A graduate of the University of South Florida, Deb comes to her position with over ten years experience in research administration. She began her career at the University of Texas at El Paso. Soon after moving to Oregon, she assumed responsibility for grants and contracts administration at the Oregon Graduate Institute (OGI). Deb helped with transition planning for the OGI merger with OHSU and, when the merger was complete, took over as West Campus Supervisor of the pre- and post-award office there. As part of an effort to ensure that the OHSU and the School of Medicine are given full credit for our ranking among recipients of NIH funding, it is important that all grants being submitted through the School of Medicine identify that affiliation on the NIH application face page. These rankings are important to the external evaluation the success of OHSU’s research program. Please see: [http://www.ohsu.edu/research/rda/gc/docs/398.pdf](http://www.ohsu.edu/research/rda/gc/docs/398.pdf) Applications going through the SOM should show "School of Medicine" in Section 3f, "Major Subdivision.”

For more RSO/RGC information please call 503.494.7784, or visit them online at: [http://www.ohsu.edu/research/rda/gc/](http://www.ohsu.edu/research/rda/gc/).
### Effort Certification Update

Effort Statements for the period December 15, 2003 through June 13, 2004 were due to be returned to SPA on August 30, 2004. Thank you to those departments who have submitted their Effort Statements in a timely manner.

For those departments who have outstanding Effort Statements, we ask that you make every effort to get them in. Timely submission of Effort Statements is a very important compliance requirement of OHSU policy and OMB Circular A-21 regulations.

We request that Department Administrators ensure that their department is in compliance with the process.

If you have any questions regarding Effort, please contact Cynthia Moore-Woldridge at 503.494.1885 or email her at moorecyn@ohsu.edu.

### Grant Setup Tip

When your department recruits a new principal investigator, SPA must verify the appointment status and the existence of both an HR record and a provider code before we can assign the PI to any associated grants and contracts that will be awarded or transferred to OHSU. This can sometimes add several days to the time it takes to set up an account. You can help expedite this process by notifying the Account Setup Team or your SPA Senior Financial Analyst. We will then work with you, HR and CFS to get everything prepared by the time the grants are actually received and we need to start setting them up in Oracle Grants Accounting.

Please contact the Account Setup Team at 503.494.1884 or via email at brownr@ohsu.edu. You can also contact your SFA with information and questions.

### Project Status Form - End Date Extensions

An additional statement has been added to the Continuing Projects Section of the Project Status Form: "**Attach supporting documentation for extensions beyond the IRB approval date.**"

If an end date is being requested that is beyond the expiration date of Internal Review Board (IRB) approval, please submit with the Status Form documentation that the study will continue beyond the IRB approval expiration date. Documentation may be in the form of copies of pages from the Protocol identifying the length of time for the study, a copy of correspondence from the sponsor identifying an end date for the study that is beyond the IRB approval expiration date, etc.

If you have questions, please contact Jerry Grabner, at 503.494.6827 or by email at grabnerj@ohsu.edu.

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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)
Sponsored Projects Administration (SPA) welcomes Shawn Gransbery as the newest member of its team of Senior Financial Analysts. Shawn brings with him to SPA over five years of accounting experience, including two years working for the post-award Research Accounting office at Portland State University.

After a brief hiatus, Dolores Newman has resumed her duties as a SPA Analyst Team Lead, with oversight of team workloads and mentoring responsibilities for newer staff. Particularly appreciated for her key role in helping to develop SPA Cost Sharing Policy, Dolores has worked in the SPA office for six years and has been at OHSU for nearly ten years. Her time working as a department accountant allowed her to join SPA with valuable insights about the challenges facing departmental administrators.

Respected as one of SPA's top Senior Financial Analysts, Merrilee Spence has been serving in the capacity of "Interim Analyst Supervisor" while recruitment takes place for a SPA Senior Manager and Analyst Supervisor. Merrilee's breadth of grant expertise continues to be of great value both to SPA and to the OHSU campus at large, and she will be even more valuable in this interim position. Merrilee continues to operate as a "Team Lead" and has begun to take on new responsibilities as "Interim Analyst Supervisor."

The Institutional Biosafety Committee (IBC) forms have been revised. Please be sure to always download the most current version of the forms at http://www.ohsu.edu/research/rda/forms.shtml#rdna.

Please be reminded that all grants and projects using recombinant DNA, infectious agents, or biological toxins require IBC approval before using any of these agents. The IBC must also approve amendments to approved projects before the revised project starts.

Please see the IBC website at for additional information, or contact the IBC at: IBC@ohsu.edu or 503-494-7887.

For more information on RDA, please visit the website at http://www.ohsu.edu/research/rda/
Oracle Grant Accounting (OGA)

**Data Warehouse Budget Queries**

SPA is pleased to announce the addition of two new budget queries for the OGA Data Warehouse:

- DISCODW.OGA Budget Installments
- DISCODW.OGA Budgets

These queries can be found in the same place as the other data warehouse queries using the Discoverer tool. Both queries allow you to view detailed budget information by expenditure category with budget period information, direct and indirect budget allocation, installments and installment dates, and other useful information. The Award and Project status reports, which are run in Oracle, contain only the total budget in one column. The new queries allow viewing of the detail budget entries that make up this total.

For those who have attended the Post Award Activities classes, these queries are similar to what was used in the class exercises but have been expanded to include even more information.

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

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

**OGA Training Classes**

- Wednesday, Oct 20, 2004 1:00-4:00 BICC 122
- Wednesday, Nov 17, 2004 1:00-4:00 BICC 121

**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 OGA questions or to provide help designing your reports.

**Oracle Drop-In Sessions**

- Thursday, Oct 21, 2004 1:00-4:00 BICC 121
- Thursday, Nov 18, 2004 1:00-4:00 BICC 120

**Grants Data Warehouse Training**

All those involved in the management of sponsored projects are invited to attend 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**

- Tuesday, Oct 26, 2004 1:30-3:30 BICC 121
- Tuesday, Nov 30, 2004 1:30-3:30 BICC 121
Write Winning Grants Seminar:  
A Seminar for Clinician Scientists

November 10, 2004  
8:00-8:30 Registration  
8:30-4:30 pm  
SoN, Founders Auditorium 144

Please let your faculty know that the OHSU Clinical Research Program along with the General Clinical Research Center, with support from Pfizer Inc., is sponsoring Write Winning Grants: A Seminar for Clinician Scientists. This 8-hour seminar is geared toward clinicians and scientists who wish to improve their skills in obtaining research grant funds. The seminar will address both the conceptual and practical aspects of grant writing.

Registration is required and due by October 27th. Please see our website at http://www.ohsu.edu/research/crp/crped.shtml for a brochure, which includes a description, agenda, and registration form.

Please contact Kathleen Rowlands at 503-494-3812 with any further questions.

Post-award Education Program (PEP) Class

Cost Sharing and Effort Issues  
Thursday, October 21, 2004  
2:00 pm - 4:00 pm  
Medical Research Bldg, R310

Cost Sharing, sometimes referred to as "in kind" or "matching", represents that portion of a project or program not financially supported by the sponsor. Often associated with committed effort on a project, Cost Sharing may be mandatory or voluntary but once it is formalized as part of the award agreement, the federal government expects it to be appropriately tracked and reported. This course will cover the basics of cost sharing and effort certification.

Like all of the Post-award Education Program courses, "Cost Sharing and Effort Issues" is designed to provide department administrative staff (including department administrators, division managers, department fiscal managers, department effort coordinators, etc.) with a strong foundation in the essential elements of successfully managing their sponsored projects.

Pre-registration is required, as class space is limited. If you plan to attend, please notify SPA Education at spaedu@ohsu.edu or x4-9063. Thank you.

Note: Although no Fall 2004 Post-award Education Program (PEP) classes are currently scheduled for West Campus locations, with sufficient interest from Primate Center and/or Oregon Graduate Institute (OGI) participants, classes can be arranged.