Farewell to Rose Mazur

Rose Mazur will be retiring from Penn at the end of July. Rose has worked in the Office of Research Services for the last 6 years as an Assistant Director. Rose is a graduate of Temple University and has worked in Research Administration for many years. Her knowledge of grants and contracts has been a valuable resource for the university.

Rose’s patience and reliability have served her well when meeting tough grant deadlines. Rose has always taken pride in her work and has demonstrated dedication and professionalism throughout her career. Rose has always been willing to go over and above so that investigators are able to meet grant submission deadlines. She has a keen eye for detail and her wit and charm keeps all of us on our toes.

Please join ORS in wishing Rose all the best as she enters the next phase of her life. We wish her well with her study of Yoga and hope that she enjoys spending some quality time with her friends and family. Rose your spirit and dedication will be greatly missed!

Rose has always set an example by her dedication and professionalism; always helpful, she will be greatly missed.

She is a great resource for her knowledge of grants; she would always find the time to answer our questions.

Rose always had the latest yoga move to show us in order to help release stress.

Ain’t No Mountain High Enough !!! Go Rose Go !!! We will miss you!
It's with joy and sadness that we say good bye, but now it is time to do what you want to do, when you want to do it, where you want to do it, and, how you want to do it.

Rose has been one of the most reliable, patient individuals I have worked with in the past five years. At five minutes to five if I called her for a signature or help with our budgets she always said come right over, I'll wait for you. She waited not only because she felt obligated, she took pride in the accomplishments of Penn’s scientist. She possesses spirit and dedication to helping those of us working with Principal investigators and their sometimes lack of knowing the time of day. God only knows the many nights we interrupted her train schedule and life. She will be greatly missed by me and it will be quite difficult to replace a person with her qualities and one so dedicated to her job.

Rose came in like a lion and worked very hard. She brought with her a large amount of knowledge and experience. She has been great to work with and she is a good friend and colleague. She is a great problem solver and follows things through to completion. She will be greatly missed. However, she deserves this time to herself and it is great to see that she is taking it. She is a giving person and always thinking about the other person and worries way to much about work and other people. We will miss her dearly. I know we often drove her to require professional assistance.

I've worked with Rose for 3 years now and will certainly miss her when she leaves! Rose is careful with her work, and she always manages to come through when I'm faced with a deadline. I've enjoyed working with her, but I'm happy for her that Rose is able to start this new phase of her life. She'll have more time for yoga and her family and other good things.

Rose is knowledgeable and helpful she has been with processing our grants/contracts. We have a lot of complicated grants that Rose has assisted in getting and giving correct information to us and to the Sponsors. Many a time Rose has had to stay late to get our grants signed, etc. as some of our investigators are notoriously late in meeting deadlines. She has a great sense of humor and will be greatly missed!
Material Transfer Agreements
Move to Office of Research Services

In order to increase efficiency and improve service to faculty, the responsibility for administering, negotiating and signing Material Transfer Agreements was moved from the Center for Technology Transfer to the Office of Research Services. This reorganization places Material Transfer Agreement responsibility with the central research administration office. This change was initiated February 1, 2007.

Each year over 1,000 requests are made to transfer research material either into or out of Penn. Penn policy requires that a Material Transfer Agreement be approved by an authorized Penn representative for any research material coming in or going out of the university. In many cases, a uniform, pre-approved form such as the Uniform Biological Material Transfer Agreement (UBMTA) will suffice as the Material Transfer Agreement. In some cases, such as the transfer of human tissue, transfer of material to another country, or transfer of material which is highly proprietary to a for-profit company, it may be necessary to negotiate a Material Transfer Agreement with specific terms.

The Office of Research Services endeavors to review Material Transfer Agreements in a timely fashion to minimize any potential delays in research involving the requested materials. The process to complete a Material Transfer Agreement usually takes less than ten business days after all of the necessary documents are received by the Office of Research Services. Material Transfer Agreements are reviewed by Office of Research Services and signed by the authorized University official and the faculty investigator to protect certain interests of Penn and its faculty. It is important that faculty investigators also review Material Transfer Agreements to make sure that they personally agree to comply with the terms and that the terms of the MTA are consistent with the objectives of their research or that there are not other conflicting contractual obligations.

The single most significant delay in finalizing these agreements is due to the negotiation of the terms. As with other agreements associated with the conduct of sponsored research, Material Transfer Agreements usually involve negotiation of terms and conditions related to publication, indemnification, confidentiality and intellectual property.
Whenever human tissue is the material to be transferred, there may be a number of issues to be considered when providing or receiving materials of human origin, such as the need for IRB approval or HIPAA considerations. ORS should be informed of any such transfers so the appropriate consent and other related human subject research issues can be addressed. Transfer of material to outside the US may also implicate exports control regulations.

Instructions for processing a Material Transfer Agreement can be accessed on the Office of Research Services web site at http://www.upenn.edu/researchservices/materialtransfer/, or by contacting the MTA Administrator via telephone at 215-573-4505 or via email at ORSMTA@pobox.upenn.edu.

Key personnel associated with Material Transfer Agreements at ORS include:

- Matt Merz: MTA Administrator – 215-573-4505; rmmerz@pobox.upenn.edu
- Laurance Guido: Sr. Contract Administrator – 215-573-9249; lguido@pobox.upenn.edu
- Kerry Wilson, Esq.: Associate Director – 215-573-6705; kerryw@pobox.upenn.edu
- Ed Pieters, Ph.D: Associate Director – 215-573-6712; pieters@pobox.upenn.edu.
NSF Proposals and Designated Fonts

Information on the Use of Designated Fonts in NSF Proposals

The National Science Foundation (NSF) has published the new NSF Proposal & Award Policies & Procedures Guide (NSF 07-140), which contains documents relating to the Foundation’s proposal and award process. Part I is comprised of NSF’s proposal preparation & submission guidelines, including the NSF Grant Proposal Guide, and Part II is comprised of the documents used to guide, manage, and monitor the award and administration of grants and cooperative agreements, including the new NSF Award & Administration Guide (previously known as the Grant Policy Manual.)


One of the important changes contained in the new guidelines is the use of designated fonts in proposals submitted to NSF. Proposers are reminded that the proposal must be clear, readily legible, and conform to the following requirements:

a. Use of only the approved typefaces identified below, a black font color, and a font size of 10 points or larger must be used:
   - For Windows users: Arial, Helvetica, Palatino Linotype, or Georgia
   - For Macintosh users: Arial, Helvetica, Palatino, or Georgia
   - For TeX users: Computer Modern

A Symbol font may be used to insert Greek letters or special characters; however, the font size requirement still applies;

b. No more than 6 lines within a vertical space of 1 inch; and

c. Margins, in all directions, must be at least an inch.

Proposers are cautioned that proposals not in conformance with this guidance may be returned without review.

If you have any questions regarding the new NSF Proposal & Award Policies & Procedures Guide, please contact the Policy Office on (703) 292-8243 or by e-mail to policy@nsf.gov.
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);
- 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:
o Introduction to Sponsored Programs
o Proposal Preparation and Submission and Budgeting
o Award Acceptance and Account Set Up
o Project Management
o Closeout and Audit of Sponsored Project Funds;

- Pre-Award Account Set-Up Online Quiz (NOW AVAILABLE);
- Award Management and Compliance Online Quiz (NOW AVAILABLE);
- Close-Out and Audit Quiz Online (NOW AVAILABLE);
- PI Transfers (NOW AVAILABLE);
- Sub-recipient Monitoring (NOW AVAILABLE);
- 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, please click [here](#).
The Office of Research Services (ORS) and the School of Medicine’s Office of Research Support Services (ORSS) has been working with the School of Medicine’s Office of Corporate Alliances (OCA) over the last few years in coordinating efforts to improve corporate research collaborations for the faculty of the School of Medicine. In addition, all of these offices seek to improve the processes related to review, negotiation and approval of corporate research proposals such as clinical trial agreements and sponsored research agreements. These efforts are part of an overarching goal of establishing a partnership between ORS and the School of Medicine and working collaboratively to improve services to the research community. One step is to work together with specific attention to faculty needs in the pursuit of the clinical research as outlined by the School of Medicine Clinical Research Advisory Committee (CRAC).

As a significant step toward that goal, The Office of Research Services, the Office of Research Support Services, the Office of Corporate Alliances and the Clinical Research Advisory Committee are pleased to inform you that Adam Rifkind, Esq. Associate Director, Corporate Contracts in the Office of Research Services, has been provided office space within the School of Medicine. While continuing to report to the Office of Research Services as well as his duties there in corporate contract negotiation, Adam will be available as an onsite resource to faculty and SOM Staff for questions regarding Corporate Contracts and related research proposals.

Adam is currently located in 270 Anatomy Chemistry Building, extension 898-9990, rifkind@pobox.upenn.edu

For More Information on Grants.gov and Electronic Submissions

Click Here
AFSP AWARDS FOR SUICIDE RESEARCH

Since its inception in 1987, the American Foundation for Suicide Prevention (AFSP) has encouraged and supported scientific research on suicide causation, prevention and treatment by both established and junior investigators. Since 2000, AFSP has provided grant support totaling over $8.5 million to researchers throughout the U.S. and abroad. During 2007-08, an additional $2.5 million dollars is available for new research projects.

Five types of grants are awarded for neurobiological, genetic, epidemiological, clinical or psychosocial research on suicide:

- **Distinguished Investigator grants** of up to $100,000 over two years are awarded to investigators at the level of Associate Professor or higher with a proven history of suicide research.
- **Standard Research Grants** of up to $75,000 over two years are awarded to investigators at any academic rank.
- **YOUNG INVESTIGATOR AWARDS** of up to $85,000 over two years are awarded to investigators at the level of Assistant Professor or lower. These grants provide a mentor’s stipend of $5,000 per year.
- **Pilot Grants** of up to $30,000 over one or two years provide seed money for promising new areas of research to investigators at any academic rank.
- **Postdoctoral Research Fellowships** support fulltime research training projects for investigators who have received a PhD or MD within the preceding 3 years and have not had more than 3 years of fellowship support. Fellowships provide an annual stipend of $42,000 in the first year and $46,000 in the second, plus an Institutional Allowance of $6,000 per year.

Application DEADLINES

Beginning in 2008, applications for all research grants and fellowships will be accepted twice a year: December 15th and June 15th. Funding decisions are normally made within 4 months.

For more information about our research grants program and to download applications and policy statements, visit our website: [www.afsp.org](http://www.afsp.org)
Application of Facilities and Administrative Rates to Industry Sponsored Clinical Research

This article focuses on industry financial sponsorship of clinical research, whether sponsor-initiated or investigator-initiated ("industry-sponsored clinical research"). Research sponsored by non-profit corporations or foundations, Federal agencies, and state or local governments has similar characteristics, but is not the focus of this article.

The Facilities and Administrative ("F&A") rate for industry-sponsored clinical research is currently 26% (please see, http://www.upenn.edu/researchservices/pdfs/FA%20Rates%20for%20Non-federal%20sponsors%202005.pdf). This rate is applied to all charges allocated to the industry-sponsored clinical research, except the IRB fees reimbursed by the sponsor of the research. There are no “pass through” costs related to industry-sponsored clinical research. When discussing budgets with industry sponsors, it is critical to include the F&A rate in every reimbursable line item, including, without limitation, study-related procedures, tests, pathology, imaging, pharmacy fees, personnel effort, associated travel costs, advertising costs and patient stipends. In essence, any charge to a research account will have F&A applied to it, so it is imperative to have the F&A rate applied to the charge in the budget to which the sponsor and the University have agreed.

The correct application of the F&A rate to industry sponsored clinical research funding significantly advances the goals of the University, its Schools and their Departments. Generally speaking, the F&A rate is the quotient resulting from the division of the difference between the total cost of research, including indirect costs and the research funding received by the total cost of conducting the research (F&A=(cost of research-funding)/cost of research). The rate expresses how much more is required to conduct research than is represented by the direct costs of the research. If the University, Schools and Departments do not collect the amount required to conduct research, both direct costs and F&A costs, then the University, Schools and Departments have less money to adequately staff necessary University, School and Department offices, to maintain the facilities required for research and administration, and to internally fund research.

The Office of Research Services endeavors to ensure the budgets of industry-sponsored clinical research projects correctly apply the F&A rates. If the F&A rate is not correctly negotiated, the execution of a given agreement may be delayed, while the F&A rate is correctly applied to the study line items. Departments can help themselves adequately fund themselves, the Schools and the University, as well as expedite the execution of industry-sponsored clinical research agreements by negotiating the correct application of the F&A rate in the budget. In the School of Medicine, the Office of Research Support Services identifies incorrect application of the F&A rate to the Office of Research Services.
Post Award News

**Gerald Augustin** has joined ORS as a Desk Accountant. He replaces Chris Guy and will be responsible for the following departments. You can reach Gerald at (215) 898-2155 OR geralda@pobox.upenn.edu

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

PennERA News

**Emerson Taylor** is leaving ORS to begin working on her Masters degree in Landscape Architecture at Penn. Emerson has worked with the Penn ERA group for 2 years and her dedication and support will be greatly missed. Please join ORS in wishing her good luck with her studies.

Call for Presenters and Topics

**Fall ORS Brown Bags**

Planning for the fall ORS Brown Bags has begun. Anyone interested in being a presenter or suggesting a topic should contact Anita Mills anitamil@pobox.upenn.edu 8-1936.

Tentative Dates for the ORS Brown Bags are:

- September 5, 2007
- September 19, 2007
- October 3, 2007
- October 17, 2007
- November 7, 2007
- November 21, 2007
- December 5, 2007
- December 19, 2007

Not receiving our newsletter? Please visit our homepage to subscribe to our listserv. http://www.upenn.edu/researchservices/ (see bottom right corner)
Getting to Know......
Joe Hill

Years at Penn: 2 years

Years in Research Services: 2 years

ORS Responsibilities: I enter and update proposals for grants. I also create and setup awards to generate AIS’s.

Hobbies/Interests: I’m a gambler so I’m always in Atlantic City but now that I’m a father my hobbies are spending as much time with my son as possible. We enjoy shopping, seeing movies, playing with cars, having fun at Chuckee Cheese, and eating out at restaurants.

Favorite Restaurant: Olive Garden

Favorite ways to spend a vacation: I try to have relaxing and fun vacations anywhere outside the city of Philadelphia

What Co-workers say:

Joe is soft spoken, reliable and hard working follows instructions well.

Joe is a devoted father and friend who shows compassion towards everyone that he comes in contact with. He is always willing to lend a helping hand when needed and is not afraid to learn new things. Joe is a go getter and knows what he must do to get where he need to go. Joe can be used as a fine example for the younger generation.

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

1) Which of the following statements BEST defines an allocable cost?
   a) A cost that is specifically allowed under the terms and conditions of federally sponsored projects and by OMB Circular A-21.
   b) A cost that is allowable and reasonable.
   c) A cost that has an associated benefit to the indirect cost function being performed.
   d) A cost that can be assigned to a project or an activity based on the relative benefits received.

2) A project which is federally funded involving several hundred human subjects requires a full time administrative staff member to schedule appointments, collect surveys, and gather data. Which of the following statements is true?
   a) The administrative staff member’s salary is an allowable charge to the grant since it is required for the completion of the project.
   b) The administrative staff member should be hired with a title of Research Assistant. They can then be appropriately charged to the grant.
   c) OMB Circular A-21 states that administrative salaries cannot be charged to federally funded awards. This cannot be charged to the grant.

3) Which of the following is normally considered a direct cost?
   a) Note pads
   b) Lab chairs
   c) Animal care costs.

4) What are the tests of an allowable direct cost?
   a) The cost must to be reasonable and necessary, allocable, treated consistently, and conform to limits or exclusions set forth in OMB Circular A-21.
   b) The cost must be reasonable, allocable, consistently treated, and necessary.
   c) The cost must be reasonable and necessary, consistently treated, and conform to limits or exclusions set forth in OMB Circular A-21.

5) Administrative and clerical salaries, office supplies, postage, telephone line and equipment costs, and membership costs should not normally be charged directly to federally sponsored projects unless the following condition(s) is met:
   a) The project to which these types of expenses will be charged must conform to the examples of Exhibit C of OMB Circular A-21, be identified and justified in the University approved proposal budget, and prior approval of Research Services is obtained when specific budgets are not submitted to the sponsor.
   b) Prior approval of the sponsor must be obtained for all such expenses.
   c) As long as Effort Reports are completed and dated, documentation signed by the PI is on file for these types of expenses, they will be considered allowable, necessary and reasonable, and therefore appropriate for the project.

Answer key for the Monthly Quiz can be found on Page 15
Sponsored Projects at Penn is a 5 half day instructor led course offered through the Office of research Services. ORS tries to offer the course quarterly. Sessions are being planned for Fall 2007 and will likely be in the months of October and December.

Participants are required to complete pre-requisites prior to attending class. The pre-requisites are online modules that you can complete at your own pace. If you are considering attending the course this fall get a jump start on the class requirements by completing the pre-requisites.

The pre-requisites are:

- SPCCP: Policies
- SPCCP: Allowability of Costs – ONLINE MODULE not Brown Bag
- SPCCP: Effort Reporting

To register for the prerequisites:

*Login to 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 courses 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.

Feel free to contact me if you have any questions anitamil@pobox.upenn.edu or 8-1936.
Did You Know....... 

The University’s Employee Benefit Rates has changed.

A new agreement from the Department of Health and Human Services was signed and dated July 18, 2007.

This agreement approves the University’s Employee Benefit Rates for the period July 1, 2007 through June 30, 2008.

The approved rates are applicable to federal sponsored projects.

The approved rates are:

Full Time Employees: 29.5%
Part Time Employees: 9.7%

The Full Time benefit rate for all other funds includes the 2.1% spouse and dependent tuition benefit for a total rate of 31.6%.

These rates should now be used in all proposals submitted to external sponsors.

NOTE: The Date of Negotiated Indirect Cost Rate Agreement with DHHS has been updated to July 18, 2007. The indirect rates have remained the same.

To see more information about employee benefit rates and indirect rate visit: http://www.upenn.edu/researchservices/penndata.html
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
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/](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:

**ORS Brown Bag**
*Business Objects - Utilizing The Tool from a Departmental Perspective.*
12:00 – 1:15  Ben Franklin Room --  Houston Hall
Registration by logging into Knowledge Link

**Upcoming NCURA Events**
*Fundamentals of Sponsored Project Administration Workshop*
http://www.ncura.edu/conferences/fundamentals/
August 20 -22, 2007 –Providence, RI

*Sponsored Project Administration: Level II Workshop*
http://www.ncura.edu/conferences/spaii/
August 6-8– Portland, OR

*Sponsored Project Administration: Level II Critical Issues in Research Administration*
http://www.ncura.edu/conferences/spaii/
August 20 -22 -- Providence, RI

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

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

ORS Quizzes and FAQ’s:

July Contributing Authors, ORS Newsletter:

Donald Deyo, Director, Corporate Contracts, Office of Research Services
Joanne Crossin, SR Contract Administrator, Office of Research Services
Robert McCann, Director of Cost Studies, Office of Research Services
Deborah Fisher, Director, Director of Pre Award Non-Financial Administration, Office of Research Services
Robert McCann, Director of Cost Studies, Office of Research Services
Anita Mills, Associate Director, Sponsored Programs Compliance Training, Office of Research Services
Susan Pomponio, Contract Administrator, Office of Research Services
Lauren Oshana, Associate Director, Pre Award Non-Financial Administration, Office of Research Services
Adam Rifkind, Esq. Associate Director, Corporate Contracts, Office of Research Services
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<th>Date</th>
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<td>31</td>
<td>ORS Deadline</td>
<td>NIH Conference Grants and Conference Cooperative Agreements (R13, U13) renewal, resubmission, revision</td>
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<td>Sponsored Project Administration Level II Providence, RI</td>
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<td>20-22</td>
<td>Sponsored Project Administration Level II</td>
<td>August 20-22, 2007 Providence, RI</td>
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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.

**PAMELA S. CAUDILL - EXECUTIVE DIRECTOR, ORS**
(215) 573-6706 OR caudill@pobox.upenn.edu

**DEBORAH FISHER – DIRECTOR**
(215) 746-0234 OR dfisher2@pobox.upenn.edu
- School of Engineering and Applied Science

**JOANNE CROSSIN – SR. CONTRACT ADMINISTRATOR**
(215) 898-9323 OR crossin@pobox.upenn.edu
- Gastrointestinal – SOM
- Biochemistry/Biophysics – SOM
- Biomedical Graduate Studies – SOM
- Biostatistics – SOM
- Cancer Center – SOM
- Center for Experimental Therapeutics – SOM
- Institute for Environmental Medicine – SOM
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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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