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

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Pre-Award Responsibilities:

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

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Post-Award Responsibilities

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

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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

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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
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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: [http://www.jefferson.edu/university/research/resources/funding-opportunities.html](http://www.jefferson.edu/university/research/resources/funding-opportunities.html)
  - Federal Funding Opportunities (NIH, NSF, DoD, etc...): [http://www.jefferson.edu/university/research/resources/funding-opportunities/ora_active.html](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](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](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

[Podcasts]
- NIH Grants Policy Statement Updates (Duration: 8 min)
- Prove the Quality of Your Work, Impress NIH Reviewers (Duration: 1 hour)
- Things You Need to Know: An overview of internal roles and external policy and guidance changes (Duration: 18 min)
- Travel Expenses on Grants: What Faculty Need to Know (Duration: 14 min)
- Uniform Guidance for Faculty and Administrators (Duration: 16 min)

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

[Office of Research Administration]

• 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