### Proposals
- Cayuse SP and 424 proposal system management
- Proposal budget and rebudget approval
- Proposal approval and submission
- Sponsor requests between proposal submission and award issuance (e.g., JIT)

### Award Contracting
- Incoming grant and contract award negotiation and acceptance
- Award amendment negotiation and acceptance
- Federal testing/service agreements
- Non-Funded agreement (e.g., NDA, MOU, Teaming) negotiation and execution
- Pending index review

### Industry Contracting
- Incoming directly funded industry agreements (excluding feeback testing/service and flow through federal other than noted below)
- Incoming subcontracts from industry prime contractors flowing DoD, NSA, NASA, and other security industry funding to OSU
- Industry flow-through agreements focusing on commercialization
- SBIR/STTR industry subcontracts
- Non-Funded agreement (e.g., NDA, MOU, Teaming) negotiation with industry partners

### Award Set Up
- Establishment of grant record and indexes in Banner
- Set up of associated cost share indexes
- Set up of associated program income indexes
- RCRV, OOI and large project financial coordination

### Financial Management
- Fiscal compliance
- Sponsor financial reporting
- Sponsor billing, including letter of credit draws
- Expense and transaction analysis
- Closeout of awards
- Sponsor non-financial reports – equipment, patent, small business
- Cash position reconciliations and cashiering
- Accounts Receivable
- External audit coordination

### Award Management
- General award management inquiries
- Prior approvals for project changes – rebudgeting, no-cost extension, PI change or effort reduction, foreign travel, equipment, other allowability questions
- Sponsored project fellowship appointment approvals
- Effort reporting (PAR forms)
- Responsible Conduct of Research (RCR) compliance
- PI technical report submission assistance

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### Subawards
- Issuance and negotiation of outgoing subawards and amendments
- Prior approvals for subaward changes – rebudgeting, no-cost extension, subaward PI change or effort reduction, other subaward allowability questions
- Subaward set up in OSU financial and other systems
- Subaward invoice review and processing
- Subaward closeout
- Subrecipient monitoring

### Research Admin Policy & Training
- Research Administration policy management
- Research Administration training program
- OSRAA Outreach and Education listserv & meetings
- NCURA & external training coordination
- Website content & resources

### Research Admin Data & Systems
- System integrations
- System access
- Data analysis
- Statistics, metrics, and reporting
- NSF HERD survey submission
- Dashboards
- Website maintenance