Electronic Proposal Development/Submission Pilot Underway

The PennERA (Electronic Research Administration) team is pleased to announce that the pilot release of the Proposal Development application for use by investigators and other research personnel is underway. The pilot began as planned on October 10 and will run through November 3, 2006.

Currently the application is being successfully used by pilot participants to create and submit proposals. The PennERA Team is collecting feedback from the participants that will help prepare for future rollout of the application. After evaluation of the pilot, the PennERA Team will send out announcements about plans for training and future rollout of Proposal Development to additional schools and departments.

For detailed information on the Proposal Development pilot, visit the PennERA web site at http://project.pennera.upenn.edu/project/current_phase/ The web site provides the following information:

- Introduction to Proposal Development
- List of ORGs participating in the pilot
- Instructions for changing PennERA profile names
- A matrix of available submission options for specific sponsors, mechanisms, and proposal types

In addition to the Proposal Development pilot rollout, the PennERA system was also upgraded and improved performance has been reported by users.

Advisories page

For important information about the Proposal Development application, please check the Advisories web page at http://project.pennera.upenn.edu/advisories. This page...
features late-breaking news, usage tips, what to do if you encounter certain error messages, and other information about Proposal Development and PennERA.

**Reminder:** When **finishing work** on a proposal in Proposal Development, before you close your browser window, be sure to **click “Done”** in the upper left corner of the screen. If you do not do so, the proposal on which you worked will not be fully accessible to other users.

**End-user support**

To best serve users of PennERA and Proposal Development pilot participants, the PennERA team has a **local and central support system** in place, based on the preference of each School or Center. To find out which support system your school has chosen and who to contact, see the PennERA Help page on the web at [http://project.pennera.upenn.edu/help.asp](http://project.pennera.upenn.edu/help.asp).

**Local support** staff provide School/Center-specific support as well as enhance the overall support environment for research faculty and staff. If your school chose local support, you should contact your Research Support Provider for help (see URL above for contact list).

**Central support** staff are external to the School/Center, but are part of central research administration. If your school chose central support, the following methods for help with PennERA are available:

- **Help Line**—Users dial **6-2900** (on campus) or 215-746-2900 (off campus); hours are 9AM-5PM, Monday-Friday.

- **E-mail**—Questions can be e-mailed to pennerahelp@pobox.upenn.edu. *NOTE: the e-mail address pennera@pobox.upenn.edu is for general questions or comments about PennERA. For help-related questions, use pennerahelp@pobox.upenn.edu.*

- **Web**—A web form is available from the PennERA Help page at [http://project.pennera.upenn.edu/help.asp](http://project.pennera.upenn.edu/help.asp). Users enter information that will automatically be directed to subject matter and technical experts.

For complete information on end-user support, please visit the PennERA Help page at [http://project.pennera.upenn.edu/help.asp](http://project.pennera.upenn.edu/help.asp).

**More information about PennERA**

**Additional updates** about PennERA will be provided throughout the project. For more information about PennERA, see the PennERA web site at [https://www.pennera.upenn.edu](https://www.pennera.upenn.edu/)

If you have any questions, comments, or suggestions, please send an e-mail to pennera@pobox.upenn.edu.

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**Not receiving our newsletter?**

Please visit our homepage to subscribe to our listserv.

[http://www.upenn.edu/researchservices/](http://www.upenn.edu/researchservices/) (see bottom right corner)
The purpose of this Notice is to inform the research community of a change in standard receipt dates for grant applications submitted to NIH, AHRQ and NIOSH. The new receipt dates will be effective as of January 2007 and will apply to both paper and electronic applications.

The transition to electronic application submission has heightened our awareness of challenges posed by having very large numbers of incoming grant applications on any single day. We currently spread the workload involved with receiving incoming grant applications across three annual council rounds that include multiple submission dates for each round. However, some of our standing receipt dates allow for six to eight thousand applications to be submitted for a single date. This volume has the potential to cause bottlenecks in a number of critical places: the research administration offices at the applicant institution, which must now submit all applications; Grants.gov and eRA systems, where response time may slow under heavy volume; the Grants.gov and NIH help desks, which have to handle large spikes in call volume; and the CSR Division of Receipt and Referral, which is responsible for referral of incoming applications in a timely way. Spreading receipt dates to have a steady flow of applications rather than “boom and bust” cycles will allow many different groups to have a realistic approach to this complex process and maximize electronic system responsiveness.

The new receipt dates are based on many factors including:

- The heaviest receipt dates from all agencies on Grants.gov are the first of the month, the 15th of the month, the first Friday, and last day of the month. The proposed NIH receipt dates have been intentionally offset from these dates to improve Grants.gov response times for NIH applicants.

- An effort was made to use recurring days of the month for simplicity (i.e. new R01s would come in on February 5 and renewals on March 5).

- The R01s, NIH’s most frequently used mechanism, were kept early in the receipt window to allow time for processing. The receipt date of the 5th of the month was chosen to be sure the bolus of submissions that come in on the receipt date and the few days prior missed Grants.gov’s heaviest volume days.

- The proposed dates provide additional time for proposal development for application mechanisms often used by new investigators - R03s, R21s, and Ks.

- The AREA date was already changed in the fall of 2005 so it was not moved.

- The New Investigator R01 date was not changed to avoid affecting the pilot. At present this involves only new investigator R01 applications reviewed in forty study sections in CSR (http://grants.nih.gov/grants/guide/notice-files/NOT-OD-06-060.html).

NIH has revised its standard receipt dates as follows. Applications for Request for Applications (RFAs) and Program Announcements (PAs, PARs, PASs) with special receipt dates continue to be due on the specified dates listed in the FOA.

For an application to be considered on time it must be received by Grants.gov by 5 p.m. local time for the applicant institution (http://grants.nih.gov/grants/guide/notice-files/NOT-OD-06-050.html).
## NIH REVISED STANDARD GRANT APPLICATION DEADLINE DATES

<table>
<thead>
<tr>
<th>Initiative/Program Type</th>
<th>Receipt Cycle I</th>
<th>Receipt Cycle II</th>
<th>Receipt Cycle III</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Program Project Grants and Center Grants – all P Series</strong></td>
<td>January 25 (old date Feb. 1)</td>
<td>May 25 (old date June 1)</td>
<td>September 25 (old date Oct. 1)</td>
</tr>
<tr>
<td><strong>Research Grants – R10, R18, R24, R25</strong></td>
<td>January 25 (old date Feb 1, March 1)</td>
<td>May 25 (old date June 1, July 1)</td>
<td>September 25 (old date Oct. 1, Nov. 1)</td>
</tr>
<tr>
<td><strong>Research-Related and Other Programs – all S and G Series, C06, M01</strong></td>
<td>January 25 (old date Feb. 1)</td>
<td>May 25 (old date June 1)</td>
<td>September 25 (old date Oct. 1)</td>
</tr>
<tr>
<td><strong>Institutional Ruth L. Kirschstein National Research Service Awards - T Series (Training)</strong></td>
<td>January 25 (old date Jan. 10)</td>
<td>May 25 (old date May 10)</td>
<td>September 25 (old date Sept. 10)</td>
</tr>
<tr>
<td><strong>Research Grants - R01</strong></td>
<td>February 5 (old date Feb. 1)</td>
<td>June 5 (old date June 1)</td>
<td>October 5 (old date Oct. 1)</td>
</tr>
<tr>
<td><strong>Research Career Development – all K series</strong></td>
<td>February 12 (old date Feb. 1)</td>
<td>June 12 (old date June 1)</td>
<td>October 12 (old date Oct. 1)</td>
</tr>
<tr>
<td><strong>Research Grants - R03, R21, R33, R21/R33, R34, R36</strong></td>
<td>February 16 (old date Feb. 1)</td>
<td>June 16 (old date June 1)</td>
<td>October 16 (old date Oct. 1)</td>
</tr>
<tr>
<td><strong>Academic Research Enhancement Award (AREA) - R15</strong></td>
<td>March 5 (old date March 1)</td>
<td>July 5 (old date July 1)</td>
<td>November 5 (old date Nov. 1)</td>
</tr>
<tr>
<td><strong>Research Grants - R01</strong></td>
<td>March 12 (Old date March 1)</td>
<td>July 12 (old date July 1)</td>
<td>November 12 (old date Nov. 1)</td>
</tr>
<tr>
<td><strong>Research Grants - R03, R21, R33, R21/R33, R34, R36</strong></td>
<td>March 16 (old date March 1)</td>
<td>July 16 (old date July 1)</td>
<td>November 16 (Old date Nov. 1)</td>
</tr>
<tr>
<td><strong>New Investigator – R01</strong></td>
<td>March 20 (no change)</td>
<td>July 20 (no change)</td>
<td>November 20 (no change)</td>
</tr>
<tr>
<td><strong>Small Business Innovation Research (SBIR), Small Business Technology Transfer (STTR) Grants - R43, R44, R41 and R42</strong></td>
<td>April 5 (old date April 1)</td>
<td>August 5 (old date Aug. 1)</td>
<td>December 5 (old date Dec. 1)</td>
</tr>
<tr>
<td><strong>Individual Ruth L. Kirschstein National Research Service Awards (Standard) – all F series Fellowships.</strong></td>
<td>April 8 (old date April 5)</td>
<td>August 8 (old date Aug. 5)</td>
<td>December 8 (old date Dec. 5)</td>
</tr>
<tr>
<td><strong>Conference Grants and Conference Cooperative Agreements - R13, U13</strong></td>
<td>April 12 (old date April 15)</td>
<td>August 12 (old date Aug. 15)</td>
<td>December 12 (old date Dec. 15)</td>
</tr>
<tr>
<td><strong>AIDS and AIDS-Related Grants</strong></td>
<td>May 1 (no change)</td>
<td>September 1 (no change)</td>
<td>January 2 (no change)</td>
</tr>
</tbody>
</table>
NIH ANNOUNCES REVISED STANDARD GRANT APPLICATION DEADLINE DATES

* The move to electronic applications also has brought a change in terminology. The new Grants.gov terminology (included in the table above) corresponds to traditional NIH terms as follows:

- New = new
- Resubmission = a revised or amended application
- Renewal = Competing Continuation
- Continuation = Noncompeting Progress Report
- Revision = Competing Supplement

** Institutional Research Training Grants (T32) are accepted by many NIH Institutes and Centers (IC) for only one or two of the dates.** Applicants should contact the relevant IC for specific dates.

At present NIH receives and processes applications for NIOSH and also for components of CDC that participate in the Omnibus Solicitation for Small Business Innovation Research grant applications. This notice applies only to these two groups of applications and not to other CDC submissions.

The following resources continue to be available for assistance in the electronic submission of grant applications to NIH/AHRQ/NIOSH through Grants.gov:

**General Information:**
http://grants.nih.gov/grants/oer.htm
http://era.nih.gov/ElectronicReceipt/
http://www.ahrq.gov/path/egrants.htm

For More Information on Grants.gov and Electronic Submissions

Click Here
ORS Monthly Quick Quiz
Answers can be found NIH chart on Page 4

1) Effective January 2007 the standard receipt date for NIH RO1 grant submissions (new, renewal, resubmission, revisions) will be
   a. February 1, June 1, October 1
   b. January 25, May 25, September 25
   c. March 1, July 1, November 1
   b. Ahhhh....when ever I get around to doing the paperwork....NIH doesn’t mind

2) Effective January 2007 the standard receipt date for NEW NIH RO1 grant submissions will be
   a. February 5, June 5, October 5
   b. Any time I want
   c. February 1, June 1, October 1
   d. March 1, July 1, November 1

3) Effective January 2007 the standard receipt date for NEW NIH K-Awards grant submissions will be
   a. Deadline????? I don’t have a stinking deadline
   b. February 12, June 12, October 12
   c. February 1, June 1, October 1

4) I need to review the chart on page 4 of this newsletter?
   a. TRUE
   b. FALSE

For answer key, see Page 8

FAQ’s -- Frequently Asked Questions

How can I prepare for the implementation of PennERA?

**Be sure that you are using Internet Explorer or Firefox.**
It is recommended that users access PennERA via Internet Explorer or Firefox. For the most current version of the browser that is supported at Penn, see the Supported Products page at [http://www.upenn.edu/computing/product/](http://www.upenn.edu/computing/product/)

**Be sure that you are able to view PDF files.**
In order to view PDF files in Proposal Development (completed proposals, uploaded documents), you will need Adobe Reader on your machine. You can download Adobe Reader from Penn’s Supported Computing Products page at [http://www.upenn.edu/computing/](http://www.upenn.edu/computing/)

**Be aware that Pop-Up Blocker in your browser must be turned off.**
Certain screens in PennERA will attempt to “pop-up” additional windows. These pop-up windows may be blocked by your browsers pop-up blocker. For instruction on how to enable these windows to appear see: [http://www.upenn.edu/computing/help/doc/email/popup.html](http://www.upenn.edu/computing/help/doc/email/popup.html)
Did You Know.......??

...NIH is changing the receipt date for grant submissons. Effective January 2007, the standard receipt dates for grant proposals will be changing to distribute the flow of grant applications. For more information please see table on page 4 of this newsletter.

...Cost transfers processed during the life of the award are required to be in compliance with Sponsored Projects Policy 2113. If out of compliance cost transfers are discovered during the closeout process, documentation of ORS Post Award Director approval will be requested (as required by Sponsored Projects Policy 2113). Cost transfers which are not in compliance with University policy will be disallowed and transferred to a departmental account. Any questions regarding cost transfers and the cost transfer policy should be directed to your ORS Accountant or Kerry Peluso at pelusok@pobox.upenn.edu.

...Sponsored Programs at Penn will be held again in December. This five half day program provides a comprehensive introduction to sponsored projects administration at Penn. For more information on the program and guidance on the registration process, please go to http://www.upenn.edu/researchservices/SPatPenn/

...PennERA news and advisories is available @ http://project.pennera.upenn.edu/advisories

...1-888-BEN-TIPS is a confidential Reporting and Help line. The line is a resource for all University and Health System employees, staff, students and faculty to call anytime for assistance with questions, policies or procedures or to report suspected incidents of non-compliance. Incoming reports are confidential, except if subpoenaed by a court of law.

...The DHHS Office of Inspector General has published its FY2007 work plan which outlines areas of interest pertaining to NIH grants. These areas include a determination of allowability of cost transfers, compensation of graduate students involved in NIH funded research, administrative and clerical salaries charged to federally sponsored grants and level of commitment an effort reporting.

...Schools and Departments are responsible for maintaining the central email accounts to which AIS’s are sent. If these accounts are full, the emails notifying departments of the AIS on-line, as well as the scanned images of the AIS and notice of grant awards, are returned to us as undeliverable.

Training Opportunities:

Sponsored Programs at Penn: Next Session - December 2006
This is a 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/SPatPenn/ 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:
For further guidance on administering 5-funds here at Penn, please visit the Research Compliance Training and Education page at http://www.upenn.edu/researchservices/rc/pages/training.htm.
Getting to Know......
Naisha Hall

Years at Penn:  1 year and 8 months

Years in Research Services: 1 year and 8 months

ORS Responsibilities:  Naisha provides administrative support to 2 Associate Directors and 1 Contract Administrator. She assists with all the administrative work that is involved in processing proposals and setting up awards including preparing and mailing subcontracts. She assists Post Award with managing Travel Reimbursements, Travel Advances, Additional Pays and Vacation Pays forms. If the other Directors and Contract Administrators require additional help, she assists to the best of her ability.

Hobbies/Interests:  My number one interest right now is starting my Doctrine of Physical Therapy Program in January 2007 at Temple University. My hobbies consist of shopping, shopping, and shopping. I believe that shopping is peace and peace is shopping. When I am not shopping, I enjoy reading good mystery books, and watching the best channel cable has to offer - LIFETIME (The Women’s Channel).

Favorite Restaurant: Olive Garden. The salad is to die for and the seafood Alfredo is magnificent. As a matter of fact I enjoy any Italian restaurant.

Favorite ways to spend a vacation:  My favorite vacation has been Punta Cana in the Dominican Republic. It is a place that is up and coming for vacationing. The water is beautiful. I also enjoy Jamaica and likes to go once a year, usually in October or November. I have enjoyed many parts of the world such as Florence, Venice, Paris, Egypt, Brazil, Ecuador, Spain, Puerto Rico, Alaska, and many many more. On vacations the best things to do is let your hair down and relax.

What Co-workers say:
“Naisha has a great sense of humor (and an even greater shoe collection!)”

“It is great working with Naisha”

“Naisha is friendly and outgoing”

October Contributing Authors, ORS Newsletter:

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Teresa Leo, PennERA/PennERS Communications Specialist, Information Systems and Computing
Kerry Peluso, Director of Post Award Financial Administration, 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 industrial clinical trial agreements and sponsored research agreements should be addressed to the Corporate Contracts Group. 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...
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 out 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.

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  - Pathology
  - Microbiology
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  - Orthopedic Surgery
  - Pharmacology
  - Pediatrics Admin
  - Pediatrics -Neonatology
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- Vice Provost of University Live
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  - Center for Sleep
  - Neurosurgery
  - Obstetrics and Gynecology
  - Radiation Oncology Center for Research on Reproduction and Women’s Health

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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

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- The College
- General University
- Van Pelt Library
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  - All except Chemistry, Linguistics, Economics and Physics
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  - Diabetes, Cancer Biology, Rehabilitation Medicine

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- School of Dental Medicine
- Wharton School
- Law School
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  - 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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- Institute for Environmental Medicine
- Institute for Neurological Sciences
- Institute for Aging
- Institute for Human Gene Therapy
- Family Practice
- Molecular & Cellular Engineering
- School of Arts and Sciences:
  - Chemistry, Linguistics
- School of Medicine Departments:
  - Center for Bioinformatics, Institute for Medicine & Engineering
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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Not receiving our newsletter? Please visit our homepage to subscribe to our listserv. http://www.upenn.edu/researchservices/ (see bottom right corner)