HELP DESK & CONTACT INFORMATION

1. If you have **technical** difficulties using the OSP Proposal & Award Acceptance Workflow (the “Proposal Workflow”), please contact the [OIT Help Desk](mailto:6-HELP@boisestate.edu) at 6-HELP (6-4357) or helpdesk@boisestate.edu.

2. If you have **non-technical** questions about your proposal submission (i.e., Part I, Sections 1 – 11, of the Proposal Workflow), please contact the OSP Research Administrator (“RA”):

   2.1. Who commenced the Proposal Workflow (see *Section 1, General Project Information*, for the name) if your proposal is actively being routed; or

   2.2. With whom you generally work if your proposal has not yet been routed.

   The RAs’ contact information is: Lisa Nelsen (6-1535 or lnelsen@boisestate.edu); Linda Georgiev (6-1427 or lgeorgie@boisestate.edu); and Dennis Feeney (6-4430 or dennisfeeney@boisestate.edu).

3. If you have **non-technical** questions about your award review/negotiation (i.e., Part II, Sections 12 – 19 of the Proposal Workflow), please contact the [OSP Contract Officer](mailto:sponsoredagreements@boisestate.edu) (“CO”) at sponsoredagreements@boisestate.edu or 6-4420.

4. If you need to **reassign a task** in the Proposal Workflow to a different person, please contact the RA identified in #2 above. If the applicable RA isn’t available, please contact the OSP Coordinator of Research Services at osp@boisestate.edu or the CO at sponsoredagreements@boisestate.edu.