

Q: Who determines whether an Advance Budget or Temporary Budget Extension should be requested?

A: It depends—these requests are treated on a case-by-case basis. Typically things such as automatic carryover indicate a budget will receive a supplement/extension, therefore a Temporary Budget Extension would be appropriate, but this is not always true. If separate year accountability is required, an Advance Budget would be the way to go. We try to do our best with the information we have, but if information on the award terms and conditions is unclear, it can be tricky.

Q: Closeout process for goods and service agreements – OSP or GCA?

A: If it goes through OSP, it will come to GCA and follow a grant/contract-like closeout procedure. For questions, you can email OSP's Closeout team at closeout@uw.edu. They coordinate submitting closeout documents like equipment/property reports and patent reports. If the agreement was handled between the sponsor and the department directly, OSP/GCA are not involved.

Q: If I submit a progress report through GrantTracker, will it be received by OSP?

A: No, you must send these to OSP directly (osp@uw.edu). GrantTracker is a way to communicate with GCA.

Q: Why does GCA ask campus to submit some invoices to the sponsor?

A: Typically GCA asks the department to submit an invoice when backup is required. If you believe this isn't necessary or you're unsure why GCA is asking you to submit, feel free to push back and question it.

Q: Which office do I talk to about start dates/Fellowship activation?

A: If it is prior to the fully executed agreement, these questions should go to OSP, as GCA has not received the funding action yet.

Q: New OSP contract team—how does that work and what does it look like?

A: The Contracts Team Manager, Jesse Kindra, will be presenting at the next MRAM (currently scheduled for 11/14/19), so please tune in! If you are unable to attend, meeting slides and a recording will be posted on the MRAM page (<https://finance.uw.edu/gca/mram/meetings>). For additional information, there is an organization chart located on the Office of Research's website (<https://www.washington.edu/research/osp-org-chart/>).