Proposal Tracking Implemented

We are pleased to announce that the new Proposal Tracking module of the PennERA system went live on Tuesday, October 14th. The implementation was a success and Research Services has been using the system to enter new proposal and award records.

The next PennERA implementation will be Proposal Tracking data into the Data Warehouse, which is scheduled to occur October 24, 2003. As part of this implementation there will be a new Business Objects universe. The PennERA team has been requesting that current Business Objects users place their queries in the repository so that we can assist with converting these queries to the new universe. We have not received many responses to this request, so we are positioning technical team staff to provide extended support to those users who may require assistance converting their queries. We plan to provide this extended support for two to three weeks after the Data Warehouse implementation. In addition we will continue to work with the Reports Working Group to facilitate a smooth transition.

Finally we’d like to encourage your patience as ORS staff acclimates to the new system. While we do not anticipate excessive delays with business operations, we do expect to experience some slowdown during this transitional period. We appreciate your patience during this time.

More Information about PennERA

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

--Robin H. Beck
Vice President of Information Systems and Computing

--Andrew B. Rudczynski, Ph. D.
Executive Director of Research Services and Associate Vice President of Finance

--Joseph R. Sherwin, Ph.D.
Director of the Office of Regulatory Affairs
Payroll Freeze in Ben Financials
Available on October 20

In response to requests from the University community and in order to further assist in the administration of grant funds, a new functionality is being added to BEN Financials. This functionality will allow payroll to be frozen on a grant fund without freezing other functions within BEN Financials.

One of the challenges currently faced by some research administrators is correcting improper charges that hit grant funds after the termination date of the award. As BEN is currently programmed, administrators are unable to freeze only payroll. Currently payroll freezes only after the end of the adjustment period, which varies in length depending upon the reporting requirement, usually 60 days (as necessitated by a 90 day final financial reporting requirement). Throughout the adjustment period, payroll continues to hit the fund unless action is taken by the responsible administrator to redirect the charges. At the end of the adjustment period, the fund is frozen and future payroll charges then hit the department’s suspense fund. Currently, the only available option to freeze payroll is to freeze the fund prior to the end of the adjustment period. Unfortunately, this results in the freezing of all transaction functions and no additional charges can hit the fund. However often there are appropriate charges that still need to hit the fund after the end of the award.

Effective October 20, 2003 the new Payroll Freeze functionality in BEN will allow individuals with Freeze/Unfreeze Responsibility to freeze only payroll on grant funds. It is important to note that the Payroll Freeze functionality will not remove any other current functionality. Payroll will continue to freeze (with all other functions) automatically at the end of the adjustment period. There will be no other changes to the adjustment period or automated freeze processes in BEN.

One change to current processes should be noted. The “Override” function in BEN allows individuals administering grant funds to freeze the fund at any point during the award or in the subsequent adjustment period. This function is used when the expenses on a fund are final and the fund is ready for reporting by ORS. The use of the Override function is not mandatory but is a tool administrators can use to ensure that charges do not hit their fund after it is prepared for closeout or when the fund is terminated earlier than anticipated.

Occasionally, when the Override tool is used, the administrator may need to reverse the Freeze request (unfreeze the fund) at a later date. This action can only be done by ORS. As in the past, the administrator should forward a request to the responsible ORS Accountant (with a cc to the ORS Asst. Director). Previously, when ORS reversed the Override on the fund, payroll would automatically unfreeze and administrators could unfreeze other functions as they wished. Upon implementation of the Payroll Freeze functionality in BEN, payroll will not automatically unfreeze when ORS reverses the Override function. Administrators will have the flexibility of unfreezing only the functions they wish to unfreeze. Based upon the administrator’s action, payroll can be unfrozen or remain frozen. However, adjustments to payroll will not take effect until the day following the unfreeze action.

The Freeze Payroll function enhancement to BEN will provide schools and departments with an additional tool for administering their awards. Contact your School’s Central Business Office for more information regarding specific School implementation and changes in business processes as a result of the availability of this new tool.

ORS does not intend to routinely use the Payroll Freeze feature except in extraordinary circumstances. ORS may use this tool to discontinue improper payroll charges. As always, it is important to administer your funds properly and ensure that any issues relating to the status of your fund are communicated to ORS.

If you have any questions regarding this new functionality, please contact Kerry Peluso at 3-6705 or pelusok@pobox.upenn.edu.
Did you know?

ORS is responsible for reviewing and approving all foreign travel, entertainment, consulting agreements, bonuses, vacation payouts, and extra compensation on awards.

Human subject fees of $50.00 or less per subject can be paid from the department’s petty cash fund http://www.finance.upenn.edu/vpfinance/fpm/2300/2319.1.shtml.

Purchases of equipment $100,000 or more require the written approval of the Vice President of Finance http://www.finance.upenn.edu/vpfinance/fpm/2300/2311.shtml.

Effort reporting is required for all sponsored programs not just federal awards.

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/).

Upcoming Outside Training Opportunities:
National Council for University Research Administrators (NCURA) Annual Conference, Washington DC, November 2 – 5
For further information, please see http://www.ncura.edu/conferences/45/.

Society for Research Administrators (SRA) Annual Conference, Pittsburgh, PA, October 18 – 22
For further information, please see http://www.srainternational.org.

Further information to be available soon.

Where can I get more information about administering my grants?

Office of Research Services Web Site:
http://www.upenn.edu/researchservices/
Research Investigator’s Handbook:
http://www.upenn.edu/researchservices/rih/intro.html
A Quick Guide for Faculty:
http://www.upenn.edu/researchservices/pdfs/newfacbk.pdf
University of Pennsylvania Cost Sharing Policy:
http://www.upenn.edu/researchservices/rs/costshare.html
Contact an Office of Research Services Staff Member:
http://www.upenn.edu/researchservices/rs/contact.html
Frequently Asked Questions...
When are Administrative and Clerical Expenses Allowable on a Federal Award?

The September 1, 1994, revision of OMB Circular A-21 established the principle that administrative and clerical expenses are normally considered and treated as a Facilities and Administrative (F&A) cost. In order for these types of expenses to be considered an allowable charge on an award the award must be considered a MAJOR project as described in OMB Circular A-21 Exhibit C (http://www.whitehouse.gov/omb/circulars/a021/a021.html). In addition, the expense must be specifically identified with and directly benefit the project, budgeted and approved by the sponsor and the University, and be supported by an explicit justification of need within the budget. These types of expenses include but are not limited to secretarial/clerical wages, office supplies, postage, dues and memberships and local telephone calls (which are currently not charged to grants/contracts), Internet Service Provider (ISP), cell phones, and pagers. It is important to note that the requirement of MAJOR project does not apply to non-federal sponsors. Administrative and clerical expenses are permissible on a non-federal project as long as they are allocable, allowable, and reasonable.

Detailed explanations and recommendations for the treatment of clerical and administrative expenses on federal awards are provided below:

Secretarial/Clerical Wages - The direct charging of this expense may be appropriate when the nature of the work performed by the individual is different than the routine level of such services provided by the department or when the volume of work is extraordinary. Examples of routine services considered to be F&A costs include, account monitoring, meeting arrangements, or typing general correspondence or reports and should not be directly charged to grants and contracts. In order to be allowable the activity performed must be specifically identified and justified in the grant/contract proposal. The specific language in OMB Circular A-21 addressing this expense states, "The salaries of administrative and clerical staff should normally be treated as F&A costs. Direct charging of these costs may be appropriate where a major project or activity explicitly budgets for administrative or clerical services and individuals involved can be specifically identified with the project or activity."

Office Supplies - These items may be considered an allowable expense on a grant/contract when they are for the sole direct benefit to the project. Examples of such supplies would include computer paper used during the technical course of a project and research notebooks. Office supply items such as pencils, paper clips, memo pads and post-its are generally considered a F&A cost. Reasonable judgment should be exercised when purchasing these supplies and charging to an award.

Postage - Routine correspondence is considered to be a F&A cost. However, the shipment of materials, mailing of project specific surveys to human subjects and deliverables under a federal award may be allowable if reasonable documentation is provided to assure that such costs are for the sole purpose of the award.

Local Telephone Calls - This expense is currently not directly charged to federal grants and contracts and this policy will remain in effect.

ISP - Due to the nature of an ISP and its general functionality, it is not appropriate to identify a grant or contract as being the sole beneficiary of the charge. Therefore, ISP charges cannot be charged to an award.

Cell phones and Pagers - Both cell phones and pagers are considered to be an inappropriate expense on an award. Since both can benefit the individual and can not be used solely for the award it makes an allocation of the expense difficult to defend in audit.

Dues and Memberships - This expense should normally be treated as a F&A cost unless it can be specifically justified as necessary for the performance of the award.

In conclusion, if a PI is considering any of the above expenses as a direct charge to an award, s/he must provide an adequate justification in the proposal explaining the unique requirement. Should these items not be specifically and adequately identified and justified in the proposal they will not be allowed by the University regardless if the sponsor awards the budget as proposed. If during the course of an award the need to charge any of the above expenses should arise, the situation must be discussed with ORS prior to incurring the expense.

Before submitting a proposal that includes these types of expenses, please call ORS to discuss the allowability of the expense to the proposed project.
## Frequently Asked Questions...

### Can This Expense Be Directly Charged to A Federal Award?

The following chart is designed to provide the user with a better understanding of what **typical** expenditures on federal awards are considered Direct vs. a Facilities & Administrative (F&A) cost. Not all expenditures/object codes are listed but rather, those most commonly used or questioned. All costs directly charged to an award must be necessary for the conduct of the award.

Please be aware that a cost which may be presented in a budget which is awarded as requested does not necessarily indicate that such a cost is actually allowable (see NIH Grants Policy Statement “Cost Considerations”). The University is still responsible for presenting costs consistently and **must** not include costs normally associated with the F&A cost rate as direct costs in budgets to federal sponsors. Certain costs such as clerical salaries and administrative expenses may be allowable but only in specifically defined circumstances and should not be routinely included in budgets (see OMB Circular A-21 Exhibit C [http://www.whitehouse.gov/omb/circulars/a021/a021.html](http://www.whitehouse.gov/omb/circulars/a021/a021.html)). Any concerns regarding a type of cost and its appropriateness on a federal award should be directed to the Office of Research Services.

For additional sources of information regarding the proper charging of expenditures to awards, please refer to ORS Policy Nos. 2110, 2111, and the Research Investigator’s Handbook as well as the specific terms and conditions of the award.

<table>
<thead>
<tr>
<th>DIRECT COSTS</th>
<th>F&amp;A (INDIRECT) COSTS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>50XX- 51XX Compensation</strong></td>
<td></td>
</tr>
<tr>
<td>Faculty</td>
<td>Faculty on Non-Sabbatical Leave</td>
</tr>
<tr>
<td>Graduate &amp; Professional Students</td>
<td>Administrative staff (Refer to ORS Policy No. 2110)</td>
</tr>
<tr>
<td>Research Technicians</td>
<td>Business Administrators</td>
</tr>
<tr>
<td>Employee Benefits</td>
<td></td>
</tr>
</tbody>
</table>

| **520X-521X Travel & Entertainment**           |                       |
| Faculty travel                                | Administrative travel  |
| Travel to scientific sites                    | Entertainment         |
|                                               | Food & drink during lab meeting |
|                                               | Meals with staff (not in travel status) |
|                                               | Meals with future recruits |
|                                               | Faculty Club membership and meals |

**** Alcoholic beverages and related taxes and tips are UNALLOWABLE under all circumstances ****
<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>5220 - 5221</td>
<td><strong>External &amp; Internal Office Supplies</strong></td>
</tr>
<tr>
<td>Refer to ORS Policy No. 2110</td>
<td>Personal stationery</td>
</tr>
<tr>
<td>Pens, pencils, markers</td>
<td></td>
</tr>
<tr>
<td>Printer and fax paper</td>
<td></td>
</tr>
<tr>
<td>Toner and ink cartridges</td>
<td></td>
</tr>
<tr>
<td>Pads</td>
<td></td>
</tr>
</tbody>
</table>

| 5222 Books & 5239 Subscriptions |
| Books not available in University or Departmental Library |
| Books available in University or Departmental Library |
| Subscriptions not in library and dept. |

| 5226 & 5227 | **External & Internal Copying** |
| Copying of progress reports |
| Copying of new grant proposals |
| Copying of competing renewals |
| Library copy cards |
| Copying of purchasing documentation |
| Copying of timecards |

| 5228 – 5236 | **Lab, Animal & Hazardous Materials** |
| General scientific laboratory supplies |
| Animal Services CHOP |
| Animal Services ULAR |
| Animal Purchases ULAR |
| Radioactive Waste |
| Other Hazardous Materials |

| 5237-5238 | **Dues & Membership** |
| Dues & Membership |

| 525X Rental & Leases |
| 526X – 527X Communications |
| 5260 – 5263 Telephone Equipment, local, toll and long distance |
| Documented toll calls |
| Local calls |
| Documented long distance |
| Telephone equipment |
| Cell phone use |
| Pagers |
| PennNet |

<p>| 5264-5266, 5275 | <strong>Printing, Publications and Illustrative Charges</strong> |
| Reprints of manuscripts supported by award. |
| Printing of proposals |
| Scientific illustrative work |</p>
<table>
<thead>
<tr>
<th>5267 – 5268 Advertising</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Research subject recruitment</td>
<td>Advertising (Dependent upon award.)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>5269 – 5274 Postage and Mailing</th>
<th></th>
</tr>
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<tbody>
<tr>
<td>Express service for time-sensitive samples</td>
<td>Express service of proposal</td>
</tr>
<tr>
<td></td>
<td>Express service of progress report</td>
</tr>
<tr>
<td></td>
<td>Local postage costs (Dependent upon award.)</td>
</tr>
<tr>
<td></td>
<td>International postage</td>
</tr>
<tr>
<td></td>
<td>Bulk mail services (Dependent upon award.)</td>
</tr>
<tr>
<td></td>
<td>University Mail Services</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>528X – 529X Taxes, Overhead, Bad Debt Expense, EB Expenses, Unallowable</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee Benefits</td>
<td>Taxes-non payroll</td>
</tr>
<tr>
<td></td>
<td>Overhead</td>
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<tr>
<td></td>
<td>Bad Debts</td>
</tr>
<tr>
<td></td>
<td>Unallowable</td>
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<tr>
<td></td>
<td>Spouse/Dependent Tuition Benefit</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>530X- 531X Professional Services</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Lecture fee (Not on research awards and dependent upon training award.)</td>
<td>Accounting services</td>
</tr>
<tr>
<td>Honorarium (Dependent upon award.)</td>
<td>Legal service</td>
</tr>
<tr>
<td>Research Subject Payments</td>
<td>Audit services (unless specified in award)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>532X – 534X Other Services</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Subaward costs</td>
<td></td>
</tr>
<tr>
<td>HUP: Hospitalization &amp; Direct Patient Care</td>
<td></td>
</tr>
<tr>
<td>HUP: Medical Coverage (pre &amp; post doc health coverage)</td>
<td></td>
</tr>
</tbody>
</table>
TO: Department Business Administrators

FROM: Robert J. McCann

DATE: October 17, 2003

Faculty and Professional Staff

At the effort report training sessions delivered in September, we advised you that the effort reports would not be required to be returned until after the education sessions for the faculty had been completed. We have decided to alter our approach to delivering those sessions to help make them more meaningful to the faculty. We plan on delivering as many sessions as possible on an individual departmental basis where practical. This process will require far more time to deliver than originally planned. At the same time, we need to comply with federal regulations and audit requirements; therefore, we ask that you return the effort reports to Research Services as soon as possible, but no later than November 17, 2003. I realize that this is only 30 days, and less than the normal 45 days that we require, however, since it is already the middle of October, I think that it is important that we have the reports returned as soon as possible. Also, we will shortly be sending you the Summer Semester reports as well as the 1st quarter reports for the non-exempt employees.

I remind you again that effort reports and salary adjustments to sponsored projects are a compliance issue, so make sure that you have adequate documentation to support reported effort and for any changes to initial salary distributions. Effort reports and salary distributions should be reviewed with faculty and staff to ensure their accuracy prior to certifying effort and submitting the effort reports to Research Services.

School of Medicine Departments: Please indicate on the effort report form if the employee is a Fellow.

Also, now available to ease your NIH salary cap cost sharing calculations is the Salary Cap Cost Sharing calculator which is on the Research Services home web page (http://www.upenn.edu/researchservices) under Spotlights.

In order to review and certify the enclosed effort reports you must use the Salary Management System to obtain the distribution reports for your department. To retrieve the A21E Distribution Report you must select:

A21E for A21 Effort
♦ Monthly paid employees – enter dates from: 01-01-03 to 06-30-03
♦ Enter Home department as needed
♦ Select monthly option
♦ Month for salary subtotal: optional

Please return the original effort reports, as we are the office of record. You may make copies for your files. If you have any questions about the effort reports please call Floyd Harris at 898-5743 or harrisf@pobox.upenn.edu.

Send the reports to: Floyd Harris
P221 Franklin Building Annex/6205
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. Greg Curley is responsible for Account Information Sheets (AIS’s) for all industrial clinical trials and sponsored research agreements.

PAMELA S. CAUDILL - DIRECTOR  
(215) 573-6706 OR caudill@pobox.upenn.edu  
- 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  
- Pharmacology – SOM

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- School of Engineering and Applied Science  
- Wharton School  
- Graduate School of Education  
- University Museum  
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- Clinical Research Center – SOM  
- Diabetes – SOM  
- Endocrinology – SOM  
- Gastrointestinal – SOM  
- General Intestinal Medicine – SOM  
- 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  
- Psychiatry – 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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- 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

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- Annenberg Center for Performing Arts  
- 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

CORPORATE CONTRACTS GROUP:
DONALD DEYO, Esq. –DIRECTOR  
(215) 573-9970 OR deyo@pobox.upenn.edu

EDWARD PIETERS, Ph.D. – ASSOCIATE DIRECTOR  
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- Sponsored Research Agreements

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- Corporate Clinical Trial Agreements

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- Corporate Clinical Trial Agreements

GREGORY CURLEY – CONTRACT ADMINISTRATOR  
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- Account Information Sheets for Corporate Contracts

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YVETTE ACEVEDO – TEAM LEADER, SpinPlus  
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STUART WATSON – Team Leader, PROPOSAL/AWARD TRACKING  
(215) 573-6712 or wswatson@pobox.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.

**FEDERAL COMPLIANCE GROUP:**

ROBERT McCANN – DIRECTOR  
(215) 598-1469 OR mcannr@pobox.upenn.edu

ANNAMARIA MOLNAR – FINANCIAL ANALYST  
(215) 898-0818 OR molnar@pobox.upenn.edu

FLOYD HARRIS – ACCOUNTANT  
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---

**POST AWARD ADMINISTRATION:**

KERRY PELUSO CPA - DIRECTOR  
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---

**FINANCIAL INVOICING AND REPORTING –Group 1:**

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• School of Medicine Departments:  
  Psychiatry  Surgery

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• School of Medicine Departments:  
  Biochemistry/Biophysics  Microbiology
  Cell and Developmental Biology  Pathology
  Radiology

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

FLORENCE GRAZIOLA – DESK ACCOUNTANT  
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• School of Medicine Departments:  
  • Department of Medicine

ALICJA NALEWAJEK – DESK ACCOUNTANT  
(215) 898-9212 OR alicja37@pobox.upenn.edu

• School of Nursing  
  Institute of Contemporary Art  
  Vice Provost of University Live

• School of Medicine Departments:  
  Cancer Center  Center for Sleep
  Neurosurgery  Physiology
  Obstetrics and Gynecology  Radiation Oncology
  Center for Research on Reproduction and Women’s Health

---

**DATA MANAGEMENT:**

KEITH DIXON – ACCOUNTING/BRIM SUPERVISOR  
(215) 898-1966 OR kdxion@pobox.upenn.edu

VALERIE SWARTZ – FINANCIAL COORDINATOR  
(215) 898-6700 OR valeriem@pobox.upenn.edu

BOB SPEAKMAN – FINANCIAL ANALYST  
(215) 898-2345 OR bspeakman@pobox.upenn.edu

---

**FINANCIAL INVOICING AND REPORTING –Group 2:**

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(215) 573-6704 OR clavin@pobox.upenn.edu

SOOJIN KIM – TEAM LEADER  
(215) 573-6715 OR snam@pobox.upenn.edu

• School of Dental Medicine  
• School of Medicine Departments:  
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  Center for Experimental Therapeutics  Institute for Aging
  Institute for Human Gene Therapy  Family Practice
  Molecular & Cellular Engineering  Center for Clinical Epidemiology and Biostatistics

ARLENE KNAAIK – DESK ACCOUNTANT  
(215) 573-6147 OR knasik@pobox.upenn.edu

• School of Veterinary Medicine  
• School of Engineering and Applied Science  
  Bioengineering  Chemical Engineering
  Materials Science & Engineering  Mechanical Engineering
  Minority Programs

• School of Medicine Departments:  
  Emergency Service

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• Annenberg School  
• Annenberg Center  
• Graduate School of Education  
• Law School  
• Moriss Arboretum  
• University Museum  
• School of Arts and Sciences:  
  Chemistry  Linguistics
  School of Medicine Departments:  
  Center for Bioinformatics  Institute for Medicine & Engineering

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• The College  
• General University  
• School of Social Work  
• Van Pelt Library  
• Wharton School  
• School of Arts & Sciences:  
  All except Chemistry, Linguistics, Economics and Physics  
  School of Medicine Departments:  
  Cancer Biology  Diabetes
  Rehabilitation Medicine

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• Graduate School of Fine Arts  
• School of Dental Medicine  
• Wharton School  
• Law School  
• School of Engineering and Applied Science:  
  Electrical Engineering  Computer Science and Engineering
  Institute for Research in the Cognitive Sciences  Systems Engineering

• School of Arts and Sciences:  
  Economics  Physics
  School of Medicine Departments:  
  Genetics  Penn Muscle Institute

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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 and Vice Provost for Research.