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 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’ are all available at preaward@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 (“CO”) at sponsoredagreements@boisestate.edu.

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 send an email to osp@boisestate.edu.