Export Control Laws: What You Need to Know

Export Control Laws are laws which prohibit the unlicensed “export” of certain controlled technologies to foreign persons for reasons of national security and trade protection. An Export is defined very broadly to include an oral or written disclosure of information, visual inspection, or actual shipment outside the U.S. of technology, software/code or equipment to a foreign person. Any method of disclosure may apply: email, telephone, websites, tours, training sessions.

What is meant by a foreign person?
- Any Foreign Government
- Any Foreign Corporation or group that is not currently incorporated in the United States or organized to do business in the United States
- Anyone who is not a lawful permanent resident of the United States.

Goals of the Export Control Laws
- Prevent Terrorism
- Curtail export of technologies that assist the military potential of adversaries
- Compliance with Trade Agreements
- Prevent development of nuclear, chemical and biological weapons

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<th>Regulations</th>
<th>Federal Agency with oversight</th>
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<td>ITAR</td>
<td>Department of State</td>
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<td>International Traffic in Arms Regulations</td>
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<tr>
<td>EAR</td>
<td>Department of Commerce</td>
<td>Technologies with “dual uses” but primarily commercial</td>
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<tr>
<td>Export Administration Regulations</td>
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<td>OFAC</td>
<td>Department of the Treasury</td>
<td>Prohibits transactions of value with certain countries and individuals</td>
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<tr>
<td>Office of Foreign Assets Control</td>
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</table>
Export controls: what should faculty and business administrators be looking for in research proposals (there is a section of the research proposal transmittal form about export controls)?

**Any restrictions in grants and contracts on the following:**

- Publication of research results besides review and comment by the Sponsor or brief delay to allow patenting of inventions.

- Restrictions on foreign national participation in research, such as limiting participation to US Citizens.

- Shipping equipment or materials out of the country

- Research in areas of particular concern: chemicals, telecommunications, computers, advanced material sciences.

- Any travel, collaboration or participation with particular countries, regardless of the technology such as Cuba, N. Korea, Iran.

- For equipment or materials in the research, note any that involve an ECCN besides EAR99 even if covered by fundamental research exclusion.

- Any particular language in the agreement involving sensitive information, export control language and other such terms.

- Receipt of information from a third party with is designated as subject to export controls.

**Additional information is available on the ORS website**

Export Controls section (http://www.upenn.edu/researchservices/exportcontrols.html) if you have any questions or need guidance call/email Donald Deyo Esq., Director, Corporate Contracts: 573-9970, deyo@upenn.edu

**Training Available** on Export Controls see the “SPCCP Export Controls” online module in Knowledge Link. Log in to Knowledge Link: http://knowledgelink.upenn.edu Select “Optional” and scroll down until you see course listed with the Office of Research Services package. Find the module and click start to begin.
Grants.gov transition to Adobe Forms update

Grants.gov continues its transition from PureEdge to Adobe Forms. Currently approximately 10-15 percent of all available opportunities are posted in Adobe Forms (none from NIH). PureEdge can continue to be used for any submission for which there is a current PureEdge package posted on Grants.gov. For those opportunities that require Adobe Forms, following is information about compatible Adobe Reader versions, where to get the software, and where to go for help.

Adobe Reader versions

Compatible versions of Adobe Reader to use with Adobe Forms are currently 8.1.1 and 8.1.2.

Note: Adobe Acrobat Professional software cannot be used with Adobe Forms; only the compatible versions of Adobe Reader will work with Adobe Forms.

Where to get Adobe Reader

Though you can download Adobe Reader from the Adobe web site (http://www.adobe.com/products/acrobat/readstep2_allversions.html), it is recommended that you download from Penn’s Supported Products page at http://www.upenn.edu/computing/product/.

Help

If you have any trouble with the Adobe Reader download process, contact your Local Support Provider. For a contact list, go to http://www.upenn.edu/computing/view/support/.

Transition timeline

NIH has previously announced that they are targeting June/July submissions for the beginning of the changeover to Adobe Forms.

More information about submitting proposals through Grants.gov

For more information about submitting proposals electronically through Grants.gov, please visit the Office of Research Services Grants.gov web page at http://www.upenn.edu/researchservices/grantsgov.html.
Need Help?
Call the Ben Tips Confidential Reporting and Help Line

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

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

The Ben Tips Line welcomes all questions and concerns. No action will be taken against you if you report information in good faith to the Ben Tips Line. The Office of Audit, Compliance and Privacy will respond to all questions and will facilitate appropriate action. So “Do the Right Thing, the Right Way” and call the Ben Tips Line.
SP Policy 2107 assigns the authority and responsibility for the accounting for sponsored projects to the Office of Research Services (ORS). Parking and/or mixing expenditures/funds of sponsored projects is NOT allowed. ORS establishes a unique fund for new sponsored projects based on where the research activities take place. ORS and the Office of the Comptroller are responsible for establishing and enforcing policies and procedures that ensure compliance with sponsored research agreements, regulations, or other relative to funding expenditures and financial reporting. Advanced accounts can be established by submitting the Request for Advanced Account form with appropriate approvals to ORS (See SP Policy 2106 for more information regarding Financial Responsibility for Advanced Accounts.)

2107 Accounting Authority & Responsibility

Effective: Dec. 1986  
Revised: March 2006  
Reviewed: April 2007  
Responsible Office: Research Services  
Approval: Research Services

Purpose: To assign authority and responsibility for the accounting for sponsored projects.

Policy:

1) Research Services, in consultation with the Office of the Comptroller is responsible for:

- Establishing and maintaining funds for sponsored projects;
- Enforcing all sponsor rules and regulations and University policies governing the financial administration of sponsored projects;
- Establishing policies and procedures to ensure compliance with sponsored project agreements, regulations, or other requirements relative to the funding of expenditures and financial reporting; and
- Establishing and maintaining procedures regarding the collection of funds from the sponsoring agency.

2) Research Services will establish unique fund values for sponsored projects, within the University's general ledger system, as follows:

- A single fund will be established for each new sponsored project upon receipt of the Notice of Award or fully signed contract;
- Multiple funds will be established for sponsored projects when the activity is conducted at both an on-campus and off-campus location and the negotiated on and off-campus F&A rates are applied, accordingly;
- Multiple funds will be established for a sponsored project when the project comprises multiple tasks or activities and the F&A rate awarded, or authorized and applied to each task or activity is at a different percentage.
3) An advance account may be established prior to the actual receipt of the award when the principal investigator needs to initiate the project and, as a result, incur expense (salary or other direct cost) and is reasonably assured that the award will be made. However, the fund will only be established upon submission of a Request for Advance Account signed by the Principal Investigator and approved by the department chairperson and dean/resource center director or their designees.

4) In the event that an advance account has been established in advance of formal award notification, the school/center accepts financial responsibility for any non-reimbursed costs. (See Policy No. 2106, Financial Responsibility.)

5) Commingling of sponsored projects funds from sponsors or other sources is not allowable.

6) Sub-accounts may be authorized to facilitate the accounting of project related expenses with the approval of Research Services.

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.
Getting to Know......
Sheila D. Berry

Years at Penn: Since July 1, 1999; 7+ years

Years in Research Services: Since June 1, 2007; 8 mos

ORS Responsibilities: Contract Administrator - Provide pre-award non-financial administration for assigned departments/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 setup.

Hobbies/Interests: Watching Law & Order and All in the Family; my grandson who is the love of my life; Bringing joy to others’ lives; reading spiritual, religious and Christian novels (when school work allows!!)

Favorite Restaurant: Mo’s Seafood Wharf in Baltimore, MD

Favorite ways to spend a vacation: Laying on the beach in Wildwood, NJ; not having to get up early for work; shopping!!! (oh, that’s everyday!)

What Co-workers say:

Her door is always open, even when it’s closed.

If you ever need a spiritual friend with an unbiased opinion then Sheila is a great candidate.

Sheila is a diligent worker, courteous and professional! You can clearly see her desire to help her departments meet their research needs. She “walks” in her faith proudly; it has been a light on her life and character.
ORS Monthly Quiz

1) According to Sponsored Projects Policy 2107, Research Services in consultation with the office of the Comptroller is responsible for all of the following EXCEPT: (See Sponsored Project Policy 2107)?

a) Establishing and maintaining funds for sponsored projects
b) Enforcing all sponsor rules and regulations and University policies governing the financial administration of sponsored projects;
c) Negotiating the terms and conditions of the award;
d) Establishing policies and procedures to ensure compliance with sponsored project agreements, regulations, or other requirements relative to the funding of expenditures and financial reporting;

2) An advanced account can be set up without a Request for Advance Account form. (See Sponsored Project Policy 2107).
   a) True
   b) False

3) Who must sign the Advanced Account form (See Sponsored Project Policy 2107)
   a) Dean/Department Chair only
   b) Principal Investigator and approved by the department chairperson and dean/resource center director or their designees
   c) Business Administrator only
   d) Business Administrator and the Principal Investigator

4) Mixing of sponsored projects funds (ie: Parking charges) from sponsors or other sources is allowable. (See Sponsored Project Policy 2107)
   a) True
   b) False

5) Which of the following is responsible for establishing unique fund values for sponsored projects, within the University general ledger system? (See Sponsored Project Policy 2107)
   a) Office of Research Services
   b) Business Office within the School or Center
   c) Accounts Payable
   d) Accounts Receivable

Answer key for the Monthly Quiz can be found on Page 9
Facilities and Administration (F&A) cost is another term used for indirect cost. F&A/Indirect cost are calculated based on the direct expenditures of sponsored projects. F&A/Indirect cost can not be readily attributed to one particular project, instructional activity, or any other institutional activity. These costs are “real” though they can not be associated with a specific project. Examples of F&A/Indirect Cost are building space, heating, lighting, library expenses, accounting, payroll, central and departmental administration. Penn will apply the appropriate F&A rate to the direct cost of the project based on the type of and location of the work/project being performed.

Visit the ORS website for a printable version of the F&A descriptions: http://www.upenn.edu/researchservices/pdfs/ResearchFandAdefinitions.pdf

Sponsored Projects are categorized into three main activities:
- Research
- Instruction
- Other Sponsored Programs

Research
Sponsored Research
is separately budgeted and accounted for within the University’s accounting system. Sponsored Research means all research and developmental activities that are sponsored by the Federal and non-Federal agencies and organizations. This term includes activities involving the training of individuals in research techniques (commonly called research training) where such activities utilize the same facilities as other research and development activities and where such activities are not included in the instruction function. There are two F&A rates for the type of activity described above.

Research On-Campus: On-campus rates are used for proposals where all work is done using University facilities or facilities rented by the University where rent is not charged to a sponsored project. Current Rate: July 2007 through June 2008: 57.5%

Research Off-campus: Off campus rates are used when it’s necessary for University personnel to be physically located at an off-campus site for a substantial period (normally 30 days or more) while engaged in the sponsored program. If a sponsored program is being simultaneously conducted both on- and off-campus, you should budget and charge each portion separately. Current Rate: July 2005 through June 2008: 26.0%

Instruction
Includes all teaching, course and curriculum development, and academic advising and development. Current Rate: July 2005 through June 2008: 52.0%

Other Sponsored Programs
The “Other Sponsored Programs” rate is used when the project does not meet the criteria for research or training. Typical programs are health service projects, community service programs, seminars, conferences, public exhibition, and lecture series programs. Current Rate: July 2005 through June 2008: 36.0%
Breast Cancer Alliance Exceptional Grant
Letter of intent deadline is April 2, 2008. These proposals would be grants awarded in 2009. Go to: [www.breastcanceralliance.org](http://www.breastcanceralliance.org) for more information.

Standards & Reagents for Translational Research

The Cancer Diagnosis Program (CDP) wants to support the development of clinically useful assays and markers through multiple approaches, one of which is to support the use of specific proteins and antibodies as Standards or Reagents in assays. In collaboration with the Clinical Proteomics Technology Initiative (CPTI), NIH/NCI would like to see if you or any of your colleagues are interested in using any of the proposed recombinant proteins or IgG monoclonal antibodies as analytes or reagents for development of clinical assays.

Contact J. Milburn Jessup, M.D at [jessupj@mail.nih.gov](mailto:jessupj@mail.nih.gov) if you or your colleagues would like to use any of the proteins or proposed antibodies in your own research. Dr. Jessup is with the Cancer Diagnosis Program at the National Cancer Institute. CDP will use this information to work with CPTI to make these analytes or reagents available to the translational research community if there is sufficient demand. Click [here](http://www.breastcanceralliance.org) to view the current list of recombinant proteins that CPTI has made available for CPTAC. The [manuscript](http://www.breastcanceralliance.org) by Polanski and Anderson provides a list of potential reagents to which monoclonal antibodies would be made that could be used as analyte specific reagents in assays and the [workshop report](http://www.breastcanceralliance.org) indicates the original rationale for the creation of the materials.

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Due to changes in our email system, the address used for ORS on grant applications has been changed from PENNAORS@pobox.upenn.edu to PENNAORS@lists.upenn.edu.
Monthly FAQ

Where can I find Funding Opportunities?

**Customized funding opportunities alert system**
SMARTS -- an email alert system which allows investigators to receive email notifications about funding opportunities matching their specific requirements.

**Databases of External Funding Opportunities**
SPIN -- Searchable database of funding opportunities from the federal government and 1,700 other sources.
1. Go to [www.pennera.upenn.edu](http://www.pennera.upenn.edu).
2. Click on the “LOGON” link.
3. Authenticate with your PennKey and PennKey password.
4. Click “Continue” after you get the message that you have been successfully authenticated.
5. At the Office Menu page, click on the SPIN icon on the upper left hand corner of the page.
6. If you have any questions or comments please contact pennera@pobox.upenn.edu

Grants Advisor Plus -- An on-line information service for grantspersons and faculty in higher education

GrantsNet - Searchable database of funding programs for young biomedical researchers, faculty, and administrators from the American Association for the Advancement of Science (AAAS) and the Howard Hughes Medical Institute.

**Support for Antiterrorism Research**

**External Funders**
Federal agencies -- links to funding pages at various federal agencies which sponsor research

Federal Research Contracts -- A significant part of federally-funded R&D comes in the form of contracts (rather than grants). Researchers can search for appropriate “procurement” opportunities by agency and/or keyword
Foundations

- private foundations
- corporate grantmakers
- public charities
- community foundations
- search for grant-makers from among all of these types of foundations.

Pennsylvania Foundations

The Office of the Vice Provost for Research has information on funding opportunities available through Pennsylvania foundations. The book or searchable CD-ROM may be borrowed from our office, or may be purchased from the publisher, Triadvocates Press (610-544-6927, DirPaFdns@aol.com).

International funding opportunities

Opportunities for members of the Penn community

Faculty

- Grant/Fellowship applications coordinated through the Office of the Vice Provost for Research
- Penn's University Research Foundation

Graduate Students
Fellowships and Scholarships

Undergraduate Students Opportunities and resources

Postdoctoral Fellows
Funding opportunities and resources from Penn’s Biomedical Postdoctoral Programs

School Research Pages

Annenberg School for Communication
School of Arts and Sciences
School of Dental Medicine
Graduate School of Education
School of Engineering and Applied Science
School of Law
School of Medicine
School of Nursing
School of Social Policy and Practice
School of Veterinary Medicine
Wharton School
Job Openings in Research Services

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

Interested candidates may view full description for the positions at http://www.hr.upenn.edu/jobs/.

March Contributing Authors, ORS Newsletter:

James DiIenno, Assistant Director, Post Award Financial Administration
Donald Deyo, Director, Corporate Contracts, Office of Research Services
Alice Dunleavy, Associate Director, Pre-Award Administration, Office of Research Services
Teresa Leo, Senior Electronic Communications Specialist Information Systems and Computing
Robert McCann, Director of Cost Studies, Office of Research Services
Anita Mills, Associate Director, Sponsored Programs Compliance Training, Office of Research Services
Todd Swavely, Director –ERA Systems, Office of Research Services
Linda Yoder, Assistant Compliance Officer, Office of Audit, Compliance and Privacy
Training Opportunities:

**Upcoming ORS Brown Bags**
April 11, 2008: Cost Sharing
Jim Clavin, Associate Director, Post Award
Elvina Woodard, Assistant Director, Post Award
Lauren Oshana – Associate Director, Pre-Award Administration
**Description:** This Brown Bag will focus on the Cost Share policy & procedures as they relate to sponsored research projects.
**Time:** 12:00 - 1:15  
**Location:** Wharton, Huntsman Hall Rm 370

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

**Upcoming Effort Reporting -- ERS Training**
April 21, 2008
Robert McCann, Director of Cost Studies
AnnaMaria Molnar, Financial Analyst
**Time:** 1:30 - 4:00  
**Location:** Franklin 409

Registration: [http://knowledgelink.upenn.edu](http://knowledgelink.upenn.edu)

**Upcoming PennERA Training**
April 15th, 1-5 PM, Franklin 409 -- PennERA basic
April 16th, 1-5 PM, Franklin 409 -- PennERA advanced (budgeting)
May 5th, 1-5 PM, Franklin 409 -- PennERA basic
May 6th, 1-5 PM, Franklin 409 -- PennERA advanced (budgeting)
Evelyn J. Ford, Assoc. Director & Team Leader

Registration: [http://knowledgelink.upenn.edu](http://knowledgelink.upenn.edu)

**Other Training Opportunities**

**2008 NCURA Region II Spring Meeting**
“Bridging the Gap Between Government and Industry”
April 27-29, 2008
Pittsburgh Hilton Hotel, Pittsburgh, PA.
For more details visit the meeting homepage:
[http://ncuraregionii.org/springmeeting.html](http://ncuraregionii.org/springmeeting.html)
For a Preliminary Program go to:

**SRA International**
[http://www.srainternational.org/sra03/index.cfm](http://www.srainternational.org/sra03/index.cfm)

**National Council of University Research Administrators**
[http://www.ncura.edu/content/](http://www.ncura.edu/content/)
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For more information about the courses listed above 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)
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@upenn.edu

DEBORAH FISHER – DIRECTOR
(215) 746-0234 OR dfisher2@upenn.edu

CAROLYN KENDALL – SR. CONTRACT ADMINISTRATOR
(215) 898-9323 OR carolke@upenn.edu

• Biochemistry/Biophysics – SOM
• Biomedical Graduate Studies – SOM
• Biostatistics – SOM
• Cancer Center – SOM
• Cancer Biology
• Institute for Environmental Medicine – SOM
• Institute for Human Gene Therapy – SOM
• Institute for Neurological Sciences – SOM
• Medical Genetics – SOM
• Neurology – SOM
• Pathology & Laboratory Medicine
• Rehabilitation Medicine – SOM

ALICE DUNLEAVY – ASSOCIATE DIRECTOR
(215) 573-2555 OR dunleavy@upenn.edu

• Center for Clinical Epidemiology and Biostatistics – SOM
• Center for Sleep and Respiratory Neurobiology – SOM
• Institute on Age – SOM
• Center for Experimental Therapeutics – SOM
• Pharmacology – SOM

SHEILA BERRY – CONTRACT ADMINISTRATOR
(215) 746-0033 OR bsheila@upenn.edu

• Clinical Research Center – SOM
• Rheumatology – SOM
• WPN
• SEAS - Moore Business Office
• Renal – SOM
• Family Medicine – SOM
• General Internal Medicine – SOM
• Gastrointestinal - SOM
• Family Practice – SOM
• Emergency Med. - SOM
• President's Center
• University Museum

HEATHER G. LEWIS – ASSOCIATE DIRECTOR
(215) 573-4507 OR heatherl@upenn.edu

• Allergy & Immunology – SOM
• Cardiology
• Wharton School
• Graduate School of Education
• Dean’s Office – SOM
• Diabetes – SOM
• Endocrinology – SOM
• Pulmonary, Allergy & Critical Care – SOM
• School of Dental Medicine

STUART WATSON– ASSOCIATE DIRECTOR
(215) 573-6707 OR wswatson@upenn.edu

• Center for Research on Reproduction & Women’s Health – SOM
• School of Design
• Obstetrics & Gynecology – SOM
• Surgery – SOM
• Psychiatry – SOM
• Cerebrovascular Research Center – SOM
• SEAS – Towne Business Office
• Infectious Disease – SOM
• Rehabilitation Medicine – SOM

LAUREN OSHANA – ASSOCIATE DIRECTOR
(215) 573-6710 OR oshana@upenn.edu

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

SUSAN POMPONIO - CONTRACT ADMINISTRATOR
(215) 898-8751 OR pomponio@upenn.edu

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

SOPHIA WHITEHEAD – SR. CONTRACT ADMINISTRATOR
(215) 898-9322 OR sophiaw@upenn.edu

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

CORPORATE CONTRACTS GROUP:

DONALD DEYO, Esq. – DIRECTOR
(215) 573-9970 OR deyo@upenn.edu

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

• Sponsored Research Agreements

SHEILA ATKINS – ASSOCIATE DIRECTOR
(215) 573-6713 or satkins@pobox.upenn.edu

• Clinical Trial Agreements
• Corporate Contracts

ADAM RIFKIND, Esq. -ASSOCIATE DIRECTOR
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• Clinical Trial Agreements
• Corporate Contracts

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• Clinical Trial Agreements
• Corporate Contracts

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• Material Transfer Agreements
• Corporate Contracts
• Clinical Trial Agreements

LAURANCE GUIDO - Senior Contract Administrator, Corporate Contracts
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• Material Transfer Agreements

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• Clinical Trial Agreements
• Corporate Contracts

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• MTA Agreements

Operations:

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(215) 898-2346 OR rowec@upenn.edu

RICK FLOM - GRANT/CONTRACT ASSISTANT
(215) 898-7295 OR rickflom@upenn.edu

JOE HILL – GRANT/CONTACT ASSISTANT
(215) 898-1967 OR joehill@upenn.edu
Post-Award Administration Staff

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

**PennERA GROUP:**

TODD SWAVELY – DIRECTOR, ERA Systems
(215) 573-9764 OR tswayne@upenn.edu

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ROBERT McCANN– DIRECTOR
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