PennERA: Proposal Development mandatory use transition plan

Currently, Proposal Development can be used for NIH funding opportunities and use remains optional for the supported mechanisms. However, as the NIH phases out PureEdge, use of PennERA Proposal Development will be required to submit proposals electronically to the NIH. To help Penn researchers meet government requirements as the NIH and other federal grant-making agencies transition to mandatory electronic proposal submissions, the PennERA Team has created a transition plan for required use of Proposal Development, for both NIH and non-NIH sponsors and mechanisms.

Which mechanisms must be submitted in PD in August and September?

The current list of proposal mechanisms for which PD can be used is available on the PennERA web site at http://project.pennera.upenn.edu/project/current_phase/PDfundgopp.pdf.

Use of PD remains optional for the supported mechanisms until August, when the following first group of mechanisms becomes mandatory:

August 12
NIH R13 & U13 Conference Grants and Cooperative Agreements

September 1
All CTAs & SRAs (Clinical Trial Agreements & Sponsored Research Agreements)

Note: For these agreements, use the Generic Sponsor Form (see the GSF Reference Guide at http://project.pennera.upenn.edu/PD_docs/GSFref.pdf).

September 7
NIH AIDS & AIDS-related applications
September 25
NIH R18/U18, R25, G11, S11, S21, S22, SC1, SC2, SC3—all applications

The complete transition plan is available on the PennERA web site at http://project.pennera.upenn.edu/project/current_phase/PDtransition_timeline.pdf.

Proposal Development training

The PennERA team is currently scheduling monthly training sessions for administrators; please check the Knowledge Link web site for upcoming training dates and registration information at http://knowledgelink.upenn.edu.

Investigators have automatic access to the application and do not have to attend hands-on training.

Help and reference materials are available for Proposal Development and can be accessed from the left toolbar on the main PennERA page at https://www.pennera.upenn.edu.

PennERA upgrade/Proposal Development enhancements

The PennERA application was recently upgraded to bring enhanced functionality to our users and included the following enhancements to Proposal Development:

424 Budgeting - PD now offers a third budget-entry method. 424 Budgeting provides simplified budget entry for both personnel and non-personnel budget detail. It resembles a multi-year version of the 424R&R budget in PureEdge. This method is especially useful for entry of both calendar and academic/summer appointments and non-key personnel in a much more streamlined way. It can be used for both modular and detail budgets. For more information, see the 424 Budgeting Quick Reference Guide at http://project.pennera.upenn.edu/PD_docs/424Ref.pdf.

- Subcontract F&A calculations - This enhancement fixes the software problem that included subcontract F&A costs when evaluating against a specific NIH direct cost cap, such as the $250,000 limit on direct costs for modular proposals. The subcontract F&A is no longer included in the calculation when PD evaluates whether or not the budget exceeds this kind of limitation.

- $500,000 NIH limit on direct costs without prior approval - PD adds this validation to the other direct-cost caps that are evaluated based on the NIH proposal mechanism.

- Multiple PIs - PD now handles NIH multiple Principal Investigator submissions.
• User interface - This upgrade allows for the future transition to a “New Portal,” which will be an enhanced user interface that will allow for some expanded features.

More information about PennERA

For more information about PennERA, please visit 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@lists.upenn.edu.

Due to changes in our email system, the address used for ORS on grant applications has been changed from PENNAORS@pobox.upenn.edu to PENNAORS@lists.upenn.edu.

COMING SOON

ORS is currently developing instructions to process clinical trial agreements and sponsored research agreements through the Proposal Development module of PennERA. This will allow for the electronic routing and approval of all CTA’s and SRA’s. In addition, the PI, Clinical Coordinator or BA will be able track the progress of the contracts from their desktops.
Farewell to Don Deyo

Dr. Don Deyo, Director, Corporate Contracts left the Office of Research Services (ORS) May 20, 2008 to pursue an exciting opportunity at Yale University.

Under Don’s leadership the Corporate Contracts group grew from a staff of two to a staff of nine. During Don’s tenure the Material Transfer group was successfully transitioned from the Center for Technology Transfer to become part of the Corporate Contracts group within the Office of Research Services. Don worked closely with the Office of General Counsel as well as other offices throughout Penn. Don is a patent attorney with expertise in Intellectual Property and Export Controls. Don is a nationally recognized expert in Export Controls and has represented Penn at NCU-RA, AUTUM, and MAGI conferences. Don’s leadership and professionalism brought about many positive changes in the Office of Research Services. Don made a major contribution in the revision of Sponsored Research Agreement “SRA” template. He was instrumental in implementing the Handbook for negotiating Sponsored Research Agreements “SRA’s” and Clinical Trial Agreement “CTA’s” templates. In addition to being a lawyer Don held a Ph.D. in Organic Chemistry and his scientific background was valuable and enabled him understand the complexities of the research being done at Penn and to work collaboratively with Penn’s researcher’s. Don was actively involved training initiatives and developed training modules and presented brown bag seminars as well as being an instructor for Sponsored Projects at Penn. Don’s leadership and knowledge will be greatly missed.

Please join ORS in wishing Don ALL THE BEST as he departs Penn to pursue the exciting opportunity at Yale.

Don’s departure leaves the halls of ORS quiet of friendly banter between him (a descendent of the French Huguenots) and Annamaria a Hungarian, who Don would refer to as the Austro-Hungarian empire. We lost our only Huegenot and Moody Blues favorite fan.

I miss Don every day. I miss his dry wit and I miss walking over to him to get an opinion whenever there was an issue of law or science that I was uncertain about. His unique mix of knowledge, skills and experience are unmatched. On a more personal note, there simply is no one around to ask me “is everything under control?” or “so what else is going on?” and I miss that too. I wish we had more time working together…had I known he was leaving I would have milked him for more of his knowledge about what we do here. The afternoons are just not the same without Don making his rounds. He knows we all wish him all the
I miss him asking me “how things are going” and then me coming up with a make believe story about how “Dr. Pieters is quitting” or “I am about to bring you 10 MTA’s” The look on his face would be priceless, lol!!!!!! Plus he was very helpful!!!!!!!!!

Don you charmed us with your wit and WOW’ed us with your knowledge. I am happy to say that you were not just a colleague but someone I will always consider a friend. Few people have the depth of knowledge and spirit that you have. You connected with a variety of people on very different levels and we are all miss seeing you in the office. I miss our passing conversations and keeping you on your toes with my off wall comments that somehow made sense to you. Keep them on their toes at Yale! Best of luck with everything you do!

Don left some big shoes to fill as Director of Corporate Contracts, not only in terms of his science and legal background, but also his leadership qualities inherent in the combination of his congenial temperament and passion for his work which encouraged dedication and hard work from others around him. I know that many of us will miss Don’s conscientious nature as he would make his afternoon rounds and ask each of us how things were going and the ubiquitous, “What else is going on?” I will greatly miss Don’s guidance and encouragement of my pursuits in graduate school. We wish him well in his new position and hope that Don continues to grow in his field of interest at Yale.
The PennERA (Electronic Research Administration) Team would like to announce that the Human Subjects Electronic Research Application (HS-ERA) is now available to researchers at Penn. HS-ERA is a new secure, web-based protocol application. Release 1.0 allows the creation, submission, electronic routing, and approval of Human Subject Protocols to the Institutional Review Boards (IRB), including the ability to submit Continuing Reviews, Unanticipated Problems, and Modifications to an existing Human Subjects Protocol created within the HS-ERA system. Also included is the ability to report Unanticipated Problems for protocols that were submitted on paper. Release 1.0 includes electronic notifications to internal review entities and the ability for the IRB member to review protocols.

HS-ERA also replaces the former system for reporting adverse events, PennAEs, which has been retired.

**Who should use HS-ERA?**
HS-ERA can be used by members of the research community involved in Human Subjects Protocol creation, submission, routing, or approval, including members of the Institutional Review Boards (IRB), the Office of Human Research (OHR), and ITMAT’s Clinical and Translational Research Center (CTRC).

**Access**
To access the application:

2. Authenticate with your PennKey and PennKey password.

**Note:** If you do not have a PennKey, or if you have a PennKey but forgot your password, go to the PennKey web site for more information at [http://www.upenn.edu/computing/pennkey/](http://www.upenn.edu/computing/pennkey/). If you have any trouble with the PennKey process, contact your Local Support Provider. For a contact list, go to [http://www.upenn.edu/computing/view/support/](http://www.upenn.edu/computing/view/support/).

Optional orientation sessions
Optional orientation sessions are available to HS-ERA users. These one-hour sessions provide an overview of the application, including navigation and other features. To register for an orientation session, go to Knowledge Link at http://knowledgelink.upenn.edu, authenticate with your PennKey and PennKey password, then click “Training - Optional” in the left toolbar. When the course list loads, scroll down to the course titled “Orientation to Human Subjects-Electronic Research Administration -- ORAdministration - ORA” and click “Enroll”. If you have any trouble with the registration process, contact training@pobox.upenn.edu.

Desktop requirements
It is recommended that you access HS-ERA via Internet Explorer or Firefox with browser caching disabled. Disabling caching ensures that you will see the most recent data. For information on how to disable caching and for other desktop requirements, see the Desktop Requirements page at http://project.pennera.upenn.edu/desktop_req.asp. If you have any questions about the desktop requirements, contact your Local Support Provider. For a contact list, go to http://www.upenn.edu/computing/view/support/.

End-user support
A support system is in place for HS-ERA users; information is on the PennERA web site at http://project.pennera.upenn.edu/help.asp.

Reference materials available
HS-ERA reference materials, including Frequently Asked Questions (FAQ) and a Quick Reference Guide, are available on the PennERA web site. To access the documents, go to the PennERA Reference Materials page at https://rosetta.upenn.edu/cgi-bin/websec/websec_authform?app=RMDocs, authenticate with your PennKey and PennKey password, and see the “Human Subjects Electronic Research Application (HS-ERA)” section.

Questions
If you have any questions, comments, or suggestions, please send an e-mail to hsera_help@lists.upenn.edu. For more information on PennERA, please visit the PennERA web site at https://www.pennera.upenn.edu/.

--Marion Campbell, Todd Swavely, and Yvonne Higgins
Changes in requirements for online training in human research protections

The following was announced in a memo from Susan Ellenberg, PhD, Associate Dean for Clinical Research on May 7, 2008.

The memo can be downloaded from the announcements section of the OHR website (http://www.med.upenn.edu/penn/ohr/docs/POR-Memo_2008-05-07.pdf).

In order to standardize mandatory online training in protection of human research subjects across the University, the School of Medicine (SoM) is announcing a change in approach to the SoM’s online Patient Oriented Research (POR) Certification Program.

Transition to the CITI online human research training and certification program

Effective immediately the SoM will discontinue its online POR certification program and will adopt the online training program selected by the University and currently used in most other Schools. The Office of the Vice Provost for Research has identified online training offerings provided by the Collaborative Institutional Training Initiative (CITI) as the accepted standard for fulfilling the requirement for training certification in human research protections. By transitioning to the CITI training program, the SoM will help to ensure consistency of training in human research protections across all Penn Schools. The CITI program is widely used in academic health centers and at Penn is administered through the Office of Regulatory Affairs under the direction of Yvonne Higgins, Executive Director, Human Research Protection Program. You will be able to access the CITI training modules through KnowledgeLink.

What if I’ve already completed the current SoM online POR training?

Your active certification provided by the SoM’s POR certification program will remain in force until its normal expiration (3 years after its completion date). When your training is due for recertification, you will take the CITI Refresher Training to recertify.

What if I’ve partially completed the SoM online POR training â€“ will I
need to start all over with the new CITI training program?

If you have completed portions of the SoM’s online POR certification program, but have yet to fully complete and obtain certification, you have until June 30th to complete the program and obtain full training certification. You can access the POR training from your Enrolled screen in Knowledge Link. After June 30th, you will no longer have access to the POR, and will have to complete the CITI Training instead.

Do CHOP and the VA Hospital accept the CITI training?

The Children’s Hospital of Philadelphia and the Veteran’s Administration Hospital already accept CITI training offerings as appropriate for fulfilling their mandatory requirement for training certification in human research protections. A currently active certification provided by the SoM’s POR certification training will continue to be honored by both CHOP and the VA Hospital until its expiration date. As reminder, the VA Hospital has always had a requirement for yearly renewal of certification in human research protections training, and that requirement remains unchanged.

Who should I contact if I have questions about the CITI program or the University’s requirements?

For questions about the CITI online program for the protection of human research subjects, or for questions about University human research protections training requirements contact:

Patricia Cooper
Office of Regulatory Affairs
215-573-1222
patricia@upenn.edu
Revision to Object Code 5243

The Comptroller’s Office has changed the description of this object code to Non-Penn Capital Equipment – Federal Title, and has added the object code to Purchasing responsibility. This allows for the purchase of equipment items on projects funded by the federal government wherein the government retains title to the equipment that can not be recorded or tracked through Ben Assets.

There should be very few transactions on this object code as generally only federal contracts include the requirement that the government retains title to any equipment purchased on the contract. The restriction is normally included in grants from the Department of Energy and contracts from the Department of Defense, NASA, and NIH contracts, not grants. The office of Research Services will review transactions posted to this object code when preparing financial reports and will adjust any incorrect charges.

Contact
Bob McCann, Director Cost Analysis
(215) 898-1469
MCCANNR@POBOX.UPENN.EDU

Post Award News

Takiesha Brown joined ORS-Financial Reporting and Invoicing Group on 03/31/2008. Takiesha currently is responsible for Wharton School, School of Design, School of Dental Medicine, Dept of Genetics & Penn Muscle Institute within SOM and departments within SEAS. Please join us in welcoming Takiesha to the Penn Family!

Manu Varughese has joined the ORS-Financial Reporting and Invoicing Group on 06/23/2008. Manu will be responsible for the College and General University, Van Pelt Library, The School of Arts and Sciences, and Diabetes, Rehabilitation Medicine, and Cancer Biology within the School of Medicine. In addition, Shaneal Warren had been promoted to Team Leader effective April 2008. He will be taking over the desk vacated by James DiIenno beginning 7/1/2008. Please join ORS in welcoming Manu and in congratulating Shaneal on his success.

ERS News

The Fall Semester and 4th quarter effort reports will be available for review on July 18, 2008. The last day to process cost transfers through the payroll system is July 7th. Please do not enter any cost transfers through payroll after that date. These effort reports are due to be completed by September 19, 2008.

We have scheduled an ERS training class for July 21, 2008 from 9:30 to 12 noon in the FTD training facility, room 409 Franklin Building. Anyone who needs access to ERS should register for this class. Registration is through KnowledgeLink, Optional Training, under Office of Research Services, Effort Reporting Curriculum.
Recent NIH Updates

NOT-OD-08-089 -- Extension of Several NRSA Training (T), NRSA Fellowship (F), and Career Development (K) Funding Opportunity Announcements
This notice updates and replaces the previous notice, NOT-OD-07-043, released January 25, 2007. The Ruth L. Kirschstein National Research Service Award (NRSA) institutional training grant, NRSA fellowship, and career development Funding Opportunity Announcements (FOAs) listed below have expiration dates prior to the anticipated conversion of these programs to electronic submission (see Electronic Receipt Timeline). However, the date of conversion of these mechanisms has been delayed (see: NOT-OD-07-038). Due to the upcoming receipt dates for several FOAs using these mechanisms, their expiration dates are being extended until January 8, 2010. The participating NIH Institutes and Centers will continue accepting paper applications in response to the below listed FOAs (see: Standard Postmark/Submission Dates for Competing Applications) until these mechanisms are converted to electronic submission via Grants.gov, and the use of the SF 424 Research and Related (R&R) forms. Updates on the status of the transition to electronic submission are posted on the NIH eRA Electronic Submission of Grant Applications Web site.

NOT-OD-08-071 -- NIH Implements New Procedures to Protect NIH Application Data Sent to Peer Reviewers on Compact Disks
Effective May 15, 2008, NIH will implement a new safeguard to password-protect data on the compact disks (CDs) ordered through IMPAC II for peer reviewers prior to study section meetings. Although individual NIH Institutes and Centers (ICs) may use their own, internal procedures to create CDs, all NIH ICs are expected to ensure password protection for the following types of information contained on CDs generated by NIH for reviewers:
- grant application information,
- previous summary statements,
- appendix materials, and
- additional materials (“eAdditions”) in the grant folder.

NIH--OD-08-065 -- Revision of NIH Policy Concerning Concurrent Support from Mentored Career Development (K) Award and a Research Grant
This notice revises and expands NIH policy CONCERNING CONCURRENT SUPPORT FROM CAREER DEVELOPMENT AWARD AND A RESEARCH GRANT, published in the NIH Guide on November 14, 2004: NOT-OD-04-007. For a listing of all NIH career development (K) awards, see: http://grants.nih.gov/
NOT-OD-08-063 -- NIH Announces the Posting of Updated Frequently Asked Questions (FAQs) on Financial Conflict of Interest Requirements for All NIH-Supported Institutions

This Notice announces the availability of updated and expanded FAQs related to the Responsibility of Applicants for Promoting Objectivity in Research for which PHS Funding is Sought as described in Title 42, Code of Federal Regulations, Part 50, Subpart F (for grants and cooperative agreements) and Responsible Prospective Contractors as described in Title 45, Code of Federal Regulations, Part 94 (for contracts).

All General Policy Notices can be found at: http://grants.nih.gov/grants/policy/policy.htm

The NIH Guide for Grants and Contracts is the official publication for NIH medical and behavioral research Grant Policies, Guidelines and Funding Opportunities.

Each week (usually on Friday afternoon), the NIH transmits an e-mail with Table of Contents (TOC) information for that week’s issue of the NIH Guide, via the NIH LISTSERV. The TOC includes a link to the Current NIH Guide Weekly Publication as well as links to each NIH Guide RFA, PA and Notice published for that week. To subscribe to the NIH Guide for Grants and Contracts click here for more information.
Need Help?
Call the Ben Tips
Confidential Reporting and Help Line

The Ben Tips Confidential Reporting and Help Line provides assistance with questions about policies, procedures or practices and handles reports of suspected incidents of non-compliance. The Ben Tips Line is a resource for all University and Health System employees, staff, students and faculty.

When you contact the Ben Tips Line at 1-888-BEN-TIPS (1-888-236-8477), a compliance specialist will answer your call between 8:30 a.m. and 5 p.m., Monday through Friday. Callers may also leave a message during non-business hours. The Ben Tips line does not have a caller ID feature, so callers may remain anonymous.

The Ben Tips Line welcomes all questions and concerns. No action will be taken against you if you report information in good faith to the Ben Tips Line. The Office of Audit, Compliance and Privacy will respond to all questions and will facilitate appropriate action. So “Do the Right Thing, the Right Way” and call the Ben Tips Line.
Sponsored Policy 2108 outlines how the Penn community will comply with CAS 501; 501; 505; 506.

2108 Cost Accounting Standards (CAS)

Effective: Aug. 1998
Revised: Oct. 2004
Reviewed: April 2007
Responsible Office: Research Services
Approval: Research Services
View PDF Version

Purpose
To ensure compliance with the Federal Cost Accounting Standards applicable to educational institutions, as follows:
CAS 502: Consistency in Allocating Costs Incurred for the Same Purpose.
CAS 505: Accounting for Unallowable Costs.
CAS 506: Cost Accounting Period.

Policy
1. Principal Investigators must ensure compliance with CAS 501 by maintaining consistency in the manner in which budgets are prepared for proposal submission and funds are budgeted and expenses accounted for after awards are received.
2. Costs incurred for the same purpose, in like circumstances, must be given consistent treatment in the accounting system in order to comply with CAS 502. That is, each type of cost must be charged consistently as either a direct cost or as part of the F&A rate costs (unrestricted fund).
3. Unallowable costs must be identified and excluded from any billing, claim, or proposal submitted to the Federal government.
4. Rates (e.g. service center, F&A) used for estimating, accumulating, and reporting costs must be based on the costs incurred during the University fiscal year.
5. Research Services is responsible for determining the appropriate treatment of costs and for the maintenance of the CAS Disclosure Statement.
Getting to Know......
Latasha Towles

Years at Penn: Approx. 2 years and 8 months

Years in Research Services: Approx. 2 years and 8 months

ORS Responsibilities: As a Research Accountant I financially maintain the grants and contracts awarded to UPenn. It includes, but is not limited to the following: invoicing, reporting, journal entries, and close outs of terminated contracts/grants.

Hobbies/Interests: I love to read, chat online, e-window shop, travel and spend time with family/friends. I’m very interested in the study of law, specifically entertainment/sports law and international law.

Favorite Restaurant: Cheesecake Factory & Texas Roadhouse

Favorite ways to spend a vacation: Reading or sleeping

What Co-Workers Say:

Latasha Towles has been a post award accountant in ORS for almost three years. She has made tremendous strides so much both personally and professionally and has proven to be a great asset to the department. Latasha has great communication skills and an infectious personality which will serve her well when she leaves us in July to attend law school. Latasha played an integral role in ORS will be greatly missed. She has the potential to exceed in whatever she puts her mind to so I know she will excel beyond all expectation. Good Luck and God Speed!

Latasha is full of positive energy and is going to make a great lawyer.

Latasha is a great friend and co-worker. She knows how to “OWN IT”.

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Office of Research Services
ORS Monthly Quiz

1) According to Sponsored Projects Policy 2108 and CAS 502 it is appropriate to treat cost incurred for the same purpose, in like circumstances, differently based on where funds are available in the budget. (Sponsored Projects Policy 2108).
   a) True
   b) False

2) Who is responsible for determining the appropriate treatment of cost and for the maintenance of the CAS Disclosure Statement? (See Sponsored Projects Policy 2108).
   a) Business Administrator
   b) Principal Investigator
   c) Research Services
   d) Vice Provost for Research

3) Unallowable cost will be identified by the Federal government during the billing, claim, and or proposal review (See Sponsored Projects Policy 2108).
   a) True
   b) False

4) Rates (e.g. Service center, F&A) used for estimating, accumulating, and reporting cost must be based on the cost incurred during the year that the F&A rate was negotiated (See Sponsored Projects Policy 2108).
   a) True
   b) False

5) Who is responsible for ensuing compliance with CAS 501 by maintains consistency in the manner in which budgets and expenses accounted for after awards are received? (See Sponsored Projects Policy 2108).
   a) Business Administrator
   b) Principal Investigator
   c) Research Services
   d) Vice Provost for Research

Answer key for the Monthly Quiz can be found on Page 17
If you are having difficulty using your FastLane login, here are some tips that may be helpful:

If you have forgotten your password, click the link below or click Forget Password on the Fastlane login screen:
https://www.fastlane.nsf.gov/Admin/PIPassword/Login.html;jsessionid=3a30f3f89b9d470762f5

If you have not received emails from FastLane with your new password after you have clicked on the Forget Password? Please check your email SPAM folder as this message may have been filtered.

If you have forgotten your NSF ID, you can lookup your NSF ID by clicking the link below or by clicking on Lookup NSF ID on the Fastlane login screen:
https://www.fastlane.nsf.gov/researchadmin/nsfid-LookupRead.do

If you are trying to login with your NSF ID, please verify that you are using the correct 9 digit NSF ID. You can do this by clicking on the Lookup NSF ID on the FastLane login screen.

You may also contact your Sponsored Project Office (SPO) to have your password reset, to update your email address, or obtain your NSF ID.

- Contact the FastLane Help Desk
  If you have exhausted all these options and are still having trouble accessing FastLane, please contact the FastLane Help Desk at 1-800-673-6188, and press Option 1, when prompted.

Password Requirements
Passwords must consist of the following:
- At least 6 but no more than 20 characters
- At least 1 alphabetic character and 1 numeric character

FastLane passwords are not case sensitive.
Did You Know....... 

The timely submission of progress reports is a condition of most of the awards received by the University. Our external auditors include this in our annual A-133 audit. For the past two years, late progress reports have been included as a finding in the A-133 report.

Did you ever need a question answered after hours or when your ORS representative was not available? ORS now utilizes the Activity Log within PennERA to track certain activities, such as collections, assignment of contracts to a negotiator or other milestones. To check for activity related to a specific award, open the record in PennERA and click on the “Activity Log” button on the menu.

For industry sponsored clinical trials, an administrative start-up fee should be included in each agreement? While the amount may vary with the complexity of the trial, we have found that $10,000 is the average cost represented by the fee. This fee is to cover the costs related to research/nurse study coordinator attendance at qualification meetings; research nurse/study coordinator participation in conference calls; preparation of materials (including initial submission and amendments up to the point of study activation) for submission to the IRB; response to IRB; in-service training of nursing staff/technicians on protocol; supervisory time of manager overseeing research nurse/study coordinator; business office review for the preparation of internal budget; review of documentation for legal and financial approval; obtaining pertinent signatures; resubmitting all protocol amendments to the IRB; legal review for signature; and maintaining a complete file. Costs such as pharmacy, storage/archival fees and advertising should be separate, direct line items in the budget. For more information, please contact Adam Rifkind, Associate Director, Corporate Contracts, Office of Research Services, (215) 898-9990, rifkind@upenn.edu.

Written by Marianne Achenbach, Executive Director, School of Medicine Office of Research Support Services and Adam Rifkind, Associate Director, Office of Research Services.
Reference Number 070822895  
Title ASSOC PROJECT LEADER  
Salary Grade 028  

Duties  
The End User Support and Applications Administrator leads and manages the end user support structure for Penn’s electronic research administration system and Effort Reporting System (PennERS). 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 award administrative tasks related to the sponsored projects of Penn’s academic research community. PennERA is a full cycle system for research project development, support and management.  

Qualifications  
A Bachelor’s Degree is required and 5 to 7 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 the position. Knowledge and comfort working with software systems is required  

Interested candidates may view full description for the positions at http://www.hr.upenn.edu/jobs/.  

Summer 2008 Contributing Authors, ORS Newsletter:  

Teresa Leo, Senior Electronic Communications Specialist Information Systems and Computing  
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Anita Mills, Associate Director, Sponsored Programs Compliance Training, Office of Research Services  
Todd Swavely, Director –ERA Systems, Office of Research Services  
Linda Yoder, Assistant Compliance Officer, Office of Audit, Compliance and Privacy
Training Opportunities:

**Upcoming PennERS**
July 21, 2008: ERS (Effort Reporting System) Training - ORS
**Time:** 9:00 - 12:30  
**Location:** Franklin Bldg, Rm 409  
**Registration:** [http://knowledgelink.upenn.edu](http://knowledgelink.upenn.edu)

**Other Training Opportunities**

**SRA International**
[http://www.srainternational.org/sra03/index.cfm](http://www.srainternational.org/sra03/index.cfm)

**National Council of University Research Administrators**
[http://www.ncura.edu/content/](http://www.ncura.edu/content/)
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.

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• Biostatistics – SOM
• Cancer Center – SOM
• Cancer Biology
• Institute for Environmental Medicine – SOM
• Institute for Human Gene Therapy – SOM
• Institute for Neurological Sciences – SOM
• Medical Genetics – SOM
• Neurology – SOM
• Pathology & Laboratory Medicine
• Rehabilitation Medicine – SOM

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• Institute on Age – SOM
• Center for Experimental Therapeutics – SOM
• Pharmacology – SOM

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• Rheumatology – SOM
• WVPN
• SEAS - Moore Business Office
• Renal – SOM
• Family Medicine – SOM
• General Internal Medicine – SOM
• Gastrointestinal - SOM
• Family Practice – SOM
• Emergency Med. - SOM
• President’s Center
• University Museum

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• Wharton School
• Graduate School of Education
• Dean’s Office – SOM
• Diabetes – SOM
• Endocrinology – SOM
• Pulmonary, Allergy & Critical Care – SOM
• School of Dental Medicine

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• Surgery – SOM
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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.

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