

Sponsored Projects Administration

Generic Email Accounts as of April 24, 2007

Groupwise Email Account Name	Groupwise Email Box Address	Purpose
Sponsored Projects Administration	spa@ohsu.edu	To send and receive general SPA communications to and from OHSU campus: hot topic emails, SPIN meeting reminders and agendas, and SPIN Newsletter.
SPA Education	spaedu@ohsu.edu	To facilitate communications to and from campus about SPA Education activities: Post Award Educational Program (PEP) class announcements, receive class registrations and all other education related emails.
SPA LD Approver	spald@ohsu.edu	To send and respond to emails from OHSU campus regarding LD adjustments.
SPA Accounting	spaacctg@ohsu.edu	To receive communications and notifications from OHSU sponsors; used as a post-award email address on grant applications; sponsor emails received are forwarded to appropriate SPA staff.
SPA Web Mailbox	spaweb@ohsu.edu	To identify who receives communications about the site; posted on all of SPA's web pages; used by visitors to SPA's web site if they have comments or questions about the web pages; administrator forwards emails to appropriate SPA staff.
SPA Effort Coordinator	spaeffrt@ohsu.edu	To provide a centralized email account related to effort reporting; used to send individual or bulk emails related to effort reporting to department effort coordinators and other administrative departmental staff.
SPA Cash Management	spacash@ohsu.edu	To provide a centralized email account related to cash management; used to send clinical trials checks and backup documentation to departments; used and maintained by the Cash Management Coordinator.
SPA Account Setup	spasetup@ohsu.edu	To provide a centralized email account related to account setup; used to send email notifications to departments; used and maintained by the Account Setup Coordinator.
ADP 220	ADP 220@ohsu.edu	To schedule appointments in SPA conference room; used and maintained by the SPA Administrative Assistant.
IRB Fee Sponsor Invoice Process Comments	irbfee@ohsu.edu	To receive comments from departments regarding invoicing the sponsors for IRB fees.
SPA Industry Sponsored Clinical Trials	spaindct@ohsu.edu	This is the email box to be used for sending notifications regarding end date related issues and account terminations.