Happy Holidays to all from the staff of ORS........

Material Transfer Agreement launches updated website

The Office of Research Services is pleased to announce the launch of its new Material Transfer Agreement website on December 12, 2007. In response to feedback from the Penn community, the Office of Research Services has endeavored to streamline the process by which Penn faculty may transfer materials to or from researchers at external organizations.

The new website enables the Penn faculty to directly initiate their MTA requests and has an expanded Frequently Asked Question section.

Please visit our new website at: http://www.upenn.edu/researchservices/materialtransfer/, and view the latest improvements the Office of Research Services now offers to the Penn faculty in the administration of Material Transfer Agreements.

We look forward to working with you to complete your MTAs.

MTA contacts in the Corporate Contracts group are:

EDWARD PIETERS Ph.D. – ASSOCIATE DIRECTOR
(215) 573-6712 or pieters@upenn.edu

KERRY WILSON, Esq. – ASSOCIATE DIRECTOR
(215) 573-6705 or kerryw@upenn.edu

LAURANCE GUIDO, –SENIOR CONTRACT ADMINISTRATOR
215-573-9249 or lguido@upenn.edu

MATT MERZ – MTA ADMINISTRATOR
(215) 573-4505 or rmerz@upenn.edu
NSF IDs to Replace SSNs as Unique Identifier in FastLane

In response to Government mandates (OMB Memos M06-16, M07-16 and U.S. Office of Personnel Management June 18 memo), the National Science Foundation is continuing to take proactive steps to protect its customers’ personally identifiable information and reduce the use of Social Security Numbers (SSNs).

We are continuing to reduce the use of SSN in applications that do not require it for business purposes and are introducing a new security feature throughout FastLane. NSF IDs will replace SSNs as our primary means of identifying you. You will use your NSF ID - in conjunction with your FastLane password - to log into FastLane. You will also be asked to provide an NSF ID in other areas such as password change requests and user account management.

In the Fall, NSF started the process of implementing NSF ID to replace the use of SSN by assigning new users of the FastLane Grants applications an NSF ID when they register. Existing FastLane customers and SPOs do not need to take any action. After December 15, you will have been assigned an NSF ID to replace your SSN as your unique identifier. When you log into FastLane with your SSN, an intermediary page will display your NSF ID. You will also be able to retrieve your NSF ID by clicking on the ‘NSF ID lookup’ link or by contacting your institution’s SPO. For a limited time, you will have the option to use your SSN for login. If you previously used what was called a ‘pseudo SSN’ to log in to FastLane, that number is now your NSF ID. Simply use it to login as you have in the past.
You will still be required to use your SSN in some situations. For example, NSF will continue to need your SSN to distribute reimbursements when applicable. Although we know these changes may be inconvenient for some customers, we trust you understand that this is just one more step NSF is taking to protect your privacy.

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 1-800-673-6188.
January Rollout of Penn Profiler

Penn Profiler will begin rolling out to the Penn community in January 2008. This tool (described in detail in the May 2007 issue of the ORS newsletter – [http://www.upenn.edu/researchservices/newsletters/may2007.pdf](http://www.upenn.edu/researchservices/newsletters/may2007.pdf)) identifies training needs and assigns appropriate courses directly to an individual in Knowledge Link, the University’s learning management system. Required training needs are determined by a 5-10 minute online survey based on academic activities and/or job responsibilities.

Implementation of the Penn Profiler will be on a rolling basis across the University and individuals will begin receiving email messages early in January inviting them to complete the survey within 30 days. This email will confirm the availability of Penn Profiler and provide the URL to access the application. Users will only need to authenticate with their PennKey and PennKey password before accessing the system with a standard web browser.

Penn Profiler presently contains sections covering Administration and Finance, Sponsored Projects, Environmental Health and Radiation Safety, Animal Care and Use, Human Subjects Research, and Clinical Care. The tool was designed with the functionality to add additional sections as needed.

Completing the Penn Profiler survey is mandatory for all full and part time Penn faculty and staff including student workers, adjuncts, and temporary employees, and must be completed at least annually (more often if an individual’s job responsibilities change).

Project Website: [http://www.upenn.edu/VPR/profiler/](http://www.upenn.edu/VPR/profiler/)
Project Team email address: PennProfiler@pobox.upenn.edu
DATE: December 3, 2007
TO: Clinical Research Faculty
    Clinical Research Coordinators & Project Managers
FROM: Susan Ellenberg, PhD
       Associate Dean for Clinical Research
       Gregg Fromell, MD
       Executive Director, Office of Human Research

SUBJECT: New laws concerning registering clinical trials with ClinicalTrials.gov

On September 27, 2007, Congress enacted new laws governing requirements for the registration of clinical trials with ClinicalTrials.gov, and sets penalties for non-compliance. These new requirements are part of government amendment to the Food, Drug, and Cosmetic Act, referred to as the FDA Amendment Act of 2007. For full information on the new laws, see: http://frwebgate.access.gpo.gov/cgi-bin/getdoc.cgi?dbname=110_cong_public_laws&docid=f:publ085.110.pdf

The new laws expand the types of trials and the amount of information that must be registered from what was originally required in 1997 when congress enacted laws focused on the registration of studies of drugs to treat life-threatening diseases and conditions.

The NIH fact on the new laws and registration requirements that can be accessed at: http://prsinfo.clinicaltrials.gov

What clinical research studies must be registered?

- **Trials of Drugs and Biologics:** Controlled, clinical investigations, other than Phase 1 investigations, of a product subject to FDA regulation. Clinical investigation is defined as any experiment in which a drug is administered or dispensed to, or used, involving one or more human subjects. An experiment is any use of a drug except for the use of a marketed drug in the course of medical practice.
Office of Research Services

- **Trials of Devices**: a prospective clinical study of health outcomes comparing an intervention with a device against a control in human subjects (other than a small clinical trial to determine the feasibility of a device, or a clinical trial to test prototype devices where the primary outcome measure relates to feasibility)

What information must be registered, and how do the new requirements differ from those of the International Committee of Medical Journal Editors (ICMJE)?
The trial information required includes many, but not all, of the elements required by the ICMJE. Therefore if you have registered your trial on ClinicalTrials.gov and included the ICMJE required data elements, you are likely in compliance with the new federal requirements, though will still need to ensure all federally required data is included. See the attached document listing the required data elements for both the ICMJE and the FDA Amendment ACT of 2007.

What is the deadline for registering my trial?
Trials initiated after 9/27/2007 and trials that are ongoing as of 12/26/2007 that involve a serious or life threatening disease or condition must be registered by 9/27/2008.

How do I know if I am responsible for registering my trial?

- **Faculty holding IND or IDE applications with the FDA**
If you hold an IND or IDE application with the FDA, you are required to post all trials, except Phase I studies, conducted under that IND or IDE. The Office of Human Research is assessing all such studies and will contact the faculty holding INDs or IDEs to coordinate registration for any studies that are not yet registered on ClinicalTrials.gov. Faculty with INDs for cancer studies may be contacted by the Abramson Cancer Center’s Compliance Office.

- **Investigator-initiated, government-sponsored clinical trials**
Although in many circumstances the government agency sponsoring the research is responsible for registering the clinical trial, that responsibility may have been delegated to you by the agency. To confirm the status of the person responsible for registering on ClinicalTrials.gov, check with your NIH sponsored research contact.

- **Industry-sponsored research**
The industry sponsor is responsible for registering their clinical trials on ClinicalTrials.gov

Who can assist me with my registration?
The Office of Human Research (OHR) manages Penn Medicine’s institutional
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, the question of permitted costs is based on the circumstance. It is 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.
Sponsored Projects Policy 2104 outlines the responsibilities of negotiating sponsored project agreements. Executing sponsored projects agreements requires involvement from the Office of Research Services and the Principal Investigator. If the agreement involves licensing of existing intellectual property the Center for Technology Transfer is primarily responsible negotiating the terms and conditions of the agreement.

2104 Negotiation of Awards

Effective: Dec. 1986
Revised: Nov. 2003
Reviewed: April 2007
Responsible Office: Research Services
Approval: Research Services
View PDF Version

Purpose
To ensure that the terms and conditions of agreements for sponsored projects comply with established University policies and to establish authority for negotiations.

Policy

1. Negotiation of the terms and conditions of sponsored project agreements is the joint responsibility of Research Services and the principal investigator(s) of the project.

2. If the sponsored research agreement involves the licensing of existing intellectual property CTT will assume primary responsibility for negotiation of the sponsored research agreement.

3. The principal investigator(s) is (are) responsible for the scientific or academic content of the project and must ensure that the agreement reflects his/her understanding of what is proposed to be accomplished. Likewise, any technical or progress reports or other similar deliverables must be acceptable to the principal investigator(s).

4. Research Services is responsible for ensuring that the agreement is in compliance with University policies and that from a business perspective it is an
equitable arrangement. The budget must be acceptable to the principal investigator, his/her department chairperson and dean/resource center director as well as to Research Services.

5. Research Services shall consult with the Office of the Vice President and General Counsel on agreements which raise legal issues, e.g., by deviating substantially from standard terms and conditions or previously approved agreements.

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.
Using Scientific and Foreign Language Characters in PennERA Proposal Development

It has recently been discovered that some users of PennERA Proposal Development have had difficulties in accurately rendering some scientific and foreign language symbols in the PDF output file to NIH.

Recommendation:
In all documents to be converted to PDF by Proposal Development use either Palatino Linotype or Georgia fonts for documents containing scientific or foreign language characters.

Or

Convert all documents to PDF before uploading them to Proposal Development

Background:
For National Institutes of Health electronic submissions, the NIH has specified standards for all uploaded documents. They are as follows:

- Use font of at least 11 points.
- Font color of black
- Typeface: Arial, Helvetica, Palatino Linotype, or Georgia
- Type density, including characters and spaces, must be no more than 15 characters per inch. For proportional spacing, the average for any representative section of the text must not exceed 15 characters per inch.
- No more than 6 lines of type within a vertical space of one inch.

In our testing of Proposal Development we have found that, of the 4 acceptable NIH fonts – Palatino Linotype and Georgia were equally good in that they did not drop any scientific or foreign language characters during the conversion process. Unfortunately Arial and Helvetica were equally bad, dropping a number of characters in conversion.
Years at Penn: six months (started on June 11, 2007)

Years in Research Services: This is my first foray into research services. I previously worked for Drexel University as a healthcare administrator.

ORS Responsibilities: Negotiating! Negotiating! Negotiating! Clinical Trials and Material Transfers. Also, reviewing and completing Subaward agreements for the Commonwealth of PA and providing general legal support for various ORS staff.

Hobbies/Interests: Anything musical, attending concerts and getting to know my iPod better, learning about the newest gadgets, hanging at the bookstores, shopping and reading.

Favorite Restaurant: Anything Asian...Buddakan or Swanky Bubbles are two current favorites.

Favorite ways to spend a vacation: Having to do absolutely nothing in a place that isn’t too hot! I like to visit major cities and check out their downtown areas, the restaurants and shopping centers.

What Co-workers say:

Kerry is very pleasant to work with. She always has a positive attitude and a smile.

I have to say that Kerry is the epitome of everything you could want in a co-worker. She is kind, friendly, and is always willing to help out. Kerry has an excellent sense of humor, and I find myself laughing at least once during a conversation with her. Plus, she loves cats (her beloved cat is named Fox, which should go into her profile), which is always a good thing in my book.

Kerry is a very smart, articulate and knowledgeable legal resource for ORS. We are very lucky to have her here at ORS. Aside from her professional qualities, she is a personable and affable individual, which combined with her dry-wit sense of humor, makes her a lot of fun to be around.

Kerry loves cats.
ORS Monthly Quiz

1) Negotiation of the terms and conditions of a sponsored project agreement is the joint responsibility of: (See Sponsored Project Policy 2104)
   a) Office of Research Services and Business Administrator
   b) Office of Research Services and Principal Investigator
   c) Principal Investigator and Business Administrator
   d) Business Administrator and Sponsor

2) If a sponsored research agreement involves the licensing of existing intellectual property who will assume the primary responsibility for negotiating the sponsored research agreement? (See Sponsored Project Policy 2104)
   a) Principal Investigator
   b) Office of Research Services
   c) Center for Technology Transfer
   d) Vice Provost for Research

3) Who is responsible for the scientific or academic content of the project and must ensure that the agreement reflects his/her understanding of what is proposed to be accomplished. (See Sponsored Project Policy 2104)
   a) Principal Investigator
   b) Office of Research Services
   c) Center for Technology Transfer
   d) Vice Provost for Research

4) Who is responsible to ensuring that the agreement is in compliance with University policies and that from a business perspective it is an equitable arrangement. (See Sponsored Project Policy 2104)
   a) Principal Investigator
   b) Office of Research Services
   c) Center for Technology Transfer
   d) Vice Provost for Research

Answer key for the Monthly Quiz can be found on Page 11
ClinicalTrials.gov offers up-to-date information for locating federally and privately supported clinical trials for a wide range of diseases and conditions. A clinical trial (also clinical research) is a research study in human volunteers to answer specific health questions. Interventionsal trials determine whether experimental treatments or new ways of using known therapies are safe and effective under controlled environments. Observational trials address health issues in large groups of people or populations in natural settings.

ClinicalTrials.gov FAQ

Information for Investigators
For information on submitting studies to ClinicalTrials.gov, please see the information at http://prsinf.clinicaltrials.gov.

Answer Key to ORS Monthly quiz: 1:B; 2:C; 3:A; 4:B
Monthly FAQ

What is a clinical trial?

Although there are many definitions of clinical trials, they are generally considered to be biomedical or health-related research studies in human beings that follow a pre-defined protocol. ClinicalTrials.gov includes both interventional and observational types of studies. Interventional studies are those in which the research subjects are assigned by the investigator to a treatment or other intervention, and their outcomes are measured. Observational studies are those in which individuals are observed and their outcomes are measured by the investigators.

Why participate in a clinical trial?

Participants in clinical trials can play a more active role in their own health care, gain access to new research treatments before they are widely available, and help others by contributing to medical research.

Who can participate in a clinical trial?

All clinical trials have guidelines about who can participate. Using inclusion/exclusion criteria is an important principle of medical research that helps to produce reliable results. The factors that allow someone to participate in a clinical trial are called “inclusion criteria” and those that disallow someone from participating are called “exclusion criteria”. These criteria are based on such factors as age, gender, the type and stage of a disease, previous treatment history, and other medical conditions. Before joining a clinical trial, a participant must qualify for the study. Some research studies seek participants with illnesses or conditions to be studied in the clinical trial, while others need healthy participants. It is important to note that inclusion and exclusion criteria are not used to reject people personally. Instead, the criteria are used to identify appropriate participants and keep them safe. The criteria help ensure that researchers will be able to answer the questions they plan to study.

Information from http://www.clinicaltrial.gov
Reference Number 070822895
Title ASSOC PROJECT LEADER
Salary Grade 028
Duties
The End User Support and Applications Administrator leads and manages the end user support structure for Penn’s electronic research administration system and Effort Reporting System (PennERS). 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 award administrative tasks related to the sponsored projects of Penn’s academic research community. PennERA is a full cycle system for research project development, support and management.

Qualifications
A Bachelor’s Degree is required and 5 to 7 years of experience or equivalent combination of education and experience. the position requires a strong and broad based background in research administration in a university environment. Good personal communication and organizational skills are essential to success in the position. Knowledge and comfort working with software systems is required.

Reference Number 070923095
Title ASSISTANT DIRECTOR POST AWARD ACCOUNTING
Salary Grade 028
Duties
Performs, oversees, and reviews general ledger review and reconciliations; reviews financial statements and billings. Ensures timely billing and reporting. Provides post award staff and University Business Administrators with grant accounting advice and (varying levels of) training. Oversees and manages select special projects for post award area. Provides general supervision of 4-5 accountants. Test for accuracy, completeness and compliance with federal guidelines and/or other contractual agreements. Responsible for financial administration of approx. 30-50% of the University of Penn’s sponsored programs. Performs other related duties as required.

Qualifications
A Bachelor’s Degree is required accounting field or related field. Five years of experience working with grants in research administration, in an academic environment and/or in fund accounting required. Minimum of 3 years supervisory experience required. Experience working at the Univ. of Penn strongly preferred. Excellent analytical, communication, and organizational skills required. Business Objects strongly preferred.

Reference Number 071123483
Title ACCOUNTANT B
Salary Grade 025
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.

Qualifications
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/).
**Reference Number** 071123520  
**Title** ACCOUNTANT B  
**Salary Grade** 025  

**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.  

**Qualifications**  
A Bachelor’s Degree is required and 2 years to 3 years of experience or equivalent combination of education and experience.

**Reference Number** 071123482  
**Title** ACCOUNTANT C  
**Salary Grade** 026  

**Duties**  
Performs general ledger review and reconciliations; prepares financial reports and invoices, provides university administrators with grant accounting advice, prepares journal entries and trial balances. Initiates and coordinates the account close-out process in coordination with departmental administrators; monitors and follows up on account receivables. Tests for accuracy and completeness and compliance with federal guidelines and or other contractual agreements, assists assistant directors with training and special projects.  

**Qualifications**  
A Bachelor’s Degree is required and 3 years to 5 years of experience or equivalent combination of education and experience. Knowledge of research administration required. Working knowledge of university systems strongly desired. 1-2 years functional supervisory experience preferred.

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 PennERA training

January 16, 2008: **PennERA - Proposal Development System Training – Basic (ORS)**
*Time:* 1:00 - 5:00  
*Location:* Franklin Bldg Rm 409

**NOTE:** this course was previously known as: PennERA - Proposal Development System Training for Administrators (ORS)

*Who Should Register:* Individuals who prepare or assist in the preparation of sponsored research applications

*Prerequisite:* PennERA Proposal Development Knowledge Building for Administrators

*Course Description:* PennERA Proposal Development System Training – Basic is a hands-on instructor led training course explaining the features of the PennERA Proposal Development application. The session will include an overview of the proposal preparation and submission process within Proposal Development from creation to submission to the sponsor. Both instructor-led and practice exercises will develop the skills needed for creating proposals, submitting, and approving or rejecting proposals. This class does not provide instruction on entering budgets.

*Time:* 1:00 - 5:00  
*Location:* Franklin Bldg Rm 409

*Who Should Register:* Individuals who prepare or assist in the preparation of for sponsored research applications

*Prerequisite:* PennERA Proposal Development Knowledge Building for Administrators
PennERA Proposal Development System Training – Basic or PennERA Proposal Development System Training for Administrators (held in FY07)

*Course Description:* PennERA - Proposal Development System Training – Advanced [Budgeting] is a hands-on instructor led training course explaining the features of the Budget tab in the PennERA Proposal Development application. The session will include a series of exercises to develop skills needed for entering and completing budgets.

Upcoming ORS Brown Bags

January 25, 2008: **Subrecipient Monitoring Discussion Panel**
*Pamela Caudill:* Executive Director of Research Services -- Office of Research Services
*Deborah Fisher:* Director, Pre-Award Administration
*Heather Lewis:* Associate Director, Pre-Award Administration
*Brian Squilla,* Administrative and Financial Officer -- Pathology Business Office

*Time:* 12:00 - 1:15  
*Location:* Wharton, Huntsman Hall Rm 370

January 25, 2008: **Overview of the Office of Corporate Alliances**
*Description:* A general overview of the Office of Corporate Alliances will be presented at this brown bag. The Office of Corporate Alliance facilitates partnerships between Penn and Companies that affords both with access to expertise and resources. This alliance allow for the creation of new knowledge that transforms patient care more quickly than traditional Academic/Industrial relationships. OCA website: http://somapps.med.upenn.edu/ocadb04/oca_pub/calendar/index.php

*Terry J. Fadem:* Director of Research Services -- Office of Corporate Alliance

*Time:* 12:00 - 1:15  
*Location:* Wharton, Huntsman Hall Rm 370

Brown Bag Registration: [http://knowledgelink.upenn.edu](http://knowledgelink.upenn.edu)
Other Training Opportunities

Fundamentals of Sponsored Project Administration
January 28-30, 2008
http://www.ncura.edu/content/educational_programs/workshops/fundamentals/
Orlando, FL

Fundamentals of Sponsored Project Administration
February 11-13, 2008
http://www.ncura.edu/content/educational_programs/workshops/fundamentals/
San Antonio, TX

Sponsored Project Administration II Workshop
February 11-13, 2008
http://www.ncura.edu/content/educational_programs/workshops/spaii/
San Antonio, TX

FRA IX Conference:
Financial Research Administration in a Climate of Change
February 24-26, 2008
http://www.ncura.edu/content/educational%5Fprograms/sites/fraix/
New Orleans, LA

A Primer on Federal Contracting
8 Week Online Tutorial
http://www.ncura.edu/conferences/federalcontracting/opendefault.asp
See Website for start dates

December Contributing Authors, ORS Newsletter:

Stuart Benoff, IT Senior Project Leader, Information Systems & Computing

Donald Deyo, Director, Corporate Contracts, Office of Research Services

Susan Ellenberg, PhD, Associate Dean for Clinical Research, School of Medicine

Gregg Fromell, MD, Executive Director, Office of Human Research, School of Medicine

Laurance Guido, Contracts Administrator, Office of Research Services

Anita Mills, Associate Director, Sponsored Programs Compliance Training, Office of Research Services

Lauren Oshana, Associate Director, Pre Award Non-Financial Administration, Office of Research Services

Edward Pieters Ph.D., Associate Director, Corporate Contracts, Office of Research Services

Linda Yoder, Assistant Compliance Officer, Office of Audit, Compliance and Privacy

Janet Smith, Research Compliance Training & Systems, Office of the Vice Provost for Research
# January

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For more information about the courses listed about go to: [http://www.upenn.edu/researchservices/training.html](http://www.upenn.edu/researchservices/training.html)

Register for course mentioned above go to [http://knowledgelink.upenn.edu](http://knowledgelink.upenn.edu)

Fundamentals of Sponsored Project Administration, Orlando, FL January 28-30, 2008
[http://www.ncura.edu/content/educational_programs/workshops/fundamentals/](http://www.ncura.edu/content/educational_programs/workshops/fundamentals/)
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 matters such as no-cost extensions, carryover requests and other administrative issues 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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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.

Office of Research Services

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