OHSU Contracting Services has introduced a new, streamlined “certification process” to better serve OHSU’s internal customers and foster goodwill with vendors, while still keeping a watchful eye on audit, risk and legal issues facing our institution.

New Process
The new certification process can be used instead of a Professional Services Contract (PSC) in the following circumstances:

- The engagement is $50,000 or less
- The engagement is for a one-time only circumstance (i.e., not for ongoing engagements that would require amendments)
- The contractor will not have access to Protected Health Information (PHI) under HIPAA
- The contractor will not have access to OHSU patients, study subjects, confidential, or sensitive information
- The contractor will not have access to OHSU’s computer network

For those wishing to engage a contractor for a professional service engagement with circumstances that fall within the above guidelines, a Professional Service Contract (PSC) will no longer be required. Instead, departments may initiate the Professional Service Contract Certification Statement. This document will provide OHSU with the basic information and protection necessary for these lower risk engagements. The document and instructions are available on the Contracting Services website: http://ozone.ohsu.edu/ozone/logistics/contracts/psc.cfm  
continued on p. 2
**Governing Terms**

While it may not be necessary to complete the standard professional contract template, the Professional Service Contract Certification Statement will outline the scope of work, term and financial issues. In such cases, the OHSU Purchase Order and its terms will govern the relationship.

**Payment**

A requisition and purchase order will remain the payment mechanism for the Professional Service Contract Certification Statement. Please see the Contracting Services website, above (below), for step by step instructions.

**Please note the following key differences involved in this new, streamlined process:**

- Sponsored Projects Administration (SPA) will no longer be signing off on PSC contracts or certification statements where grant funds are used. Individual departments are responsible for insuring they are engaging professional services that are allowed under the terms of their grant.
- OHSU standard terms and conditions will not be negotiable. Departments are responsible to ensure that the contractor has received a copy of OHSU's standard terms and conditions for Professional Service Contracts, which are available on their web site: [http://www.ohsu.edu/logistics/procure.html](http://www.ohsu.edu/logistics/procure.html). If a contractor wishes to negotiate specific terms, a standard Professional Service Contract will be required.
- Attachments to the Certification Statement will be permitted for purposes of scope of work expansion. The scope of work is critical to insure prompt processing. Detailed time lines and deliverables are required.
- No contract number will be assigned; the PO number will serve as the permanent contract and record number.
- Amendments will not be permitted. End users may submit a maximum of three Certification Statements per year for a particular contractor. These three engagements may not total over $50,000.

**Excluded Contract Types**

The following specific contract types are excluded from this process:

- Massage therapists
- Birthing class instructors
- Temporary staffing firms
- Recruiting firms

**Key Changes to PSC Template**

You will find three changes to the standard PSC template and process when engagements do not qualify under the Short Form process.

1. SPA is no longer required to sign off on agreements utilizing grant funds;
2. A fiscal authority signature is no longer required. When appropriate fiscal authority approves requisition in Oracle, that individual is explicitly approving the expenditure, scope of work and contract terms; and
3. Hard copies of fully executed contracts will no longer be sent to departments and contractors; e-copies will be facilitated. (Note: If you have a particular contractor, e.g., a governmental agency who requires an original, please advise your Contract Coordinator and we will accommodate the request.)

**Training Courses**


With questions or concerns, or if your department would like a schedule brief presentation at a staff meeting, please contact Contracting Services: 503-494-5075
New RGC Staff Members

As part of ongoing restructuring strategies and staffing enhancement, the pre-award office, Research Grants and Contracts (RGC), recently added the following personnel:

**New Grants and Contracts Analysts**

Dominique Lampert, a new Grants and Contracts Analyst, is a recent transplant from the Bay area where she has over 15 years of grants experience. Her latest service has been with the Alcohol Research Group/Public Health Institute in Berkeley and she still remains connected with them. Dominique has refined experience in Grants and Contracts and brings capability and expertise to the department.

New Grants and Contracts Analyst, Jen Raupp, recently moved from Pullman, Washington where she was a Grants Analyst at Western Washington University. Jen is a bright and diligent addition to the department and brings innovative ideas from her previous institution.

Cynthia Phillips is a new Grants and Contracts Analyst with recent experience at a small biomedical sensor company called ISENSE where she was the grants administrator for funded projects through NIH and DOD. Prior to her position there, she worked as a Grant Coordinator at the Casey Eye institute here at OHSU and in the interim, gained a Masters in Education and spent several years as a Middle School teacher. We welcome her energy and diverse background to the department.

Another new Grants and Contracts Analyst, Shellye Dant, previously managed a Post Graduate Program for Program in Molecular and Cellular Biosciences (PMCB) for two years. Adding to her experience at OHSU, she also spent two years as Account Setup Coordinator for Sponsored Projects Administration (SPA). Shellye’s experience with OHSU and more specifically research administration makes her an immeasurable asset to RGC.

**New Operations Manager**

Carolyn Foster will be starting as the new Operations Manager on May 16th. She brings great experience to the position from her skills as a Manager with the Huron Consulting group. She will be an integral part of the database transformation essential to the development of Research Grants and Contracts. Her experience implementing systems and business processes at Huron will be an imperative addition to the department. We anticipate her position will influence the administrative systems of RGC in a positive and progressive way.

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**For more**

Research Grants & Contracts (RGC) information, please call 503-494-7784, or visit the RGC website: [http://www.ohsu.edu/research/rda/rgc/](http://www.ohsu.edu/research/rda/rgc/)

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**Miss the last SPIN Meeting?**

Presentations and handouts from previous meetings are available on our website: [http://www.ohsu.edu/research/rda/spa/spin.shtml](http://www.ohsu.edu/research/rda/spa/spin.shtml)
SPA Generic Email Boxes

Sponsored Projects Administration (SPA) has expanded the use of generic email boxes as points of contact for specialized communications. In addition to the main Sponsored Projects Administration and SPA Education email accounts, generic mailboxes have expanded to include the following:

- SPA LD Approver – to receive Labor Distribution (LD) communications; to send and receive emails from campus regarding LD adjustments
- SPA Accounting – to receive communications and notifications from OHSU sponsors; to serve as the post-award email address on grant applications
- SPA Effort Coordinator – to receive and send communications related to effort reporting
- SPA Account Setup – to send and receive communications related to account setup; to send email notifications to departments, including Notices of Acceptance (NOA’s)

Full descriptions and a complete list of SPA’s generic email accounts are available on the SPA website: [http://www.ohsu.edu/research/rda/spa/docs/spaemail.pdf](http://www.ohsu.edu/research/rda/spa/docs/spaemail.pdf)

SPA Account Setup Checklist

The internal “SPA Account Setup Checklist” is now available for information purposes only on the Sponsored Projects Administration (SPA) website. For internal Research Development and Administration (RDA) use only, this document enables Research Grants and Contracts (RGC), Technology and Research Collaborations (TRC) and the Clinical Research Program (CRP) to make sure they have assembled all necessary materials and compliances prior to sending an award packet to the SPA Account Setup Team for entry into Oracle Grants Accounting (OGA), which triggers distribution of the Notice of Acceptance (NOA), letting Principal Investigators (PI’s) and department staff know they can begin spending on a new sponsored project.

The goal in releasing this internal RDA document for campus review is to provide department administrative staff with added insight into the issues that are likely to prevent or delay setup. It is hoped that PI’s and department administrative staff will take advantage of the opportunity to familiarize themselves with the range of documents required for account setup. This setup checklist can be used proactively to help department staff make sure all relevant processes and documents are in place to facilitate timely setup of awards and projects once the sponsor approves funding.

SPA Account Setup Checklist (internal RDA use only): [http://www.ohsu.edu/research/rda/spa/docs/spaacctsetchk.pdf](http://www.ohsu.edu/research/rda/spa/docs/spaacctsetchk.pdf)

Questions about this checklist or about individual setup concerns may be addressed to SPA Account Setup Coordinator, Becky Brown, 503-494-1884 or [brownr@ohsu.edu](mailto:brownr@ohsu.edu).

Please plan to attend the next Sponsored Projects Information Network (SPIN) Meeting:
Thursday, May 19, 2005
9:30am - 10:30am
UHS 8B-60
OGA Updates

New IBS Query
A new Oracle Grants Accounting (OGA) Internal Billing Service (IBS) query, called "IBS_Expenditures by project, service center," is now available in the OGA Data Warehouse. The query, with cross tabs for Organization and Project Manager (i.e., Principal Investigator) contains the following fields:

- IBS Transaction Number
- Expenditure Comment
- Expenditure Type
- Burdened Cost
- GI Date
- PA Date
- Expenditure Item Date
- PA Period Name
- Transferred Date

This query can also be run by expenditure type, which contains cross tabs by Project Number, IBS Service Center, Organization, and by Project Manager.

OGA Budgets
"OGA Budgets" is another new OGA Data Warehouse query. Run by award number, this query retrieves budget details by award subaccounts (e.g., project years) and sorts the budget by OGA Expenditure Type.

Beta Testing
Please note that because these two new queries, developed by SPA’s Information Systems Manager, Garrett Keeton, are still in beta testing mode, they are currently listed under the heading "KEETONG" in the Data Warehouse. Once they have been fully authenticated, they will be moved to the "DISCODW" category.

Commitments Screen in OGA
Remember that it is always possible to look up outstanding project encumbrances using Project Status Inquiry in Oracle Grants Accounting (OGA). In the Project Status form, click on the button labeled “Commitments” to find encumbrances by Supplier Name, Expenditure Type, or by a range of dates. Alternatively, running an open search for “commitments” will retrieve any and all outstanding encumbrances on the project in question.

OGA Training

Those involved in sponsored projects management are invited to attend Oracle Grants Accounting (OGA) training classes. Classes explain available OGA Reports and demonstrate how to navigate through the OGA system to find extensive award and project information.

Contact Juris Solovjovs at 503.494.9806 or email solovjovs@ohsu.edu to register.

OGA Training Classes

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<tbody>
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<td>BICC 121</td>
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<tr>
<td>Thursday, June 23, 2005</td>
<td>1:00-4:00</td>
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</tr>
<tr>
<td>Thursday, July 14, 2005</td>
<td>1:00-4:00</td>
<td>BICC 122</td>
</tr>
</tbody>
</table>

Oracle Drop-In Sessions

Oracle Drop-In Sessions are an opportunity for end users who have already been trained in Oracle to get one-on-one help in the system. Several Oracle Trainers will be present at each of these sessions to answer any specific OGA questions or to provide help designing your reports.

Oracle Drop-In Sessions

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<tr>
<th>Date</th>
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<tbody>
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*OHSU Foundation staff will be available from 1:00-3:00pm.

To learn the latest about Oracle at OHSU, visit the Administrative Information Systems (AIS) website: http://ozone.ohsu.edu/ais/index.shtml
Spring 2005 PEP Classes

Sponsored Projects Administration (SPA) is pleased to invite pre-registration for the next two courses in the continuing Spring 2005 Post-award Education Program (PEP) series. Offered twice annually, the series of PEP courses focuses on the fundamentals of post-award sponsored projects management.

Clinical Trials - NEW!
Tuesday, May 31, 2005
2:00 pm – 4:00 pm
Medical Research Bldg, R310
(pre-registration required)

Closeouts
Tuesday, June 7, 2005
2:00 pm – 4:00 pm
Medical Research Bldg, R310
(pre-registration required)

The PEP curriculum includes regularly offered courses on key sponsored project management themes. Taught by experienced SPA personnel, these courses are designed to provide “departmental administrative staff” (including department administrators, division managers, department fiscal managers, department effort coordinators, etc.) with a strong foundation in the essential elements of post-award sponsored project management.

Enrollment in these courses is limited to 25 and pre-registration is required. To register, please contact SPA Education at spaedu@ohsu.edu or 503-494-9063. Please remember to specify which course or courses you would like to attend.

NCURA Video Workshop

Please plan to attend the next in the 2005 series of video workshops offered by The National Council of University Research Administrators (NCURA). “Principles of R&D Contracting,” broadcast live via satellite, presents a unique opportunity for in-depth review of research and development contracting.

NCURA
“Principles of R&D Contracting”
Tuesday, June 14, 2005
8:30 am - 12:30 pm
Central Campus:
SON 144 (Founder’s Auditorium)
West Campus:
Malinow Conf Room (ONPRC)

NCURA advertises the workshop as follows: “This videoconference will serve as a training opportunity for research administrators in central and department levels who are assigned the tasks of identifying contracting opportunities, submitting contract business proposals, and negotiating and managing federal contracts. In addition, the conference will seek to address faculty issues. Adapted from annual meeting workshops held on this topic, items to be discussed will be: reading and interpreting RFP’s (requests for proposals), preparation of contract budgets, and identifying the regulatory sources of information to assist research administrators manage federal contracts, e.g. Federal Acquisition Regulations; Confidentiality, Publication Rights.”

Presenters include Kathleen Irwin, Senior University Legal Counsel, University of Wisconsin – Madison; Randy Draper, Director of the Office of Contracts and Grants, University of Colorado at Boulder; David Mayo, Associate Director, Sponsored Research, California Institute of Technology; and Bo Bogdanski, Senior Research Administrator, Sponsored Programs, Colorado State University.

For more information on education opportunities, meetings, and upcoming conferences, please visit the RDA Education Calendar at: http://sunweb1.ohsu.edu/research/rda/education/calendar/calendar.php

Visit the NCURA website: http://www.ncura.edu/conferences/fundamentals/