

# OSRAA PI Letter Outreach Session

Office for Sponsored Research and Award Administration

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# 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

# PI Letter- Major Changes

## 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

OSRAA is testing a new format of communications with our PI's 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/osraa/principal-investigator-letter](http://research.oregonstate.edu/osraa/principal-investigator-letter). If you have any feedback on the process please send to [OSRAA@oregonstate.edu](mailto:OSRAA@oregonstate.edu) with a subject line of "PI Letter".

The following award has been received at OSRAA. To check on the status of award acceptance and index set up please access the new OSRAA Transparent Tracking tool available at [\[http://research.oregonstate.edu/principal-investigator-and-award-status\]](http://research.oregonstate.edu/principal-investigator-and-award-status):

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

#### **OSRAA Next Steps:**

**Award Acceptance:** OSRAA will review the award document and request any needed changes from the PI or Sponsor and then set up the award indexes. OSRAA 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/osraa](http://research.oregonstate.edu/osraa)) upon completion of the award acceptance process.

#### **PI Next Steps:**

**Pending Index:** If programmatic needs require spending before OSRAA 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, OSRAA needs budget breakouts 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/IACUC:** If your project includes human or animal subjects, OSRAA will not release funding until the Office for Research Integrity has reviewed the project. Please contact <http://research.oregonstate.edu/ori> to begin the review process. If an initial phase of the project will not involve human or animal subjects, OSRAA 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 | 541-737-4933  
[OSRAA@oregonstate.edu](mailto:OSRAA@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



# 3) PI Letter



## PI Letter

Office for Sponsored Research and Award Administration  
Oregon State University, 308 Kerr Administration, Corvallis, Oregon 97331-2140  
T 541-737-4933 | F 541-737-2069 | OSRAA@oregonstate.edu

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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	Grant Code:	AB1230
Department:	Chemical Engineering	Org Code:	305220
Sponsor:	University of Washington		
Sponsor Award Number:	CR55-561	Cayuse Number:	15-9999
Project Title:	Technology Breakthrough		
Project Start Date:	01-JAN-2016	Project End Date:	31-DEC-2017
Current Award Amount:	\$98,000	Cost Share:	\$5,000

Index Information		
Index	Amount	Notes
AB123A	\$48,000	Budget period 1/1/16 – 12/31/16, Indirect at 46.5%
AB123B	\$50,000	Budget period 1/1/17 – 12/31/17, Indirect at 47%

### PI Next Steps:

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

**PI Action Needed:** This award is subject to IRB/IACUC 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](https://research.oregonstate.edu/osraa/principal-investigator-letter).
- ▶ If you have any feedback on the process please send to [OSRAA@oregonstate.edu](mailto:OSRAA@oregonstate.edu) with a subject line of "PI Letter".