Penn ERS Update

Phase 2 of ERS was initiated July 19th for the Spring semester effort reporting period. Approximately 50% of the employees compensated on sponsored projects were included in Phase 2.

Status of this Phase as of September 16, 2005 is as follows:

- Effort Report Forms Generated in ERS: 3,869
- Effort Report Forms Completed: 2,355 or 60%
- Effort Reports Reviewed – Waiting Certification 603

The Spring semester effort report forms are due September 22, 2005. By contrast, less than 25% of the paper effort report forms distributed for the Spring semester have been returned to ORS.

Phase 3 of ERS will be launched this month for the summer semester '05 effort reporting period. Faculty with a nine month appointment and conduct sponsored research during the months of June, July and August will be reflected.

ERS training for Phase 3 Departmental Coordinators, Pre and Post Reviewers was held on September 13th, 14th, 16th, and 20th. Additional ERS training dates are reserved for individuals unable to attend previous ERS training and new hires expected to have a role in ERS. The dates are October 10th and October 31st. Further information regarding ERS training in October will be communicated through the ORS Listserv.

In addition to the ORGs in the ERS Pilot, Phase 1, and Phase 2, the following Schools/Departments/ORGs will be included in Phase 3:

- Nursing
- All Remaining ORGs in SAS
- All Remaining ORGs in SEAS
- School of Design
Office of Research Services

Dental School
School of Social Policy and Practice
Annenberg School
Wharton (for ORGs 0703, 0704, 0708, 0709)

Since Summer Effort Reports are only for Faculty members, some ORGs in these schools will not see an effort report in Phase 3. However, once an ORG has been included in ERS, the ORG will remain in ERS, therefore effort reports for the 1st quarter weekly paid employees (July – September) will be in ERS for all ORGs in these schools. Individuals assigned as Departmental Coordinators, Pre and Post reviewers for all ORGs in these schools should register for training on one of the dates listed since Phase 4 will be rolled out in October.

**Phase 4** is the quarterly reporting period ending September 30, 2005. This phase will be rolled-out in October. At this time it is not anticipated that any new Schools/Departments/ORGs will be accessing ERS, however as noted above, all ORGs that have participated in the previous phases will be included in this phase.

Phase 5, for the quarter and semester period ending December 31, 2005, will roll-out in January 2006. This phase will include:
- All remaining clinical ORGs in the School of Medicine
- Provost
- Wharton’s remaining ORGs
- Museum
- Annenberg School
- Library
- Law
- Morris Arboretum
- Institute of Contemporary Art
- Presidents Center
- Student Activities
- Student Services
- College Houses & Academic Services
- Division of Finance
- Business Services

- Campus Services
- Facilities
- External Organizations

In preparation for each phase the identified Departmental Coordinators (DCs), Pre and Post Reviewers must:
1. Have successfully completed Payroll training and have Salary Management access for the ORGs to which they are assigned;
2. Complete the Sponsored Projects Effort Reporting Presentation module and successfully pass its accompanying quiz prior to attending hands-on training. The module is currently located on ORS’s homepage at: [http://www.upenn.edu/researchservices/effortreportingA.html](http://www.upenn.edu/researchservices/effortreportingA.html); and
3. Attend the required ERS hands-on training when scheduled.

As each phase is rolled out, a communication will be sent to the DC requesting that they identify their Pre and Post Reviewers. Additionally, they will be informed of the dates, time, and location of the upcoming ERS hands-on training sessions. Training is mandatory and training room availability is limited. Failure to complete steps 1, 2 or 3 above will result in a $150 non-compliance fee that will be charged to the trainees department.

Information about ERS is available at: [http://www.upenn.edu/researchservices/effortreportingA.html](http://www.upenn.edu/researchservices/effortreportingA.html)

Questions about the PennERS project can be directed to effort@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
PennERA Update
SOMERA Interface Now Operational

The SOMERA to PennERA interface began operation as of Tuesday evening, September 6th. This interface, which feeds data from SOMERA (School of Medicine ERA) to PennERA, provides the following benefits:

- Facilitates the creation of new proposal records in PennERA
- Speeds the processing of SOM proposals
- Reduces the workload for ORS staff
- Reduces data entry errors
- Improves SOM’s ability to compare SOMERA data to PennERA data

Data is transferred on a nightly basis. Proposal records created from SOMERA arrive with a status of "In Progress." After the hardcopy of the proposal is received in ORS and the necessary additional data is entered by ORS staff, the status changes from "In Progress" to "Pending."

Since implementation, the SOMERA interface has been functioning well. As of September 15th, 46 proposals have been processed.

What’s ahead

The PennERA team is currently working on rolling out view-only access to the Proposal Tracking module to BAs and other appropriate research personnel. 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. We will provide additional information when rollout dates are finalized.

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
Changing Landscape for Foundation Grant Applications and Awards

Several years ago, it was often relatively uncomplicated for Penn or any other university to process proposals and awards from non-governmental organizations (NGO’s), such as foundations, societies, associations, and other non-profit organizations involved in sponsoring academic research. As an example, these NGO’s had relatively simple applications with respect to legal requirements, aside from the performance of the contemplated research and a report due to the NGO from the Institution and the Principal Investigator (PI) at the time of completion of the research project.

It is important to note that now this once relatively simple process has become much more complex and time-consuming, especially for academic institutions like Penn. Many of the NGO’s have adopted increasingly more complex policies and procedures, including the adoption and/or revision of their own intellectual property and licensing policies, publication policies, indemnification requirements, and data sharing policies. These and other NGO policies are now incorporated into the application process, whereby NGO’s require Penn, or any another applicant, to sign a statement agreeing to abide by all NGO policies in the event an award is made.

The problem with this is that this potentially binds Penn to policies and procedures often in direct conflict with the University’s own policies and procedures. For example, some NGO’s require that grant applicants accept a policy that requires the grantee (the PI and the Institution) to waive all rights to any invention made in part with grant money from the NGO. This is contrary to the University’s own patent policy, which states that inventions shall be the property of Penn, whenever these inventions are conceived or reduced to practice by inventors in the course of employment at Penn. There are similar conflicts between certain NGO policies and Penn policies in connection with publications, conflict of interest, scientific misconduct, copyrights, indemnifications, and data use. These issues are increasingly common concerns shared by other universities, as well.

In each instance, conflicts between NGO policies and Penn policies mean that Penn must file a letter of objection at the time of application and must spend time negotiating with the NGO at the time of award. Unfortunately, due to the revision and/or adoption of new policies by NGO’s, this is true even where Penn has previously signed off on proposals and awards from a particular NGO.

Given the sometimes complicated nature of NGO policies and the difficulties in determining the best course of action in submitting proposals and in accepting awards from NGO’s, the Office of Research Services (ORS) kindly requests that you submit proposals and award notices to ORS at the earliest opportunity to give ORS the time necessary to conduct an appropriate review and to negotiate with the particular NGO. It is preferred that proposals arrive at the ORS office at least one week before the proposal filing due date at the NGO and that the terms and conditions related to submission of the proposal be included in the proposal. For awards, any delay in receiving timely notice of an award at ORS will lead to an additional delay in processing the award and in releasing funds whenever Penn is required to negotiate directly with the NGO to revise NGO policies in conflict with Penn policies.

It cannot be emphasized enough that a signature by Penn on a proposal without an appropriate accompanying letter of objection may cause significant problems in accepting an award. Furthermore, it is important to recognize that delays in award acceptance and processing will occur whenever Penn is required to negotiate changes to NGO policies so that they are more in keeping with Penn’s mission and with Penn policies and procedures.

Any questions should be directed to Clifford Weber, Esq., Associate Director, Corporate Contracts (ORS) at 215-898-9984 or ck@pobox.upenn.edu.
NIH Announces Plans to Eliminate Mailing of Paper Notifications: Summary Statements & Peer Review Outcome Letters

The NIH continues towards its goal of a paperless grants process through the elimination of the following hard copy notifications: Summary Statements and Peer Review Outcome Letters. Investigators are instructed to use the eRA Commons, a Web interface where NIH and the applicant organizations are able to conduct extramural research administration business electronically.

The NIH encourages investigators to register in the Commons as soon as possible. The following resources for the eRA Commons should be of assistance in the process:

- Home Page for registration and updates: https://commons.era.nih.gov/commons/
- Frequently Asked Questions: https://commons.era.nih.gov/commons/faq.jsp
- Commons Helpdesk at 1-866-504-9552 or via e-mail at commons@od.nih.gov

In addition to complying with a Congressional mandate to move from paper-based to electronic systems, these new procedures will also improve consistency and timeliness of communication between NIH, investigators, and institutions during the grant application process.

Over the next two grant review cycles, the NIH will discontinue mailing the following two documents:

**Summary Statements**: Beginning October 1, 2005, NIH will no longer send hard copies of the Summary Statements to Principal Investigators (PIs) and Individual Fellows Applicants. Summary Statements are accessible electronically to PIs and Fellows in the eRA Commons within approximately 8 weeks of the Scientific Review Group (SRG) meeting.

**Review Outcome "Mailers"**: Beginning February 1, 2006, the NIH will no longer send hard copies of the notification letter (also known as a “mailer”) to PIs and Fellows regarding the review outcome of an application by the SRG. When the SRG rosters and meeting dates become available, they may be accessed through http://www.csr.nih.gov/Committees/rosterindex.asp (Center for Scientific Review [CSR] reviews) or http://era.nih.gov/roster/ (Institute/Center reviews). Scores will be posted in the eRA Commons approximately 5 working days after the SRG meeting.

At this time, the NIH will continue to send assignment and change of assignment mailers. However, this information is also accessible on the eRA Commons.

In order to avoid delays in the e-notification process, it is vital that all Grantee Organizations, Principal Investigators, and Individual Fellows register in the eRA Commons and periodically check e-mail addresses for accuracy.

**NOTE**: This process does not apply to applications for the Agency for Healthcare Research and Quality or the Centers for Disease Control and Prevention.

**Inquiries**

Inquiries on this NIH Guide Notice may be directed to:

Division of Grants Policy
Office of Policy for Extramural Research Administration
National Institutes of Health
6705 Rockledge Drive, Suite 350
Bethesda, MD 20892
Telephone: (301) 435-0938
FAX: (301) 435-3059
Email: GrantsPolicy@od.nih.gov

Inquiries on how individuals can register in the eRA commons should be directed to the School business office or:

Pam Caudill
Director, Pre-Award Non-Financial Administration
Telephone: (215) 573-6706
Email: caudill@pobox.upenn.edu

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Office of Research Services
NIH Announces Initial Plans to Transition to the SF424(R&R) Application and Electronic Submission through Grants.gov

NIH announced initial plans to: 1) transition from the PHS398 application to the SF424 Research and Related (R&R) application; and, 2) simultaneously transition to electronic submission via Grants.gov by the end of 2007.

Background

The Federal Financial Assistance Management Improvement Act of 1999 (Public Law 106-107) and the President’s Management Agenda have been driving Federal Agencies to simplify Federal financial assistance application requirements and create a single website to apply for Federal assistance. Grants.gov (http://www.grants.gov/) has been designated by the Office of Management and Budget as the single access point for all grant programs offered by 26 Federal grant-making agencies. It provides a single interface for agencies to announce their grant opportunities and for all grant applicants to find and apply for those opportunities.

To simplify the application process further, Federal Agencies involved in research and research-related grant funding have developed a common data set – the SF424 Research and Research Related (R&R) application form. NIH has developed the following plan to transition from the PHS 398 application form to the SF424 (R&R). This transition will occur in conjunction with the electronic receipt of competitive applications through Grants.gov.

NIH Transition Plan

The simultaneous transition to electronic submission and a new set of application forms is a huge initiative involving numerous funding mechanisms and tens of thousands of applications ranging widely in size and complexity. The transition relies upon many pieces for its success: technical development of eRA and Grants.gov systems; trans-agency resolution of policy and operational issues; communication, training and outreach; and the acceptance of the change by our research partners in the extramural community. NIH is committed to doing all it can to make this happen.

NIH will transition to the SF424 (R&R) form and electronic submission through Grants.gov by individual research program/funding mechanism. 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)

NIH will continue to communicate transition plans for other programs/mechanisms as they evolve and will provide the community with ample notice of impending events. In general, announcements will be made in the NIH Guide for Grants and Contracts at least 4-6 months before the transition of a particular funding mechanism/research program.

Getting Started—Grants.gov & NIH eRA Commons Registration

To provide a secure environment, the submission of electronic applications to NIH and AHRQ will require organizations to register with both Grants.gov and the NIH eRA Commons (https://commons.era.nih.gov/commons/). Grants.gov registration provides the ability to submit applications electronically to 26 Federal grant-making agencies. Commons registration allows NIH to receive applications submitted through Grants.gov. It also provides a way for NIH and registered users to communicate electronically after submission.

The University is registered in Grants.gov and the NIH eRA Commons.
Information is available on grants.gov to get investigators started with the application process at the following url: http://www.grants.gov/GetStarted?campaignid=contentnavtracking081105. Also found on the website is a demonstration for completing grant applications to be submitted through grants.gov. For a text-only version of the Training Demonstration, access the How to Complete an Application Package Script (pdf).

Please note that submission to grants.gov requires PureEdge viewer, a software package which must be installed prior to downloading an application package. PureEdge is available for download from grants.gov.

For further assistance:
Grant.Gov Support Phone 1-800-518-4726
NIH Commons Help Desk 1-866-504-9552
Pamela Caudill, ORS (215) 573-6706

NIH Loan Repayment Programs

Starting Thursday, September 1, 2005, the National Institutes of Health (NIH) will begin accepting applications for its five Loan Repayment Programs (LRPs).

The five LRPs offered by the NIH include the Clinical Research LRP, Clinical Research LRP for Individuals from Disadvantaged Backgrounds, Contraception and Infertility Research LRP, Health Disparities LRP, and Pediatric Research LRP.

Through these programs, the NIH offers to repay up to $35,000 annually of the qualified educational debt of health professionals pursuing careers in biomedical and behavioral research. The programs also provide coverage for Federal and state tax liabilities.

To qualify, applicants must possess a doctoral-level degree, devote 50% or more of their time (20 hours per week based on a 40-hour work week) to research funded by a domestic non-profit organization or government entity (Federal, state, or local), and have educational loan debt equal to or exceeding 20% of their institutional base salary. Applicants must also be U.S. citizens, permanent residents, or U.S. nationals to be eligible.

All applications for 2006 awards must be submitted online by 8:00 p.m. EST, December 1, 2005.

For an online application, program information, or other assistance, visit the LRP Web site at www.lrp.nih.gov, telephone the Helpline at 866-849-4047, or send email inquiries to lrp@nih.gov.

As part of the application process, an authorized official from the Office of Research Services (ORS) must certify the applicant’s salary and the level of effort devoted to research. Once a request for this certification is received by ORS, a form will be sent to the applicant which will need to be completed by the responsible department administrator and Chair. Once the completed form is returned to ORS, the certification will be submitted to the LRP office.

For information on the certification process, please contact, Pam Caudill, Director, Pre-Award Non-Financial Administration at (215) 573-6706 or caudill@pobox.upenn.edu.

ORS Welcomes Two New Accountants

We are pleased to announce that Latasha Towles and Kristina Rytsar have joined ORS as Accountants in our Invoicing and Reporting area. Please join us in welcoming them to our staff.

In order to ensure that we are in the best position possible to provide a high level of service to the Penn Community, the distribution of the post award workload is reviewed regularly. As a result, departments are sometimes reassigned to a different accountant. We make every effort to cause as little disruption to departments as possible and hope that everyone will understand that this is a necessary and positive step. In the upcoming weeks, we will again be completing this review. If any assigned Accountant will be changed, the impacted department(s) will be informed.

The Employee Benefits Agreement is Approved

FY06
Full Time 30.9%
Part Time 9.7%

For non federal, add employee dependent tuition rate - 2.1%

For more information, please see http://www.upenn.edu/researchservices/history.htm
What is the role of the Business Administrator (BA) in the administration of a sponsored project?

The Departmental or School business administrator (BA) is responsible for the administrative aspects of a sponsored project and is a key individual in the management of the project. While the University places the prime responsibility for the conduct of the sponsored projects in all its aspects on the Principal Investigator (PI), it is the business administrator who will be the most involved in the day-to-day operations of the project. Therefore, it is imperative that the PI and the BA interact closely and frequently, at least on a monthly basis, to review and discuss financial and administrative matters (see Sponsored Projects Policies Nos. 2106 and 2110).

Managing a sponsored project efficiently requires close coordination between the BA and PI. The BA must ensure the following:

a. A copy of the award notice and the Account Information Sheet is provided to the PI;
b. Understand the sponsor’s restrictions on costs and discuss with the PI;
c. Awards and their budgets are created accurately in the University’s financial systems in accordance with the approved award;
d. Awards are monitored on a monthly basis;
e. Charges to awards are appropriate;
f. F&A cost rates are being accurately charged against the direct cost budget;
g. Discuss with the PI reporting obligations and schedule;
h. Subawards and sub-accounts are managed. This involves working with Research Services on issuing the subaward, establishing the Purchase Order, and along with the PI, monitoring subrecipient expenditures and work;
i. Cost sharing is planned, documented, and accounted for;
j. Discuss with the PI any special award requirements. For example, the award may have been made on a fixed-price basis or may specify special deliverables;
k. With the PI, jointly plan the project close several months before termination. No-cost extensions must be requested before the end date; and
l. That the PI confirms the accuracy of Effort Reports.

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.......??**

Effective September 1, 2005, the University’s mileage reimbursement rate was raised to 48.5 cents per mile. Legitimate travel charged to a sponsored project wherein the individual used their personal vehicle may be reimbursed at the new rate.

In general, a faculty member who becomes chair of their department receives a monetary supplement for their role as chair. Their institutional base salary (IBS) includes the additional pay for the new role as chair.

Students are not permitted to work more than 20 hours per week during the academic school year and not more than 40 hours per week in the summer. Click here for more information.

There is no standard work week for faculty and therefore, effort reporting is not based on hours but percent of effort.

The capturing of average weekly hours and clinical effort on a clinical faculty member’s effort report is for UPHS purposes only. This information is used for the preparation of the Medicare cost report.

An Independent Contractor’s Agreement is available on ORS’ website. Please see page 5 of the ORS August Newsletter for more information.

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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:**

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.

**Outside Training Opportunities:**

- NCURA 47th Annual Conference, October 2005
- SRA Annual Conference, October 2005
ORS Monthly Quick Quiz

1) When does preparation for the closeout of an award begin:
   a) On the end date of the award.
   b) During the adjustment period.
   c) Upon receipt of the award.

   For answer, visit http://www.upenn.edu/researchservices/manual/sponsoredprojectshandbook.html#_Toc84300329.

2) How long is the “Adjustment Period”:
   a) 60 days.
   b) Depends on the reporting date of the award.
   c) 90 days.

   For answer, visit http://www.upenn.edu/researchservices/manual/sponsoredprojectshandbook.html#_Toc84300334.

3) Awaiting a final invoice from a subcontractor is appropriate justification of a late FSR.
   a) True.
   b) False.

   For answer, visit page 5 of the ORS August 2005 Newsletter.

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......

Ayesha Purdie
Grant/Contract Assistant

Years at Penn: 2
Years in Research Services: 2
ORS Responsibilities: Process AIS’s, enter proposals and awards into PennERA, filing
Hobbies/Interests: Reading, singing, dancing and going to the movies
Favorite Restaurant: O’Hara’s
Favorite ways to spend a vacation: In Jamaica
What Co-workers say:
...Very dedicated mother!
...Very determine to succeed!
...Ayesha always has a smile --Very pleasant person to have in the office.

September’s 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
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
Cliff K. Webber, Esq., Associate Director, Corporate Contracts, 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
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• Cerebrovascular Research Center – SOM
• Family Practice – SOM
• Graduate School of Fine Arts
• Obstetrics & Gynecology – SOM
• Surgery – SOM
• Psychiatry – SOM

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• Ophthalmology – SOM
• Microbiology – SOM
• Dermatology
• Geriatrics – SOM
• Neurology – SOM
• Pediatrics – SOM
• Orthopedic Surgery – SOM
• Pulmonary Allergy & Critical Care – SOM
• School of Medicine, Institute for Medicine & Engineering – SOM
• Radiation Oncology
• Radiology

--continued--

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• 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

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• Center for Bioethics – SOM
• Dermatology
• Geriatrics – SOM
• Microbiology – SOM
• Ophthalmology – SOM
• Otorhinolaryngology – SOM
• School of Nursing
• School of Veterinary Medicine

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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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