Office for Sponsored Research and Award Administration (OSRAA)
http://research.oregonstate.edu/osraa

Oregon State UNIVERSITY OSU

Proposal/Award Management Unit – "Lifecycle" Project Management	Cash/Financial Management Unit – "Lifecycle" Cash Management	Award Compliance & Education Unit	Systems/Data Unit – "Lifecycle" Technical Support
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	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/accruals 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	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	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

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

Important E-mail addresses:
Sponsor correspondence: sponsored.programs@oregonstate.edu
Financial reports & invoices correspondence:
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