Office of Research Administration (ORA)
Contacts and PI Resources
ORA Leadership Team

Timothy Schailey, MS
Director of Research Administration
215-503-1295
Timothy.Schailey@jefferson.edu

Margaret Burwell
Associate Director, Pre-Award Services
215-503-3735
Margaret.Burwell@jefferson.edu

Colleen Ravenfeld
Associate Director, Post-Award Services
215-503-9818
Colleen.Ravenfeld@jefferson.edu

Ronald Polizzi, MBA, CRA
Director of Business Operations,
Jefferson Clinical Research Institute (JCRI)
Associate Director, ORA Contracts
215-503-2127
Ronald.Polizzi@jefferson.edu
ORA Pre-Award Team

Margaret Burwell
Associate Director, Pre-Award Services
215-503-3735
Margaret.Burwell@jefferson.edu

Ranita Chakrabarti
Assistant Research Administrator, Pre-Award
215-503-6520
Ranita.Chakrabarti@jefferson.edu

Sherry McDaniel
Research Administrator, Pre-Award
215-503-9797
Sherry.McDaniel@jefferson.edu

Pre-Award Responsibilities:

• Proposal Review and Submission
• Just in Time Submissions
• Award Acceptance
• Progress Report Submissions
ORA Post-Award Team

Colleen Ravenfeld
Associate Director, Post-Award Services
215-503-9818
Colleen.Ravenfeld@jefferson.edu

Carolyn Haggard, CRA
Research Administrator, Post Award
215-503-4499
Carolyn.Haggard@jefferson.edu

Loretta Vaughan
Sr. Research Administrator, Post-Award
215-503-0035
loretta.vaughan@jefferson.edu

Adrienne Oteri
Sr. Research Administrator, Post-Award
215-503-0040
adrienne.oteri@jefferson.edu

Cameron Smith
Research Administrator, Post-Award
215-503-2072
Cameron.Smith@jefferson.edu

Post-Award Responsibilities

- Account Establishment
- Cost Transfers
- Award Modifications (Spans both pre- and post-award)
- Payment of Subcontract Invoices
- Monthly Budget Reconciliation
- Purchasing
- Salary Distribution
- Closeout
- Effort Reporting

HOME OF SIDNEY KIMMEL MEDICAL COLLEGE
ORA Contracts Team

Ronald Polizzi, MBA
Director of Business Operations
Jefferson Clinical Research Institute (JCRI)
Associate Director, Contracts
215-503-2127
Ronald.polizzi@jefferson.edu

Jason Salvatore
Research Administrator, Contracts
Jefferson Clinical Research Institute (JCRI)
215-503-2895
jason.salvatore@jefferson.edu

Susan Kravitz
Research Administrator, Contracts
Jefferson Clinical Research Institute (JCRI)
215-503-9819
Susan.Kravitz@jefferson.edu

Responsibilities:

- Pre-Award Clinical Trials Management
- Contract Development and Execution (clinical and basic research contracts)
- Coverage Analysis
- Clinical Trial Budgets
- Clinical Trial Invoicing/Grant Management
- Salary Distribution / Personnel Review/ Purchasing
- Cost Transfers
- Clinical Trial Closeout
ORA Sub-Awards Team

Michele Cordero-Boligitz, CRA
Manager, Sub-Awards
215-503-2056
Michele.Cordero-Boligitz@jefferson.edu

Jeanmarie Johnston
Assistant to the Director
215-503-6977
Jeanmarie.Johnston@jefferson.edu

Elysia Fitzgerald
Office Assistant/Sec B
215-503-6976
Elysia.Fitzgerald@jefferson.edu

Responsibilities:

- Risk Assessment
- Sub-Award development & negotiation
- Sub-Award amendments
- TJU audit & A133 questionnaires
- Invoice audits & invoice inquires
- FFATA reports
- PI Signoff
ORA Outreach and Education

D'Wayn Mapp, MPA
Manager, Outreach & Education Services
215-503-2802
DWayn.Mapp@jefferson.edu

Responsibilities:

- Development / delivery of curriculum
- Dissemination of ORA information
- Website / online course contact
PI Resources
How Do I Obtain Funding Opportunities & Announcements?

- **Research Intensive Faculty Listserv:** To have relevant announcements sent to you, please contact Jeanmarie Johnston to be added to our list—jeanmarie.johnston@jefferson.edu
- **General Resources on Funding Opportunities:**
  - [Federal Funding Opportunities (NIH, NSF, DoD, etc...):](http://www.jefferson.edu/university/research/resources/funding-opportunities/ora_active.html)
  - [Private & Nonprofit Funding Opportunities:](http://www.jefferson.edu/university/research/resources/funding-opportunities.html)
- **PIVOT** is a research tool to identify grants and other funding opportunities. It is especially helpful in collating NON-FEDERAL funds. Visit the Pivot homepage and click "Sign Up." After setting up your account, feel free to try out the advanced search tools or consult training materials. Please contact Gary.Kaplan@jefferson.edu if you have any problems using Pivot or if you'd just like some tips for crafting better searches. Gary invites anyone to make an appointment to come to his office if they would like hands-on assistance: [http://pivot.cos.com/funding_main](http://pivot.cos.com/funding_main)
  - [How to set up a Pivot account:](https://aisrmedia3.jefferson.edu/Panopto/Pages/Viewer.aspx?id=0b421142-0e64-47ea-822a-4e89eaa5d7f0)
Training Resources

- PI-Specific Podcasts and Online Workshops: http://library.jefferson.edu/Education/programs/ora/online5.cfm

- Please visit http://library.jefferson.edu/Education/programs/ora/ for the following professional development resources

- Other Research Resources: http://www.jefferson.edu/university/research/resources/other-resources.html
Office of Research Administration (ORA) Service Level Agreement (SLA)

- The SLA outlines:
  - The services ORA offers and the working relationship between ORA, JCRI, RACE, SPAO, the departments, and schools served
  - The key performance indicators used to measure the quality of service provided
- ORA will work closely with RACE/JCRI/SPAO and the departments to meet their research administration needs. Communication, feedback, and accountability are critical to ensure excellent service.
- This document can be located on TJU’s Office of Research Administration webpage: [http://www.jefferson.edu/university/research_administration/service_level_agreement.html](http://www.jefferson.edu/university/research_administration/service_level_agreement.html)