

**OSRAA Email Inboxes**  
**Oct 2020**

<b>Inbox</b>	<b>Purpose</b>	<b>Preference when sending to this inbox</b>	<b>What should we send?</b>
Proposals@oregonstate.edu  Monitored by Assistant Grant and Contact Officers	Inbox for proposals under development. Primarily used for active Cayuse proposals in review process.	Cayuse number in subject line. Emails will automatically sort if the Cayuse number is included in subject line.	Any proposal question and replies to proposal review comments. Just in Time (JIT) requests.
OSRAA@oregonstate.edu  Monitored by Grant and Contract Administrators	General inbox for questions from campus. Setup work flow and compliance reside within this box.	Grant or Cayuse Number for reference.	Any general questions for OSRAA including status requests. Post award forms (Foreign Travel Authorizations, No Cost Extensions, Rebudgets, Sponsor Registration Forms, etc.) PI Changes, PI Transfers Out and all other prior approval requests.
Sponsored.programs@oregonstate.edu  Monitored by Grant and Contract Officers.	Inbox for awards coming from sponsors. Also frequently used as main inbox for sponsor portal registration.	If possible, include Grant ID or Cayuse Number or DB Number.	If you receive an award document that needs a signature, please forward to this inbox. We will log it in and have a grant and contract officer review the agreement.  Also, requests for outgoing subawards, and annual renewal of subawards. Request for certs and reps that are required with the award.
subawards@oregonstate.edu  Monitored by Grant and Contract Administrators	Inbox for outgoing subaward invoicing.	Subaward number (e.g. S1234A-A).	Invoices from subawardees to be processed for payment.
OSRAA.Finance@oregonstate.edu  Monitored by Grant Accountants & Cash Team	Invoice, reporting and cashiering/Accounts Receivable questions	Please reference Grant and Team name.	Questions and/or requests regarding Invoices, Financial Reporting, Expenditures, Allowability of Charges, Final Deadlines and Closeouts, any Certified Expenditures, and Revenue/Payments.