SPIN
SPONSORED PROJECTS INFORMATION NETWORK

Welcome
April 2005

Oregon Health & Science University
SPIN Meeting Agenda

- Upcoming Events, John Caruso, Education & Training Coordinator, Sponsored Projects Administration (SPA)
- F&A Update, Sarah Corrigan, Cost Analyst Supervisor, Corporate Financial Services (CFS)
- Research Grants and Contracts (RGC) F&A Update, Tom Marcussen, Director, RGC
- Professional Service Contracts, Kelly Hartle, Lead Contracts Coordinator, Contracting Services
Upcoming Events

John Caruso, Education & Training Coordinator, Sponsored Projects Administration (SPA)
Post-award Activities I

Post-award Education Program (PEP) class
- Thursday, April 28, 2005
- 2:00pm – 4:00pm
- Medical Research Bldg, R310

Pre-registration required

Contact: spaedu@ohsu.edu or 503-484-9063
Post-award Activities II

Post-award Education Program (PEP) class
• Tuesday, May 3, 2005
• 2:00pm – 4:00pm
• Medical Research Bldg, R310

Pre-registration required
Contact: spaedu@ohsu.edu or 503-494-9063
NCURA “Fundamentals”

National Council of University Research Administrators (NCURA)

“Fundamentals of Sponsored Project Administration”

- April 25 -27, 2005
- Embassy Suites Hotel in Portland, OR

http://www.ncura.edu/conferences/fundamentals/
NCURA “SPA II”

National Council of University Research Administrators (NCURA)

“Sponsored Projects Administration: Level 2”

- April 25-27, 2005
- Embassy Suites Hotel in Portland, OR

http://www.ncura.edu/conferences/spaii/
SRA Section Meeting

Society of Research Administrators (SRA) Western Section Meeting

• Coeur d’Alene Resort, Idaho
• April 30 – May 5, 2005

http://www.srainternational.org/newweb/meetings/index.cfm
“eIRB: How’s it Working?”
Open Discussion
Hosts: Darlene Kitterman & Charlotte Shupert
• Friday, May 6, 2005
• 12:00 pm – 1:00pm
• DCH 11620
F&A Update

Sarah Corrigan, Cost Analyst Supervisor, Corporate Financial Services (CFS)
F&A Update

Facilities & Administrative Costs (F&A) Website

• http://ozone/financial/indirectcost/index.shtml
Research Grants and Contracts
F&A Update

Tom Marcussen, Director, Research Grants and Contracts (RGC)
Website Resources

Budget Instructions

- [http://www.ohsu.edu/research/rda/rgc/budgetdev.shtml](http://www.ohsu.edu/research/rda/rgc/budgetdev.shtml)

Web Tool Update
Professional Service Contracts

Kelly Hartle, Lead Contract Coordinator, Contracting Services
Professional Service Contract (PSC)


Instructions to PSC

Contracting Services

Certificate Statement


Instructions to Certificate Statement

• http://ozone.ohsu.edu/ozone/logistics/contracts/loader.cfm?url=/commonspot/security/getfile.cfm&PageID=12665

PSC Training Schedule

• http://ozone.ohsu.edu/ozone/logistics/contracts/loader.cfm?url=/commonspot/security/getfile.cfm&PageID=13149
Contracting Services

Ozone site:
- http://ozone.ohsu.edu/ozone/logistics/contracts/index.cfm

Kelly Hartle contact information
- 503-494-1501
- Hartlek@ohsu.edu
- Mail Code: MCW 26
Oracle Grants
Accounting Updates

Garrett Keeton, Information Systems Manager,
Sponsored Projects Administration (SPA)
OGA Updates

- New OGA Internal Billing Service (IBS) Query
- Budget Query with new fields
- Commitments Screen in OGA
RGC Hot Topics

Tom Marcussen, Director, Research Grants & Contracts (RGC)
RGC Hot Topics

RGC New Staff

• Shellye Dant, Grants & Contracts Administrator
  • 503-494-2385, dants@ohsu.edu
• Cynthia Phillips, Grants & Contracts Administrator
  • 503-494-5933, phillcyn@ohsu.edu
• Jen Raupp, Grants & Contracts Administrator
  • 503-494-2379, rauppj@ohsu.edu
SPA Hot Topics

Lynette Arias, Director, Sponsored Projects Administration (SPA)
SPA Hot Topics

- **Foundation Transfers**
  - [http://www.ohsu.edu/research/rda/spa/dpcs/fdngrcosttv5.pdf](http://www.ohsu.edu/research/rda/spa/dpcs/fdngrcosttv5.pdf)

- **Graduate Research Assistants (GRA’s)**

- **SPA Generic Email Boxes**
  - [http://www.ohsu.edu/research/rda/spa/docs/spaemail.pdf](http://www.ohsu.edu/research/rda/spa/docs/spaemail.pdf)

- **SPA Account Set-up Checklist**
  - [http://www.ohsu.edu/research/rda/spa/docs/spaacctsetch.k.pdf](http://www.ohsu.edu/research/rda/spa/docs/spaacctsetch.k.pdf)
## Sponsored Projects Administration
### Email Accounts as of April 15, 2005

<table>
<thead>
<tr>
<th>Account Name</th>
<th>Email Address</th>
<th>Purpose</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sponsored Projects Administration</td>
<td><a href="mailto:spa@ohsu.edu">spa@ohsu.edu</a></td>
<td>To send and receive general SPA communications to and from OHSU campus: hot topic emails, SPIN meeting reminders and agendas, and SPIN Newsletter.</td>
</tr>
<tr>
<td>SPA Education</td>
<td><a href="mailto:spaedu@ohsu.edu">spaedu@ohsu.edu</a></td>
<td>To facilitate communications to and from campus about SPA Education activities: Post Award Educational Program (PEP) class announcements, receive class registrations and all other education related emails.</td>
</tr>
<tr>
<td>SPA LD Approver</td>
<td><a href="mailto:spald@ohsu.edu">spald@ohsu.edu</a></td>
<td>To send and respond to emails from OHSU campus regarding LD adjustments.</td>
</tr>
<tr>
<td>SPA Accounting</td>
<td><a href="mailto:spaacctg@ohsu.edu">spaacctg@ohsu.edu</a></td>
<td>To receive communications and notifications from OHSU sponsors; used as a post-award email address on grant applications; sponsor emails received are forwarded to appropriate SPA staff.</td>
</tr>
<tr>
<td>SPA Web Mailbox</td>
<td><a href="mailto:spaweb@ohsu.edu">spaweb@ohsu.edu</a></td>
<td>To identify who receives communications about the site; posted on all of SPA's web pages; used by visitors to SPA's web site if they have comments or questions about the web pages; administrator forwards emails to appropriate SPA staff.</td>
</tr>
<tr>
<td>SPA Effort Coordinator</td>
<td><a href="mailto:spaeffrt@ohsu.edu">spaeffrt@ohsu.edu</a></td>
<td>To provide a centralized email account related to effort reporting; used to send individual or bulk emails related to effort reporting to department effort coordinators and other administrative departmental staff.</td>
</tr>
<tr>
<td>SPA Cash Management</td>
<td><a href="mailto:spacash@ohsu.edu">spacash@ohsu.edu</a></td>
<td>To provide a centralized email account related to cash management; used to send clinical trials checks and backup documentation to departments; used and maintained by the Cash Management Coordinator.</td>
</tr>
<tr>
<td>SPA Account Setup</td>
<td><a href="mailto:spasetup@ohsu.edu">spasetup@ohsu.edu</a></td>
<td>To provide a centralized email account related to account setup; used to send email notifications to departments; used and maintained by the Account Setup Coordinator.</td>
</tr>
<tr>
<td>ADP 220</td>
<td>ADP <a href="mailto:220@ohsu.edu">220@ohsu.edu</a></td>
<td>To schedule appointments in SPA conference room; used and maintained by the SPA Administrative Assistant.</td>
</tr>
</tbody>
</table>
Please mark your calendar

May SPIN Meeting

The next SPIN meeting will be on May 19, 2005 at 9:30am in UHS 8B-60
Thank You