Coordination of select proposal documents, Streamlyne routing, and proposal submission
  - » Just-in-time (post-submission) support if the sponsor requests changes to proposal budget or additional documents prior to award
- To provide you the best quality service, your pre-award support specialist needs you to:
- » Respond promptly to any requests for information
  - » Include them in all relevant communications
  - » **Give sufficient notice of your upcoming proposal. The amount of lead time they need depends greatly on proposal complexity.**



PROPOSAL COMPLEXITY	TIER 1 (Basic)	TIER 2 (Moderately Complex)	TIER 3 (Complex)	TIER 4 (Highly Complex)
	Contains <b>ALL</b> of:	Contains <b>ANY</b> of:	Contains <b>ANY</b> of:	Contains <b>ANY</b> of:
Number of PIs/co-PIs	1-4	5-9	10-14	15+
Number of Subrecipients	None	1-3 (non-industry and domestic only)	1-7 (any type)	8+ (any type)
Budget size	<\$2M	\$2-5M	\$5-10M	\$10M+
Facilities and Administrative Cost (F&A)* waiver	None	Yes	Yes	Yes
<small>*Also called indirect cost (IDC) or overhead</small>				
Cost share	None	None	Yes	Yes
Sponsor with complex or non-standard budget templates, guidelines, or contract terms (e.g., DoD, DOE)	None	None	Yes	Yes
<b>Contact your pre-award support unit about your proposal</b>	<b>At least 4 weeks before sponsor deadline</b>	<b>At least 5 weeks before sponsor deadline</b>	<b>At least 6-8 weeks before sponsor deadline</b>	<b>At least 3-4 months before sponsor deadline</b>

**Start working with your pre-award support unit well in advance of ISU's deadlines for proposal routing, review, and approval.**

Finalizing a budget, obtaining subrecipient documentation, and confirming cost share can take several weeks.

## WHO TO CONTACT

### Center Research Administrators

- » **PI affiliation:** ISU center or institute
- » **To contact:** Email your center or institute's research administrator or grant specialist

### Grants Hub

- » **PI affiliation:** Any (including Ivy College of Business and administrative units)
- » **To contact:** Submit a request at [grantshub.iastate.edu](https://grantshub.iastate.edu)

### CALS Research Excellence Support (CARES)

- » **PI affiliation:** CALS, CHS, ENG, and LAS faculty and staff in the following departments/units: ABE, AGEDS, AGRON, ANSCI, CARD, CCUR, ECON, ENT, FSHN, GDCB, NREM, HORT, PLPM and SOCCJ
- » **To contact:** Submit a Pre-Award Support Initiation Form at <https://cares.cals.iastate.edu>

### College of Design Research Support

- » **PI affiliation:** College of Design
- » **To contact:** Sandra Norvell at [snorvell@iastate.edu](mailto:snorvell@iastate.edu)

### Engineering Research Institute (ERI)

- » **PI affiliation:** College of Engineering (except ABE)
- » **To contact:** Submit a Service Request under the "Pre-award Services" tab at <https://www.engineering.iastate.edu/research/eri/>

### Research Enterprise Advancing the College of Human Sciences (REACHS)

- » **PI affiliation:** College of Human Sciences (except FSHN)
- » **To contact:** Submit a Tartan Sheet at <https://hs.iastate.edu/staff-and-faculty/research/chs-research-enterprise-team/> or email [reachs@iastate.edu](mailto:reachs@iastate.edu)

### LAS External Research Support (LASERS)

- » **PI affiliation:** College of Liberal Arts and Sciences, (except ECON, GDCB, and SOCCJ) plus CALS faculty in BBMB, EEOB, and STAT
- » **To contact:** [lasers@iastate.edu](mailto:lasers@iastate.edu)

### Vet Med Pre-Award Support (VetPAS)

- » **PI affiliation:** College of Veterinary Medicine
- » **To contact:** Submit a Pre-Award Support Request Form at [vetmed.iastate.edu/research-grad-studies/helpful-links](https://vetmed.iastate.edu/research-grad-studies/helpful-links)

### Extension and Outreach Contracts and Grants

- » **PI affiliation:** Extension and Outreach
- » **To contact:** Email [extension-grants@iastate.edu](mailto:extension-grants@iastate.edu)

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