

Duke University Office of Sponsored Programs

If I need...Who do I ask?

Form/Document/Request/Action	Send To...
Submitting Close-Out Documents	OSP general account ¹
Subaward Invoicing/Payments Questions	Subaward account ²
ECRT & Effort-Related Questions	ECRT account ³
Audit Requests from Sponsors	Mary Johnson ⁴
Status of Invoice Submission to Sponsor	Liaison
Status of Financial Report Submission to Sponsor	Liaison
Correction Needed to Project Master Data	Liaison
Status of Update to Plan from Rebudgeting or CAS Requests	Liaison
Status of F&A Adjustments	Liaison
Issues Related to Close-Out after Submission of Documents	Liaison
Request to Physically Close a Code	Liaison
Anything Else	Liaison

[1 - sponsoredprograms@duke.edu](mailto:sponsoredprograms@duke.edu)

[2 - ospsubcontractmgmt@duke.edu](mailto:ospsubcontractmgmt@duke.edu)

[3 - ecrt-support@duke.edu](mailto:ecrt-support@duke.edu)

[4 - mary.johnson@duke.edu](mailto:mary.johnson@duke.edu)