SPIN Newsletter  March/April 2004  Volume 4, Number 3/4

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Hot Topics

NIH
“No Cost Extension Procedure Change”

Oregon Health & Science University (OHSU) has begun using the National Institutes of Health (NIH) electronic administration system, “NIH Commons,” for adding “no cost extensions” to existing sponsored awards. Note that a no cost extension does not allow for additional funding but lengthens the time allowed for completion of a sponsored project. As a member institution in the Federal Demonstration Partnership (FDP), OHSU has authority to internally approve a single no cost extension (for 6, 9, or 12 months) on any federally sponsored award given under FDP “expanded authorities.” The Notice of Grant Award (NOGA) will detail conditions of a given award and should be the first source of information about permissible actions related to that award. To request a no cost extension please complete the “request for no cost extension form” found on the Research and Development Administration (RDA) forms webpage: http://www.ohsu.edu/research/rda/forms.shtml#fm. Once a no cost extension has been processed, a confirmation email is sent directly to the Principal Investigator (PI) from NIH.

SPIN Meeting Highlights

Highlights from the previous SPIN meeting are published in each issue of the SPIN Newsletter. Meeting presentations and handouts are always available on the SPA website: http://www.ohsu.edu/ra/spa

MARCH 2004
OGA Data Warehouse Demonstration
Garrett Keeton, Information Systems Manager
Sponsored Projects Administration

The new Oracle Grants Accounting (OGA) Data Warehouse, live in production at the end of March, provides those involved in grants management with a powerful and flexible reporting tool they have been anticipating since the “go live” of OGA in April 2002. Developed by OHSU's Information Technology Group (ITG) and the software development firm DecisionPoint in close coordination with Sponsored Projects Administration (SPA), the new OGA Data Warehouse will look quite familiar to users of the General Ledger and the Human Resources/Payroll Data Warehouses. All of the data warehouse applications run nightly extracts of transactional data from their counterpart applications, allowing for greatly enhanced accessibility of information to better meet end-user reporting needs.

Like the other OHSU data warehouses, the OGA Data Warehouse allows users to create customizable reports to meet individual needs, and those experienced with using Discoverer will find themselves right at home in generating their own reports. For the more casual user, SPA has created a number of prepared or “canned” reports to meet most departmental reporting needs. These “canned” reports also remain very flexible and can quite easily be revised to meet specific demands.

In contrast to OGA Expenditure Inquiry, which offers a choice of many parameters but can only be run for a single project, OGA Data Warehouse can be run for multiple projects simultaneously. In fact, you can run an inquiry without setting any project parameters at all and retrieve project data for all the projects to which you have access.

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OGA Data Warehouse offers an extremely wide range of options for retrieval of sponsored projects information. With the Data Warehouse, information may be retrieved for various levels of reporting by any of the following parameters:

- Project
- Award (with Project subcategories)
- Principal Investigator (PI)
- Organization (Org)

Reports in the OGA Data Warehouse are designed to provide information about grant activity at different levels. Project and Award Summary reports show grant status data based on Project, PI, Org, and School prefix. Expenditures are the most detailed reports, providing data at the individual transaction level. Other reports exist to show specific grants data as needed.

The “canned” reports follow a naming convention that identifies the layout of the report. The first element of the report name indicates the Page Item list at the top of the report (e.g., Project). The second element in the name describes the report type (e.g., Status Report). The elements at the end of the report name list the data shown in the columns on the left side of the report.

Report names are listed on tabs along the bottom of the screen. Movement between reports is accomplished by simply clicking on the appropriate tab. A list of available OGA Data Warehouse reports can be found on the SPA website: [http://www.ohsu.edu/research/rda/spa/docs/ogareports.pdf](http://www.ohsu.edu/research/rda/spa/docs/ogareports.pdf)

As with active screens in OGA Award Status Inquiry and Project Status Inquiry, OGA Data Warehouse reports can be exported to Excel spreadsheets for easier formatting of customized printed reports.

Access to OGA Data Warehouse is tied to Project Roles. OGA Data Warehouse access follows regular Oracle Grants Accounting access, so those with current access need only log into “OGA Inquiry OHSU” and select “Data Warehouse” to choose a password. OGA Data Warehouse access is then activated the following day. Those without current OGA Inquiry access will need to complete the “OGA Inquiry Request Form” located on the SPA website: [http://ozone.ohsu.edu/ais/docs/ogainquiryform.pdf](http://ozone.ohsu.edu/ais/docs/ogainquiryform.pdf)

Those interested in using this new reporting tool are strongly encouraged to attend one of the upcoming OGA Data Warehouse classes to learn how best to take advantage of the great reporting flexibility offered by the OGA Data Warehouse. Upcoming classes are listed on the Administrative Information Systems (AIS) website: [http://ozone.ohsu.edu/ais/training.shtml](http://ozone.ohsu.edu/ais/training.shtml)

SPA Hot Topics
Lynette Arias, Director
Sponsored Projects Administration

Sponsored Projects Administration is working to get late progress reports submitted on continuation awards. Departmental cooperation with this effort is greatly appreciated.

As a reminder, budget constraints and the tight financial situation are not adequate justification for otherwise unallowable expenditures on sponsored projects.

SPA Accounting Manager, Craig Whitebirch has accepted a new position within OHSU as the new Internal Audit Manager. As you all know and have experienced, Craig has been a huge part of developing the SPA office over the last 4½ years. His leadership and expertise have been a vital component of SPA being able to achieve the level of success that it has. It is his background and expertise that now makes him the perfect choice to lead OHSU’s Internal Audit Department. This position will have the responsibility of developing an overall internal audit program and department for OHSU. This internal audit program will cover all areas of OHSU, including research and sponsored projects.

OHSU has not historically had an internal audit department staffed by OHSU staff. This unit has traditionally been staffed by external audit resources for the most part. OHSU recently made the decision to bring the audit function internal and the department was moved under Gary Chiodo as part of the Corporate Compliance department.

RSO Hot Topics
Tom Marcussen, Director
Research Support Office

Tom Marcussen’s planned Question and Answer session was unable to take place at the conclusion of the last SPIN Meeting. Tom is available to make visits to departmental meetings and can be reached at 503-418-4430 or marcussen@ohsu.edu

Miss the last SPIN Meeting?
 Presentations and handouts from previous meetings are available on our website:
[www.ohsu.edu/ra/spa](http://www.ohsu.edu/ra/spa)
Update on Compliance Procedures
Kara Manning, Integrity Manager
OHSU Research Integrity Office (ORIO)

In July 2003, revisions were made to the OHSU Conflict of Interest in Research (CoIR) policy (#10-01-035), and the Conflict of Interest in Research disclosure form was subsequently revised to implement appropriate changes consistent with the new policy. As of August 22, 2003, the revised CoIR disclosure form was fully active and outdated forms were no longer being accepted. This new CoIR form is available on the OHSU Research Development & Administration website: http://www.ohsu.edu/research/rda/forms.shtml

Changes to the new policy may require reporting in the following circumstances:
- Any amount of stock or stock options are held in a non-publicly traded company.
- “Milestone bonuses” are given or promised.
- Future royalties are possible through a licensing agreement.
- Serving as an executive officer of a financially interested business.

A more comprehensive guide to the policy and form changes is available on the RDA website: http://www.ohsu.edu/research/rda/coir/coirchanges.shtml

Outside investigators are expected to complete CoIR disclosure forms if the following conditions apply:
- They do not have an OHSU appointment.
- They are key personnel (involved in the design, conduct, or reporting of research, or involved in enrolling subjects).
- They are involved in Human Subjects research undergoing oversight by the OHSU Institutional Review Board (IRB).
- And, they do not have a documented Conflict of Interest policy in place at their home institution (or company) in compliance with the National Institutes of Health Conflict of Interest policy (45CFR94).

All of the above conditions are addressed in the Institutional Review Board’s new Initial Research Questionnaire (IRQ).

Questions and concerns may be addressed to Kara Manning at 503-494-7887 or manningk@ohsu.edu.

Decentralized Labor Distribution
Bruce Nguyen, Labor Distribution Supervisor
Corporate Financial Services

Labor Distribution, the engine that distributes OHSU’s payroll, is in the process of being streamlined and handed off from central administration to end users. Security surrounding personnel information will continue to follow the standard Human Resources (HR) organization (“org”) structure; however, under this decentralized system, end users will have greater access and more immediate control of labor distribution, and as a result, transfers will be able to post much more quickly. Authorized end users will have access to the Labor Distribution of employees in their home (timekeeping) org.

On grants transactions, the system will update automatically and forward a confirmation email to both the end user and the Sponsored Projects Administration (SPA) accountant assigned to the project. The end user will still be required to make other separate notifications (such as notification of General Ledger accounts). Also, in terms of workflow for grants transactions, the system is designed to permit labor distribution transfers unless those transfers violate normally acceptable parameters (as with changing transactions after the 90-day limit, making a transfer onto a closed project) charging transaction in closed effort period in which case the system will park the transaction until approvals are certified. For now, hard-copy approvals will still be required, but once approvals are met, the transaction will automatically be processed without being reentered by the end user.

The simplified authorization form for access to Decentralized Labor Distribution will be set up in a manner similar to iRecruitment. At this point, it is anticipated that only department heads will need to sign authorization forms for employees to gain access. It is expected that the form will be routed through the Administrative Information Systems (AIS) Help Desk like other access forms. From there the form will be forwarded to Human Resources for review and for filing.

Once access is granted, the Labor Distribution responsibility will appear in a users list of Oracle responsibilities. Because this responsibility follows a naming convention that makes each user unique, it will appear as “LD User-[home org, e.g. SM.Neurology]-[serial user number, i.e. 1, 2, 3, etc]”

The “go live” of Decentralized Labor Distribution is planned for late July 2004. Training classes are being scheduled and will be listed on the AIS website: http:// ozone.ohsu.edu/ais/index.shtml

Questions or concerns about Decentralized Labor Distribution may be addressed to Bruce Nguyen 503-494-3145 or nguytuan@ohsu.edu.

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April SPIN Meeting Highlights (continued from page 3)

Cost Sharing Basics
Lynette Arias, Director, Sponsored Projects Administration
Thomas Marcussen, Director
Research Support Office

Cost Sharing, also referred to as “in kind” or “matching” funds, represents that portion of a project or program whose costs are not borne by the sponsor.

Tracking cost sharing at OHSU is important for a number of reasons, not the least of which is that it is required by federal regulation. Because the federal government considers cost sharing to be part of the overall cost of sponsored projects (as specified in Office of Management & Budget (OMB) Circular A-110), institutions receiving federal funds are required to track and report cost sharing dollars as part of the “direct cost base” (or denominator) that factors into calculating the Facilities & Administrative (F&A) rate negotiated between an institution and the federal government. That is to say, the more cost sharing we have at OHSU, the lower our F&A rate goes. A lower F&A rate is not favorable for us at OHSU because it decreases the amount of money we can recover from the government to support our institutional infrastructure.

There are different categories and sub-categories, of cost sharing:
- Committed
  - Mandatory
  - Voluntary
- Uncommitted
  - Voluntary (known as “Voluntary Uncommitted Cost Sharing” or VUCS)

Whether cost sharing is required on a grant application (“mandatory”) or is offered and quantified in writing in the application or proposed budget for a sponsored project (“voluntary”), it is considered to be committed. All committed cost sharing must be tracked and reported to the sponsor.

Uncommitted cost sharing is that amount over and above that which is required and/or offered in an application or budget justification. Voluntary uncommitted cost sharing is not required to be tracked or added to the institutional F&A base. Uncommitted cost sharing is only tracked on effort statements to bring total effort to 100%, if needed.

A pre-existing wage in excess of the federal salary cap (currently $175,700) is considered committed cost sharing and must be tracked and reported; however, a post-award wage increase may be considered VUCS.

The following steps are taken to track cost sharing:
- Cost sharing is identified in the proposal and PPQ.
- Funding is provided at the time of award.
- A cost sharing account is set up in Oracle Grants Accounting (OGA).

At the application stage, if a proposed project includes committed personnel effort that is not supported by the project budget, this constitutes committed cost sharing and must be approved in advance by the fiscal authority of the individual department. Question 12 on the Proposed Project Questionnaire (PPQ) includes a Cost Sharing Assurance section that provides signature lines for the appropriate approvals.

The original PPQ may be routed to obtain signatures from fiscal authorities in departments other than the home department of the Principal Investigator (PI). Alternatively, the PPQ can be photocopied and routed to outside approvers, though the signed photocopies must be submitted to the Research Support Office (RSO) prior to institutional approval of the application. Note that third party cost sharing (such as Veterans Administration, Shriners, etc.) does not require authorizing signatures with the application.

The PPQ is available on the RSO website: [http://www.ohsu.edu/research/nda/nc/docs/ppq.doc](http://www.ohsu.edu/research/nda/nc/docs/ppq.doc)

Further clarification of the PPQ and this approval process is also available on the RSO website: [http://sunweb1.ohsu.edu/research/nda/nc/costshare.shtml](http://sunweb1.ohsu.edu/research/nda/nc/costshare.shtml)

Once a grant is awarded, committed cost sharing is identified as such on the grant or contract. RSO contacts the department(s) that committed for cost sharing to obtain the appropriate non-sponsored General Ledger (GL) account number(s) to which the effort will be charged. This information is then provided to Sponsored Projects Administration (SPA) along with other account set-up materials.

After an account set-up packet is received in SPA, the account for the award/project is established according to standard procedures and any accompanying cost sharing account is set up at the same time. The “budget” of the cost sharing account is based on the costs listed in the proposed budget for the sponsored project, and the cost sharing award is linked to the GL fund number provided for this purpose. Once the project and cost sharing accounts are set up in OGA, the Notice of Acceptance (NOA) is distributed to the PI and department for both accounts. The PI and department should review the NOA to verify that all information listed is accurate.

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For an ongoing project, the department initiates charges against the cost sharing account based on the “budget” of this account. Appropriate labor charges should be transferred to the cost sharing account. Other, non-personnel expenditures should also be charged against the cost sharing account as appropriate.

SPA monitors to ensure that expenses are actually being charged to the cost sharing account and that all such charges meet the terms and conditions of the award. All charges on federal cost sharing accounts must meet federal cost accounting standards and are subject to applicable cost restrictions. Remember that to be used as cost sharing, all expenditures must still be allowable under the terms of the award. If an expenditure is not allowable as a direct cost, it is not allowable as cost sharing.

As required, SPA reports cost sharing to the sponsor and maintains cost sharing records. At the time of the F&A rate negotiations, CFS draws on cost sharing records to prepare their rate proposal. Again, the more cost sharing done by OHSU, the lower the F&A rate is driven, which ultimately means less income for our institution.

SPA Hot Topics
Lynnette Arias, Director
Sponsored Projects Administration

For effort certification on sponsored projects, remember that actual and reported effort needs to be equal to committed effort. Pay should also always be equal to effort expended, whether paid directly or cost shared.

RSO Hot Topics
Thomas Marcussen, Director
Research Support Office

National Institutes of Health (NIH) has increased the research salary cap twice so far in 2004. According to guidance announced in February, the cap had been increased to $174,500 effective January 1, 2004; however, according to a more recent NIH Guide (3/14/04), the March 3rd Executive Order increased the pay cap further to $175,700, retroactive to January 1, 2004.

Significant delays to account set up are occurring due to missing compliance documentation, including the following frequently missing pieces:
- Conflict of Interest Certification
- Responsible Conduct of Research Certification
- Institutional Review Board (IRB) Approval
- Institutional Animal Care and Use Committee (IACUC) Approval

Remember to submit compliance documentation along with all your other application materials for a proposed project.

For more RSO information please call 503.494.7887, or visit them online at: http://www.ohsu.edu/ra/gc.

Effort Certification Statements for July-December 2003, were due on February 27, 2004. For those departments that have not submitted their Effort Statements, please do so as soon as possible.

This continues to be a compliance requirement that is closely scrutinized by NIH, NSF and other federal funding agencies. We appreciate your cooperation in helping to reduce the risk to OHSU and your research funds, by complying with this important regulation.

If you have any questions relating to Effort Certification, please contact OHSU’s Institutional Effort Coordinator, Cynthia Moore-Woldridge at 503.494.1885 or via email moorecyn@ohsu.edu.
The Fiscal Authority ID (FAID) number for the Internal Billing System (IBS) is scheduled to go-live July 1, 2004. This means that any purchases from an IBS service may require the FAID from the buyer. If you provide an alias or department account for goods or services to be charged to your department, more than likely the service center is using IBS to bill you. This article is definitely for you!

FAID numbers will automatically be assigned to persons that already have fiscal authority in the Purchasing Hierarchy. If you have fiscal authority as of April 15, 2004, you will be receiving an email within the next couple of weeks with your FAID. Fiscal Authority assigned after April 15th will be reviewed and FAID will be sent out prior to go-live. The numbers are 8 digits: the first 4 characters relate to your department (list is on the IBS website) and the last four are numeric and randomly generated. These FAID’s will automatically inactivate upon an employee’s change in job or termination.

Once you have a FAID, you may delegate it as needed. If you would like for someone in your department to have their own FAID, you may request that as well. As long as the dollar limit is within your authority, we can assign additional FAIDs. A FAID Request Form will be posted on the IBS website. FAIDs issued via the request form are considered manual entries. If there are any updates or changes required, please be sure to submit your change to IBS Administration.

There are some service centers that will not require a FAID for purchases. We will provide a list of those service centers on our IBS website as soon as we have completed the evaluations for the requested exemptions. Examples of service centers that may be exempt:

**Corporate Express:** Fiscal authority is verified at the account level - when a person requests an account for purchases, so they will not be required to obtain it again for each transaction.

**Procurement Cards:** Fiscal authority is obtained for each card authorizing spending on that card, so they will not be required to obtain it again for each transaction.

If you are a service center and believe you should be exempt, please submit your request on the IBS website [http://ozone.ohsu.edu/financial/ibs/index.shtml](http://ozone.ohsu.edu/financial/ibs/index.shtml) and IBS Administration along with the OHSU Internal Auditor, Craig Whitebirch will review and follow up with you.

If you have any questions about the Fiscal Authority ID, please contact the Oracle Help Desk at 503-494-4524 or send an email to IBS Administration.

We appreciate your time and assistance in our implementation.
Oracle Grant Accounting (OGA)

OGA Training

Everyone involved in sponsored projects grants management is invited to attend an OGA training class. Classes are limited in size due to computer availability. Please join us in learning all areas of OGA.

Contact Juris Solovajs at 494-9806 or email solovajs@ohsu.edu to register.

OGA Training Classes

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Oracle Drop-In Sessions

Here’s an opportunity for end users who have already been trained in Oracle to get one-on-one help in the system. Both a Discoverer and an OGA Trainer will be present at each of these sessions to answer any specific Oracle Grants Accounting questions or to provide help designing your reports.

Oracle Drop-In Sessions

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Grants Data Warehouse Training

All those involved in the management of sponsored projects are invited to attending training on this exciting new reporting tool. The OGA Data Warehouse features many new pre-set reports and will additionally offer end users the ability to customize these and other reports to meet their individual reporting needs.

Data Warehouse Classes

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For more information on Oracle and Discoverer training schedules please visit the Administrative Information Services (AIS) website at: http://ozone.ohsu.edu/ais/training.shtml
Clinical Research Program

Clinical Trials Office

OHSU’s Clinical Trials Office is now open for business

As you may know from past meetings and other announcements, the Clinical Research Program has implemented a Clinical Trials Office (CTO). The CTO is providing voluntary pre-award services to support investigators and study staff who will be conducting industry sponsored clinical trials. These services include budget development and negotiation, Internal Review Board (IRB) submissions (including writing the consent form and getting approval from the sponsor), completion of the Proposed Project Questionnaire (PPQ) and Research Rate Request (RRR) forms, and some of the other associated submissions required to conduct a study at OHSU.

The CTO is now open for business and ready to ease the “administrative burden” surrounding the initiation of a clinical trial. If you would like to learn more about the services of the CTO, or to talk with the CTO about having them handle the budget, IRB, and other pre-award processes for your clinical trial, please contact the CTO’s Director, Alison Grossblatt-Wait, at 503-494-5077 or via email at grossbla@ohsu.edu.

We look forward to working with you.

Meet the New Director

Alison Grossblatt-Wait, Director of the new Clinical Trials Office (CTO), started at OHSU in March 2004. In this role, she will be developing the office and implementing the new services provided by the CTO. Immediately prior to moving to Oregon, Alison was the Director of the Office of Clinical Trials at UCLA for 5-1/2 years. Her prior experience in medical research and clinical trials goes back to 1987 and includes time spent doing basic research in academia as well as clinical trials administration in the private sector. Alison received her bachelor’s degree in Applied Mathematics/Biology from Brown University and her M.A. in Biology from UCLA.

OHSU investigators and research staff who are interested in learning more about the CTO and its services are encouraged to contact Alison at 503-494-5077 or via email at grossbla@ohsu.edu.

For more information on the Clinical Research Program, please visit their website at: http://www.ohsu.edu/research/crp/index.shtml.
### Post-award Activities I

Sponsored Project Administration is pleased to announce the next in its ongoing series of Post-award Education Program courses.

**Post-award Activities I (West Campus)**
- **Tuesday, June 1, 2004**
  - 2:00 pm - 4:00 pm
  - AB 401 at OGI

**Post-award Activities I (Central Campus)**
- **Thursday, June 3, 2004**
  - **CLASS IS FULL**
  - 1:30 pm - 3:30 pm
  - Research Bldg, R310
- **Monday, June 7, 2004**
  - 1:00 pm - 3:00 pm
  - Research Bldg, R310

A two-hour workshop on the basics of day-to-day award management, Post-award Activities I covers the administrative actions and SPA forms that allow a project to move forward with its scope of work while practicing appropriate stewardship of sponsor funds. This course, the first of two parts, examines the early steps in the (post-award) life cycle of a grant and presents practical, hands-on examples and case studies. Course instructors will offer useful tips, suggest organization strategies and discuss best practices for departmental administrators involved in the management of sponsored project funds.

Designed for “departmental administrators” (including department administrators, division managers, department fiscal managers, and department effort coordinators), this class session offers an excellent opportunity to learn the essentials of successful sponsored projects management.

Pre-registration is required as seating is limited and workshop materials must be prepared in advance. Please contact SPA Education ([spaedu@ohsu.edu](mailto:spaedu@ohsu.edu)) or 503-494-9063 to register.

### The Electronic Institutional Review Board (eIRB) Orientations

**May 18 & May 24, 2004**

The eIRB Orientation will provide an overview of the new electronic Institutional Review Board. This web-based system will affiliate administrative processes and systems necessary to promote the safety of human subjects in research at OHSU and facilitate the administrative tasks required of the research community. This will be accomplished through the management of timely and accurate research compliance records. This data will be drawn from and supplied to all entities, human and electronic, interacting with the OHSU Research Integrity Office (ORIO). The safety of human subject research will be enhanced by facilitating the rapid interchange of essential data.

For details and future training dates: [http://sunweb1.ohsu.edu/research/rda/education/calendar/calendar.php](http://sunweb1.ohsu.edu/research/rda/education/calendar/calendar.php)

### The Clinical Research Program and the Clinical Trials Office: How we can help you

**BROWN BAG SESSION**
- **May 24, 2004**
- **Noon - 1:00pm**
- Doernbecher Auditorium 1162

The Clinical Research Program and the Clinical Trials Office: How we can help you

The Clinical Research Program strives to enhance clinical and translational research at OHSU. Darlene Kitterman, Director of the CRP, will give an update on the status of the Clinical Research Program and plans for the future in the areas of faculty and research staff development, administrative process improvement, and resource and infrastructure development.

One new program developed by the CRP is the Clinical Trials Office. Alison Grossblatt-Wait, the director of the newly established CTO, will give an overview of the CTO and the services provided.

Both Darlene and Alison will be available at the end of the meeting to answer questions.

### OGA Data Warehouse Training

**June 7, 2004**
- **1:30 - 3:30 pm**
- **BICC 122**

Oracle Grants Accounting (OGA) Data Warehouse (Discoverer) went live in production at the end of March, 2004. This exciting new reporting tool dramatically improves the reporting abilities of all those involved in sponsored projects management. The OGA Data Warehouse features many new pre-set reports with the ability to customize these and other reports to best meet individual reporting needs.

Although attending class is not required to gain access to the OGA Data Warehouse, potential users are strongly encouraged to attend one of the upcoming training sessions to learn how to best take advantage of all the OGA Data Warehouse has to offer.

Registration Contact: Oracle Training Coordinator, Juris Solovjovs, [solovjov@ohsu.edu](mailto:solovjov@ohsu.edu)

For more information on other educational opportunities, meetings, and conferences, please see the Upcoming Events calendar on our web site at: [http://www.ohsu.edu/ra/spa/2004calendar.pdf](http://www.ohsu.edu/ra/spa/2004calendar.pdf)