

## *Tips for e-GoldSheet*

### General

*e-GoldSheet* runs in a complicated computer management system called Liquid Office. This system may operate slowly on older computers. Functions may also take several minutes at off-campus sites due to communications lines. Some users have had to remove Cookies from their web browser to open the *e-GoldSheet* in Acrobat.

Either the Originator (administrative staff) or the Lead PI may attach the proposal, budget and supporting documents to the *e-GoldSheet*. Print before approving if paper copies of *e-GoldSheet* and attachments are desired. Other general tips are to:

- Use the tab key or mouse-click on responses to migrate through sections of *e-GoldSheet*. Avoid using the <enter> key.
- Avoid using spaces and colons in file names of attachments.
- Enter percent of PI incentive even if F&A costs are not allowed by the sponsor.

### Origination (Goldsheet Start)

On page 1 of the *e-GoldSheet*, the academic department and institute/center for the Lead PI will fill in automatically from the PI's user profile. Change or update as needed.

The Administering Unit (also called Distribution Unit) will be selected by the Originator. There are eighteen distribution units on campus that can administer grant accounts. Only one unit may administer the account if awarded. Select from the pull-down list.

The Originator will enter Co-PI names and the routing path for administrative approvals.

### Routing Path

The routing path will insure that appropriate authorizing officials approve the proposed project. Faculty with joint appointments will have multiple departments/units listed. Two sections will be completed for authorizing officials, Departments/units and Distribution Units.

#### Department/Unit: (revised 6/29/04):

- Enter work queues (WQ) for all academic departments, Centers, and Institutes represented by the Lead PI and Co-PIs.
- Enter WQ for Extension program units represented by investigators (Ext to Agriculture, Ext to Communities, Ext to Families, and Ext to Youth)
- Enter Area Extension Education Directors by name for investigators who are Extension Field Specialists and County Extension Directors.

Distribution Unit:

Enter WQ for all Distribution Units represented by the investigators. Note that the pull-down list includes all departments, colleges, centers, and institutes. Only 18 units serve as distribution/administering units. See pages 20-22 of the Training Manual (June 2003) for the list.

- To include the Agriculture Experiment Station as a Distribution Unit, select WQ for COLLEGE OF AGRICULTURE.
- To include ISU Extension as a Distribution Unit, select WQ for EXTENSION.