

## 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**

<b>Inquiry/Action needed from OSP</b>	<b>Will be handled in OSP by...</b>	<b>Associated Email</b>
Question about a Government/Nonprofit- sponsored proposal	Team assigned to PI's Department (Green Team or Blue Team)	<a href="mailto:ospblue@vcu.edu">ospblue@vcu.edu</a> , OR <a href="mailto:ospgreen@vcu.edu">ospgreen@vcu.edu</a> or <a href="mailto:ospgold@vcu.edu">ospgold@vcu.edu</a> as appropriate
New industry-sponsored proposals, contracts, confidentiality agreements and awards	Red Team	<a href="mailto:ospred@vcu.edu">ospred@vcu.edu</a>
IT or VCUeRA system/technical problem with proposal	Office of Research IT Staff	<a href="mailto:erahelp@vcu.edu">erahelp@vcu.edu</a>
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...	<a href="mailto:dirospa@vcu.edu">dirospa@vcu.edu</a>
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	<a href="mailto:dirospa@vcu.edu">dirospa@vcu.edu</a> 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)	<a href="mailto:ospblue@vcu.edu">ospblue@vcu.edu</a> , OR <a href="mailto:ospgreen@vcu.edu">ospgreen@vcu.edu</a> or <a href="mailto:ospgold@vcu.edu">ospgold@vcu.edu</a> as appropriate
To inquire about the status of a Government/Nonprofit Contract or Contract Modification review	Team assigned to PI's Department	<a href="mailto:ospblue@vcu.edu">ospblue@vcu.edu</a> , OR <a href="mailto:ospgreen@vcu.edu">ospgreen@vcu.edu</a> or <a href="mailto:ospgold@vcu.edu">ospgold@vcu.edu</a> as appropriate
To inquire when a received Award will be processed	Team Assistants/Post Award Manager	<a href="mailto:ospaward@vcu.edu">ospaward@vcu.edu</a>
Question about an Award already processed in VCUeRA, i.e. issues with the processing of the award	Team Assistants/Post Award Manager	<a href="mailto:ospaward@vcu.edu">ospaward@vcu.edu</a>
Question about a Subaward encumbrance	Team Assistants/Post Award Manager	<a href="mailto:ospaward@vcu.edu">ospaward@vcu.edu</a>
To inquire on status of Progress report forwarded to OSP	Team assigned to PI's Department (Green Team or Blue Team)	<a href="mailto:ospblue@vcu.edu">ospblue@vcu.edu</a> , OR <a href="mailto:ospgreen@vcu.edu">ospgreen@vcu.edu</a> OR <a href="mailto:ospgold@vcu.edu">ospgold@vcu.edu</a> OR <a href="mailto:ospred@vcu.edu">ospred@vcu.edu</a> as appropriate
To inquire about a Close Out Request	Team Assistants/Post Award Manager	<a href="mailto:ospaward@vcu.edu">ospaward@vcu.edu</a>
To process Effort Change request on an Award within VCUeRA	Complete form at <a href="http://www.research.vcu.edu/forms/osp.htm">http://www.research.vcu.edu/forms/osp.htm</a>	Completed form will route to <a href="mailto:dirospa@vcu.edu">dirospa@vcu.edu</a> and will be processed by post award team
To relay Banner index code information to OSP	Team Assistants/Post Award Manager	<a href="mailto:ospaward@vcu.edu">ospaward@vcu.edu</a>
To process a No Cost Time Extension Request to the sponsor	Complete form at <a href="http://www.research.vcu.edu/forms/osp.htm">http://www.research.vcu.edu/forms/osp.htm</a>	Completed form will route to <a href="mailto:dirospa@vcu.edu">dirospa@vcu.edu</a> 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	<a href="mailto:ospaward@vcu.edu">ospaward@vcu.edu</a>
To process a No Cost Extension for an Industry Fixed Price Agreement	Red Team	<a href="mailto:ospred@vcu.edu">ospred@vcu.edu</a>
To convey that a proposal will NOT be funded by sponsor	Team Assistants/Post Award Manager	<a href="mailto:ospaward@vcu.edu">ospaward@vcu.edu</a>
To register for training offered by OSP	Check for opportunities on our website: <a href="http://www.research.vcu.edu/osp/training.htm">http://www.research.vcu.edu/osp/training.htm</a>	Use email indicated at website.
Questions about Banner Accounts or FSR issues	Contact Grants and Contracts Accounting	<a href="mailto:VCUGRANTSCONTRACTS/GA/VCU@VCU.edu">VCUGRANTSCONTRACTS/GA/VCU@VCU.edu</a>
Questions about human or animal subjects or approvals	Contact Office of Research Subjects Protection	<a href="http://www.research.vcu.edu/orsp/index.htm">http://www.research.vcu.edu/orsp/index.htm</a>