Office for Sponsored Research and Award Administration (OSRAA)
Guide to Email Address Correspondence

**proposals@oregonstate.edu**
*Asst. Grant & Contract Officers*
*Cayuse Administrator*
- Proposal communication
- Cayuse, NSF Fastlane, NIH eRA Commons registration forms
- Cayuse questions

**osraa@oregonstate.edu**
*Award Set Up Coordinators*
*Award Mgmt. Coordinators*
*Effort Reporting Analyst*
- General OSRAA communication
- Award mgmt. communication - NCEs, prior approval requests, foreign travel, etc.
- Personnel Activity Report (PAR) forms and questions

**osraa.finance@oregonstate.edu**
*Grant Accountants*
*Cash & Costing Analysis Fiscal Coordinators*
- OSRAA communication with sponsors
- Incoming award and outgoing subaward negotiations
- New Subaward and Subaward Amendment request forms
- Testing/Services Activity Clearance Form (for federal fee book activity)

**osraa.finance@oregonstate.edu**
*Grant & Contract Officers*
- Financial reports and communications for OSU awards (incl. incoming subawards)
- Invoicing communications between OSRAA and OSU sponsors
- Financial transactions - cost transfers, labor distributions, etc.
- Cost share communication and questions
- OSU award closeout communications

**subawards@oregonstate.edu**
*Subaward Admin/Effort Reporting Analyst*
- Communications for outgoing subawards under OSU awards
- Subaward invoices to OSU from subrecipient organizations
- Subrecipient monitoring communications - subaward audits, compliance reviews, etc.
- Closeout communications for outgoing subawards