

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 sub awards or contracts, send PAs to Researchcontracts@wusm.wustl.edu.
- If you will need cost share or other dept. allocation on new fund, please include on PA Form if same guarantee account number is used.

Notice of Award:

- Send direct pay grant awards to Researchgrants@wusm.wustl.edu.
- For sub awards 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).
- Make sure FDS(Financial Disclosure Statement) and FCOI Education are updated for ALL personnel listed on the signature page of the PC Form
 - Information on FDS can be found at
<http://research.wustl.edu/ComplianceAreas/COI/FinancialDisclosureSystem/Pages/default.aspx>
 - Information on FCOI Education can be found at
<http://research.wustl.edu/complianceareas/coi/guidanceandprocedures/fcoieducationrequirements/Pages/default.aspx>
- 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.***