Tips & Reminders for Award – OSRS

Nice-to-have!
- For any award requests, including cost-sharing accounts and allocation requests, please include the fund # in the subject line on e-mails. If the award is not set up yet, please include the PDS doc # in the subject line on e-mails.

Space Allocation
- Make sure to add ALL divisions and alphas to the space allocation tab prior to requesting a new allocation or a cost-sharing account.
- The button “Send to CA” no longer sends OSRS an e-mail so please let us know when a cost-share or allocation is ready. (Note: does not apply for Danforth Campus Dept/Schools – unless allocating to Medical School Departments).

Project Activation Requests (PAs):
- Send direct-pay PAs to Researchgrants@wusm.wustl.edu.
- For subawards or contracts, send PAs to Researchcontracts@wusm.wustl.edu.

Notice of Award:
- Send direct pay grant awards to Researchgrants@wusm.wustl.edu.
- For subawards or contracts, send awards to Researchcontracts@wusm.wustl.edu.

Compliance needed prior to account set-up or date extensions:
- Make sure to send your OSRS Contact a current IRB or IACUC (if applicable). Should the PI or title NOT match between the application and the IRB/IACUC, please make sure to also send a completed and signed Certification of Grant/Study Correspondence (CGSC) Form.
- Make sure Financial Disclosure Statement and FCOI Education are updated for ALL personnel listed on the Signature page of the PC Form.
- If human subjects research is answered YES, make sure Human Subjects Education is complete for ALL personnel listed on the Signature page of the PC Form.
- Please be aware that OSRS checks compliance for any date extension or money budgeted.
- For any exception to the above compliance, contact OSRS.

Profile set-up:
- As per our e-mail signature line:

  **NOTE:** OSRS is asking Department Administrators to assist OSRS in verifying the accuracy of any update/maintenance made to a fund profile, as well as, any allocations (including cost sharing accounts). Should any discrepancies occur, or if a request has not been fulfilled satisfactorily, please notify me via e-mail as soon as possible. No response will indicate that OSRS has fulfilled the request correctly and accurately.

- ****If this budget includes a planned subaward, please go to the SUBSystem to authorize the Contract Team to process subrecipient funding.****