

**Special Interest
Articles:**

- **HIPAA – Policies and Procedures for ORS-** See Page 4
- **Clinical Trials-** See Page 5
- **New Training Opportunity-** See Page 3

Individual Highlights:

PennERA	1
Training	3
FAQ's	6
ORS Staff List	7&8



Preparation for Implementation of Phase I

The Human and Animal Protocol, as well as, Proposal Tracking module of the PennERA system are scheduled for release to the Office of Research Services (ORS) and the Office of Regulatory Affairs (ORA) this spring.

Prior to implementation, each School or Center will need to establish e-mail accounts where ORS can send the Account Information Sheet (AIS) and notice of awards documents. Those Schools and Centers that are currently receiving AIS documents via e-mail, already have the necessary elements in place and need not make any changes. Schools or Centers that currently use a fax system to receive AIS documents will need to establish e-mail accounts by May 1, 2003. E-mail accounts should not be personal e-mail addresses, but instead should be addresses created for specific ORGs. Schools/Centers should send a list of e-mail addresses with corresponding ORGs to Todd Swavely at tswavely@pobox.upenn.edu by May 1, 2003. If you have any questions or require assistance in organizing your efforts to receive AIS documents via e-mail, please contact Todd at the address above.

When the new applications are released, complementary changes will be made to BEN Reports, GRAM, and the AIS form. The changes to BEN Reports will be to the protocol information being displayed in BEN Reports only. We do not anticipate any changes to grant financial reports at this time.

In preparation for implementation, ORS and ORA staff will be going through a transitional period as they acclimate to the new systems. We do not anticipate excessive delays with business operations, but we do expect to experience some slowdown during this transitional period. We appreciate your patience as we strive to improve the way we do research administration at Penn.

Complementary Initiatives: PennAEs Update

The Penn Human Subjects Adverse Events Reporting (PennAEs) component of the PennERA system is now available to everyone participating in research at Penn. PennAEs is a web-based software solution that facilitates the tracking and collecting of adverse events in clinical trials and the reporting of serious adverse events involving human subjects to the Institutional Review Boards of the University of Pennsylvania.

PennERA continued...

If you have any questions or would like more detailed information about the PennAEs component of the PennERA system, or if you wish to register to use PennAEs, please send an e-mail to pennaes@pobox.upenn.edu. You can also register for PennAEs training online at <http://www.med.upenn.edu/ohrtrain/>.

For more information on PennAEs, including reference documents and a glossary of terms, visit the PennAEs web site at <http://www.finance.upenn.edu/ftd/weblearn/PennAEs/index.html>.

More Information about PennERA

Additional updates about PennERA will be provided throughout the project. For the most current information, please visit the PennERA project web site at <http://www.pennera.upenn.edu/>. If you have any questions, comments, or suggestions, please send an e-mail to pennera@pobox.upenn.edu.

Robin H. Beck
Vice President of Information Systems and Computing

Andrew B. Rudczynski, Ph. D.
Executive Director of Research Services and Associate Vice President of Finance

Joseph R. Sherwin, Ph.D.
Director of the Office of Regulatory Affairs

Where can I get more information about administering my grants?

Office of Research Services Web Site:
www.upenn.edu/researchservices/

Research Investigator's Handbook:
www.upenn.edu/researchservices/rih/intro.html

A Quick Guide for Faculty:
www.upenn.edu/researchservices/pdfs/newfacbk.pdf

University of Pennsylvania Cost Sharing Policy:
www.upenn.edu/researchservices/rs/costshare.html

Contact an Office of Research Services Staff Member:
www.upenn.edu/researchservices/rs/contact.html

National Conference for University Research Administrators (NCURA):
www.ncura.edu

ORS Offers New Training Opportunity

Beginning this month, ORS is offering a **reconstitution** of their workshops collectively titled “Sponsored Programs at Penn”. For the past few years, these workshops have been offered on a monthly basis throughout the course of the year. In order to provide this training in a more comprehensive and timely fashion, these courses have been consolidated into a two-day program.

It is important to note that the content of the course is the same as the previous sessions you may have attended. It is the format of the delivery which has been redesigned.

This program is designed to assist new employees in initiation, management and completion of the research resources sought and awarded at the University of Pennsylvania. The program is being offered as follows:

Sponsored Programs at Penn

Date: April 9th

Time: 9:00 a.m. – 5:00 p.m.

- þ Proposal Preparation & Processing
- þ Contract Negotiation
- þ Award Acceptance and Account Set-up
- þ Financial Compliance & Allowability

Date: April 11th

Time: 9:00 a.m. – 5:00 p.m.

- þ Reporting Tools & Data Sources
- þ Project Management
- þ Closeouts
- þ Audits

Please note: You must register for both days and attend the entire program.

Questions on Course Information:

Questions pertaining to the content of the “Sponsored Programs at Penn” series should be directed to Pam Caudill, Director of Pre-Award, Office of Research Services, at caudill@pobox.upenn.edu. Questions pertaining to the registration process should be directed to Barbara Murray at murrayb@upenn.edu.

Registration:

You may register for this program via the Learning and Education online course catalog at the following URL:

http://www.hr.upenn.edu/training_coursecatalog/search_criteria.asp

From this page, select either “Finance and Accounting” under Browse by Category or “Finance” under

HIPAA POLICIES AND PROCEDURES FOR ORS

The Health Insurance Portability and Accountability Act of 1996 (HIPAA) is a federal law which goes into effect April 14, 2003. The law includes provisions designed to protect the privacy of individually identifiable patient health information.

According to the final regulations, healthcare providers such as the University of Pennsylvania Health System can use and disclose protected health information (PHI) only for certain specific functions: treatment, payment and healthcare operations purposes. For all other purposes, such as research purposes, PHI may only be used or released with the written consent of the impacted individual (authorization) or by application of a specific exception.

Certain parts or "regulated entities" within the University, as part of their integral function, provide healthcare or health plan services and will need to use and disclose PHI on a routine basis. These regulated entities include UPHS / SOM, the Nursing Clinic LIFE, SODM, Student Health and the employee health plan. Accordingly, specific policies and procedures have been developed and implemented for any use or disclosure of PHI by these entities.

Previously, ORS may have received PHI in research proposals wherein the use of PHI was related to a research purpose. For example, PHI may have been disclosed to ORS in support of a compassionate use clinical trial proposal or may have been disclosed to ORS in the body of a research proposal or technical report. However, since ORS is not an office that provides routine support services for the healthcare operations of the University of Pennsylvania, PHI submitted to ORS would not have been used or disclosed by ORS. Rather, any disclosure of PHI would simply have been incidental to the role of ORS in submitting, reviewing and approving research proposals developed by faculty researchers. Any such PHI would be filed and stored in ORS records.

Accordingly, the policy of ORS in regards to HIPAA shall be that faculty Researchers are not to include any PHI in research proposals submitted to ORS for review and negotiation, unless it is necessary or unavoidable to do so. In such cases, faculty should identify any research proposals being submitted to ORS that do contain PHI so that these may be given special attention and handled in accordance with HIPAA regulations. For further information, please contact Lauren Steinfeld, the University Chief Privacy Officer at 215-573-3348, laurenst@pobox.upenn.edu.

REMINDER:

Effort Reports

for the Fall 2002 Semester have been issued and are due back in ORS on Friday, April 25, 2003.

Industrial Clinical Trial Agreements: Update

1. **Early Review Process:** In an effort to facilitate the negotiation of industrially funded or sponsored clinical trials, last year the Office of Research Services (ORS) initiated a process to provide investigators with a mechanism to request an early review of clinical trial agreements. This allows negotiations on contract terms and conditions to commence prior to submission of the research proposal transmittal form to ORS. The required submission form for early review of contracts is available at <http://www.upenn.edu/researchservices/> under forms and agreements. The early review process has been well received by investigators and BAs.

Occasionally, clinical trial agreements are sent to ORS without any other accompanying information. These cannot be accepted for negotiation because there is insufficient information. For example, there may be no indication if the faculty researcher actually intends to participate in the study or if the budget has been negotiated and accepted or if any IRB submissions have been made. Clinical trial agreement negotiations cannot commence until clinical trial agreements are received in ORS with the early review form or the completed research proposal transmittal form.

It should be noted that the early review process does not replace the need to prepare and submit a Proposal Transmittal and Approval Form and all required documentation. The required documentation includes the contracts, study budget, IRB documentation, patient consent form, protocol, and any needed conflict of interest documentation.

2. **Check Processing for clinical trial agreements: FAQ's** (Regarding the below references to Contract Administrator, Greg Curley should be contacted regarding nonfederal clinical trials and your departmental assigned Contractor Administrator should be contacted regarding federal clinical trials. Please see page 7 for contact information.)

a) What happens to the checks received in ORS?

When a check is received in ORS, it is logged as received and given to ORS Receivables for processing. The ORS Receivables Group is responsible for depositing the check and assuring that it is applied to the appropriate fund.

b) How does ORS decide what account a check belongs in?

Incoming checks are typically marked with the Sponsor name, P.I. name, and a Protocol or Study number. The ORS Receivables Group uses this information to locate the appropriate fund. If a check has no accompanying information, or there is no Study in Research Services database that fits the description, they will need to identify the appropriate Study by other means, such as contacting the sponsor and departments involved once identified. This can often be a lengthy process. Once the correct fund is identified, the money is applied appropriately in BEN and a copy of the check is given to the Contract Administrators initiating the creation of an AIS.

c) Why do checks end up in the suspense account?

A check will be deposited in suspense if:

- a. The P.I. cannot be identified or
- b. If the Study cannot be identified or
- c. If Penn does not have a signed agreement with the Sponsor

d) What has to happen before I get an AIS for a check?

As outlined above, once ORS Receivables Group has deposited the funds into the correct account, they will give the Contract Administrator a copy of the check so they can process the AIS. The Contract Administrator pulls the correct file, enters the changes into Research Services database and BEN and then the AIS is processed for a quality review. Once the review process is completed, the AIS is sent out to the department.

e) "Cash Received" is higher than "P-Bud", what is wrong?

This means that funds were received and applied to the fund but an AIS was not produced. Contact your Contract Administrator with the details so they may work with the ORS Receivables Group to identify the check that needs to be AIS'ed

f) The Sponsor sent us a check, why haven't I received an AIS?

Contact the ORS Receivables Manager (Gokila Venkateswaran at gokila@pobox.upenn.edu or 8x2515). Provide any information you can about the date the check was issued, the amount of the check, and if the check was issued by the Sponsor or a CRO. Once receipt of the funds is confirmed, an AIS will be produced.

Frequently Asked Questions.....

Where can I get more information on Cost Sharing?

Simply put, cost sharing or matching refers to that specific portion of the project or program costs that is *not funded by the sponsor*. The proper administration of funds with cost sharing is very important. If you are responsible for the administration of a fund with cost sharing, it is important that you are aware of your responsibilities at the onset of the project. More information on administering these funds can be obtained at:

<http://www.upenn.edu/researchservices/rs/costshare.html>

<http://www.finance.upenn.edu/vpfinance/fpm/2100/2119.shtml>

Questions regarding cost sharing should be forwarded to your ORS Contract Administrator or Accountant.



*It is essential to monitor cost sharing from the **beginning** of the project.*

What if we can't meet our cost sharing requirement?

If the budget includes a requirement for cost sharing, it is important that you monitor the fund to ensure that you will meet those requirements. If at some point you realize that you will be unable to meet those requirements, it is essential that you contact the sponsor as soon as possible to request a budget modification or amendment to the award. ORS should be involved in this process. Please contact your Contract Administrator regarding requests such as these. If you contact the sponsor during the project with adequate justification, the sponsor will generally be willing to consider the change. However, as with most issues, it is unlikely that you will be able to obtain such approval after the end of the award. If you have not met the cost sharing requirements, generally the funds provided by the sponsor will be reduced by the same percentage as you have reduced the cost sharing. For example, if you had an award for \$100,000 with a \$10,000 cost sharing requirement and you are only able to provide \$7,000 in cost sharing (70% of the required cost sharing), the sponsor will only reimburse you for \$70,000 of the original sponsor's budget (70% of the \$100,000 award).

Can F&A be used to meet cost sharing requirements?

Only if it is included in the approved cost sharing budget from the sponsor or in the terms and conditions of the award.

I can not charge clerical staff's salaries to my grant since they are not allowable. Can I use these expenditures to meet my cost sharing requirements?

No. If it is not allowable to charge a particular expense on a grant or contract, it is not allowable to be used as cost sharing. Cost sharing expenditures are subject to the same rules and requirements as the expenses charged to the specific grant.

Who is responsible for funding and monitoring the cost sharing fund?

The department will be responsible for funding the cost sharing by posting a revenue entry to object code 4822 in the established cost sharing fund for the amount of the required cost sharing. The department is responsible for monitoring the fund and ensuring that the appropriate and allowable expenses are charged to the fund. The department is responsible to ensure that the cost sharing requirements are met.

For timely news and updates, subscribe to our mailing list...

<http://www.upenn.edu/researchservices/rs/subscribe.html>

Pre-Award Administration Staff

The Pre-award staff is responsible for processing proposals, reviewing, negotiating, and accepting awards (except for corporate contracts), as well as, providing post-award non-financial administration for these accounts. Questions concerning issues such as no-cost extensions, carryover requests and other administrative matters should be directed to the appropriate pre-award contact.

Questions concerning **industrial clinical trial agreements and sponsored research agreements** should be addressed to the Corporate Contracts Group. Greg Curley is now responsible for Account Information Sheets (AIS's) for all industrial clinical trials and sponsored research agreements.

PAMELA S. CAUDILL - DIRECTOR

(215) 573-6706 OR caudill@pobox.upenn.edu

- SOM – Dean's Office

AUDREY C. BUCK – SR. CONTRACT ADMINISTRATOR

(215) 573-6709 OR abuck@pobox.upenn.edu

- Biochemistry/Biophysics – SOM
- Biomedical Graduate Studies – SOM
- Biostatistics – SOM
- Cancer Center – SOM
- Center for Experimental Therapeutics – SOM
- Institute for Environmental Medicine – SOM
- Institute for Human Gene Therapy – SOM
- Institute for Neurological Sciences – SOM
- Medical Genetics – SOM
- Neurology – SOM
- Pathology & Laboratory Medicine
- Rehabilitative Medicine – SOM

JOANNE CROSSIN – MGR. OPERATIONS

(215) 898-9323 OR crossin@pobox.upenn.edu

- AIS Processing
- Account Set-Up

ALICE DUNLEAVY – ASSOCIATE DIRECTOR

(215) 573-2555 OR dunleavy@pobox.upenn.edu

- Center for Clinical Epidemiology and Biostatistics –SOM
- Center for Sleep and Respiratory Neurobiology – SOM
- Institute on Age – SOM
- Pennsylvania Muscle Institute – SOM
- Pharmacology – SOM

CHRISTINE GUNDERSEN – ASSISTANT DIRECTOR

(215) 746-0234 OR gund@pobox.upenn.edu

- President's Center
- School of Dental Medicine
- School of Engineering and Applied Science
- Wharton School
- Graduate School of Education
- University Museum
- Emergency Medicine – SOM

HEATHER LEWIS – CONTRACT ADMINISTRATOR

(215) 573-2416 OR heatherl@pobox.upenn.edu

- Allergy & Immunology – SOM
- Cardiology
- Clinical Research Center – SOM
- Diabetes – SOM
- Endocrinology –SOM
- Gastrointestinal – SOM
- General Intestinal Medicine – SOM
- Infectious Disease – SOM
- Pulmonary, Allergy & Critical Care – SOM
- Renal – SOM
- Rheumatology – SOM

ROSE MAZUR – ASSISTANT DIRECTOR

(215) 573-6701 OR rmazur@pobox.upenn.edu

- Center for Research on Reproduction & Women's Health – SOM
- Cerebrovascular Research Center – SOM
- Family Practice – SOM
- Graduate School of Fine Arts
- Obstetrics & Gynecology – SOM
- Surgery – SOM
- Psychiatry – SOM

LAUREN OSHANA – ASSISTANT DIRECTOR

(215) 573-6710 OR oshana@pobox.upenn.edu

- General University
- Institute of Contemporary Art
- Law School
- Morris Arboretum
- Provost Interdisciplinary Program
- School of Art and Sciences
- School of Social Work
- Student Services
- Van Pelt Library

SUSAN POMPONIO - CONTRACT ADMINISTRATOR

(215) 898-8751 OR pomponio@pobox.upenn.edu

- Bioinformatics – SOM
- Center for Aids Research – SOM
- Genetics – SOM
- Hematology/Oncology
- Neurosurgery - SOM
- Orthopedic Surgery – SOM
- Pediatrics – SOM
- Physiology – SOM
- School of Medicine, Institute for Medicine & Engineering – SOM
- Radiation Oncology
- Radiology

SOPHIA WHITEHEAD – SR. CONTRACT ADMINISTRATOR

(215) 898-9322 OR sophiaw@pobox.upenn.edu

- Anesthesiology – SOM
- Annenberg Center for Performing Arts
- Annenberg School for Communication
- Cell & Developmental Biology – SOM
- Center for Bioethics – SOM
- Dermatology
- Geriatrics – SOM
- Microbiology – SOM
- Ophthalmology – SOM
- Otorhinolaryngology – SOM
- School of Nursing
- School of Veterinary Medicine

CORPORATE CONTRACTS GROUP:

DR. DONALD DEYO, Esq. – SENIOR ASSOCIATE DIRECTOR

(215) 573-9970 OR deyo@pobox.upenn.edu

DR. EDWARD PIETERS – ASSOCIATE DIRECTOR

(215) 573-6712 or pieters@pobox.upenn.edu

- Sponsored Research Agreements

SHEILA ATKINS – SENIOR CONTRACTS ADMINISTRATOR

(215) 573-6713 or satkins@pobox.upenn.edu

- Corporate Clinical Trial Agreements

DENISE BOUYET – SENIOR CONTRACTS ADMINISTRATOR

(215) 746-6287 or bouyet@pobox.upenn.edu

- Corporate Clinical Trial Agreements

GREGORY CURLEY – CONTRACT ADMINISTRATOR

(215) 746-0033 or gcurley@pobox.upenn.edu

- Account Information Sheets for Corporate Contracts

PennERA GROUP:

TODD SWAVELY – PennERA PROJECT MANAGER

(215) 573-9764 OR tswavely@pobox.upenn.edu

YVETTE ACEVEDO – TEAM LEADER, SpinPlus

(215) 898-6156 or acevedo@pobox.upenn.edu

STUART WATSON – Team Leader, PROPOSAL/AWARD TRACKING

(215) 573-6712 or swatson@pobox.upenn.edu

Post Award Administration Staff

The main functions handled by these ORS staff members are the preparation of financial invoices and reports, coordination of audits, collection of receivables, cash management functions, and close outs of funds. The Federal Compliance Group handles facilities and administrative costs, employee benefit rates, effort reporting, and compliance issues. Contact Information for all areas is provided below.

FEDERAL COMPLIANCE GROUP:

ROBERT McCANN – DIRECTOR
(215) 598-1469 OR mcannr@pobox.upenn.edu

ANNAMARIA MOLNAR – FINANCIAL ANALYST
(215) 898-0818 OR molnar@pobox.upenn.edu

FLOYD HARRIS – ACCOUNTANT
(215) 898-5743 OR harrisf@pobox.upenn.edu

POST AWARD ADMINISTRATION:

KERRY PELUSO, CPA - DIRECTOR
(215) 573-6705 OR pelusok@pobox.upenn.edu

FINANCIAL INVOICING AND REPORTING –Group 1:

KIM GARRISON – ASSISTANT DIRECTOR
(215) 898-2344 OR kimmg@pobox.upenn.edu

ALIYU MOHAMMED – TEAM LEADER
(215) 573-6716 OR aliyum@pobox.upenn.edu

- School of Medicine Departments:
 - Cancer Center
 - Center for Sleep
 - Muscle Institute
 - Physiology
 - Psychiatry
 - Radiation Oncology
 - Surgery
 - Neurosurgery
- Institute of Contemporary Art
- Vice Provost of University Life

GRACE BEATTIE – DESK ACCOUNTANT
(215) 898-2342 OR gbeattie@pobox.upenn.edu

- School of Nursing
- School of Medicine Departments:
 - Biochemistry/Biophysics
 - Cell and Developmental Biology
 - Center for Research on Reproduction and Women's Health
 - Microbiology
 - Obstetrics and Gynecology
 - Pathology
 - Pediatrics –Neonatology
 - Radiology

CHRISTINE YOO – DESK ACCOUNTANT
(215) 898-2155 OR christiy@pobox.upenn.edu

- School of Medicine Departments:
 - Biomedical Graduate Studies
 - Dermatology
 - Institute for Environmental Medicine
 - Genetics
 - Institute of Neurological Sciences
 - Neurology
 - Neuroscience
 - Medical School
 - Ophthalmology
 - Orthopedic Surgery
 - Otorhinolaryngology: Head and Neck Surgery
 - Pediatrics Admin
 - Pharmacology

FLORENCE GRAZIOLA – DESK ACCOUNTANT
(215) 573-6708 OR graziola@pobox.upenn.edu

- School of Medicine Departments:
 - Department of Medicine

FINANCIAL INVOICING AND REPORTING –Group 2:

JIM CLAVIN – ASSISTANT DIRECTOR
(215) 573-6704 OR clavin@pobox.upenn.edu

SOOJIN KIM – TEAM LEADER
(215) 573-6715 OR skim@pobox.upenn.edu

- School of Dental Medicine
- School of Medicine Departments:
 - Center for Bioethics
 - Center for Experimental Therapeutics
 - Institute for Human Gene Therapy
 - Institute for Aging
 - Molecular & Cellular Engineering
 - Center for Clinical Epidemiology and Biostatistics
 - Emergency Medicine
 - Family Practice
 - Anesthesia

VACANT – DESK ACCOUNTANT –Contact Jim Clavin (above)
(215) 573-6704 OR clavin@pobox.upenn.edu

- School of Engineering and Applied Science
- School of Veterinary Medicine

DERRICK BOWMAN – DESK ACCOUNTANT
(215) 573-8929 OR bowmand@pobox.upenn.edu

- Annenberg School
- Annenberg Center
- School of Arts and Sciences:
 - Chemistry
 - Linguistics
 - Physics
- Fine Arts
- Graduate School of Education
- Law School
- Morris Arboretum
- University Museum
- School of Medicine Departments:
 - Center for Bioinformatics
 - Institute for Medicine & Engineering

CHARLES MOLLI – DESK ACCOUNTANT
(215) 573-8597 OR cmolli@pobox.upenn.edu

- School of Arts & Sciences:
 - All except Chemistry, Linguistics, and Physics
- The College
- General University
- School of Social Work
- Van Pelt Library
- Wharton School
- School of Medicine Departments:
 - Diabetes
 - Rehabilitation Medicine

RECEIVABLES:

GOKILA VENKATESWARAN – RECEIVABLES MANAGER
(215) 898-2515 OR gokila@pobox.upenn.edu

JUDITH REED TIJATTAS – RECEIVABLES ACCOUNTANT
(215) 746-0235 OR judithr@pobox.upenn.edu

JENNIFER MULHERN – RECEIVABLES ACCOUNTANT
(215) 898-2343 OR jmulhern@pobox.upenn.edu

MIRIAM STEVENSON – STAFF ASSISTANT
(215) 573-6711 OR stevens@pobox.upenn.edu

DATA MANAGEMENT:

KEITH DIXON – ACCOUNTING/BRIM SUPERVISOR
(215) 898-1966 OR kdixon@pobox.upenn.edu

VALERIE SWARTZ – FINANCIAL COORDINATOR
(215) 898-6700 OR valeriem@pobox.upenn.edu

BOB SPEAKMAN – FINANCIAL ANALYST
(215) 746-0235 OR bspeakma@pobox.upenn.edu

Office of Research Services

3451 Walnut Street
Room P-221
Philadelphia, PA
19104-6205

PHONE:
(215) 898-7293

FAX:
(215) 898-9708

About Our Organization...

Our Mission

The Office of Research Services oversees the administrative support of the University's externally funded research and is responsible for implementation of University policies established for this purpose. An important part of the ORS mission is service to the research faculty, through the provision of information and advice for the development of applications, and assistance in the administration of awarded grants and contracts.

In this role, Research Services

- Supports the schools and centers in the development of proposals for grants and contracts
- Reviews and approves all proposals before submission to the potential sponsor
- Coordinates negotiations of awards
- Accepts awards for the University, including the signing of contracts
- Provides oversight and guidance to faculty and staff concerning the proper management of sponsored projects
- Prepares all financial reports to sponsors

In addition to these functions, Research Services is responsible for billing of contracts management of letters of credit for payment of grants, preparation of indirect cost and employee benefit rate proposals and rate negotiations, management of the effort reporting system, and oversight of service center rate development. The office reports jointly to the Vice President for Finance and Vice Provost for Research.

Office of Research Services Quick Contact List:

ORS General Phone Numbers: 215-898-7293 (General Information, Proposals, Awards)
215-898-7269 (Financial Reports & Invoices, Accounting)

**Andrew B. Rudczynski, Ph.D., Associate Vice President for Finance
And Executive Director, Research Services:** 215-573-9249, abrud@pobox.upenn.edu

Pamela Caudill, Director of Pre Award Non-Financial Administration: 215-573-6706, caudill@pobox.upenn.edu

Donald Deyo, Esq., Senior Associate Director, Corporate Contracts: 215-573-9970, deyo@pobox.upenn.edu

Robert McCann, Director of Cost Studies: 215-898-1469, mccannr@pobox.upenn.edu

Kerry Peluso, CPA, Director of Post Award Financial Administration: 215-573-6705, pelusok@pobox.upenn.edu

Todd Swavely, Associate Director –Penn ERA, Project Manager: 215-573-9764, tswavely@pobox.upenn.edu