November 6th

OSRAA Outreach Series

We will begin in a just a few minutes.
Welcome

• Greetings and welcome to the OSRAA Outreach Series! My name is Kacey Parks, and I am the Research Administration Training Coordinator.

• This session is being recorded, and you will be notified via the OSRAA Outreach Listserv when the recording and presentation are ready to view.

• Chat is disabled. Please submit all questions via the Q & A button located at the bottom of your screen. Questions are encouraged to be submitted as they come to mind, and will be answered at the conclusion of our presentation today.

• Please note that when you submit a question in the Q & A, the question and your name will be visible to all participants unless you select “anonymous” before submitting it.
OSRAA Engagement Opportunities

OSRAA Outreach Webinar Series - this a monthly topical outreach, formally held as a zoom meeting and has transitioned to a webinar format.

- There was a calendar series invitation sent out prior to our transition from webinar to zoom, the meeting dates and times will stay the same, however registration will be required to attend for the webinar format.

- Registration emails will be sent out prior to the monthly outreaches, and will be updated in the calendar invitations.

- Webinars will be recorded and posted on our OSRAA training website.

Our next Outreach Webinar is: Thursday November 16th, 2023 at 2pm PST

Topic: Managing Awards with Bracketed Funding/Carryforward Restrictions on Sponsored Projects
OSRAA Engagement Opportunities

Pre-Award and Post-Award meetings - a new monthly opportunity, held in a zoom format meeting, to engage in facilitated focused discussion and collaborative dialogue. Invitations will be sent out through the OSRAA Outreach Listserv.

- Pre-award and Post-award discussion, topic focus will switch every other month.
- All are welcome to attend, whether you have a specific question or just curious to learn!

**Pre-award:** Launches this Wednesday November 8th at 10:00am PST  
*Call for questions:* please send any questions to add to our agenda items:  
Zach Gill: zach.gill@oregonstate.edu and Kacey Parks: Kacey.parks@oregonstate.edu

**Post-award:** Launches December 12th at 10:00am PST  
*Call for questions:* please send any question to add to our agenda items:  
Heather Toro: heather.toro@oregonstate.edu and Kacey Parks: Kacey.parks@oregonstate.edu
Demystifying and Partnering with OSRAA
Office for Sponsored Research and Award Administration
Outreach and Education
November 6, 2023

Zach Gill, Director of Sponsored Programs, Award Contracting

Aedra McCarthy, Director of Sponsored Programs, Award Management

Heather Toro, Director of Sponsored Programs, Financial Management
Agenda

Welcome
Sponsored Project Partnership
Oversight and Compliance Framework
OSRAA Organization
Meet the teams
Q&A
SPONSORED PROJECT SUPPORT AND COMPLIANCE

• Research Office/OSRAA
• Other Administrative Units
• College/School/Department
• Principal Investigator
• Project Team, including internal and external collaborators
OSRAA’s Role in Sponsored Project Administration

Authorized Organizational Representative (AOR) and official administrator for all externally funded sponsored research at Oregon State University

Partner throughout the lifecycle of an award to obtain and manage external support for sponsored activities

Provide specialized regulatory and organizational expertise

OSRAA Support Goals:
- Sustain and grow a successful research enterprise at Oregon State University
- Establish solid institutional support so projects are successful
- Be a trusted partner to PIs in managing their research
- Ensure compliant proposals for best chance for review and funding
- Reduce administrative burden wherever possible
- Assist with interpretation of sponsor requirements and compliance matters
- Liaison with sponsor agencies to smooth communication and project management
Partners for Successful Sponsored Projects

Research compliance is multi-faceted and takes joint effort across the university to successfully fulfill obligations associated with sponsored projects.

Research Office/OSRAA
- Research administration & compliance oversight
- Proposal approval
- Award acceptance
- Grant index set up
- Billing/Financial reporting
- Liaison sponsor approvals
- Compliance (IRB, IACUC, COI, RCR, Sponsor Certifications, etc.)

Principal Investigator & Project Team
- Proposal preparation
- Technical Project Management
- Direct project Purchasing and hiring
- Liaison with college/unit
- Liaison with OSRAA/FSS

College/Dept/FSS
Roles for college, dept, and FSS support vary by specific unit
- Proposal and award budget, accounting and administrative support
- Project purchasing
- Project hiring
- Liaison with OSRAA/RO
Aspects of Sponsored Project Management

Technical & Programmatic
- Program Requirements
- Project Specifications
- Internal/External Collaborators
- Research Conduct

Administrative
- Best Practices
- University-wide Administration
- Training

Policy & Compliance
- Sponsor Agency Guidance
- University Policy
- Internal Controls
- Compliance Directives
- Federal Regulation & Public Law

Documented Procedures

University-wide Administration

Training
- The Research Office serves as the OSU Institutional Authority with sponsor agencies.
- One of OSRAA’s roles is to interpret compliance requirements and clarify order of precedence for varying terms and conditions.
OSRAA Units

OSRAA is organized into teams with expertise specifically tied to functions used throughout the award lifecycle.

**Award Contracting**
- **Pre-Award:**
  - Proposal Review
  - Just in Time Phase
  - Award Negotiation and Acceptance

**Financial Management**
- **Post-Award Financial:**
  - Account Establishment
  - Fiscal Compliance
  - External Audit Coordination
  - Account Closeout

**Award Management**
- **Post-Award and Training:**
  - Award Changes/Prior Approvals
  - Subawards
  - Research Admin Training
  - Policy Management
46 OSRAA Team Members
Across 13 States
Oregon
Arizona
California
Florida
Georgia
Indiana
Kentucky
Maryland
Ohio
Pennsylvania
Tennessee
Texas
Virginia
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 Business
- College of Agriculture and Human Sciences
  - College of Veterinary Medicine
  - OSU Extension Research Office Centers & Institutes
- Proposals: Award Contracting, Award Set Up, Grant Accounting, Sponsor Invoicing, Other Post Award
  - Lisa Hall
  - Cindy Teel-Weatherby
  - Sheri Wilson
  - Jennifer Merkler
  - Julie Meiner

**Team Sun OSRAA Support:**
- College of Agricultural Sciences
  - College of Forestry
  - College of Liberal Arts
  - College of Science
- Proposals: Award Contracting, Award Set Up, Grant Accounting, Sponsor Invoicing, Other Post Award
  - Kathy Garrett
  - DeAnn Wagner
  - Shelly DeLaRosa Ortiz
  - Jennifer Merkler

**Team Space OSRAA Support:**
- College of Business
  - College of Education
  - College of Engineering
  - OSU Auxiliary Units
- Proposals: Award Contracting, Award Set Up, Grant Accounting, Sponsor Invoicing, Other Post Award
  - Kathy Garrett
  - DeAnn Wagner
  - Jeff Zeilin
  - Held Hammond
### 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., IIT)

### 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 facebook 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 Index 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 cashing
- 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

### 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 setup 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
- OSU system access
- Data analysis
- Statistics, metrics, and reporting
- NSF HERD survey submission
- Dashboards
- Website maintenance
OSRAA Award Contracting
## Proposals

### Search underway for new:
Managing Proposal Analyst

- Cayuse SP and 424 proposal system management
- Proposal approval and submission
  - Sponsor Requirements/Portal Error Checks
  - OSU Policy Requirements

### Lead Proposal Analysts
- Lisa Hall
- Julie Meier

### Proposal Analysts
- Kathy Garrett
- Darleen Root

### Sponsor requests between proposal submission and award issuance (e.g., JIT)
- Coordinate with College Pre-Award Offices
# Award Contracting

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<tr>
<th>Managing Grant and Contract Officer</th>
<th>Senior Grant and Contract Officers</th>
<th>Grant and Contract Officers</th>
<th>Specialized Grant and Contracting Officer</th>
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- **Award Tracking Tool available on OSRAA homepage**
- Incoming grant and contract award negotiation and acceptance
- Award amendment negotiation and acceptance
- Federal testing/service agreements
- **Recent Change**: Transitioning Subawards to our awesome new Subaward Team
- Non-Funded agreement (e.g., NDA, MOU, Teaming) negotiation and execution
- Pending index review
- Coordinate with many offices on award requirements (Advantage, COI, IRB, Export, Information Security)
OSRAA
Financial Management
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

Assistant Director
Financial Management
Amanda Watts

Lead Set Up Coordinator
Jen Hayden

Set Up Coordinators
Brenda Brumbaugh
Stacey De La Rosa Ortiz
Sheri Elliot

RCRV Fiscal Coordinator
Sara Trager

Award Management Fiscal Coordinator
Kim Phipps
Financial Management

Managing Grants/Contracts Coordinator
Sarah Child

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

Sponsored Programs Billing Specialists
Linn Bright
Search in process

Temp Grants/Contracts Coordinator
JoAnne Scheler

• Sponsor billing
• Expense and transaction analysis
• Review/Approval of cost transfer JV's
• Sponsor non-financial reports – equipment, patent, small business
Financial Management

Grant Accountants & Grant Financial Analysts

- Autumn Helenihi
- Rhonda Holcomb
- Meghan Tompkins
- Jeff Zoellner
- Heidi Hammond
- James Park

- Fiscal compliance
- Sponsor financial reporting
- Sponsor final billing
- Expense and transaction analysis
- Closeout of awards

Research Program Operations Officer

- Kim Calvery
Financial Management

Research Admin Quality Assurance/Research Fiscal Officer

Sandy Cobb

Research Fiscal Coordinators

Jane Huang
Rachel Polansky

- Fiscal compliance
- External audit coordination

- Cash position reconciliations and cashiering
- Letter of credit draws
- Accounts Receivable
Award Management

Managing Grant and Contract Administrator
Benita Bazemore-Cook

Grant and Contract Administrators
Jessica Dickason
Gregory Adams
Search underway for 2 GCAs

- General award management inquiries
- Prior approvals and amendments for project changes:
  - Re-budgeting
  - No-cost extension
  - PI change or effort reduction
  - Allowability questions (such as equipment, foreign travel)

- Sponsored project fellowship appointment approvals
- Effort reporting (PAR forms)
- Responsible Conduct of Research (RCR) compliance
- PI technical report submission assistance
Subawards

Subaward Contract and Compliance Manager
Kim Smith

Subaward Contract and Compliance Officers
Amanda Brown
Mary Thoen

Grant and Contract Administrator
Jessica Thurner-Byers

- Issuance and negotiation of outgoing subawards and amendments
- Prior approvals for subaward changes:
  - Subrecipient Rebudgeting
  - Subaward 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
Training and Policy Management

Research Administration Training Coordinator
Kacey Parks

Temp Administrative Program Assistant
Shelane Stromme

- Research Administration training program
  - Assess Research Admin training needs of the University
  - Develop training and resource framework
  - Partner and collaborate with OSU subject matter experts
  - Make training timely, engaging and relevant

- Research Administration policy management
  - Website content & resources
  - OSRAA Outreach and Education listserv & meetings
  - NCURA & external training coordination
Research Admin Data & Systems

Senior Business Systems Analyst

Mark Bierly

Business Systems Analyst
Grant and Contract Administrator

Jessica Thurner-Byers

- System integrations
- System access
- Data analysis
- Statistics, metrics, and reporting
- NSF HERD survey submission
- Dashboards
- Website maintenance
FY23 Highlights

- Awards up 31.6% over FY22
- Expenses up 23% over FY22
- 1,904 Proposals approved and submitted
- 1,791 New awards reviewed, negotiated and accepted
- 5,096 Award set up actions (new and revisions)
- 9,162 Invoices submitted to sponsor agencies
- 847 Federal financial reports submitted
- 907 Prior approval award changes reviewed/submitted
- 2,097 Subaward invoices reviewed and processed
- 1,382 Grants closed
- Increased FTE to work to baseline level of service
- Continued multiple process improvements and implementation of changes

September 2023
- 774 OSU Principal Investigators
- 1,952 active sponsored projects
- 510 active subawards
Our next OSRAA Outreach Webinar takes place:

**Thursday November 16th at 2PM PST**

**Topic:** Managing Awards with Bracketed Funding/Carryforward Restrictions on Sponsored Projects

**Presenters:**

Lisa Silbernagel - Associate Director of Research Administration and Accounting

Sandy Cobb - Research Admin Quality Assurance/ Research Fiscal Officer

A registration email will be sent out this week via the OSRAA Outreach Listserv. Thank you for your attendance and we look forward to see you at our next OSRAA Outreach series webinar!