OSP Communication Cheat Sheet

What do I do if I receive an agreement or contract?
Please forward all agreements and contracts to OSPAwardNegotiation@mail.wvu.edu.

What do I do if I receive a Notice of Award for my submitted proposal?
Please forward all Notices of Award to WVUOSP@mail.wvu.edu.

What do I do if I just want to pick up the phone and call someone?
All OSP staff now have **direct links for Teams calls** within their email signature lines.

Direct Teams call links are also available on the OSP Contact Us page (https://osp.research.wvu.edu/about/contact-us). A simple click on any OSP team member's "You can now call me directly in Teams" link in their contact information will place a voice call to that individual.

Who do I contact with questions about a proposal?
OSP_Help@mail.wvu.edu or your assigned Pre-Award Point of Contact

What do I contact for assistance with an agreement?
OSP_Help@mail.wvu.edu or your assigned Award Negotiation Point of Contact

Who do I contact for assistance with award setup or making changes to an existing award?
OSP_Help@mail.wvu.edu or your assigned Award Initiation & Management Point of Contact

Where should I send documentation to initiate a Prior Approval request?
 AIM Prior Approval Request Form

Who do I contact for assistance with setting up a subaward, University Health Associates (UHA) agreement, or WVU Research Corporation agreement (1RS)?
OSP_Help@mail.wvu.edu

Who do I contact for assistance with reporting?
Programmatic (interim and final) Reporting: OSP_Help@mail.wvu.edu
Non-Competing Renewals- Annual NIH Research Performance Progress Reports (RPPR): OSP_Help@mail.wvu.edu
Financial Reporting (Sponsored Projects Financial Management): Vince.Alvarez@mail.wvu.edu

Who do I contact for assistance with invoicing?
Vince.Alvarez@mail.wvu.edu