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

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

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

- **sponsored.programs@oregonstate.edu**  
  Grant & Contract Officers  
  - 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 Accountants  
  Cash & Costing Analysis Fiscal Coordinators  
  - 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**  
  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