SeRA OSR Request Form for Sponsored Project Management

OSR & SeRA Seminar Series

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What is an OSR Request Form?

The OSR Request Form allows department administrators to submit requests to the Office of Sponsored Research from within the SeRA system.

Benefits of utilizing OSR Request Forms include:

- Custom forms and fields for different requests to facilitate department entry
- The ability to add attachments relating to the request directly to the request form
- Easily search and see when a request was submitted, what information was provided, to whom a request is assigned, and the current status.
- Facilitates reduction of email back and forth
First things first…

The OSR Request Form is currently used by OSR, ICO, and Clinical Trial Team of RMG. If you have a **pre-award** request for a project that is managed by the School of Medicine’s Research Process Management Group please contact your RPM directly.

**SoM RMG – Contact your RPM Directly:**
Pre Award – Basic Grants = NIH and NSF Grants etc.
- For example, **No Cost Extensions for Basic Grants** complete **RMG NCX Form** and submit directly to your RPM.

**OSR – Use OSR Request Forms:**
For SoM :
Pre Award – Contracts, Subcontracts, & Grants with Special Conditions
Post Award – All Projects
For All Other Schools:
Pre Award – All Projects
Post Award – All Projects
One last caveat…

- 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.

- If you are sending or forwarding award documents (sponsor issued grants, contracts agreements, amendments, certifications, etc.) to RMG, please send them to your RPM.
OSR Request Form

The OSR Request Form allows department administrators to submit requests to the Office of Sponsored Research from within the SeRA system. Benefits of utilizing OSR Other Request Forms include: custom forms and fields for different requests to facilitate department entry, the ability to add attachments relating to the request directly to the request form, being able to easily search and see when a request was submitted, what information was provided in a request, to whom a request was assigned at OSR, and the current status of a request.

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.

How to create an OSR Request Form:

1. From within SeRA search for the SPO # for which you want to submit an OSR Request Form

2. From the Project Summary page, click on the Start Transaction menu, and select OSR Request Form

3. Select the appropriate Request Type from the drop down menu.
4. Complete the Request as advised in the specific OSR Request Form guide (links below). If you do not see a Request Type specific to your situation you can always select Other- Preaward to route a request to your OSR CGO/CGA or OSR - Post Award to route a request to your OSR accountant.

Pre Award OSR Request Forms
- Check Next Funding Increment Status
- No-Cost Extension
- Sponsor Approval for Carry Forward
- Sponsor Approval for Changing PI
- Sponsor Approval for Equipment Purchase
- Sponsor Approval for Key Personnel Change
- Sponsor Approval for New Subaward
- Sponsor Approval for PI Effort Change
- Sponsor Approval for Rebudgeting
- Sponsor Approval for SOW Change
- Sponsor Approval for Travel

Post Award OSR Request Forms
- Budget Reallocation
- Make Expenditure Type Chargeable/Non-Chargeable
- Modify Existing PTA Attribute
- New Cost Sharing Award Task
- New Fabrication Project-Task
- New Program Income Award
- New Task
OSR Request Form Support

- https://doresearch.stanford.edu/SeRAGuides
Questions?
We’re All In This Together!

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