OSR Request Form

The OSR Request Form allows department administrators to submit requests to the Office of Sponsored Research via the SeRA system. The form should be used when submitting a request for OSR to contact sponsors for notifications, requests and approvals, or changes to Oracle PTAs for sponsored projects.

Note if you are sending or forwarding award documents (sponsor issued grants, contracts agreements, amendments, certifications, etc.) to OSR please send them to the OSR Intake processing email address: OSR_Intake@stanford.edu.

**Transparency:** SeRA records when the request was submitted to OSR; what information was provided; who is working on it; and the status of the request; requests are searchable

**Timeliness** Requests sent to OSR queue allows for assigning to the next staff member to address if staff are out-of-office. Eliminates emails to one person and delayed response.

**Accountability** Users can see who the request is assigned to and the processing time to date.

**How Do I Create A Request?**

1. Search for the Project you want to submit a request for

   ![Search] SPO # 121333

2. From the Project Summary page, select OSR Requests Form from the Start a Transaction menu

   ![Start a Transaction]

3. Initiate New Transaction window pops-up. Select the Request Type from the menu

   ![Initiate New Transaction]
A  No Cost Extension Request

When To Use:
In the event the proposed work is not able to be completed prior to the award end date and the PI wants to extend the period of performance.

What To Include in the OSR Request Form:

<table>
<thead>
<tr>
<th>If Sponsor has a prescribed form:</th>
<th>Complete and attach form to the SeRA transaction. Select Attachment Category “Notification/Request”, Sub-Category “No-cost Extension”</th>
</tr>
</thead>
<tbody>
<tr>
<td>If request must be submitted via sponsor website or system:</td>
<td>Enter the request details online and route/release the form to the appropriate Stanford Institutional Official for submission. Select “Yes” for Has this request been released within any applicable sponsor portal (i.e. Fastlane or eRA Commons)? Please note on the SeRA transaction which sponsor system the online request was prepared in.</td>
</tr>
<tr>
<td>If no prescribed form or system:</td>
<td>Describe the request: • Entered requested NCX Date with the calendar entry function • Scientific justification for the extension • Description of the work to be conducted during the extension period • Any changes in effort of any Key Personnel during the No Cost Extension period, and rationale for effort reduction, if applicable • Please provide the sponsor contact information with the Sponsor Contacts function • Attach any supporting documentation or correspondence related to the NCX request</td>
</tr>
</tbody>
</table>

B  Sponsor Approval for Rebudgeting

When To Use:
When you want to expend funds differently than the sponsor approved budget and the sponsor requires prior approval to do so.

What To Include in the OSR Request Form:

<table>
<thead>
<tr>
<th>If Sponsor has a prescribed form:</th>
<th>Complete and attach form to the SeRA transaction. Select Attachment Category “Notification/Request”, Sub-Category “Rebudgeting”</th>
</tr>
</thead>
<tbody>
<tr>
<td>If request must be submitted via sponsor website or system:</td>
<td>Enter the request details online and route/release the form to the appropriate Stanford Institutional Official for submission. Please note on the SeRA transaction which sponsor system the online request was prepared in.</td>
</tr>
<tr>
<td>If no prescribed form or system:</td>
<td>Describe the request: • The budget categories from which and to which funds will be rebudgeted • How much will be rebudgeted • Attach a revised budget as needed to detail the change • An explanation for the need to rebudget • If the rebudgeting will result in any changes in the scope of work provide an explanation of the changes • Please provide the sponsor contact person, if known</td>
</tr>
</tbody>
</table>

C  Sponsor Approval for New Subaward

When To Use:
In the PI wants to issue a subaward to an entity not previously approved by the sponsor.

What To Include in the OSR Request Form:

<table>
<thead>
<tr>
<th>If Sponsor has a prescribed form:</th>
<th>Complete and attach form to the SeRA transaction. Select Attachment Category “Notification/Request”, Sub-Category “New Subaward”</th>
</tr>
</thead>
<tbody>
<tr>
<td>If request must be submitted via sponsor website or system:</td>
<td>Enter the request details online and route/release the form to the appropriate Stanford Institutional Official for submission. Please note on the SeRA transaction which sponsor system the online request was prepared in.</td>
</tr>
<tr>
<td>If no prescribed form or system:</td>
<td>Describe the request: • Subrecipient Statement of Work • Subrecipient Budget &amp; Justification • OSR Form #33 • Any other documentation required by the sponsor • If rebudgeting funds to issue subaward, attach a revised budget to detail the change • Please provide the sponsor contact person, if known</td>
</tr>
</tbody>
</table>
**D Sponsor Approval for Carry Forward**

**When To Use:**
When the award requires sponsor prior approval for carryforward between budget periods.

**What To Include in the OSR Request Form:**

If Sponsor has a prescribed form: Complete and attach form to the SeRA transaction. Select Attachment Category “Notification/Request”, Sub-Category “Carry Forward”

If request must be submitted via sponsor website or system: Enter the request details online and route/release the form to the appropriate Stanford Institutional Official for submission. Please note on the SeRA transaction which sponsor system the online request was prepared in.

If no prescribed form or system: Describe the request:
- Desired carry forward amount from prior budget period
- Budget period carrying forward from
- Budget period carrying forward to
- Technical justification for carry forward
- Please provide the sponsor contact person, if known

*Attach carry forward budget as needed*

**E Sponsor Approval for Travel**

**When To Use:**
If use of award funds for travel requires the prior approval of the sponsor.

**What To Include in the OSR Request Form:**

If Sponsor has a prescribed form: Complete and attach form to the SeRA transaction. Select Attachment Category “Notification/Request”, Sub-Category “Travel”

If request must be submitted via sponsor website or system: Enter the request details online and route/release the form to the appropriate Stanford Institutional Official for submission. Please note on the SeRA transaction which sponsor system the online request was prepared in.

If no prescribed form or system: Describe the request:
- Purpose of the travel and relevance to the project
- Who will be traveling and to what Destination
- Anticipated dates of travel
- Breakdown of travel costs
  - Airfare, Lodging, Transportation, Food (*Note Per Diem Rates if used*)
  - Registration fees and other costs
- If Travel requires rebudgeting of funds, please follow rebudgeting instructions (see Section B above)
- Please provide the sponsor contact person, if known

*Attach any relevant documentation, including quotes*

**F Sponsor Approval for Equipment Purchase**

**When To Use:**
If purchase of equipment requires prior approval of the sponsor.

**What To Include in the OSR Request Form:**

If Sponsor has a prescribed form: Complete and attach form to the SeRA transaction. Select Attachment Category “Notification/Request”, Sub-Category “Equipment”

If request must be submitted via sponsor website or system: Enter the request details online and route/release the form to the appropriate Stanford Institutional Official for submission. Please note on the SeRA transaction which sponsor system the online request was prepared in.

If no prescribed form or system: Describe the request:
- A description of the equipment
- Technical justification for how it will be used on the project
- Vendor quote detailing the price of the equipment
- If equipment purchase requires rebudgeting of funds, please follow rebudgeting instructions (see Section B above)
- Please provide the sponsor contact person, if known
G **Sponsor Approval for Changing PI**

**When To Use:**
If current PI will relinquish active direction of the project and the project will continue at Stanford with a substitute PI and prior sponsor approval is required before the change is implemented.

**What To Include in the OSR Request Form:**

<table>
<thead>
<tr>
<th>If Sponsor has a prescribed form:</th>
<th>Complete and attach form to the SeRA transaction. Select Attachment Category “Notification/Request”, Sub-Category “PI Change”</th>
</tr>
</thead>
<tbody>
<tr>
<td>If request must be submitted via sponsor website or system:</td>
<td>Enter the request details online and route/release the form to the appropriate Stanford Institutional Official for submission. Please note on the SeRA transaction which sponsor system the online request was prepared in.</td>
</tr>
<tr>
<td>If no prescribed form or system:</td>
<td>Describe the request:</td>
</tr>
<tr>
<td></td>
<td>• Name of the new PI</td>
</tr>
<tr>
<td></td>
<td>• Reason for the change</td>
</tr>
<tr>
<td></td>
<td>• Effective date of the change</td>
</tr>
<tr>
<td></td>
<td>• Current/Pending Support and Biosketch for the new PI, and/or other forms as required by the sponsor</td>
</tr>
<tr>
<td></td>
<td>• Please provide the sponsor contact person, if known</td>
</tr>
</tbody>
</table>

H **Sponsor Approval for PI Effort Change**

**When To Use:**
If PI will devote substantially less or more time to the project than proposed (as defined by the specific award terms) and prior sponsor approval is required before the change is implemented.

**What To Include in the OSR Request Form:**

<table>
<thead>
<tr>
<th>If Sponsor has a prescribed form:</th>
<th>Complete and attach form to the SeRA transaction. Select Attachment Category “Notification/Request”, Sub-Category “PI Effort Change”</th>
</tr>
</thead>
<tbody>
<tr>
<td>If request must be submitted via sponsor website or system:</td>
<td>Enter the request details online and route/release the form to the appropriate Stanford Institutional Official for submission. Please note on the SeRA transaction which sponsor system the online request was prepared in.</td>
</tr>
<tr>
<td>If no prescribed form or system:</td>
<td>Describe the request:</td>
</tr>
<tr>
<td></td>
<td>• Current effort and the requested new level of effort (reflected in person months if required by sponsor)</td>
</tr>
<tr>
<td></td>
<td>• Effective date of the change</td>
</tr>
<tr>
<td></td>
<td>• Technical justification for how the change will impact the project</td>
</tr>
<tr>
<td></td>
<td>• If effort change requires rebudgeting of funds or scope of work change, please follow instructions (see Section B or I)</td>
</tr>
<tr>
<td></td>
<td>• Please provide the sponsor contact person, if known</td>
</tr>
</tbody>
</table>

I **Sponsor Approval for Scope of Work (SOW) Change**

**When To Use:**
If the PI or sponsor requests a change in the Scope of Work or objectives of the project.

**What To Include in the OSR Request Form:**

<table>
<thead>
<tr>
<th>If Sponsor has a prescribed form:</th>
<th>Complete and attach form to the SeRA transaction. Select Attachment Category “Notification/Request”, Sub-Category “SOW Change”</th>
</tr>
</thead>
<tbody>
<tr>
<td>If request must be submitted via sponsor website or system:</td>
<td>Enter the request details online and route/release the form to the appropriate Stanford Institutional Official for submission. Please note on the SeRA transaction which sponsor system the online request was prepared in.</td>
</tr>
<tr>
<td>If no prescribed form or system:</td>
<td>Describe the request:</td>
</tr>
<tr>
<td></td>
<td>• Provide the new scope of work, including a description of the change</td>
</tr>
<tr>
<td></td>
<td>• Note if the SOW change is being requested by the sponsor</td>
</tr>
<tr>
<td></td>
<td>• If the change requires rebudgeting of funds or changes in PI/Key Personnel effort, please follow PI/Key Personnel instructions (see Section H or J)</td>
</tr>
<tr>
<td></td>
<td>• Please provide the sponsor contact person, if known</td>
</tr>
</tbody>
</table>
### Sponsor Approval for Key Personnel Change

**When To Use:**
If there will be a change in Key Personnel (other than the PI) and prior sponsor approval is required before the change is implemented.

**What To Include in the OSR Request Form:**

<table>
<thead>
<tr>
<th>Scenario</th>
<th>Detail</th>
</tr>
</thead>
<tbody>
<tr>
<td>If Sponsor has a prescribed form</td>
<td>Complete and attach form to the SeRA transaction.</td>
</tr>
<tr>
<td></td>
<td>Select Attachment Category “Notification/Request”, Sub-Category “Key Personnel Change”</td>
</tr>
<tr>
<td>If request must be submitted via sponsor</td>
<td>Enter the request details online and route/release the form to the appropriate Stanford Institutional Official for submission. Please note on the SeRA transaction which sponsor system the online request was prepared in.</td>
</tr>
<tr>
<td>website or system:</td>
<td>Describe the request:</td>
</tr>
<tr>
<td></td>
<td>• Description and Rationale of changes</td>
</tr>
<tr>
<td></td>
<td>• Effective date of the change</td>
</tr>
<tr>
<td></td>
<td>• Current/Pending Support and Biosketch for the new personnel, and required sponsor forms/info</td>
</tr>
<tr>
<td>If no prescribed form or system:</td>
<td>Please provide the sponsor contact person, if known</td>
</tr>
</tbody>
</table>

### Check Next Funding Increment Status

**When To Use:**
You would like OSR to check on the status of the next expected funding increment.

**What To Include in the OSR Request Form:**

- Budget period and/or amount of next expected funding increment
- Provide end date of the current active budget period
- If also requesting carry forward as part of the request, follow carry forward instructions (See section XX)
- Please provide the sponsor contact person, if known

### Other – Preaward Contract Grant Officer/Contract Grant Associate (CGO/CGA)

**When To Use:**
If the request type does not fall within or is not included in the Select Request pull-down menu.

**What To Include in the OSR Request Form:**

- Enter detailed information to describe/explain the request you would like make in the Request Description text box
- Upload any documentation (emails, budgets, estimates, etc.) with the Add Attachments on Quick Links on the right hand menu
- Please provide the sponsor contact person, if known

### New Task

**When To Use:**
You would like OSR to create a new Oracle Task under an existing Oracle Award

**What To Include in the OSR Request Form:**

- Click on the +Add Task function in the PTA Configuration region of the Transaction Home (Amend Account Request – New Task) screen
- Select “New” for Task Type
- Select the applicable Task Config Code: Other or Other Stanford Faculty
- Enter the Task Number you prefer for the new task
- Reallocate budgeted amounts amongst the newly added task(s) and older tasks as desired by clicking the pencil icons

### Budget Reallocation

**When To Use:**
You would like OSR to move rebudget from one Expense Category/Type to another Expense Category/Type within or among Oracle Tasks

**What To Include in the OSR Request Form:**

- Reallocate budgeted amounts amongst the newly added task(s) and older tasks as desired by clicking the pencil icons for each task
- Enter the new budgeted amounts desired.
- Click the Save button to save updated amounts.
- Click on the Jump to Task Button to navigate to other tasks.
New Cost Sharing Award-Task

**When To Use:**
You would like OSR to create a new Cost Sharing Award-Task for an existing Project

**What To Include in the OSR Request Form:**
- Select the applicable Cost Share Type for the purpose of Overdraft or PI Effort
- Select the Related Oracle Award for which the new Cost Sharing Award-Task will be associated with
- Select the Related Oracle Project for which the new Cost Sharing Award-Task will be associated with
- Click the Start button to save your selections and initiate the New Cost Sharing Award-Task transaction request

New Fabrication Project-Task

**When To Use:**
You would like OSR to create a new Fabrication Project-Task for an existing Award

**What To Include in the OSR Request Form:**
- Complete the Field that are included in the SeRA Form.
- Enter the Fabrication Number issued by the Property Management Office or your Department Property Manager
- Attach the required PMO Fabrication Request form via Add Attachments on Quick Links on the right hand menu
- Select the attachment Category of PTA Setup and Sub Category of Fabrication Task Request for the PMO Fabrication Request Form

New Program Income Award

**When To Use:**
You would like OSR to create a new Program Income Award for an existing Project

**What To Include in the OSR Request Form:**
- Complete the Fields that are included in the SeRA Form

Modify Existing PTA Attribute

**When To Use:**
You would like OSR to change an Attribute of an existing PTA

**What To Include in the OSR Request Form:**
- Complete the Fields that are included in the SeRA Form

Make Expenditure Type Chargeable/Non-Chargeable

**When To Use:**
You would like OSR to make an expenditure type chargeable or non-chargeable in an existing PTA

**What To Include in the OSR Request Form:**
- Enter the expenditure type number and description in the Request Description which you would like to make chargeable or non-chargeable. Provide any explanation as to why the expenditure type should be updated to chargeable or non-chargeable.
- Upload any documentation (emails, budgets, estimates, etc.) with the Add Attachments on Quick Links on the right hand menu

Other – Postaward (Accountant)

**When To Use:**
If the request type does not fall within or is not included in the Select Request pull-down menu.

**What To Include in the OSR Request Form:**
- Enter detailed information to describe/explain the request you would like make in the Request Description text box
- Upload any documentation (emails, budgets, estimates, etc.) with the Add Attachments on Quick Links on the right hand menu
- Please provide the sponsor contact person, if known