

Office for Sponsored Research and Award Administration (OSRAA) Office Hours

Weekly office hours with OSRAA staff for walk-ins or calls to discuss sponsored project questions

Location: OSRAA, 306 Kerr Administration Bldg. - Check in at front desk ----- **Phone calls:** (541) 737-4933 or OSRAA campus extension 7-4933**PAM (Proposal & Award Management)****Proposals** - General or proposal-specific questions about proposal preparation, submission, OSU procedures, sponsor requirements and Cayuse**Grants/Contracts** - General or project-specific questions about OSU's grant and contract review and acceptance, and sponsor award terms and conditions**Award Management** - General or project-specific questions about non-financial award management, such as extensions, project changes and other prior approval requirements**CFM (Cash & Financial Management)****Financial Reporting** - General or project-specific questions about sponsored project financial reporting, invoicing, cost share and closeouts**Labor Distributions/Cost Transfers** - General or project-specific questions about labor distribution forms and process and other cost transfers**ACE (Award Compliance & Education)****Subawards** - General or project specific questions about subaward monitoring, incoming subaward invoices and subaward closeout**Effort Reporting** - General or project-specific questions about OSU's effort reporting process and PAR forms**Schedule - Tuesdays - 1st, 3rd, 5th Tuesday of month 9-11am; 2nd, 4th Tuesday of month 2-4pm**

| Date | Time Scheduled - 2 hours/week | PAM - Proposals | PAM - Grants/ Contracts | PAM - Award Management | CFM - Financial Reporting | CFM - Labor Dist & Cost Transfers | ACE - Subawards & Effort Reporting |
|------------|----------------------------------|-----------------|----------------------------|---------------------------|------------------------------|--------------------------------------|---------------------------------------|
| 12/19/2017 | 9:00-11:00 am | Lydia | Vickie | Corey | Sandy | Sandy | Aedra/Lisa |
| 12/26/2017 | 2:00-4:00 pm | Michelle | Vickie | Corey | Sandy | Sandy | Aedra |
| 1/2/2018 | 9:00-11:00 am | Jenny | Cindy | Mindi | Sandy | Sandy | Aedra/Lisa |
| 1/9/2018 | 2:00-4:00 pm | Michelle | Vickie | Mindi | CFM Team O, S, & U | CFM Team O, S, & U | Aedra/Lisa |
| 1/16/2018 | 9:00-11:00 am | Lydia | Cleo | Corey | CFM Team O, S, & U | CFM Team O, S, & U | Aedra/Lisa |
| 1/23/2018 | 2:00-4:00 pm | Robin | Cindy | Mindi | CFM Team O, S, & U | CFM Team O, S, & U | Aedra/Lisa |
| 1/30/2018 | 9:00-11:00 am | Jenny | Vickie | Corey | CFM Team O, S, & U | CFM Team O, S, & U | Aedra/Lisa |
| 2/6/2018 | 9:00-11:00 am | Michelle | Cleo | Mindi | CFM Team O, S, & U | CFM Team O, S, & U | Aedra/Lisa |
| 2/13/2018 | 2:00-4:00 pm | Lydia | Cindy | Corey | CFM Team O, S, & U | CFM Team O, S, & U | Aedra/Lisa |
| 2/20/2018 | 9:00-11:00 am | Robin | Vickie | Mindi | CFM Team O, S, & U | CFM Team O, S, & U | Aedra/Lisa |
| 2/27/2018 | 2:00-4:00 pm | Jenny | Cleo | Corey | CFM Team O, S, & U | CFM Team O, S, & U | Aedra/Lisa |
| 3/6/2018 | 9:00-11:00 am | Michelle | Cindy | Mindi | CFM Team O, S, & U | CFM Team O, S, & U | Aedra/Lisa |
| 3/13/2018 | 2:00-4:00 pm | Lydia | Vickie | Corey | CFM Team O, S, & U | CFM Team O, S, & U | Aedra/Lisa |
| 3/20/2018 | 9:00-11:00 am | Robin | Cleo | Mindi | CFM Team O, S, & U | CFM Team O, S, & U | Aedra/Lisa |
| 3/27/2018 | 2:00-4:00 pm | Jenny | Cindy | Corey | CFM Team O, S, & U | CFM Team O, S, & U | Aedra/Lisa |
| 4/3/2018 | 9:00-11:00 am | Michelle | Vickie | Mindi | CFM Team O, S, & U | CFM Team O, S, & U | Aedra |
| 4/10/2018 | 2:00-4:00 pm | Lydia | Cleo | Corey | CFM Team O, S, & U | CFM Team O, S, & U | Lisa |
| 4/17/2018 | 9:00-11:00 am | Robin | Cindy | Mindi | CFM Team O, S, & U | CFM Team O, S, & U | Aedra |
| 4/24/2018 | 2:00-4:00 pm | Jenny | Vickie | Corey | CFM Team O, S, & U | CFM Team O, S, & U | Lisa |
| 5/1/2018 | 9:00-11:00 am | Michelle | Cleo | Mindi | CFM Team O, S, & U | CFM Team O, S, & U | Aedra |
| 5/8/2018 | 9:00-11:00 am | Lydia | Cindy | Corey | CFM Team O, S, & U | CFM Team O, S, & U | Lisa |
| 5/15/2018 | 2:00-4:00 pm | Robin | Vickie | Mindi | CFM Team O, S, & U | CFM Team O, S, & U | Aedra |
| 5/22/2018 | 9:00-11:00 am | Jenny | Cleo | Corey | CFM Team O, S, & U | CFM Team O, S, & U | Lisa |
| 5/29/2018 | 2:00-4:00 pm | Michelle | Cindy | Mindi | CFM Team O, S, & U | CFM Team O, S, & U | Aedra |
| 6/5/2018 | 9:00-11:00 am | Lydia | Vickie | Corey | CFM Team O, S, & U | CFM Team O, S, & U | Lisa |
| 6/12/2018 | 2:00-4:00 pm | Robin | Cleo | Corey | CFM Team O, S, & U | CFM Team O, S, & U | Aedra |
| 6/19/2018 | 9:00-11:00 am | Jenny | Cindy | Mindi | CFM Team O, S, & U | CFM Team O, S, & U | Lisa |
| 6/26/2018 | 2:00-4:00 pm | Michelle | Vickie | Mindi | CFM Team O, S, & U | CFM Team O, S, & U | Aedra |