Time and Effort Reporting Forms for Temporary Hourly Employees

Schools and Departments use a variety of forms and processes to capture hours worked for temporary hourly employees. As part of an on-going federal review we have found that for sponsored projects these forms may be inadequate for purposes of capturing project information, PI approval, and verification that the work was performed. Also, because these forms, once signed/authorized for payment, may be returned to the employee for further processing, there is potential for delays or for incorrect data entry into the University’s payroll system.

In order to address the adequacy of information the following elements must be included in the time report form:

1. Period covered
2. Account(s) from which the employee should be paid for each time period claimed
3. Signature block for the employee
4. Required signature, name and date block for an individual (such as the PI) with direct knowledge of the employee’s hours worked and allocation to specific projects (if applicable), or is a person with clearly verifiable knowledge of the above and of the work performed.
5. A statement of certification of effort as follows: “I certify that the above claimed hours reasonably reflect the activities of this employee whom I supervise and/or for whom I have suitable means of verification that the work was performed.”

A sample form is available online at both ORS (http://www.upenn.edu/researchservices/Forms_and_Agreements.html) and the Payroll Office (http://www.finance.upenn.edu/comptroller/forms/_Payroll). This form should be
used whether or not an individual is paid from a sponsored project or other University source.

School and Department Business Offices **must** review their payroll procedures and establish business control processes that assure proper handling of these documents. Readers should refer to the payroll manual for further information: [http://www.finance.upenn.edu/comptroller/payroll/policies_procedures/policies/](http://www.finance.upenn.edu/comptroller/payroll/policies_procedures/policies/). OMB Circular A-110 requires institutions to have financial systems where no one individual has control over every step of a transaction.

At the University, non-exempt temporary employees are paid on a weekly basis and must be financially compensated for hours worked beyond 40 in a given pay cycle. The following types of temporary non-exempt employees are covered by the use of this form whether or not they are being paid by a sponsored project.

**Non-Exempt Temporary Employees - Weekly Paid**

- **TYPE 3**: Includes hourly part-time, temporary workers, and occasional workers.

- **TYPE 5**: Includes all non-exempt hourly students.
  - For example: Student Worker and College Work-Study students. Student Employees, during those weeks they are in class, should not work or be compensated for greater than 20 hours per week.

The Federal Wage and Hour Law, FLSA requires certain records to be kept by all covered employers for all employees and retained for either 2 or 3 years. Records that must be kept for each employee for at least 3 years after their last date of entry including hours worked each work day and work week. Therefore, each department is required to keep time sheets for each non-exempt temporary employee for a period of at least 3 years.

**Issues related to Effort Reporting**

Because temporary hourly employees may be associated with several ORGs, required effort reporting can be problematic with no one individual having all the requisite information necessary to certify that compensation paid reasonably reflects effort devoted to a sponsored project. This has lead to delays in effort certification and various other administrative difficulties.

Inclusion of the effort certification statement above will permit the exclusion of several hundred employees from the Effort Reporting System and will address most effort reporting issues associated with these types of employees.

**Therefore use of the new form (or inclusion of the required elements in existing forms) was mandatory starting October 1, 2005. Originals of the new time report forms must be retained (preferably in the departmental sponsored projects file) for audit purposes and in accordance with University record retention policies.** These forms will then serve as the University document of record for effort reporting for these individuals. These individuals will be excluded from ERS for the reporting period ending December 31, 2005.

To summarize, the time report form will be used for data-entry and certification. Hourly paid employees will be excluded from PennERS and the quarterly effort certification process will be satisfied through use of the paper document. The use of the modified forms will actually result in a reduction of administrative burden while we explore a long-term electronic solution for online entry and approval of all time sheets.
PennERA Update
Looking Ahead

The PennERA (Electronic Research Administration) team continues to make significant progress in delivering tools to support Penn’s research enterprise. In addition to working on near-term initiatives (see below), the PennERA team is currently planning for the next phase of development, which involves implementing the Proposal Development module for use by investigators.

Anticipated benefits of the Proposal Development module include:

- Reduction in time/cost to prepare and submit proposals to sponsors
- Streamlining internal review and approval of proposals
- Integration of funding opportunities and investigator profiles with proposals
- Standardization of templates
- Electronic submission of proposal data

As part of its planning, the PennERA team will soon convene focus groups of faculty and staff involved to discuss processes for preparing and submitting grant proposals. In addition, the team is gathering considerable input from Federal electronic research administration initiatives and the requirements, including the government’s timeline of future mandated electronic submission. Stay tuned for more information as we move through the planning process.

Near-term initiatives underway

The PennERA team is currently working on the following near-term initiatives:

- Proposal/Award Tracking rollout—View access to the Proposal Tracking module for School and Department level research administrators. View-only users will be able to access proposal and award details based on ORG security, giving users a snapshot of a project’s administrative information, including the ability to compare proposed and awarded dates, amounts, and status history. There will also be access to basic high-level regulatory approval information associated with a proposal and/or award.

- HS/AU Protocol Tracking rollout—View access to the Human Subjects and Animal Use Protocol Tracking modules for IRB and IACUC board members to assist them in their protocol reviews. Board members will be able to access all relevant information on protocols assigned to their boards.

- HS Protocol Request for Exemption—Web-based application that will allow Human Subjects investigators to electronically submit claim of exemption information for research they feel is eligible for exemption status from IRB review. The application will also manage and track departmental approval and routing.

- AIS Online revisions—Additional parameters to be added to request the Account Information Sheet from within BEN Reports.

- PennAEs enhancements—The Penn Human Subjects Adverse Events Reporting System (PennAEs) will be enhanced to enable tracking/reporting on unanticipated problems posing risk to subjects or others, in addition to the system’s current function of tracking adverse and serious adverse events. The enhanced application will allow investigators to electronically submit problem reports to the IRB.

Recently completed activities

As we move toward our next phase of development, we’d like to recap our recently completed activities:
- Protocol Status Report enhancements (October 2005)—Enhancements to add Sponsor Award Grant ID and Proposal Number (institution number) to the Report. For Protocols that are linked to Proposals, the Proposal Number now appears on the report. The enhancements will help facilitate approval for animal ordering and help maintain regulatory compliance for research projects.

- SOMERA-PennERA Interface (September 2005)—An interface to feed data from SOMERA (School of Medicine ERA) to PennERA to create new proposal records in PennERA and return information to SOM. The interface speeds processing of SOM proposals, reduces the workload for ORS staff, reduces data entry errors, and improves SOM’s ability to compare SOMERA data to PennERA data. As of October 12, 280 proposal records have been processed through this interface.

- U@Penn Research Tab (August 2005)—A page within the U@Penn web site at http://medley.isc-seo.upenn.edu/penn_portal/research.php that provides a comprehensive, customizable collection of resources related to research at Penn. Users can find out about funding opportunities, proposal and award management, training, and facilities; obtain forms; personalize their view; and find links to offices, research pages, and current policies and procedures. In September 2005, there were 3,606 hits on the Research Tab page and an average of 164 hits per business day.

- PennERA Advisories page (July 2005)—A page on the PennERA web site at http://project.pennera.upenn.edu/advisories where users can find the status of issues, usage tips, what to do if certain error messages are encountered, and other information for getting the most out of PennERA. An Advisories Archive is also available for resolved advisories.

- Protocol Summary Benchmark Report (May 2005)—An Office of Regulatory Affairs (ORA) report attached to the protocol approval letter, which provides investigators with a snapshot of key milestones in the IRB protocol review process.

- System-wide upgrade (April 2005)—The PennERA system was upgraded from version 9.x to 10.x, accompanied by mandatory user training and updated documentation. The upgraded system includes new features, enhancements, and improved navigation, and was required by the vendor in order to move forward with the development modules.

- End-User Support system (February 2005)—A comprehensive end-user support system was developed to support PennERA users, including telephone, e-mail, and a web-based help system tied into a call-tracking system. Help requests are logged into a shared database where they can be tracked and easily retrieved, ensuring consistent and accurate responses. See the Help page on the web at http://project.pennera.upenn.edu/help.asp.

More information about PennERA

Additional updates about PennERA will be provided throughout the project. For the most current information, please visit the PennERA web site at https://www.pennera.upenn.edu and click on the “PennERA Project” tab at the top of the page. If you have any questions, comments, or suggestions, please send an e-mail to pennera@pobox.upenn.edu.

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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
NOVEMBER IS HIGH VOLUME PERIOD FOR FSR’S DUE
FUNDS MUST BE READY TO CLOSE AT END OF ADJUSTMENT PERIOD

Each sponsored project has an Adjustment Period which follows the end date of the award. This is generally the due date of the final report less 30 days (except in the case where the report is due 30 days after the end date in which case the adjustment period will end 15 days after the end date). Departments are required to use this Adjustment Period to make any final adjustments and charges to the fund as appropriate. At the end of the adjustment period, the fund is considered to be in reportable condition and no further adjustments should be required with the exception of those requiring ORS action such as F&A or EB adjustments.

During heavy reporting periods, it is especially important that departments ensure that their funds are in reportable condition at the end of the the adjustment period. As ORS has hundreds of FSR’s due some months, it is not reasonable for departments to wait until near the report due date to address the issues surrounding the closeout. September and November are the months with the most FSR’s due. In order to ensure timely reporting, departments must prepare their funds for closeout by the end of the Adjustment Period.

For more information on Closeouts at Penn, please see Chapter 19 of the Sponsored Program Handbook.

Preparing for the NIH transition to SF424(R&R) and Electronic Submission

As published in the September, 2005 ORS newsletter, NIH has announced initial plans: 1) to transition from the PHS398 application to the SF424 Research and Related (R&R) application; and, 2) to simultaneously transition to electronic submission via Grants.gov by May of 2007.

NIH will transition to the SF424 (R&R) form and electronic submission through Grants.gov by individual research program/funding mechanism (e.g. R01, R21, etc.). Funding Opportunity Announcements (also known as Request-for-Applications and Program Announcements) will be issued in the NIH Guide and posted in Grants.gov as mechanisms are transitioned. The transition by mechanism will include all active Funding Opportunity Announcements for that program/mechanism. Applications in response to these announcements will require electronic submission through Grants.gov.

Initial plans/milestones for submission
dates and mechanisms are as follows:

**December 1, 2005** — Small Business Innovative Research (SBIR) and Small Business Technology Transfer Programs (STTR) (R41, R42, R43, R44)

**December 15, 2005** — Support for Conferences & Scientific Meetings (R13 & U13)

**January 25, 2006** — Academic Research Enhancement Awards (AREA) (R15)

**June 1, 2006** — Small Grant Programs (R03) & Exploratory/Development Research Grant Awards (R21)

**October 1, 2006** — Research Project Grant Program (R01)

The basic process will be that all applications must be created in a PDF format and uploaded into a PureEdge document. The PureEdge document must then be submitted to ORS for submission to grants.gov. Grants.gov will then transfer the application to the NIH. **Once received by the NIH, the PI and a representative from ORS will have to complete a verification process in the NIH commons within two business days after the NIH has sent a notification that the application is ready for verification.**

In preparation for this transition, Principal Investigators and Business Administrators should take the following steps:

- Familiarize yourself with the Grants.gov website and read the demonstration materials (http://www.grants.gov/GetStartedHelp)
- Review the Draft Versions of the New Forms (http://grants2.nih.gov/grants/forms.htm)
- Request NIH Commons account from your Business Administrator, if not already set up

Obtain necessary software – PureEdge Viewer and software to create PDF documents

**Please note that the University is already registered in Grants.gov. Gov and individual PI’s and administrators do not need to register. The university is also registered in the Central Contractor’s Registry (CCR)r the DUNS 04-225-0712. Under no circumstances should a new DUNS number be requested or a new CCR registration to be established.**

As more information becomes available, ORS will post this to our website and publish additional resources in the newsletter. Questions should be directed to Pam Caudill, Director, Pre-Award Non-financial Administration at caudill@pobox.upenn.edu.
Job Openings in Research Services

ACCOUNTANT B
Grade 25
Duties: Performs general ledger review and reconciliations; prepares financial statements and billings; provides University Business Administrators with grant accounting advice; prepare journal entries and trial balances. Initiates and coordinates the account close-out process in coordination with the responsible department administrator. Tests for accuracy, completeness and compliance with federal guidelines and/or other contractual agreements. Performs other related duties as required.

Qualifications: Bachelor’s Degree in accounting or business required and 0 to 2 years of experience. Ability to prioritize tasks, demonstrated strong communication and organizational skills; demonstrated proficiency with PC software (MS Word & Excel); knowledge of Ben Financials a plus.

CONTRACT ADMINISTRATOR
Grade 26
Duties: Under general supervision, provide pre-award and post-award non-financial administration for assigned departments/schools. Review terms and conditions of awards to ensure compliance with University Policy 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 and write newsletter articles.

Qualifications: An Associate’s Degree or two year college equivalent is required and 2 years to 3 years of experience or equivalent combination of education and experience. Ability to prioritize tasks, demonstrated strong communication and organizational skills; demonstrated proficiency with PC software (MS Word & Excel); knowledge of Ben Financials a plus.

PENNERA CENTRAL TIER 1 SUPPORT PROVIDER
Grade 26
Duties: The PennERA Central Tier I 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 the 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 2 years to 3 years of experience or 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.

PENNERA ASSOCIATE PROJECT LEADER
Grade 28
Duties: As a member of the PennERA (Electronic Research Administration) Core Team, to evaluate research business practices campus-wide as well as within Research Services and to recommend alternatives for improved practices and procedures. Provide functional leadership for specific initiatives or subprojects with PennERA and to serve as an interface between the project team and University organizations. Provide oversight of implementations and transitions of both electronic and business practice initiatives. Facilitate the design and delivery of research administration training.

Qualifications: A Bachelor’s Degree is required and 3 years to 5 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 position. Some knowledge and comfort working with software systems is desirable. Facilitate the design and delivery of research administration training. Special Requirements Background Check Required

For additional information or to submit an application, please visit Jobs@penn (https://jobs.hr.upenn.edu/applicants/jsp/shared/frameset/Frameset.jsp?time=1129302184971).
Frequently Asked Questions

My fund is closed. How long do I have to remove the overdraft?

The Overdraft must be removed during the adjustment period. If it is not, the ORS accountant can transfer it to the unrestricted operating budget of the responsible center per Sponsored Projects Policy 2129 during the closeout period or as the fund is prepared for disablement. If there is a preferred location for the overdraft to be transferred, it is important to forward the preferred 26 digit code to the ORS Accountant during the adjustment periods.

Who is responsible for addressing overdrafts?

Per Sponsored Projects Policy 2129 the Business Administrators in consultation with their respective Principal Investigators are responsible for expeditiously resolving direct cost overdrafts and/or disallowance on sponsored project funds, prior to the submission of the Financial Status Report (FSR). If this is not handled as outlined, the overdraft will be transferred to the unrestricted budget of the responsible center as detailed in the question above.

When, if ever, is it acceptable to have an overdraft?

If continuation funding is pending and it is allowable to spend against this funding in the specified period, the University will allow an overdraft and “cover” these funds in anticipation of the funding. Please note that funding is considered pending with documentation from the sponsor.

Compliance Reporting and Help Line – 1.888.BEN.TIPS

Employees and students of Penn are encouraged to report suspected inappropriate or illegal conduct. Questions, concerns, or suspect unethical, illegal behavior affecting the University or the Health System or concerns regarding governmental, other third party regulations, or Penn’s policies and procedures should be directed to the Compliance Reporting and Help Line.
Did You Know.......??

Typically if a PI is leaving the University and has a federal grant, the University has the prerogative to nominate a new PI, terminate the grant, or transfer the award (via the sponsor) to another organization. Any one of these actions requires the approval of the sponsor. In order to avoid potential delays in the transfer of awards/funding, it is important that ORS be notified as soon as possible when a PI is planning to leave the University.

If engaging a consultant on a sponsored project, a non-clinical trial standard agreement exists on the ORS website (click [here](http://www.upenn.edu/researchservices/training.html)). Remember, an authorized representative must sign the agreement on behalf of the University.

Required cost sharing (whether mandatory or voluntary committed) must be charged to a separate 5 fund created by ORS. Cost sharing which is indicated in the body of the proposal, must be clearly indicated on the Proposal Transmittal and Approval Form and approved by the chair of the department and dean of the school.

If an effort form is not certified, all salaries charged to the sponsored project(s) are subject to disallowance and chargeback to the department. (See Sponsored Projects Policy Nos. 2114 and 2126)

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Training Opportunities:

**Sponsored Programs at Penn:**

This is a two day workshop which covers the fundamentals of Sponsored Projects Administration at Penn. Topics include Proposal Preparation & Processing, Contract Negotiation, Award Acceptance and Account Set-up, Financial Compliance & Allowability, Post Award Management, Reporting Tools and Data Sources, Closeouts, and Audits. Please visit http://www.upenn.edu/researchservices/training.html for more information.

**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/).

**Research Compliance Tutorials and Other Education:**
ORS Monthly Quick Quiz

1) If the University enters into a fixed price contract and the expenses exceed the amount provided in the contract, which of the following is true:

a) The University is under no obligation to complete the work.
b) The University is obligated to complete the work.

For answer, visit http://www.upenn.edu/researchservices/manual/sponsoredprojectshandbook.html#_Toc84300166.

2) With a cost reimbursement contract, the University is reimbursed as follows:

a) For costs incurred to complete the work.
b) For the cost budgeted to complete the work.
c) For the full amount of the contract.

For answer, visit http://www.upenn.edu/researchservices/manual/sponsoredprojectshandbook.html#_Toc84300166.

3) For a variety of reasons related to the University’s not-for-profit status, what type of contracts are considered the more appropriate vehicle for contracts.

a) Fixed Price Contracts
b) Cost Reimbursement Contracts

For answer, visit http://www.upenn.edu/researchservices/manual/sponsoredprojectshandbook.html#_Toc84300166.

Research Compliance Tutorials Available

Available on the ORS Web Site are tutorials on the subjects of Allowability, Cost Transfers & Documentation; Export Controls, and Effort Reporting. Please take a few moments to view these tutorials. The tutorials and other compliance related information can be found at http://www.upenn.edu/researchservices/rc/pages/training.htm.
Getting to Know......

April Johnson
Accounts Receivable Accountant

Years at Penn:  2

Years in Research Services:  1

ORS Responsibilities:  Identifying ACH Payments, Lockbox Journal Transfers, Collecting Receivables issues and updating Clinical Trials AIS.

Hobbies/Interests:  Attending Flyers and Phillies games, reading mystery novels and going to the movies.

Favorite Restaurant:  Bertucci’s or another Italian Restaurant

Favorite ways to spend a vacation:  Going to Vegas

What Co-workers say:

...April is always friendly and is a great team player!
...VERY shy, great sense of humor --and hard worker!
...Keeps the office lively and has a BIG heart!

October’s Contributing Authors, ORS Newsletter:

Pam Caudill, Director of Pre Award Non-Financial Administration, Office of Research Services
Teresa Leo, PennERA/PennERS Communications Specialist, Information Systems and Computing
Kerry Peluso, Director of Post Award Financial Administration, Office of Research Services
Alice Tangredi-Hannon, Institutional Compliance Officer, Office of Audit and Compliance
Andrew B. Rudczynski, Associate Vice President for Finance and Executive Director, Office of Research Services
Todd Swavely, Associate Director –Penn ERA, Project Manager, Office of Research Services
Pre-Award Administration Staff

The Pre-award staff is responsible for processing proposals, reviewing, negotiating, and accepting awards (except for corporate contracts), as well as, providing post-award non-financial administration for these accounts. Questions concerning issues such as no-cost extensions, carryover requests and other administrative matters should be directed to the appropriate pre-award contact. Questions concerning industrial clinical trial agreements and sponsored research agreements should be addressed to the Corporate Contracts Group.

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- Renal – SOM
- Rheumatology – SOM
- School of Dental Medicine

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- Obstetrics & Gynecology – SOM
- Surgery – SOM
- Psychiatry – SOM

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---continued---

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- Genetics – SOM
- Hematology/Oncology
- Neurosurgery - SOM
- Orthopedic Surgery – SOM
- Pediatrics – SOM
- Physiology – SOM
- School of Medicine, Institute for Medicine & Engineering – SOM
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- Annenberg School for Communication
- Cell & Developmental Biology – SOM
- Center for Bioethics – SOM
- Dermatology
- Geriatrics – SOM
- Microbiology – SOM
- Ophthalmology – SOM
- Otorhinolaryngology – SOM
- School of Nursing
- School of Veterinary Medicine

CORPORATE CONTRACTS GROUP:

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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:

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### Federal Compliance Group:

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### Post Award Administration:

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### Financial Invoicing and Reporting – Group 1:

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- School of Medicine Departments:  
  - Department of Medicine  

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  - Cell and Developmental Biology  
  - Pathology  
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  - 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  

**Vacant – Desk Accountant, Contact Kim Garrison**  
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  - Psychiatry  
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- School of Nursing  
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- Vice Provost of University Live  

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  - Center for Sleep  
  - Neurosurgery  
  - Physiology  
  - Obstetrics and Gynecology  
  - Radiation Oncology  
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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:  
  - Rehabilitation Medicine  
  - Cancer Biology  
  - Diabetes

**Arlene KnasiaK** – Desk Accountant  
Contact Jim Clavin  
- 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

**Kristina RytSar** – Desk Accountant  
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- Annenberg School  
- Annenberg Center  
- Graduate School of Education  
- Law School  
- Morris Arboretum  
- University Museum  
- School of Arts and Sciences:  
  - Chemistry, Linguistics  
- School of Medicine Departments:  
  - Center for Bioinformatics, Institute for Medicine & Engineering

**Vacant – Desk Accountant, Contact Jim Clavin**  
- School of Dental Medicine  
- School of Medicine Departments:  
  - Anesthesiology, Center for Bioethics  
  - Center for Experimental Therapeutics, Institute for Aging, Institute for Human Gene Therapy, Family Practice, Molecular & Cellular Engineering, Center for Clinical Epidemiology and Biostatistics

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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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About Our Organization...

Our Mission

The Office of Research Services (ORS) oversees the administrative support of the University’s externally funded research and is responsible for implementation of University policies established for this purpose. An important part of the ORS mission is service to the research faculty, through the provision of information and advice for the development of applications, and assistance in the administration of awarded grants and contracts.

In this role, ORS

- Supports the schools and centers in the development of proposals for grants and contracts;
- Reviews and approves all proposals before submission to the potential sponsor;
- Coordinates negotiations of awards;
- Accepts awards for the University, including the signing of contracts;
- Provides oversight and guidance to faculty and staff concerning the proper management of sponsored projects;
- Prepares all financial reports to sponsors.

In addition to these functions, ORS is responsible for billing of contracts management of letters of credit for payment of grants, preparation of the facilities & administrative and employee benefit rate proposals and rate negotiations, management of the effort reporting system, and oversight of service center rate development. ORS reports jointly to the Vice President for Finance & Treasurer and Vice Provost for Research.

Office of Research Services
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