**Effort Reporting & Suitable Means of Verification of Effort!**

This message is intended as a reminder for administrators who certify effort reports for other individuals. **Faculty must certify their own effort report**, and normally should certify the effort of individuals who work on their sponsored projects. In those instances when someone other than the faculty member certifies someone else’s effort report they must adhere to [Sponsored Projects Policy #2114](#).

The **National Science Foundation conducted an audit of Penn’s time and effort system** and issued a final report last year. **One of their major findings** was that some administrator’s had certified effort reports without verifying that the person’s effort was accurate. [OMB Circular A-21 Section J.10](#) contains the language “to confirm that the distribution of activity represents a reasonable estimate of the work performed by the employee”, a certifier must have a “suitable means of verification that the work was performed”.

**A recent review of effort reporting by an external firm** has identified instances where individuals certified the effort reports of other individuals without documentation to confirm that the effort was performed.

The referenced Sponsored Projects Policy lists examples of what qualifies as suitable means of verification:

**Effort reports must be completed and certified either by the employee, the principal investigator (PI), or a responsible official (business administrator or chairperson) using a suitable means of verification** that the reported effort was expended. Consonant with...
Sponsored Projects Policy 2134, a suitable means of verification must be in the form of a signed and dated fax, memo, letter or email from the PI attesting, after-the-fact, to the amount of effort expended by the individual. Documentation, electronic or other, must be available and accessible at all times for audit purposes. If an approval is obtained via email, a printed copy must be retained.

Need Help?
Call the Ben Tips Confidential Reporting and Help Line

The Ben Tips Confidential Reporting and Help Line provides assistance with questions about policies, procedures or practices and handles reports of suspected incidents of non-compliance. **The Ben Tips Line is a resource for all University and Health System employees, staff, students and faculty.**

When you contact the Ben Tips Line at 1-888-BEN-TIPS (1-888-236-8477), a compliance specialist will answer your call between 8:30 a.m. and 5 p.m., Monday through Friday. Callers may also leave a message during non-business hours. **The Ben Tips line does not have a caller ID feature, so callers may remain anonymous.**

The Ben Tips Line welcomes all questions and concerns. No action will be taken against you if you report information in good faith to the Ben Tips Line. The Office of Audit, Compliance and Privacy will respond to all questions and will facilitate appropriate action. So “Do the Right Thing, the Right Way” and call the Ben Tips Line.
Office of Research Services

NSF announces the new NSF Proposal & Award Policies & Procedures Guide

NSF announces the new NSF Proposal & Award Policies & Procedures Guide (NSF 07-140) which is comprised of documents relating to the Foundation’s proposal and award process. The Guide consolidates two previous standalone NSF policy documents: the NSF Grant Proposal Guide (GPG) and the Grant Policy Manual (GPM) and combines them into a single electronic policy framework. The Proposal & Award Policies & Procedures Guide will be effective for proposals submitted on or after June 1, 2007.

NSF chose to implement this new policy framework for a number of reasons. We believe that it will improve both the awareness and knowledge of the complete set of NSF policies and procedural documents, increase ease of access to the policies and procedures that govern the entire grant lifecycle and eliminate duplicative and sometimes truncated coverage between the GPG and GPM. The new Guide also should increase the transparency of the NSF proposal and award process and allow the Foundation to better manage amendments between the documents due to administrative changes.

The Guide consists of two parts:

- Part I is comprised of NSF’s proposal preparation and submission guidelines – the NSF Grant Proposal Guide and the NSF Grants.gov Application Guide (to be incorporated at a later date).
- Part II is comprised of documents used to guide, manage and monitor the award and administration of grants and cooperative agreements made by the Foundation. The Grant Policy Manual has been incorporated into the Guide as Part II and has been
  - Foreword;
  - Acronym list;
  - Definitions and NSF-Grantee Relationships;
  - Description of NSF Organizations; and
  - NSF Organizational Chart (including hypertext links).
Many changes have been made to the GPG and GPM in order to combine and consolidate them to form the new PAPP Guide. Some of the significant changes found in the Proposal & Award Policies & Procedures Guide include:

- Coverage on exceptions to NSF’s deadline date policy;
- Identification of designated fonts that must be used to prepare an NSF proposal;
- Increased coverage on the Grants.gov apply function;
- Further guidance on the elimination of program-specific cost sharing and removal of the statutory (1%) cost sharing requirement;
- Incorporation of two additional proposal certifications regarding Nondiscrimination and Flood Hazard Insurance;
- Incorporation of language regarding use of the Facilities and Administrative (F&A) rate at the time of the award; and
- Revision of human and vertebrate animal data for consistency with Grants.gov.

Each Part of the Guide contains a by-Chapter summary of significant changes to assist the user in navigating through the changes.

The document currently is available as a fully at:
and searchable PDF version at:
which gives users the ability to print either Parts of the Guide or the document in its entirety. If you have any questions regarding the new NSF Proposal & Award Policies & Procedures Guide, please contact the Policy Office on x8243 or by e-mail to policy@nsf.gov.
FastLane changes to reduce the use of Social Security Numbers (SSNs) was implemented on August 4, 2007.

To comply with the following Government directives:

- OMB Memo M06-16 for the “Protection of Sensitive Agency Information”
- OMB Memo M07-16 for “Safeguarding Against and Responding to the Breach of Personally Identifiable Information”

You will see the following FastLane changes in Phase 1:

FastLane Registration:

Registration modules, for new individuals, contacts, and organizations, will be modified to remove the request for SSN data. A pseudo-SSN, soon to be renamed “NSF ID,” will be generated for all new users.
The Registration modules affected include:
- New Individual
- New Organization
- New Contact
- New Postdoctoral Fellowship

FastLane Coversheet Co-PI Assignment:
Currently, co-PIs may be added to a proposal coversheet by a PI entering either the co-PI’s email address or SSN. As of August 4th, only email address or NSF ID will be accepted. Existing FastLane users will NOT be affected, except for those adding a Co-PI to a proposal coversheet.

Questions?
Contact the FastLane Help Desk: 7 AM to 9 PM Eastern Time, Monday through Friday (except for Federal holidays).
Email the FastLane Help Desk at fastlane@nsf.gov or call x4357. If your inquiry is an emergency or requires a response in the near term to meet deadlines, call 1-800-673-6188.
Full Implementation to Shorten the Review Cycle for New Investigator R01 Applications Reviewed in Center for Scientific Review (CSR) Recurring Study Sections

Notice Number: NOT-OD-07-083

Key Dates
Release Date August 9, 2007

Issued by
Office of the Director
National Institutes of Health (NIH) (http://www.nih.gov/)
Center for Scientific Review (http://www.csr.nih.gov)

Purpose
As part of the National Institutes of Health continuing commitment to new investigators, a pilot effort (http://grants.nih.gov/grants/guide/notice-files/NOT-OD-06-013.html) was begun in 2006 to allow new investigators to have the option of submitting a resubmission/amended R01 application for consecutive review cycles, saving four months. This pilot was extended to twenty two additional study sections in January of 2007 (http://grants1.nih.gov/grants/guide/notice-files/NOT-OD-07-034.html) and forty-six more study sections in April 2007 (http://grants1.nih.gov/grants/guide/notice-files/NOT-OD-07-058.html). The three cycles of the pilot have involved nearly 2000 new investigator R01 applications reviewed in the original 40 study sections in the Center for Scientific Review. Approximately 13% of the eligible new investigators have used the option of next cycle submission.

Beginning with the September/October 2007 Study Section meetings the Center for Scientific Review is extending this to all new investigator R01 applications submitted for standard receipt dates (this does not include submissions for RFAs and PARs with special dates). The CSR recurring study sections that review new investigator R01 applications will meet on a schedule to allow consecutive cycle resubmissions. Study Sections in the AIDS and AIDS Related Research (AARR) Integrated Review Group already conduct reviews and produce summary statements on a schedule that allows consecutive cycle submission for new investigator R01s.

With the full CSR implementation of this effort, most of the policies and practices initially established remain in effect:
• Study Sections participating will schedule meetings so that new investigators receive their summary statements no later than March 1, July 1, or November 1.
The Summary Statements for qualifying applications will have an explicit note indicating eligibility for next cycle submission.

Resubmission applications for consideration at the next cycle must be submitted by March 20, July 20, or November 20.

New Investigators who do not choose the next cycle option will use the standard resubmission dates for subsequent cycle submission (March 5, July 5, or November 5).

However, with the inclusion of all of the recurring study sections in CSR, there is no longer a requirement that the resubmission application return to the same study section that reviewed the previous version. If a different study section is requested a cover letter making that request must be included with the submission of the application. As with all applications, the final decision on assignment resides with the Division of Receipt and Referral in CSR.

NIH Definition of a New Investigator

For the purpose of review and funding, individuals are considered new investigators if they have not previously competed successfully as the principal investigator (PD/PI) on any Public Health Service-supported research project other than a small grant (R03), an Academic Research Enhancement Award (R15), an exploratory/developmental grant (R21), a Shannon Award (R55), an NIH High Priority, Short-Term Project Award (R56), or certain mentored research career development awards for persons at the beginning of their research career (K01, K08, K22, K23, K25, K99/R00). Current or past recipients of Independent Scientist and other non-mentored career awards (K02, K04, K05, K24, and K26) are not considered new investigators. When Multiple Principal Investigators are proposed, all PIs must meet the definition of new investigator to qualify for new investigator consideration.

Inquiries
For further information please contact:
Division of Receipt and Referral
Center for Scientific Review
301-435-0715; 301-480-1987 (fax)
The PennERA (Electronic Research Administration) Proposal Development (PD) application continues to be used for NIH electronic submissions. For a current list of NIH mechanisms for which Proposal Development can be used, see the PennERA web site at http://project.pennera.upenn.edu/project/current_phase/PDfundingopps.pdf.

**New PD reference materials available**

There are new PD reference materials available on the PennERA web site including:

- When to use PD – A list of proposal mechanisms for which PD can be used
- PD versus PureEdge – A chart that provides information on the key benefits of PD compared to PureEdge
- Routing & Approval paths – Documents that show the complete routing and approval paths for each ORG currently using PD
- Quick Reference Guides (QRGs) – Help guides for Investigators, Reviewers/Approvers, as well as a Proposal Development FAQ

These materials can be accessed from the left toolbar on the main PennERA page at https://www.pennera.upenn.edu/.

**Coming soon**

**Activities under development include:**

- **Training** – A revised PD training curriculum will be available in September for new and current administrative users. Two courses will be available, a basic course for new administrative users, and an advanced course with emphasis on budget development. Please check the Knowledge Link web site for available training dates and registration information at http://knowledgelink.upenn.edu.
- **Generic Sponsor Form** – A form that can be used when a sponsor does not have a specific form set. This form increases the potential sponsors for which PD can be used to submit proposals.
- **Pipeline Report** – A report that shows data for proposals created in PD that have been submitted for internal review. This report provides administrators and those on proposal routing paths with the list of proposals they have in progress and the status of these proposals.
There are two versions of the report:

- **PD Pipeline Report** – Shows all proposals for which a user is in the routing path or proposals a user can access within PennERA.

- **PD Grants.gov Report** – Shows all proposals currently being submitted to Grants.gov or proposals that have been submitted to Grants.gov within the last 14 days.

Proposal Development help available

Help information about Proposal Development is available on the PennERA web site:

- **Advisories**—For important information about the Proposal Development application, please check the Advisories web page at http://project.pennera.upenn.edu/advisories.

- **End-user support**—For complete information on end-user support, please visit the PennERA Help page at http://project.pennera.upenn.edu/help.asp.

- **Training guide**—A Proposal Development Training Guide is available on the web at https://rosetta.upenn.edu/cgi-bin/websec/websec_authform?app=RMDocs; authenticate with your PennKey and PennKey password, then click “Proposal Development Training Guide (PDF)” under the “Proposal Development” section.

More information about PennERA

For more information about PennERA, please visit the PennERA web site at https://www.pennera.upenn.edu/. If you have any questions, comments, or suggestions, please send an e-mail to pennera@pobox.upenn.edu.

Do you have a question about the allowability of a charge to a sponsored project research account?

The Penn community can now submit questions related to allowability to the Allowability Panel.

Please submit questions to allowability_panel@pobox.upenn.edu.

The goal of the panel is to provide uniform guidance on the allowability of costs. Questions on allowability should fully describe the nature of the questioned cost, identify the sponsored project award, and describe why an examination of the questioned cost has not resolved the issue. Please keep in mind that the question of permitted costs is not only based on the circumstances and is fact driven which makes it impossible to say that every cost is always allowable on every award. The panel will continue to publish redacted case studies in the ORS newsletter to keep the university community informed.
In September, the Office of Research Services (ORS) and the Office of Institutional Compliance (OIC) announced the Sponsored Projects Compliance Certification Program (SPCCP). This program highlights Penn’s continuing commitment to providing sponsored projects education and training to its community. Since the original announcement, ORS has worked with the Office of Research Support Services (ORSS) in the School of Medicine to further refine and develop the certification program. The SPCCP is required for those individuals carrying out specific functions and having certain responsibilities related to the administration of sponsored projects (see Sponsored Projects Policy No. 2140). Penn, like many of its sister institutions, has developed this required program to assist the community in better understanding sponsored projects policies, requirements, regulations and guidelines. The basic SPCCP is designed to include core courses that have been determined to be base-line requirements for all individuals performing grants related activities. As grants management is an ever evolving field, the certification program has been restructured to reflect the changing nature of the profession and additional modules are being developed to include topics such as sub-recipient monitoring and PI transfers. As new required modules are developed and added to the basic certification program, individuals who have already completed the original certification program will have six (6) months to complete the additional modules and any additional quizzes in order to maintain certification.

In addition, the certification program offers an opportunity to expand one’s knowledge base by taking additional electives and it is planned to offer an advanced certification as well. Depending on the individual’s responsibilities some electives may be required by a supervisor and some schools may require individuals to take all electives as the electives are made available.

In order to complete the SPCCP and become Penn certified, the following required core courses must successfully be completed:

- Financial Training Department’s Chart of Accounts (COA) training (instructor-led);
- Allowability, Cost Transfers, and Approval Documentation (web-based module);
Office of Research Services

- Sponsored Projects Effort Reporting (web-based module);
- Policies Related to the Administration of Sponsored Projects (web-based module);
- ORS’s course, "Sponsored Projects @ Penn"

It is required that attendees of this course complete the three above referenced web-based modules prior to attending this instructor-led course.

This course consist of 5 half-day modules covering the following topics:
  - Introduction to Sponsored Programs
  - Proposal Preparation and Submission and Budgeting
  - Award Acceptance and Account Set Up
  - Project Management
  - Closeout and Audit of Sponsored Project Funds;

- Pre-Award Account Set-Up Online Quiz;
- Award Management and Compliance Online Quiz;
- Close-Out and Audit Quiz Online;
- PI Transfers;
- Sub-recipient Monitoring;
- Research Subjects (planned);
- Misconduct in Science (planned);
- Conflict of Interest (planned); and
- Budgeting for Sponsored Programs (planned)

All courses are monitored so as to identify those individuals who have successfully completed each.

Note: All of the quizzes (with the exception of COA) are web-based and are accessible by using a PennKey and Password. These web-based quizzes require a passing grade of 90%.

Requirements to maintain certification are currently under consideration and will be published at the time of final determination.

Questions regarding SPCCP can be directed to Anita Mills of the Office of Research Services at x8-1936. In order to access the web-based courses, visit the SPCCP webpage at:  [http://www.upenn.edu/researchservices/SPCCP/](http://www.upenn.edu/researchservices/SPCCP/)
Getting to Know......
Heather Lewis

Years at Penn: 7 yrs

Years in Research Services: 7 yrs minus 18 months hiatus

ORS Responsibilities: Associate Director: - review and approve proposals; negotiate terms and conditions for complex sponsored projects; review awards and establish accounts; interpret and communicate University, Federal and Sponsor policies and regulations. Provide training on research related topics.

Hobbies/Interests: Currently I’m loving my digital camera, decorating my house (never mind the fact that I’ve lived there for 4 yrs now!). I also enjoy listening to music. I am an I-Tunes junky! I do also enjoy reading mystery novels, working out at the gym and of course spending time with my family.

Favorite Restaurant: The Shark Bar, located in New York City

Favorite ways to spend a vacation: Anything relaxing

Heather is a valued colleague. She is smart, funny, works hard and best of all always has an upbeat attitude.

Heather is a wonderful asset to the department. She has great analytical skills and handles complex issues and contracts like a seasoned professional.

When you hear the name Heather you/I think of a phenomenal woman. Heather is to be admired and applauded for her ability to juggle her career and family life. At her very young age, she has accomplished so much. I am proud of her for accomplishments and even more proud to be her friend. Heather continue to follow your DREAMS and there is a pot of gold at the end of the rainbow.

For Information on Upcoming Training visit the ORS website:
http://www.upenn.edu/researchservices/training.html
ORS Monthly Quiz

1) Department XYZ purchases a computer to help support 20 federally sponsored projects. Which of the following BEST describes a POTENTIAL problem in charging the computer as a direct cost to these projects? (See A21, Section D, http://www.whitehouse.gov/omb/circulars/a021/a21_2004.html)
   a) Equipment is an unallowable cost so it cannot be charged to federally sponsored projects
   b) A computer does not seem reasonable and necessary for performance of the projects
   c) It may be difficult to identify an appropriate basis to allocate the computer cost with relative ease and with a high degree of accuracy
   d) Special equipment, such as a computer, is normally charged as an indirect cost according to University policy

2) All of the following are normally considered indirect costs EXCEPT: (See SP Policy 2110) http://www.finance.upenn.edu/vpfinance/fpm/2100/2110.asp
   a) Office supplies
   b) Postage
   c) Salaries and wages of an executive secretary
   d) Travel costs

3) According to University policy, which of the following conditions must be met in order to direct charge costs normally charged as indirect costs? (See SP Policy 2110) http://www.finance.upenn.edu/vpfinance/fpm/2100/2110.asp
   a) The costs must be clearly defined in the proposal budget with an explanation justifying the necessity for charging them as direct costs
   b) The costs must be approved and funded by the awarding agency
   c) The costs must be specifically identified with the project
   d) Both a and c
   e) All of the above

4) The University has a federally sponsored project that requires a lot of scientific work to be performed by clerical personnel. The costs are clearly identified in the proposal budget with a detailed explanation provided which justifies the necessity of the costs. Given that the costs are identified in the budget, the University can begin to charge these costs under pre-award spending privileges as direct costs to the project. (See SP Policy 2110) http://www.finance.upenn.edu/vpfinance/fpm/2100/2110.asp
   a) True
   b) False

5) Federally sponsored projects A and B are identical projects except with regard to size. Project B has a larger total award than project A. The clerical and administrative personnel for both projects are only conducting general business aspects in support of an award. According to University policy, can the clerical and administrative salaries for Project B be charged as direct costs? (See SP Policy 2110) http://www.finance.upenn.edu/vpfinance/fpm/2100/2110.asp
   a) Yes, size is one of the determining factors in charging normal indirect costs as direct costs
   b) Yes, the size of the project is large enough to charge a cost normally considered an indirect cost as a direct cost
   c) No, size alone is not one of the determining factors in charging normal indirect costs as direct costs
   d) No, the costs are not specifically identified with the project

Answer key for the Monthly Quiz can be found on Page 18
Research Services keeps Penn’s research community up-to-date on developments affecting sponsored projects via an electronic mailing list. **To receive the monthly ORS newsletter you must be subscribed to this listserv.**

We invite you to subscribe using the instructions below.

**Note:** This is a one-way list. Subscribers cannot post messages to the list.

How to subscribe to the mailing list:

**You can automatically subscribe** to the mailing list by sending e-mail with a blank subject line and the following single line in the body (i.e., no signatures) **from the account to which you wish to receive messages:**

**To:** listserv@lists.upenn.edu  
**Subject:**  
**Body:** subscribe rschserv Joe Smith

**Note:** Substitute your own name for “Joe Smith” in the above example.

How to unsubscribe from the mailing list:

**You can automatically unsubscribe** from the mailing list by sending e-mail with a blank subject line and the following single line in the body (i.e., no signatures) **from the account from which you initially subscribed:**

**To:** listserv@lists.upenn.edu  
**Subject:**  
**Body:** signoff rschserv

**Subscription problems:**
If you are having problems subscribing or unsubscribing, send e-mail to [Stuart Watson](mailto:Stuart.Watson@upenn.edu). Please provide a phone number where you can be reached.
Do you have a question about the allowability of a charge to a sponsored project research account?

The Penn community can now submit questions related to allowability to the Allowability Panel.
Please submit questions to allowability_panel@pobox.upenn.edu

The goal of the panel is to provide uniform guidance on the allowability of costs. Questions on allowability should fully describe the nature of the questioned cost, identify the sponsored project award, and describe why an examination of the questioned cost has not resolved the issued. Please keep in mind that the question of permitted costs is not only based on the circumstances and is fact driven which makes it impossible to say that every cost is always allowable on every award. The panel will continue to publish redacted case studies in the ORS newsletter to keep the university community informed.

Allowability Panel Question

Case:
A NRSA fellow relinquishes his award and completes the necessary paperwork to inform the sponsoring agency and officially terminate the award. The fellow leaves Penn prior to his meeting with the BA to review and approve the monthly expenditure statements for last two months of activity on the award. The final expenditures were for cost incurred prior to the termination of the award. Can the PI/Mentor review and approve the monthly expenditure statements?

Panel Response:
NRSA fellowships, like other sponsored project awards are made to the University of Pennsylvania and based upon University policy; a principal investigator or co-principal investigator is responsible and accountable to the University and sponsor for the proper programmatic, scientific, or technical conduct of the project and its financial management.

In the case of fellowships, individuals who are trainees, such as post doctoral fellows, may apply for external sponsorship only with the approval of a faculty sponsor or
mentor. Since the mentor is our PI of record, he or she is directly responsible for administration of the award and therefore should meet regularly with the BA to discuss the financial and administrative issues pertaining to the project. As a best practice for fellowship awards, the responsible business office within the school or center should generate and provide monthly statements of project expenditures to the principal investigator and the mentor. The expenditures should be reviewed monthly by the administering departments BA, PI and the fellow to ensure accuracy, allocability, reasonableness based on the terms and conditions of the award as well as compliance with the sponsoring agency and university policies. Of course, if the fellow leaves suddenly due to an emergency or for unforeseen circumstances, the final expenditure review and approval may be done by the PI/Mentor.

**Sponsored Projects Policies:**

2102 Approval of Proposals

2136 Principal Investigator Eligibility

2106 Financial Responsibility
Did You Know........

Attending Sponsored Programs at Penn (5 half day instructor led course) is not the same as obtaining certification through the Sponsored Project Certification Program “SPCCP”.

Sponsored Programs at Penn is a 5 half day instructor led course. The course can be taken independently of the certification program or in conjunction with other SPCCP requirements. More information on the course website: [http://www.upenn.edu/researchservices/SPatPenn/](http://www.upenn.edu/researchservices/SPatPenn/)

If you wish to obtain certification through the Sponsored Projects Compliance Certification Program “SPCCP” you must complete all modules listed on the SPCCP website at [http://www.upenn.edu/researchservices/SPCCP/](http://www.upenn.edu/researchservices/SPCCP/)

Registration for all ORS training courses should be completed through Knowledge Link.

To find SPCCP course within the Knowledge Link system see instruction below.

- Login to [http://knowledgelink.upenn.edu](http://knowledgelink.upenn.edu), using your PennKey and PennKey password log into the system. Select “Optional” on the left navigation bar. A listing of all Optional course available to you will appear.
- Scroll down the menu until you begin to see the SPCCP courses.
- Click on the word ENROLL to the right of your desired course. A new screen will appear with all dates for the courses listed.
- At this screen click on the word ENROLL (again) next to the preferred session. Once you have enrolled you will receive a message confirming your registration.

SPCCP certification is required for those individuals carrying out specific functions and having certain responsibilities related to the administration of sponsored projects (see Sponsored Projects Policy No. 2140: [http://www.finance.upenn.edu/vpfinance/fpm/2100/2140.asp](http://www.finance.upenn.edu/vpfinance/fpm/2100/2140.asp)

If you have any questions, please contact Anita Mills at (215) 898-1936 or anitamil@pobox.upenn.edu.
Office of Research Services

Answer Key to ORS Monthly quiz: 1:c; 2:d; 3:e; 4:b; 5:d;

Job Openings in Research Services

PennERA Central Tier 1 Support Person
Grade: 26
Reference Number: 070421915
Duties: The PennERA Central Tier 1 Support Provider serves as first level of support for PennERA applications. This position will also assist the End User Support Administrator with the coordination and oversight of the overall PennERA end user support. Penn’s Electronic Research Administration system, or PennERA is the suite of web-based applications that streamline processes and provide more efficient tools for handling pre- and post administrative tasks related to sponsored projects of Penn’s academic research community. PennERA is a full life cycle system for research project development, support and management.
Qualifications: A Bachelor’s Degree is required and 3 years of experience or an equivalent combination of education and experience. Knowledge and comfort working with software systems is required as well as strong customer service, communication, and interpersonal skills. This position is a 2 year assignment.

ASSOC DIR RESEARCH SVCS
Grade: 28
Reference Number: 070622440
Duties: Serve as pre-award administrator for designated schools; review and approve proposals; negotiate terms and conditions for complex sponsored projects; review awards and establish accounts; interpret and communicate University, Federal and Sponsor policies and regulations. Provide training on research related topics. Serve as signatory authority on behalf of Trustees. A Bachelor’s Degree is required and 5 years to 7 years of experience or equivalent combination of education and experience. Demonstrated knowledge of sponsored research programs administration and related federal policies, rules and regulations. Ability to work independently and prioritize tasks; demonstrated strong communication and organizational skills; demonstrated proficiency with PC software (MS Word, Excel); knowledge of Ben Financial a plus. Demonstrated knowledge of Federal Acquisition Regulations and expertise in contract negotiations in an academic setting a plus.

ASSOC DIRECTOR D
Grade -- 028;
Reference Number -- 070622283
Grade -- 028;
Duties: Responsible for development and maintenance for the post award internal policy/procedure manual and training program. Manages special projects for the post award area. Develops and facilitates Sponsored Programs training. Has knowledge of all areas of post award and provides general support for the post award reporting and invoicing area. Assist in compliance monitoring. Provides general supervision for a staff of 2 accountants. Performs general ledger review and reconciliations; prepares and certifies financial reports and billings to sponsoring agency; provides post award staff and business administrators with grant and contract advice. Test for accuracy, completeness and compliance with federal guidelines and/or other contractual agreements. Performs other duties as required. A Bachelor’s Degree is required and 5 years to 7 years of experience or equivalent combination of education and experience.

Interested candidates may view full description for the positions at http://www.hr.upenn.edu/jobs/.
**CONTRACT ADMINISTRATOR A**  
Grade --25  
Reference Number – 070622438;  
**Duties:** Provide pre-award and post-award non-financial administration of less complex grants/awards for assigned departments and schools. Review terms and conditions of awards to ensure compliance with University policies and Federal guidelines. Negotiate terms and conditions of awards. Prepare sub-contracts as needed; Serve as liaison between University and funding sponsor; audit account set-up; write newsletter article. A Bachelor’s Degree is required and 2 years to 3 years of experience or equivalent combination of education and experience. Knowledge of Federal Grant Regulations required. Knowledge of Federal Acquisition Regulations highly desirable. Ability to prioritize tasks, demonstrated strong communication and organizational skills; demonstrated proficiency with PC software (Excel and MS Word); Knowledge of Ben Financial and PennERA a plus.

**ADMIN ASST A**  
Grade -- 23  
Reference Number – 070622439  
**Duties:** Provide general administrative and secretarial support to ORS staff. Provide pertinent information for internal and external clients; route proposals for signature and maintain grant files in Accorde imaging system. Process mail and checks. Greet and assist office visitors. A High School Diploma or GED is required and 1 year to 2 years of experience or equivalent combination of education and experience. Proficiency in computer applications including Microsoft Word. Ability to type 55 wpm and with minimum supervision. Excellent telephone and interpersonal skills. Must be detail and customer service oriented.

**ACCOUNTANT B**  
Grade – 025  
Reference Number -- 070722546  
**Duties:** Performs general ledger review and reconciliations; prepares financial statements and billings; provides University Business Administrators with grant accounting advice; prepares journal entries and trial balances. Initiates and coordinates the account close-out process in coordination with the responsible department administrator. Tests for accuracy, completeness and compliance with federal guidelines and/or other contractual agreements. Performs other related duties as required. A Bachelor’s Degree is required and 2 years to 3 years of experience or equivalent combination of education and experience.

Interested candidates may view full description for the positions at [http://www.hr.upenn.edu/jobs/](http://www.hr.upenn.edu/jobs/).
Training Opportunities:

**Upcoming PennERS Training**

**October 15, 2007:** ERS Training for newcomers to the effort reporting process  
**Time:** 9:30 - 12:30  
**Location:** Franklin Bldg Rm 409  
Registration: [http://knowledgelink.upenn.edu](http://knowledgelink.upenn.edu)

**A Primer on Federal Contracting**

8 Week Online Tutorial  
[http://www.ncura.edu/conferences/federalcontracting/opendefault.asp](http://www.ncura.edu/conferences/federalcontracting/opendefault.asp)  
See Website for start dates

**NCURA’s 49th Annual Meeting**  
[http://www.ncura.edu/conferences/49/](http://www.ncura.edu/conferences/49/)  
**November 4 - 7, 2007 -- Washington, DC**

**ORS Quizzes and FAQ’s:**

Take a moment to look at our quizzes or FAQ section for more guidance on administering 5-funds here at Penn. Both can be accessed by clicking Training on our home page ([http://www.upenn.edu/researchservices/](http://www.upenn.edu/researchservices/)).

**Research Compliance Tutorials and Other Education:**

For further guidance on administering 5-funds here at Penn, please visit the Research Compliance Training and Education page at [http://www.upenn.edu/researchservices/rc/pages/training.htm](http://www.upenn.edu/researchservices/rc/pages/training.htm).

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**Notes:**
- AIDS & AIDS Related
- NIH Deadlines for R10, R18, R24, R25, S & G Series, C06, MO1, and T series
- Ruth Kirchstein Service Awards
- Labor Day Holiday
- OWR Deadline

**Administrative Office of Research Services**
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.

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• School of Medicine Departments:
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  Chemical Engineering
  Mechanical Engineering
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  Physics
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About Our Organization...

Our Mission

The Office of Research Services (ORS) 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, ORS

- 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, ORS is responsible for billing of contracts, management of letters of credit for payment of grants, preparation of the facilities & administrative and employee benefit rate proposals and rate negotiations, management of the effort reporting system, and oversight of service center rate development. ORS reports jointly to the Vice President for Finance & Treasurer and Vice Provost for Research.

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http://www.upenn.edu/researchservices/ (see bottom right corner)