PennERA: Electronic Proposal Development/Submission Pilot Coming

The PennERA (Electronic Research Administration) team is preparing for a fall 2006 pilot release of the Proposal Development application for use by investigators and other research personnel. In addition to meeting the mandatory government requirements for electronic submission, Proposal Development is a web-based application that will help streamline the process for preparation, review, approval, and submission of all proposals.

The application is targeted for rollout to pilot participants in select ORGs across campus on October 10, 2006. After evaluation of the pilot, the application will be rolled out 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
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/. If you have any questions, comments, or suggestions, please send an e-mail to pennera@pobox.upenn.edu.

Changes to Post Award Staff

Effective October 1, the following ORS Accountants will report to Elvina Woodard. If one of these Accountants is your department’s assigned Accountant, issues which were previously directed to Kim Garrison or Jim Clavin should be directed to Elvina in the future. Elvina will be working closely with Kim and Jim during this transitional period to ensure that she is aware of any outstanding issues and details.

Kristina Rytsar
Grace Beattie
Flossie Graziola
**Myths about Modular Grants**

Reprinted from NIH Extramural NEXUS

**MYTH #1**: Although the grantee institution is submitting an application using the modular format, consortium participants must provide detailed budgets.

**FACT #1**: Detailed budgets for consortia are not required by the NIH; however, applicant institutions must be able to reasonably estimate the total (direct, facilities and administrative) cost of the consortium arrangement to the nearest $1,000. Therefore, applicant institutions may request from consortium participants information necessary for making this estimate, but should only provide the following for each Consortium in the application:

- Estimate of total costs (direct plus facilities and administrative) rounded to the nearest $1,000
- For each key individual/organization listed, the role and percent effort
- Whether each collaborating institution is foreign or domestic

**MYTH #2**: When calculating the $250,000 direct-cost level for modular grant applications, all consortium costs (direct and indirect) should be included.

**FACT #2**: In calculating the $250,000 direct-cost level, the applicant should not include the facilities and administrative (F&A) costs associated with any consortium/contractual arrangements. Those costs may be requested above the normal $250,000 direct cost limit. Fields are provided to separately capture consortium F&A costs for each budget year. See NIH Guide notice NOT-OD-05-004.

**MYTH #3**: When transferring a grant, a detailed budget must be submitted from the new institution even though the original application was awarded in the modular format.

**FACT #3**: If the original award used the modular format, then the application from the new institution should use the application instructions and forms for a modular grant.

**MYTH #4**: The modular format is applicable to Small Business Innovation Research/Small Business Technology Transfer (SBIR/STTR) applications.

**FACT #4**: Although the modular format was previously available to SBIR/STTR applicants, the modular format was excluded from SBIR/STTRs beginning with the 2005 Omnibus Solicitation (see the 2006 Solicitation). Therefore, all competing SBIR and STTR applications must be submitted with a detailed, categorical budget.

You can find more interesting facts at the newly revised [Modular Research Grant Application Frequently Asked Questions (FAQ) Web page](https://example.com). In addition, check out the [NIH Modular Research Grant Applications Grant Web site](https://example.com), which has a new look with updated links, data charts on IC modular funding trends, evaluative information and more.
ORS Monthly Quick Quiz

Service Center Administration
Answers can be found within Sponsored Projects Handbook, Chapter 17.

1) Which of the following is NOT a requirement of University Service Centers:
   a. Charges must be designed to recover no more than the total cost of the service over a long-term period.
   b. Rates must be reviewed periodically for consistency with a long-term cost recovery plan and must be adjusted if necessary.
   c. Billing rates charged directly to users must be based on the actual use of the services.
   b. An analysis must be completed comparing fees charged to what other universities charge for the same services.

2) Service Center personnel must maintain all of the following documentation EXCEPT:
   a. Descriptions of the procedures used to charge the costs of each service to users and how billing rates were determined
   b. Rates of private organizations offering the same services
   c. Billing records
   d. Central Administration rate approval documents

3) All of the following are actions required by the Penn department administering the Service Center EXCEPT:
   a. Performing billing rate calculations
   b. Ensuring compliance with federal regulations and University policy
   c. Complying with record retention requirements
   d. Reviewing/approving billing rate calculations and providing regulatory guidance
   e. Monitoring compliance with federal regulations
Frequently Asked Questions

How can I ensure that I am receiving the most up to date information on Electronic Submissions from NIH?

An NIH Listserv for Electronic Submission is now available. The Office of Extramural Research has established a listserv electronic mailing list to provide periodic updates on its electronic grant application program to scientists and administrators in the biomedical research community (See Related NIH Guide Notice). Persons interested in receiving these updates are encouraged to subscribe to the appropriate listserv, as follows:

- **To Subscribe to the Listserv**
  
  Scientists, Researchers and Principal Investigators
  Leave the subject line blank and send a plain text email message to Listserv@list.nih.gov including only the words Subscribe NIH_eSUB_PI-L in the body of the message.

  Institutional Officials, Administrative and Business Personnel
  Leave the subject line blank and send a plain text email message to Listserv@list.nih.gov including only the words Subscribe NIH_eSUB_AOR_SO-L in the body of the message.

- **To Unsubscribe from the Listserv**
  
  You may leave the list at any time by sending a “SIGNOFF NIH_eSUB_PI-L” command to Listserv@list.nih.gov.

- **Inquiries about the listserv may be directed to:**
  
  Sheri Cummins
  Email: cumminss@mail.nih.gov

- Subscribing to the eSubmission Listserv (either AOR/SO or PI listservs) will provide you with current news and updates on the electronic submission front. Click below for a listing of all news and updates sent to date.

- **Link to** eSubmission News and Updates.
**Did You Know……??**

...The Cost Transfer Policy applies to Salary Reallocations. Waiting until the effort report review period to review salary distributions is an unacceptable business process. Salary distributions should be reviewed monthly (or quarterly at a minimum). This will allow any reallocations to be completed within 90 days from the end of the period in which the error occurred.

...New to sponsored projects administration at Penn? ORS has a guide to introduce you to the resources available. It can be accessed at [http://www.upenn.edu/researchservices/new.html](http://www.upenn.edu/researchservices/new.html).

...Penn has different accounting procedures for nonfederal sponsors which can be accessed at [http://www.upenn.edu/researchservices/newsletters/december2003.pdf](http://www.upenn.edu/researchservices/newsletters/december2003.pdf).

...All ORS newsletters published are available on the ORS web site. To access them, please go to [http://www.upenn.edu/researchservices/newsletter.html](http://www.upenn.edu/researchservices/newsletter.html).

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**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/training.html](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/](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](http://www.upenn.edu/researchservices/rc/pages/training.htm).
Getting to Know......

Jack Ketterlinus, CPA

Years at Penn: 10 months

Years in Research Services: 10 months

ORS Responsibilities: Financial Invoicing and Reporting, receivable monitoring, disabling funds and other financial duties.

Hobbies/Interests: Playing basketball, reading, mountain biking, learning new things, hanging out with family and friends.

Favorite Restaurant: La Hacienda in Charleston, SC

Favorite ways to spend a vacation: Traveling and exploring new places with my wife

What Co-workers say:

...Jack is a very likable guy and he is able to get along with everyone in our office and in and around the University. He also happens to be one heck of a basketball player.

...Jack is very committed to doing his best. He is very organized and efficient.

...Jack is very diligent with his workload and has a great rapport with his department administrators. Jack is always willing to lend a helping hand.

September’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
Todd Swavely, Associate Director –Penn ERA, Project Manager, Office of Research Services
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

**Pre-Award Administration Staff**

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---continued---

**PAMELA S. CAUDILL - DIRECTOR**
(215) 573-6706 OR caudill@pobox.upenn.edu
- SOM – Dean’s Office

**JOANNE CROSSIN – SR. CONTRACT ADMINISTRATOR**
(215) 898-9323 OR crossin@pobox.upenn.edu
- Biochemistry/Biophysics – SOM
- 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
- Neuroradiology – SOM
- Pathology & Laboratory Medicine
- Rehabilitation Medicine – SOM

**ALICE DUNLEAVY – ASSOCIATE DIRECTOR**
(215) 573-2555 OR dunleavy@pobox.upenn.edu
- Center for Clinical Epidemiology and Biostatistics – SOM
- Center for Sleep and Respiratory Neurobiology – SOM
- Institute on Age – SOM
- Pennsylvania Muscle Institute – SOM
- Pharmacology – SOM

**DEBORAH FISHER – ASSOCIATE DIRECTOR**
(215) 746-0234 OR dfisher@pobox.upenn.edu
- School of Engineering and Applied Science
- Wharton School
- Graduate School of Education

**BENITA HALL – CONTRACT ADMINISTRATOR**
(215)573-6709 OR benitah@pobox.upenn.edu
- Clinical Trial Agreements
- Corporate Contracts
- Emergency Med. – SOM
- President’s Center
- University Museum

**COLLEEN SPEAKMAN – CONTRACT ADMINISTRATOR**
(215) 746-0033 OR cspeakma@pobox.upenn.edu
- Allergy & Immunology – SOM
- Cardiology
- 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
- School of Dental Medicine

**ROSE MAZUR – ASSISTANT DIRECTOR**
(215) 573-6701 OR mazur@pobox.upenn.edu
- Center for Research on Reproduction & Women’s Health – SOM
- Cerebrovascular Research Center – SOM
- Family Practice – SOM
- Graduate School of Fine Arts
- Obstetrics & Gynecology – SOM
- Psychiatry – SOM

**LAUREN OSHANA – ASSOCIATE DIRECTOR**
(215) 573-6710 OR oshana@pobox.upenn.edu
- General University
- Institute of Contemporary Art
- Law School
- Morris Arboretum

---continued---

**SUSAN POMPONIO - CONTRACT ADMINISTRATOR**
(215) 898-8751 OR pompionio@pobox.upenn.edu
- Bioinformatics – SOM
- Center for AIDS Research – SOM
- Genetics – SOM
- Hematology/Oncology
- Neurosurgery - SOM
- Orthopedic Surgery – SOM
- Pediatrics – SOM
- Physiology – SOM
- School of Medicine, Institute for Medicine & Engineering – SOM
- Radiology

**SOPHIA WHITEHEAD – SR. CONTRACT ADMINISTRATOR**
(215) 898-9322 OR sophiaw@pobox.upenn.edu
- Anesthesiology – SOM
- Annenberg Center for Performing Arts
- Annenberg School for Communication
- Cell & Developmental Biology – SOM
- Center for Bioethics – SOM
- Dermatology
- Geriatrics – SOM
- Microbiology – SOM
- Ophthalmology – SOM
- Otolaryngology – SOM
- School of Nursing
- School of Veterinary Medicine

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

**EDWARD PIETERS, Ph.D. – ASSOCIATE DIRECTOR**
(215) 573-6712 OR pieters@pobox.upenn.edu
- Research Sponsored Research Agreements

**SHEILA ATKINS – ASSOCIATE DIRECTOR**
(215) 573-6713 OR satkins@pobox.upenn.edu
- Clinical Trial Agreements
- Corporate Contracts

**ADAM RIFKIND, Esq. –ASSOCIATE DIRECTOR**
(215)898-9990 OR rifkind@pobox.upenn.edu
- Clinical Trial Agreements
- Corporate Contracts

**CLIFFORD K. WEBER, Esq. -ASSOCIATE DIRECTOR**
(215)898-9984 OR ckw@pobox.upenn.edu
- Clinical Trial Agreements
- Corporate Contracts

**CARMEN ROWE – OPERATIONS SUPERVISOR**
(215) 898-2346 OR rowec@pobox.upenn.edu

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

**AYESHA PURDIE – GRANT/CONTRACT ASSISTANT**
(215) 898-1967 OR apurdie@pobox.upenn.edu

**JAMIE ARAFIN— GRANT/CONTRACT ASSISTANT**
(215) 573-4946 OR arafin@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.

**PennERA GROUP:**

**TODD SAWVELY – PennERA PROJECT MANAGER**  
(215) 573-9764 OR tsawvely@pobox.upenn.edu

**EMERSON TAYLOR** –PennERA USER SUPPORT PROVIDER  
(215) 746-6287 OR emersont@pobox.upenn.edu

**STUART WATSON** – Team Leader, PROPOSAL/AWARD TRACKING  
(215) 573-6712 OR sawatson@pobox.upenn.edu

**STEPHEN FRATANTARO** – Team Leader, PROPOSAL DEVELOPMENT  
(215) 898-6156 OR sftratan@pobox.upenn.edu

**FEDERAL COMPLIANCE GROUP:**

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

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

**LIZA CRAIG** – ACCOUNTANT  
(215) 898-5743 OR lizacrai@pobox.upenn.edu

**POST AWARD ADMINISTRATION:**

**KERRY PELUSO CPA** - DIRECTOR  
(215) 573-6705 OR pelusok@pobox.upenn.edu

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

**KIM GARRISON** – ASSOCIATE DIRECTOR  
(215) 898-2344 OR kimgarr@pobox.upenn.edu

**GRACE BEATTIE** – SENIOR GRANT ACCOUNTANT  
(215) 898-2342 OR gbeattie@pobox.upenn.edu

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

**CHRISTOPHER GUY** – GRANT ACCOUNTANT  
(215) 898-2155 OR guyc@pobox.upenn.edu

- School of Medicine Departments:
  - Biomedical Graduate Studies
  - Dermatology
  - Institute for Environmental Medicine
  - Institute of Neurological Sciences
  - Medical School
  - Orthopedic Surgery
  - Pediatrics Admin
  - Pharmacology
  - Pediatrics -Neonatology
  - Otorhinolaryngology: Head and Neck Surgery

**LIZA CRAIG** – GRANT ACCOUNTANT  
(215) 898-9212 OR lizacrai@pobox.upenn.edu

- School of Medicine Departments:
  - Psychiatry
  - Surgery

**LATASHA TOWLES** - GRANT ACCOUNTANT  
(215) 573-6716 OR towles@pobox.upenn.edu

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

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

**ELVINA WOODARD** – ASSISTANT DIRECTOR  
(215) 898-3148 OR elvina@pobox.upenn.edu

**FLOSSIE GRAZIOLA** – TEAM LEADER  
(215) 573-6708 OR graziola@pobox.upenn.edu

- School of Medicine Departments:
  - Department of Medicine
  - Department of Pathology
  - School of Arts and Sciences:
  - Institute for Bioinformatics, Institute for Medicine & Engineering
  - School of Arts & Sciences:
  - Institute for Research in the Cognitive Sciences
  - School of Dental Medicine
  - Graduate School of Fine Arts
  - Graduate School of Medicine
  - Graduate School of Veterinary Medicine
  - Law School
  - School of Arts and Sciences:
  - Center for Bioethics
  - Institute for Aging, Institute for Human Gene Therapy, Family Practice, Molecular & Cellular Engineering, Center for Clinical Epidemiology and Biostatistics
  - School of Medicine Departments:
    - Center for Bioinformatics, Institute for Medicine & Engineering

**FINANCIAL INVOICING AND REPORTING – Group 3:**

**JIM CLAVIN** – ASSISTANT DIRECTOR  
(215) 573-6704 OR clavin@pobox.upenn.edu

**JIM DIENNIO** – TEAM LEADER  
(215) 573-8957 OR diennio@pobox.upenn.edu

- School of Medicine Departments:
  - Anesthesia, 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

**SHANEAL WARREN** – GRANT ACCOUNTANT  
(215) 898-6715 OR shaneal@pobox.upenn.edu

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

**JASMINE BURNO** -GRANT ACCOUNTANT  
(215) 898-9214 OR burno@pobox.upenn.edu

- 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

**DATA MANAGEMENT AND ACCOUNTS RECEIVABLES:**

**KEITH DIXON**– ASSOCIATE DIRECTOR  
(215) 898-1966 OR kdixon@pobox.upenn.edu

**BOB SPEAKMAN** – Manager, DM/AR  
(215) 898-2345 OR bspeakma@pobox.upenn.edu

**APRIL JOHNSON** – RECEIVABLES ACCOUNTANT  
(215) 746-0235 OR apriljoh@pobox.upenn.edu

**MIRIAM STEVENSON** –FINANCIAL COORDINATOR  
(215) 573-6711 OR stevenson@pobox.upenn.edu

**FLOYD HARRIS** – ACCOUNTANT  
(215) 598-1469 OR harrisf@pobox.upenn.edu

- School of Veterinary Medicine
- School of Engineering and Applied Science
- Bioengineering
- Chemical Engineering
- Mechanical Engineering
- Materials Science & Engineering
- Minority Programs
- School of Medicine Departments:
  - Emergency Service

**JENNIFER MULHERN** – FINANCIAL ANALYST  
(215) 898-2345 OR jmulhern@pobox.upenn.edu

- School of Veterinary Medicine
- School of Engineering and Applied Science
- Bioengineering
- Chemical Engineering
- Mechanical Engineering
- Materials Science & Engineering
- School of Medicine Departments:
  - Emergency Service

**KRISTINA RYTSAR** – GRANT ACCOUNTANT,  
(215) 573-8929 OR rytzar@pobox.upenn.edu

- Annenberg School
- Annenberg Center
- Graduate School of Education
- Law School
- Morris Arboretum
- School of Social Work
- University Museum
- School of Arts and Sciences:
  - Chemistry
  - Linguistics
- School of Medicine Departments:
  - Center for Bioinformatics, Institute for Medicine & Engineering

**CONTACT INFORMATION:**

**LOSSIE GRAZIOLA**
(215) 898-6156 OR elvina@pobox.upenn.edu

**GOKILA VENKATESWARAN** – RECEIVABLES ANALYST  
(215) 898-2515 OR gokila@pobox.upenn.edu

**JENNIFER MULHERN** – FINANCIAL ANALYST  
(215) 898-2345 OR jmulhern@pobox.upenn.edu

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

**APRIL JOHNSON** – RECEIVABLES ACCOUNTANT  
(215) 746-0235 OR apriljoh@pobox.upenn.edu

**BOB SPEAKMAN** – Manager, DM/AR  
(215) 898-2345 OR bspeakma@pobox.upenn.edu

**MIRIAM STEVENSON** –FINANCIAL COORDINATOR  
(215) 573-6711 OR stevenson@pobox.upenn.edu

**FLOYD HARRIS** – ACCOUNTANT  
(215) 598-1469 OR harrisf@pobox.upenn.edu

**JENNIFER MULHERN** – FINANCIAL ANALYST  
(215) 898-2345 OR jmulhern@pobox.upenn.edu

**KRISTINA RYTSAR** – GRANT ACCOUNTANT,  
(215) 573-8929 OR rytzar@pobox.upenn.edu

- Annenberg School
- Annenberg Center
- Graduate School of Education
- Law School
- Morris Arboretum
- School of Social Work
- University Museum
- 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.

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