OSR Request Form

What It Is
The OSR Request Form allows department administrators to submit various requests to OSR via SeRA.

Why You Should Use It
- Transparency
- Timeliness
- Accountability

How To Create A Request
1. Search SeRA for the Project you want to submit a request for
2. From the Project Summary page, select OSR Requests from the Start a Transaction menu
3. Select the Request Type from the menu
4. Provide your comments/request as well as any applicable attachments and route to OSR

When To Use
- No Cost Extension Requests
- Check Next Increment Status
- To Request Sponsor Approval for:
  - Rebudgeting
  - New Subawards
  - Carry Forward
  - Travel or Equipment
  - PI/Key Personnel Changes
  - PI Effort or SOW Changes
- New Tasks
- Other Requests*
- Budget Reallocation
- New Cost Sharing Award-Task
- New Fabrication Project-Task
- New Program Income Award
- Modify Existing PTA Attribute(s)
- Changes to ET Chargeability

When Not To Use
- To process an approved NCX, award or amendment transaction-these should still go to osr_intake@stanford.edu
- To request issuance of a subaward
- To check on the status of a transaction already assigned in SeRA
- To check on the status of another OSR Request Form
- For Just-In-Time requests
- To request Early/Extended PTAs

* For "Other Requests" please include a comment as to whether the request is for your CGO or Accountant

For the complete guide: https://doresearch.stanford.edu/node/2363352/attachment/newest