

Office of Sponsored Programs Guide to Email Accounts:

When emailing OSP, please indicate the following in the subject line: **PI name, PT or PD #, Sponsor Name**

| Inquiry/Action needed from OSP | Will be handled in OSP by... | Associated Email |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Question about a Government/Nonprofit- sponsored proposal | Team assigned to PI's Department (Green Team or Blue Team) | ospblue@vcu.edu , OR ospgreen@vcu.edu as appropriate |
| New industry-sponsored proposals, contracts, confidentiality agreements and awards | Red Team | ospred@vcu.edu |
| IT or VCUeRA system/technical problem with proposal | Office of Research IT Staff | erahelp@vcu.edu |
| To inquire about the status of a Proposal (remember, Intake emails PI/FA when proposal arrives to OSP, Team Reviewer emails PI/FA when proposal is actually picked up for review) | Intake Specialist or Team assigned to PI's Department | |
| To inquire about the status of an industry sponsored proposal, contract or confidentiality agreement review | Assigned Red Team Reviewer | |
| Electronic proposals: If sponsor requires Email for VCU Authorized Official | Please use... | dirospa@vcu.edu |
| To deliver a non-VCUeRA Electronic proposal package to OSP for review and/or submission | Email signed IAF, COI, internal budget and electronic package to Intake Specialist at | dirospa@vcu.edu Subject line: (PI Name) Electronic Application is Ready for Review and Approval |
| To inquire about the status of Just-in-time Report submitted to OSP | Team assigned to PI's Department (Green Team or Blue Team) | ospblue@vcu.edu , OR ospgreen@vcu.edu as appropriate |
| To inquire about the status of a Government/Nonprofit Contract or Contract Modification review | Team assigned to PI's Department | ospblue@vcu.edu , OR ospgreen@vcu.edu as appropriate |
| To inquire when a received Award will be processed | Team Assistants/Post Award Manager | ospaward@vcu.edu |
| Question about an Award already processed in VCUeRA, i.e. issues with the processing of the award | Team Assistants/Post Award Manager | ospaward@vcu.edu |
| Question about a Subaward encumbrance | Team Assistants/Post Award Manager | ospaward@vcu.edu |
| To inquire on status of Progress report forwarded to OSP | Team assigned to PI's Department (Green Team or Blue Team) | ospblue@vcu.edu , OR ospgreen@vcu.edu OR ospred@vcu.edu as appropriate |
| To inquire about a Close Out Request | Team Assistants/Post Award Manager | ospaward@vcu.edu |
| To process Effort Change request on an Award within VCUeRA | Complete form at http://www.research.vcu.edu/forms/osp.htm | Completed form will route to dirospa@vcu.edu and will be processed by post award team |
| To relay Banner index code information to OSP | Team Assistants/Post Award Manager | ospaward@vcu.edu |
| To process a No Cost Time Extension Request to the sponsor | Complete form at http://www.research.vcu.edu/forms/osp.htm | Completed form will route to dirospa@vcu.edu and will be processed by appropriate team |
| To inquire if Sponsor-Approved No Cost Extension has been Processed in VCUeRA | Team Assistants/Post Award Manager | ospaward@vcu.edu |
| To process a No Cost Extension for an Industry Fixed Price Agreement | Red Team | ospred@vcu.edu |
| To convey that a proposal will NOT be funded by sponsor | Team Assistants/Post Award Manager | ospaward@vcu.edu |
| To register for training offered by OSP | Check for opportunities on our website: http://www.research.vcu.edu/osp/training.htm | Use email indicated at website. |
| Questions about Banner Accounts or FSR issues | Contact Grants and Contracts Accounting | VCUGRANTSCONTRACTS/GA/VCU@VCU.edu |
| Questions about human or animal subjects or approvals | Contact Office of Research Subjects Protection | http://www.research.vcu.edu/orsp/index.htm |