

# Award Administration at OSU

For questions at any stage of the award process, contact OSRAA at 7-4933 or [osraa@oregonstate.edu](mailto:osraa@oregonstate.edu)

## Acceptance of Award

- **Award receipt, acceptance and set up**

- Review award receipt notification from OSRAA to determine if any PI action is needed for award acceptance to proceed
- Ensure compliance review documents have been initiated through appropriate office(s) prior to award (*i.e.*, IRB, IACUC)
- Access the OSRAA Award Status Tracking list at any time to check status of award acceptance and set up
- Respond to any OSRAA requests for concurrence to restrictive award terms or revised budget needs
- Closely review award index establishment email ("PI Letter") from OSRAA for special award requirements and restrictions
- Once project index is established, confirm when ready for OSRAA to issue subawards to collaborator organizations

## Award Management

- **Award monitoring and project implementation**

- Check in with college/unit/Business Center on support that may be available from them for award management
- Refer to "PI Letter" and proposal/award documents to understand award terms and obligated effort level for key personnel
- Work with Business Center for project needs and actions, such as hiring, purchasing, budgeting, and spend forecasting
- Monitor and confirm OSU expenditures and personnel effort, as well as appropriateness of subaward progress & invoices
- Engage OSRAA with questions and for liason to sponsor when project actions require prior sponsor approval (*i.e.*, *no-cost extensions*, *key personnel committed effort changes*, *change of scope*, *certain rebudgeting*)
- Provide technical reports and other deliverables to sponsor, as required by award terms and conditions

## Award Completion & Closeout

- **Award completion and closeout**

- Assess project schedule well ahead of end date to confirm whether on track for completion or if additional time needed to finish project objectives (*note that many sponsors require no-cost extension requests be submitted 60-90 days prior to end date*)
- Contact Business Center and OSRAA if extension or other sponsor request is needed (*i.e.*, *additional time to complete reports*)
- Work with Business Center to ensure all project expenses are posted to project index in a timely manner
- Obtain final deliverables from subaward collaborators to incorporate into OSU final technical reporting to sponsor
- Work with OSRAA to confirm final closeout certifications and obligations (*i.e.*, *effort certification*, *reporting*, *invention disclosure*)



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## **Helpful Links for Award Administration:**

Award Status Tracking (*prior to set up*): <http://research.oregonstate.edu/principal-investigator-and-award-status>

GRS (Grant Reporting System) for project budget tracking: <http://fa.oregonstate.edu/budget/online-systems>

OSRAA Award Management Information: <http://research.oregonstate.edu/osraa/awardsaward-management>

OSRAA Forms & Rates (including sub request & prior approval forms): <http://research.oregonstate.edu/osraa/forms-and-rates>

OSRAA Frequently Asked Questions: <http://research.oregonstate.edu/osraa/osraa-frequently-asked-questions>

OSRAA Unit Assignments and Contacts: <http://research.oregonstate.edu/research-office-contacts#osraa>

OSRAA Organizational and Functional Charts: <http://research.oregonstate.edu/osraa/osraa-organization>

## **College-specific Proposal Assistance, Guidance, and Budget Forms:**

College of Agricultural Sciences:	<a href="http://agsci.oregonstate.edu/research/research-toolbox-0">http://agsci.oregonstate.edu/research/research-toolbox-0</a>
College of Earth, Ocean and Atmospheric Sciences	<a href="http://ceoas.oregonstate.edu/facultystaff/proposal/">http://ceoas.oregonstate.edu/facultystaff/proposal/</a>
College of Engineering	<a href="http://red.engr.oregonstate.edu/basic-page/proposal-support">http://red.engr.oregonstate.edu/basic-page/proposal-support</a>
College of Forestry	<a href="http://www.forestry.oregonstate.edu/research/proposal-support">http://www.forestry.oregonstate.edu/research/proposal-support</a>
College of Liberal Arts	<a href="http://liberalarts.oregonstate.edu/cla-research/cla-research-contacts/cla-proposal-help-desk">http://liberalarts.oregonstate.edu/cla-research/cla-research-contacts/cla-proposal-help-desk</a>
College of Pharmacy	<a href="http://pharmacy.oregonstate.edu/research-proposal-support">http://pharmacy.oregonstate.edu/research-proposal-support</a>
College of Public Health and Human Sciences	<a href="http://health.oregonstate.edu/faculty-staff/grant-application-resources">http://health.oregonstate.edu/faculty-staff/grant-application-resources</a>
College of Science	<a href="https://proposals.science.oregonstate.edu">https://proposals.science.oregonstate.edu</a>
College of Veterinary Medicine	<a href="http://vetmed.oregonstate.edu/research/grant-preparation">http://vetmed.oregonstate.edu/research/grant-preparation</a>
OSU Cascades	<a href="http://osucascades.edu/business-office/grants-and-research-support">http://osucascades.edu/business-office/grants-and-research-support</a>