Oregon State University
Research Office
Office for Sponsored Research
and Award Administration (OSRAA)

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Proposals
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Dawn Wagner
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Mindi Woods

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Stacey De La Rosa Ortiz
Sheri Elliott

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Sara Traeger

Award Management Fiscal Coordinator
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Rhonda Holcomb
Meghan Tompkins
Jeff Zoellner

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James Park

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Managing Grants/Contracts Coordinator
Sarah Child

Sponsored Programs Billing Administrators
Jessica Jiang
Piper O'Hara
Branita Sturm

Sponsored Programs Billing Specialists
Linn Bright
Vacant

Temp Grants/Contracts Coordinator
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Research Admin Quality Assurance/Research Fiscal Officer
Sandy Cobb

Research Fiscal Coordinators
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Award Management
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Grant and Contract Administrators
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Jessica Dickason
Vacant (2)

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Shelane Stromme

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Senior Business Systems Analyst
Mark Bierly

Grant and Contract Admin/Business Systems Analyst
Jessica Thurner-Byers

Teams Sea, Sun and Space support identified colleges and units for full project lifecycle, proposal through closeout.

Team Sea OSRAA Support:

College of Earth Ocean and Atmospheric Sciences
College of Health
College of Pharmacy
College of Veterinary Medicine
OSU Administrative Units
OSU Cascades Campus
OSU Extension
Research Office Centers & Institutes

Proposals: Lisa Hall
Award Contracting: Cindy Tait-Withrow
Award Set Up: Sheri Elliott/Brenda Brumbaugh
Grant Accounting: Rhonda Holcomb/James Park
Sponsor Invoicing: Linn Bright, Jessica Jiang
Other Post Award: Jessica Dickason

Team Sun OSRAA Support:

College of Agricultural Sciences
College of Forestry

Proposals: Julie Meier
Award Contracting: Vacant
Award Set Up: Jen Hayden
Grant Accounting: Autumn Helenihi/Meghan Tompkins
Sponsor Invoicing: Branita Sturm
Other Post Award: Gregory Adams

Team Space OSRAA Support:

College of Business
College of Education
College of Engineering
College of Liberal Arts
College of Science
OSU Auxiliary Units

Proposals: Kathy Garrett
Award Contracting: Dawn Wagner
Award Set Up: Stacey De La Rosa Ortiz
Grant Accounting: Jeff Zoellner/Heidi Hammond
Sponsor Invoicing: James Park
Other Post Award: Vacant

11.1.23

Proposals	Award Contracting	Industry Contracting	Award Set Up	Financial Management	Award Management
proposals@ oregonstate.edu	sponsored.programs@ oregonstate.edu	industryresearch@ oregonstate.edu	OSRAA@ oregonstate.edu	OSRAA.Finance@ oregonstate.edu	OSRAA@ oregonstate.edu
• 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)	• 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	• Incoming directly funded industry agreements *(excluding feebook 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	• 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	• 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	• 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

Subawards	Research Admin Policy & Training	Research Admin Data & Systems
subawards@oregonstate.edu	OSRAA@oregonstate.edu	OSRAA@oregonstate.edu
• 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 Administration policy management • Research Administration training program • OSRAA Outreach and Education listserv & meetings • NCURA & external training coordination • Website content & resources	• System integrations • System access • Data analysis • Statistics, metrics, and reporting • NSF HERD survey submission • Dashboards • Website maintenance