OSRAA PI Letter Outreach Session
Office for Sponsored Research and Award Administration
Zach Gill- Senior Grant and Contract Officer
Amanda Watts- Team Lead Set Up Coordinator
Vickie Watkins- Grant and Contract Officer
Agenda OSRAA PI Letter Outreach Session

- PI Letter Process Improvement
  - Goals - Efficiency Accuracy Speed
  - Changes
    - Award Intake Letter - Pending Index
    - Contract Officer Process
    - PI Letter
- Schedule
- Feedback
PI Letter Goals

- **Efficiency**
  - Reduce Double Reading of Award Documents
  - Create Reference document to be used by all

- **Accuracy**
  - Increase Compliance
  - Charges in the right place the first time

- **Speed**
  - Shorten set up time
  - Shorten award management question turn around
1) Award Intake Email Notification
   - Transition timing from Award Acceptance to Award Intake
2) Contracting Officer Debrief Award Document
   - C.O. has reviewed agreement and knows relevant information to pass downstream
3) PI Letter Generated
   - Create reference document for all downstream users
1) Award Intake Email Notification

OSRRA is testing a new format of communications with our PIs and Business Centers to increase speed, efficiency, and accuracy. A full description of the goals and process improvements can be found at research.oregonstate.edu/principal-investigator-and-award-steps. If you have any feedback on the process please send to OSRRA@oregonstate.edu with a subject line of "PI Letter".

The following award has been received at OSRRA. To check on the status of award acceptance and index setup please access the new OSRRA Transparent Tracking tool available at http://research.oregonstate.edu/principal-investigator-and-award-steps.

PI: Jane Green
Department: Chemical Engineering
Agency: University of Washington
 Cayuse Number: 15-9999
Project Title: Technology Breakthrough
Amount: $98,000

OSRRA Next Steps:
Award Acceptance: OSRRA will review the award document and request any needed changes from the PI or Sponsor and then set up the award indexes. OSRRA will send a notification after the index has been set up. The award documents will be uploaded to the Cayuse proposal record (available at research.oregonstate.edu) upon completion of the award acceptance process.

PI Next Steps:
Pending Index: If programmatic needs require spending before OSRRA accepts the award, a pending index can be requested for this type of award by replying to this email adding “Pending Index Request” to the subject line. No OPAS form will be needed but budgetary information may be required if multiple indexes are requested at the pending stage.

Set Up: To prevent set up delays, please provide the following information if applicable.

Multiple Indexes: If you require multiple indexes for this project, OSRRA needs budget breakdowns for each index. Please upload the associated budgets into the Cayuse record.

Cost Share: If your project involves cost share that will be charged to an OSU department index, please add the “pull from” index to the Cayuse record. Your business center can help with determining the appropriate “pull from” index.

IRB/AAUC: If your project includes human or animal subjects, OSRRA will not release funding until the Office for Research Integrity has reviewed the project. Please contact http://research.oregonstate.edu to begin the review process. If an initial phase of the project will not involve human or animal subjects, OSRRA can release that portion of the funding if a budget is provided for this initial phase. Please upload this request to the Cayuse record with a statement that acknowledges human/animal subject related costs will not be incurred until the appropriate approval is in place.

Office for Sponsored Research and Award Administration
Oregon State University
B308 Kerr Administration Bldg | Corvallis, OR 97331-2140 | 541-737-4033
OSRRA@oregonstate.edu
1) Award Intake Email Notification - Speed and Accuracy

- **Timing**
  - Transition from Award Acceptance to Award Intake
  - Relies on new transparent tracking to provide status updates

- **Content**
  - Reduce Award Acceptance Delays
    - Ask for proposal if needed
  - Reduce set up delays
    - IRB
    - Budgets- split and cost share
  - Pending
    - Offers pending index
1) Award Intake Email Notification
Pending Index - Speed, Accuracy

- How best to get the charges in the right place the first time and respond to time-dependent programmatic needs?

Awards not at OSRAA

No Change: Pending index form available

Awards at OSRAA

- Major Federal Sponsors: No Form Needed, Email request only
  - Change: NSF, NIH, Dept of Ag, Dept of Ed, ONR, NASA
  - Combined 75% of Federal Awards/ 60% of Externally Funded Research
  - Email reply to award intake letter asking for pending- may need split budgets

- Other federal and non-federal
  - Change: Pending Index form available even if award is at OSU

- FAST TRACK: NSF and NIH
2) Contract Officer Debrief- Efficiency

- OSRAA internal process
  - Efficiently pass information downstream in a usable format
    - Banner speak
    - Human speak
Osu
Oregon State University

PI Letter

OSRAA is testing a new format of communications with our PIs and Business Centers to increase speed, efficiency, and accuracy. A full description of the goals and process improvements can be found at research.oregonstate.edu/forms/pisupport-center. If you have any feedback on the process please send to OSRAA@oregonstate.edu with a subject line of "PI Letter".

Congratulations! Oregon State University has formally accepted your award and set up an index for the project. Institutional acceptance of this award places obligations on the University and the Principal Investigator. Below is a list of action items associated with managing this sponsored award. Please review this information carefully.

Award Information

- **PI**: Jane Green
- **Department**: Chemical Engineering
- **Grant Code**: 3852-0000
- **Sponsor**: University of Washington
- **Cayuse Number**: 12-9999
- **Project Title**: Technology Breakthrough
- **Project Start Date**: 01-JAN-2016
- **Project End Date**: 31-DEC-2017
- **Current Award Amount**: $18,000
- **Cost Share**: $5,000

Index Information

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<th>Index</th>
<th>Amount</th>
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**PI Next Steps:**

**PI Action Needed:** Our records indicate that this project involves a subaward(s). Please complete the New Subaward form available at research.oregonstate.edu/forms/and-sources and send to sponsored.programs@oregonstate.edu for your OSRAA team to initiate the subaward.

**PI Action Needed:** This award is subject to IBCRCIAC compliance regulations. Please contact Office of Research Integrity if they have not yet reviewed this project. Funding that involves human or animal subjects cannot be made available until the ORI review is completed. Please contact your contract officer if you would like to request a portion of the award funding be made available prior to ORI review.

**Reporting and Key Requirements**

- **Technical Reports**: Technical reports are due on the dates listed below. PI is responsible for timely submission of all technical reports.
  - Final Report Only
3) PI Letter- Accuracy, Efficiency, Speed

- Record relevant terms from Award Document
  - Promised Effort
  - Reporting Dates
  - Compliance Terms of Note
- Translate those to action items
- Create reference document in NOLIJ for post-award administration issues
Schedule

- May and June - Beta Test
- June - Solicit feedback from internal and external participants
- End June - Refine tools
- July - Campus wide roll out
Suggestions

- Where is less more?
  - Need to focus on speed with limited resources
- A full description of the goals and process improvements can be found at research.oregonstate.edu/osraa/principal-investigator-letter.
- If you have any feedback on the process please send to OSRAA@oregonstate.edu with a subject line of “PI Letter”.