### Proposal/Award Management Unit – “Lifecycle” Project Management
1. College/unit-based assignments
2. Full proposal/unit 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. Subaward invoice review (mgmt. report for sub encumbrances and expenses needed)
8. Collaboration with all OSRAA units

### Cash/Financial Management Unit – “Lifecycle” Cash Management
1. Agency-based assignment
2. Invoicing and financial reports
3. Revenue collection and reconciliation
4. Receivables
5. Closeout
6. Approve/submit agency refund requests
7. Year-end close/accruals
8. Preparation of cost overrun journal vouchers
9. Collaboration with all OSRAA units

### Research Costing and Analysis Unit – “Lifecycle” Financial Compliance
1. University wide focus
2. Grant-related labor re-distributions
3. OSU-wide effort reporting oversight
4. Post-transaction monitoring
5. Campus-wide research admin. training coordination
6. Research administration policy and procedure coordination
7. Subrecipient monitoring
8. External audit coordination
9. Research costing analytics
10. Monitor receivables and collections with CFM Unit
11. Review and approve cost transfers (journal vouchers)
12. Review all sponsor refund requests
13. 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

---

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

**E-mail addresses being phased out:**
Researchcontracts@oregonstate.edu
osprc@oregonstate.edu
officeofpostawardadministration@oregonstate.edu