

**Which Office Should I Contact?**

OSR - sponsored.research@caltech.edu  
PAA - postawardadmin@caltech.edu  
Subawards - subawards@caltech.edu

Sponsored Award Activity or Action	Subawards			IMSS	Comments
	OSR	PAA	Team		
Permission to use Caltech systems				X	Also requires Division approval
Access to sponsor systems	X				Contact OSR to obtain guidance
Proposal submission/proposal updates	X				Contact OSR
Just-in-time (JIT) submissions	X				Contact OSR
Review Caltech requirements for MORA and submit signed MORA form if required	X				<a href="#">Please review - MORA guidelines</a>
Award review, negotiation, signatures	X				
PTA approval for new award and amendments in Oracle	X				If Tasks are needed and known at the initial set-up, OSR can activate them with the initial PTA set-up.
PTA approval for fabrications (fabs)	X				Complete and submit Property Services paperwork
PTA approval for NIH SalCap, ZOACS, PTAs	X				Inform OSR the set up request is in the queue
Initiation and/or modification of subawards			X		If unusual terms should be flowed down to the subaward/subcontract, contact OSR to discuss
Sponsor approvals for revised SOW, change/transfer of PI, prior approvals for certain costs, reduction or change in effort, revised budget, No Cost Extensions	X				If award terms require Caltech to obtain permission from the sponsor for modifications to the budget, or for special costs that require prior approval (equipment, foreign travel, new sub) - contact OSR to submit the request
Revisions to effort commitment for key personnel in Oracle	X				Ask OSR to update the Effort Commitment screen in OGM
<b>New OGM Task approvals after</b> initial PTA set up		X			Contact PAA if you need a new task approved on an already active sponsored award PTA
PTA approval for program income ( <b>PRGINC</b> ), Intergovernmental Personnel Act ( <b>IPA</b> ), and <b>MORA</b> PTAs		X			PAA will initiate the PTA in OGM and notify the Division when it is ready
Budget realignments in Oracle after award is active - revised budgets, new Oracle awards, projects, tasks		X			Contact PAA accountant; complete budget realignment form
Invoicing/billing questions		X			Contact PAA accountant
Financial reporting questions		X			Contact PAA accountant

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Questions regarding allowability of costs on awards		X			PAA is the first contact on cost allowability; if the situation requires sponsor approval, submit request through OSR.
Questions regarding allowability of costs on JPL IAs		X			Contact PAA Accountant for JPL research IAs
NIH Salary Cap questions		X			Send questions to postawardadmin@caltech.edu
Cost sharing - reporting		X			Send questions to postawardadmin@caltech.edu
Cost transfer system set-ups and questions		X			Send questions to postawardadmin@caltech.edu
PDC system - set ups, revisions to users, payroll coordinators, questions		X			Send questions to postawardadmin@caltech.edu
Audit requests from sponsors		X			Send questions to postawardadmin@caltech.edu
JPL POs - sending funding to JPL		X			Send questions to postawardadmin@caltech.edu
JPL Service IAs (non research awards with JPL)		X			Send questions to postawardadmin@caltech.edu
Release of commitments in Techmart/Oracle			X		Must be completed prior to final closeout of award