

## Office of Research Services -- Research Administration News --

### *Special Interest Articles:*

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## Sponsored Programs at Penn March 2nd and 3rd

ORS is once again offering their workshops on "Sponsored Programs at Penn". This two-day program is intended for administrative and other support staff at the University who manage grant and contract accounts. The program is a series of workshops that will cover the life cycle of extramural research from proposal preparation to account closeout. Topics include Proposal Preparation & Processing, Contract Negotiation, Award Acceptance and Account Set-up, Financial Compliance & Allowability, Post Award Management, Reporting Tools and Data Sources, Closeouts, and Audits.

This program has been designed to provide a comprehensive introduction to the basic knowledge required to effectively monitor and manage grant funds at Penn. The program is being offered on March 2nd and 3rd 2005. Enrollment is limited. Registration will soon be available through the Financial Training Department. Please see <http://www.finance.upenn.edu/ftd/courses.html> for further information.

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## Changes to NIH Salary Cap

NIH has issued their annual announcement regarding changes to their salary cap. Once again, it is restricted to Federal Executive Level 1 (see [Salary Cap Summary, \[FY 1990 – FY 2005\]](#)). If adequate funds are available in active awards, and if the salary cap increase is consistent with the institutional base salary, grantees may rebudget to accommodate the current Executive Level I salary level and contractors may charge at the higher level (irrespective to the fiscal year in which the award was issued). However, no additional funds will be provided to awards already issued. Please see page 3 for the full NIH announcement. Please contact Kerry Peluso, Post Award Director at [pelusok@pobox.upenn.edu](mailto:pelusok@pobox.upenn.edu) or 215-573-6705 regarding any questions related to the NIH Salary Cap.

## ***IMPORTANT: Correct Address to be Used When Submitting Applications***

When submitting grant applications, please remember that the correct Institutional Address is:

**University of Pennsylvania  
Research Services  
P-221 Franklin Building  
3451 Walnut Street  
Philadelphia, PA 19104-6205**

Please do not use your departmental address. Award documents and financial communications must be sent directly to the Office of Research Services for timely processing. Many sponsors record one official address and we have seen delays in the receipt of awards due to grants submitted using multiple addresses.

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## **Did you know that.....?**


...A salary cap applies to subawards. For example, if Penn receives a subaward from Stanford University and Stanford's award was funded by the NIH, the salary cap requirement flows down to Penn.

...The NIH salary cap (based on the federal Executive Level I) was increased to \$180,100 effective January 1, 2005. All NIH awards originally awarded under an Executive Level I can start using this new threshold.

...The National Science Foundation Office of Inspector General has determined that over the past five years, 47% of the required annual and final progress/technical reports owed the NSF are late or are never filed. The OIG has provided the NSF with a number of recommended changes which will be implemented.

...The electronic Effort Reporting System (ERS) Pilot is scheduled for release on 2/28/05. Seven departments across the University have volunteered to participate. Training for the Pilot participants is 2/15/05.

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# NIH

## Salary Limitation on Grants, Cooperative Agreements, and Contracts

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**Notice Number:** NOT-OD-05-024

### Key Dates

Release Date: January 7, 2005

### Issued by

National Institutes of Health (NIH), (<http://www.nih.gov/>)

This notice provides updated information regarding the salary limitation for NIH grant and cooperative agreement awards and extramural research and development contract awards. On February 13, 2004, the Fiscal Year (FY) 2004 information on the salary limitation was published in the NIH Guide for Grants and Contracts.

For sixteen consecutive years, Congress has legislatively mandated a provision for the limitation of salary. For FY 2005, the Consolidated Appropriations Act, Public Law 108-447, which includes appropriations for the Department of Health and Human Services, restricts the amount of direct salary of an individual under an NIH grant or cooperative agreement (referred to here as a grant) or applicable contract to Executive Level I of the Federal Executive Pay scale. The Executive Level I annual salary rate was \$175,700 for the period January 1 through December 31, 2004 (see [NOT-OD-04-034](#), March 11, 2004). Effective January 1, 2005, the Executive Level I salary level increased to \$180,100.

For the purposes of the salary limitation, the terms "direct salary," "salary," and "institutional base salary" have the same meaning and are exclusive of fringe benefits and facilities and administrative (F&A) expenses, also referred to as indirect costs. An individual's institutional base salary is the annual compensation that the applicant organization pays for an individual's appointment, whether that individual's time is spent on research, teaching, patient care, or other activities. Base salary excludes any income that an individual may be permitted to earn outside of the duties to the applicant organization.

NIH grant/contract awards for applications/proposals that request direct salaries of individuals in excess of the applicable RATE per year will be adjusted in accordance with the legislative salary limitation and will include a notification such as the following:

According to the Consolidated Appropriations Act 2005, "None of the funds appropriated in this Act for the National Institutes of Health, the Agency for Healthcare Research and Quality, and the Substance Abuse and Mental Health Services Administration shall be used to pay the salary of an individual, through a grant or other extramural mechanism, at a rate in excess of Executive Level I" of the Federal Executive Pay Scale. This is the fifth year that the limitation has been linked to Executive Level I of the Federal Pay Scale.

Please see the salary cap summary and the time frames associated with existing salary caps at [http://grants.nih.gov/grants/policy/salcap\\_summary.htm](http://grants.nih.gov/grants/policy/salcap_summary.htm).

Implementation of new salary limitation:

- No adjustments will be made to modular grant applications/awards or to previously established commitment levels for non-competing grant awards issued with FY 2005 funds.
- NIH competing grant awards with categorical budgets reflecting salary levels at or above the new cap(s) issued in FY 2005 will reflect adjustments to the current and all future years so that no funds are awarded

or committed for salaries over the limitation.

- For awards issued in those years restricted to Executive Level I (see [Salary Cap Summary, IFY 1990 – FY 2005](#)), if adequate funds are available in active awards, and if the salary cap increase is consistent with the institutional base salary, grantees may rebudget to accommodate the current Executive Level I salary level and contractors may charge at the higher level. However, no additional funds will be provided to the prior year grant awards and the total estimated cost of the contract will not be modified.
- An individual's base salary, per se, is NOT constrained by the legislative provision for a limitation of salary. The rate limitation simply limits the amount that may be awarded and charged to NIH grants and contracts. An institution may pay an individual's salary amount in excess of the salary cap with non-federal funds.
- The salary limitation does NOT apply to payments made to consultants under an NIH grant or contract although, as with all costs, those payments must meet the test of reasonableness and be consistent with institutional policy.
- The salary limitation provision DOES apply to subawards/subcontracts for substantive work under an NIH grant or contract.

**COMPETING** grant applications and contract proposals that include a categorical breakdown in the budget figures/business proposal should continue to reflect the actual institutional base salary of all individuals for whom reimbursement is requested. In lieu of actual base salary, however, applicants/offerors may elect to provide an explanation indicating that actual institutional base salary exceeds the current salary limitation. When this information is provided, NIH staff will make necessary adjustments to requested salaries prior to award.

## Questions & Answers

1. If a grant award (competing or non-competing) has already been issued in FY 2005, will an adjustment be made? No adjustments will be made. However, rebudgeting is allowable.
2. Can I rebudget grant funds or charge contracts issued in those years restricted to Executive Level I (see [Salary Cap Summary \(FY 1990 – FY 2005\)](#)) funds to allow for the 2005 salary cap increase? Yes, provided funds are available and the increase is warranted. Prorated figures should be used for the applicable months, i.e., the \$180,100 level is effective beginning January 1, 2005.
3. If an application/proposal fails to provide needed salary information, will an adjustment be made based on the new rates? No adjustment will be made if an application fails to provide adequate information regarding the individual's actual salary level.
4. Does the NIH appropriation language link the salary cap to a Federal Executive Level or to a dollar level? The link is to the Federal Executive Level pay scale (i.e., Executive Level III for FY 1999 and Executive Level II for FY 2000 and Executive Level I for FYs 2001, 2002, 2003, 2004 and 2005).
5. As the cap is linked to Federal Executive Levels, can grantees/contractors with ongoing awards rebudget/charge up to the various salary caps, based on the fiscal year of the award and the time of the salary expense is incurred? Yes, salary may be charged in accordance with the FY cap(s), as long as the levels are consistent with the individual's institutional base pay. Please refer to the salary cap summary with times frames for existing salary caps, at [http://grants.nih.gov/grants/policy/salcap\\_summary.htm](http://grants.nih.gov/grants/policy/salcap_summary.htm).
6. Will grantees be permitted to submit revised categorical budgets reflecting higher base salaries? Not as a general rule. NIH policy for categorical budgets states that grantees should always reflect actual base salaries in the requested budgets or provide an explanation indicating that actual institutional base salary exceeds the current salary limitation. As a general rule, NIH will use the information available in the existing application and make adjustments for the salary cap based on information available at the time of award.

For further information on NIH Salary Caps, please see <http://www.upenn.edu/researchservices/nihcaps.html> or contact Kerry Peluso, Post Award Director at [pelusok@pobox.upenn.edu](mailto:pelusok@pobox.upenn.edu) or 215-573-6705 for further assistance.

The following are examples of the adjustments that NIH will make when salaries exceed the current salary limitation:

**Example 1. Individual with Full-Time Appointment** (based on grant award/contract issued after January 1, 2005 with a \$180,100 salary limitation)

Individual's institutional base salary for a FULL-TIME twelve month) appointment	\$ 195,000
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Research effort requested in application/proposal - 50%

Direct Salary requested	\$ 97,500
Fringe benefits requested (25% of salary)	\$ 24,375
Subtotal	\$ 121,875

Applicant organization's F&A (indirect) costs at a rate of 45% of subtotal	\$ 54,844
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Amount requested - salary plus fringe benefits plus associated F&A (indirect) costs	\$ 176,719
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If a grant/contract is to be funded, the amount included for the above individual will be calculated as follows:

Direct salary - restricted to a RATE of	\$ 180,100
Multiplied by effort (50%) to be devoted to project	\$ 90,050
Fringe benefits (25% of allowable salary)	\$ 22,513
Subtotal	\$ 112,563

Associated F&A (indirect) costs at 45% of subtotal	\$ 50,653
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Total amount to be awarded due to salary limitation	\$ 163,216
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Amount of reduction due to salary limitation (\$176,719 requested minus \$163,216 awarded)	\$ 13,503
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**Example 2. Individual with Half-Time Appointment** (based on a grant award/contract issued after January 1, 2005 with a \$180,100 salary limitation)

Individual's institutional base salary for a HALF-TIME appointment (50% of a full-time twelve month appointment)	\$ 97,500
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Research effort requested in application/proposal 30%

Direct Salary requested	\$ 29,250
Fringe benefits requested (25% of salary)	\$ 7,313
Subtotal	\$ 36,563

Applicant organization's F&A (indirect) costs at a rate of 45% of subtotal	\$ 16,453
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Amount requested - salary plus fringe benefits plus associated F&A (indirect) costs	\$ 53,016
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If a grant/contract is to be funded, the amount included in the award for the above individual will be calculated as follows:

Direct salary - restricted to a RATE of	\$ 90,050
For a 50% appointment multiplied by 30% effort	\$ 27,015
Fringe benefits (25% of allowable salary)	\$ 6,754
Subtotal	\$ 33,769

Associated F&A (indirect) cost at 45% of subtotal	\$ 15,196
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Total amount to be awarded due to salary limitation	\$ 48,965
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Amount of reduction due to salary limitation (\$53,016 requested minus \$48,965 awarded)	\$ 4,051
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## NIA Announces New Policy on Receipt Dates for Program Project (P01) Grant Applications

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**Notice Number:** NOT-AG-05-003

### Key Dates

Release Date: January 14, 2005

### Issued by

National Institute on Aging (NIA), (<http://www.nia.nih.gov/>)

The National Institute on Aging (NIA) announces that effective immediately, new competing (Type 1), competing continuation (Type 2), and amended Type 1 and Type 2 P01 grant applications will be restricted to two receipt dates per year: February 1 and June 1. Supplements to funded P01 applications will continue to be accepted three times per year: October 1, February 1 and June 1.

Note that new budget caps for NIA P01s were announced in the [NIH Guide](#) on April 15, 2004 (See [NOT-AG-04-005](#)).

The full set of policies and procedures related to NIA P01 grants is available at <http://www.nia.nih.gov/ResearchInformation/FundingAndTraining/ResearchSupport/P01Guidelines.htm>

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**Notice Number:** NOT-OD-05-025

### Key Dates

Release Date: January 13, 2005

### Issued by

National Institutes of Health (NIH), (<http://www.nih.gov/>)

This is to announce that previous static listings for browsing published NIH Guide announcements have been replaced with real-time database query listings that retrieve only *active* Requests for Applications ( RFAs ) and Program Announcements ( PAs ), based on the expiration dates stated in those announcements. The new listing for NIH Guide Notices displays Notices published over the last two years, by default, since expiration dates are not currently assigned to these announcements. Links to these new resources are available from the main NIH Guide Funding Opportunities and Notices page, at:

<http://grants.nih.gov/grants/guide/index.html>

All announcements (active plus inactive) in each category may also be viewed by using selections in the drop-down box at the top of each listing page. Clicking on header links allows re-sorting of lists. In addition, a new [Ad Hoc NIH Guide Database Search](#) page is available at the above URL, which allows for individualized queries with various selection criteria.

Since NIH Guide listings now use **expiration dates** as a key item, the following information is provided, relating to expiration dates in each of the three announcement categories:

**RFAs** - The expiration date for RFAs is generally set to one day after the last receipt date for the RFA. Once an RFA expiration date is reached, applications relating to the RFA will no longer be accepted by the NIH.

**PAs** - In general, PAs are active for up to 3 years (9 submission cycles) beyond the initial Release Date. Most PAs issued in 2001 or later will have a specific Expiration Date listed near the top of the document. Those that do not have a date specified in the announcement have been set to expire 3 years after the Release Date, unless an alternate date has been provided by the issuing organization. Once the expiration date is reached, applications should no longer be submitted for the PA. If an application is submitted that cites an expired PA, it may be delayed in the review process or returned without review. **Important:** Note that a PA Expiration Date may not coincide exactly with the actual final receipt date for the PA. Applicants should refer to the Receipt Dates/Deadlines page (<http://grants.nih.gov/grants/dates.htm>) for the final receipt date that precedes the stated expiration date, based on the Mechanism(s) of Support shown in the PA. Also, note that PARs will sometimes have a single receipt date. In those cases, the expiration date will be the day after the receipt date.

**Notices** - All Notices are considered active since they do not have specific expiration dates. This field is currently populated with "n/a" for all Notices. In the future, NIH hopes to add expiration dates for Notices to allow for "active" listings to be generated.

The new [NIH Guide Search Help Page](#) contains above information, as well as other information regarding new NIH Guide listings.

## Inquiries

Inquiries about these new resources or about the NIH Guide in general, may be directed to the OER Webmaster at [OERWebmaster03@od.nih.gov](mailto:OERWebmaster03@od.nih.gov).

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## Changes in ORS Accountants

Please note that Christine Yun and Judith Reed Tjiattas have accepted positions outside of ORS. In addition, Aliyu Mohammed will be leaving ORS on February 16. Inquiries regarding funds previously administered by Aliyu Mohammed or Christine Yun should be directed to Kim Garrison, Assistant Director at [kimmg@pobox.upenn.edu](mailto:kimmg@pobox.upenn.edu) or 215-898-2344. Inquiries regarding funds previously administered by Judith Reed Tjiattas should be directed to Jim Clavin, Assistant Director at [clavin@pobox.upenn.edu](mailto:clavin@pobox.upenn.edu) or 215-573-6704.

Please note that we are currently conducting one of our regular reviews of the distribution of accounts among our accounting staff. Fluctuations in the amount and type of awards received by departments do occur over time and have an impact on the distribution of work amongst our staff. To ensure our optimal ability to meet the needs of the sponsors and departments, it is necessary to occasionally reassign departments to different accountants. We do not anticipate extensive changes at this point, however, minor changes are possible. Any changes resulting from the redistribution or the hiring of new staff will be communicated to impacted departments in as timely a manner as possible.

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## Department of Defense Breast Cancer Research Program Announces Concept Awards

Due to the overwhelming response to the fiscal years 1999, 2002 and 2003 Concept Awards and the outstanding success reported by Concept Award recipients at the September 2002 Era of Hope meeting, the Department of Defense (DOD) Breast Cancer Research Program (BCRP) intends to offer the Concept Awards again this year.

Concept Awards are intended to fund an initial concept or theory that could give rise to a testable hypothesis within breast cancer research. The Congressionally Directed Medical Research Programs (CDMRP) plans to solicit electronic submissions for short (one-page) Concept Award proposals. These awards can be requested for \$75,000 in direct costs over a 12-month performance period, plus indirect costs as appropriate. The receipt deadline is February 1st, 2005. These awards will be reviewed and negotiated expeditiously so that research dollars will be available no later than September 30, 2005.

Concept Awards encourage the exploration of untested, innovative questions in breast cancer. Proposals should postulate a new paradigm, challenge existing paradigms, or examine an existing problem from a new perspective. Some topics of interest are: systems biology, proteomics, early detection, computational biology applications, nanotechnology applications, and prevention. Concepts from complementary areas of science such as chemistry, biophysics, mathematics, engineering, etc. are encouraged.

Projects involving human subjects or human anatomical substances will not be supported unless they are exempt under 32 CFR 219.101(b)(4).<sup>1</sup> Studies that do not qualify for exempt status during review at any level will be administratively withdrawn and will not be funded.

<sup>1</sup>Title 32, Code of Federal Regulations, Part 219, Section 101(b)(4). "Research involving collection or study of existing data, documents, records, pathological specimens, or diagnostic specimens, if these sources are publicly available or if the information is recorded by the investigator in such a manner that subjects cannot be identified, ...is considered to be exempt under 2 CFR 219.101(b)(4)."

**Points of Contact:**

**Richard H. Kenyon, Ph.D.**  
BCRP Program Manager

**Gail Whitehead,**  
Public Affairs Coordinator  
Phone 301-619-7071

## Frequently Asked Questions ...

### Why must payments for sponsored projects be sent to ORS?

Awards for sponsored projects are made to The Trustees of the University of Pennsylvania which is identified as the grantee or contractor in the award document. The University is required to ensure that appropriate controls are in place to ensure that these funds are protected and appropriately applied to the correct account. It is the primary responsibility of ORS, as designated institutional representative, to serve as the intermediary between the sponsor and the principal investigator for many administrative purposes including the tracking and recording of receivables. A central location for receipt of checks avoids the loss of checks and assists in ensuring that the payment is correctly recorded by the University. ORS has staff members assigned to the proper administration of payments and receivables.

ORS is responsible for submitting required financial reports/invoices (except for clinical trials) and obtaining payment for all sponsored projects (including clinical trials). They are responsible for the monitoring and collection of receivables on sponsored projects. In order to do this effectively, ORS must be aware of payments as soon as they are received by the University. This centralized collection of payments ensures that checks are appropriately applied in as timely a manner as possible. Checks are deposited within two days or less of receipt and are in most cases applied to the appropriate 5 fund at that time. These deposits can be confirmed in BEN by departmental staff. For further assistance with collection issues, please contact Gokila Venkateswaran at 215-898-2515 or [gokila@pobox.upenn.edu](mailto:gokila@pobox.upenn.edu).

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### *Getting to know your ORS Staff:*

#### Grace Beattie Accountant

**Years at Penn:** 7 years

**Years in Research Services:** 7 years

**What she does:** Works in Billing and Reporting Group and is responsible for invoicing and reporting as well as closing out funds for select School of Medicine Departments

**Hobbies/Interests:** Gardening, cooking and reading

**Favorite Restaurant:** I don't have a favorite restaurant but I like eating Chinese, Greek and French and Italian food.

**Favorite ways to spend a vacation:** Sitting on the Beach and reading about current events.

**What Co-workers say:**

.... Great fashion sense and humor!

.... Grace is a dedicated employee and approaches her work with a positive attitude. She also has a great laugh.

.... She is a diligent hard worker and enjoys smooth jazz.

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## Training Opportunities:

### 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/>).

### Outside Upcoming Training:

#### **National Council for University Research Administrators (NCURA) Financial Research Administration Conference, FRA IV**

**Orlando, February 20 – February 22.**

**For further information or to register, please go to**

**<http://www.ncura.edu/conferences/fravi/>.**

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### **AAAS ANALYSIS OF FEDERAL R&D 2005**

The American Association for the Advancement of Science has done an analysis of the Federal R&D budget for 2005. The Federal Government closed the fiscal year (FY) 2005 budget process with final approval of a \$388 billion omnibus appropriations bill.

The AAAS analysis of R&D in final FY 2005 appropriations is now available, as well as the publication Congressional Action on R&D in the FY 2005 Budget, at <http://www.aaas.org/spp/rd/>.

AAAS estimates that the federal R&D portfolio in the FY 2005 budget will be \$132.2 billion, a \$6.0 billion or 4.8 percent increase. 80 percent of the increase goes to defense R&D programs, primarily for weapons development. The nondefense R&D investment rises by \$1.2 billion or 2.1 percent to \$57.1 billion.

National Science Foundation (NSF), two years after Congress approved a plan to double the agency's budget over five years, sees a cut in its R&D funding to 5.5 billion, a decrease of 1.9 percent

National Institutes of Health (NIH) budget increases just 2 percent to \$28.6 billion.

The National Institute of Standards and Technology's (NIST) support of its intramural laboratory R&D increases 16.2 percent to \$328 million.

The AAAS analysis of R&D in final FY 2005 appropriations includes a comprehensive assessment of R&D in the final FY 2005 budget, the FY 2005 budget in the context of historical trends, highlights of agency R&D portfolios, and impacts of the budget on science and engineering disciplines. Comprehensive analyses of R&D in the major R&D funding agencies are also available.

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### **January's Contributing Authors, ORS Newsletter:**

**Pam Caudill, Director of Pre Award Non-Financial Administration, Office of Research Services**

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

**Alice Dunleavy, Associate Director, Office of Research Services**

**Robert McCann, Director of Cost Studies, Office of Research Services**

**Kerry Peluso, Director of Post Award Financial Administration, Office of Research Services**

**Andrew B. Rudczynski, Associate Vice President for Finance and Executive Director, Office of Research Services**

**Alice Tangredi-Hannon, Institutional Compliance Officer, Office of Audit and Compliance**

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## 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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- SOM – Dean's Office

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- 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

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- Center for Sleep and Respiratory Neurobiology – SOM
- Institute on Age – SOM
- Pennsylvania Muscle Institute – SOM
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- Clinical Research Center – SOM
- Diabetes – SOM
- Endocrinology –SOM
- Gastrointestinal – SOM
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- Infectious Disease – SOM
- Pulmonary, Allergy & Critical Care – SOM
- Renal – SOM
- Rheumatology – SOM
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- Cerebrovascular Research Center – SOM
- Family Practice – SOM
- Graduate School of Fine Arts
- Obstetrics & Gynecology – SOM
- Surgery – SOM
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- 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

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- Genetics – SOM
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- Orthopedic Surgery – SOM
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- Physiology – SOM
- School of Medicine, Institute for Medicine & Engineering – SOM
- Radiation Oncology
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- 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

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- Sponsored Research Agreements

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- Clinical Trial Agreements

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- Clinical Trial Agreements

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- Clinical Trial Agreements
- Corporate Contracts

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#### STUART WATSON – Team Leader, PROPOSAL/AWARD TRACKING

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## Office of Research Services

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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 Senior Vice President for Finance & Treasurer and Vice Provost for Research.

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## Office of Research Services Quick Contact List:

### **ORS General Phone Numbers:**

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