### Proposal/Award Management Unit – “Lifecycle” Project Management

1. College/unit-based assignments
2. Full proposal review & submission
3. Award review, negotiation and acceptance
4. Award set-up
5. Subaward execution and set-up
6. Non-financial award management—e.g., equipment approvals, international travel pre-approvals, prior approval requests, pre-award spending approvals, no-cost extensions
7. Collaboration with all OSRAA units

### Cash/Financial Management Unit – “Lifecycle” Cash Management

1. Agency-based assignment
2. Grant-related labor re-distributions
3. Post-transaction monitoring
4. Invoicing and financial reports and follow-up with sponsors
5. Revenue collection and reconciliation
6. Receivables
7. Closeout
8. Approve/submit agency refund requests
9. Year-end close/accretals
10. Preparation of cost overrun journal vouchers
11. Collaboration with all OSRAA units
12. Review all sponsor refund requests
13. Review and approve cost transfers (journal vouchers)
14. Collaboration with all OSRAA units

### Award Compliance & Education Unit

1. University wide focus
2. OSU-wide effort reporting oversight
3. Campus-wide coordination of research administration training and outreach
4. Research administration policy and procedure coordination
5. Subrecipient monitoring
6. Responsible Conduct of Research (RCR) program oversight
7. Website and education resource development
8. Subaward invoice review (mgmt. report for sub encumbrances and expenses needed)
9. Collaboration with all OSRAA units

### Systems/Data Unit – “Lifecycle” Technical Support

1. Cross-cutting support to all units, but university wide focus
2. Data analysis and statistics
3. Web maintenance
4. Cayuse technical support
5. Forms maintenance
6. Ad hoc data requests
7. Collaboration with all OSRAA units

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**Important E-mail addresses:**

- Cayuse and proposal-related questions: proposals@oregonstate.edu
- Questions for all units: osraa@oregonstate.edu
- Subaward invoices: subawards@oregonstate.edu

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**Important E-mail addresses:**

- Sponsor correspondence: sponsored.programs@oregonstate.edu
- Financial reports & invoices correspondence: osraa.finance@oregonstate.edu