

ORSS News

MESSAGE FROM THE EXECUTIVE DIRECTOR



IMPORTANT INFORMATION IN THIS ISSUE

- Critical Changes
- Reminders
- Staff Changes

I hope you had an enjoyable summer and were able to relax spending time with family and friends! Welcome to our first ORSS newsletter where we hope to keep you up to date on what you need to know to stay informed.

This first issue is particularly exciting because I am happy to announce we have completed Phase 1 of the Grants Assessment Project and are now in the process of rolling out Phase 2!

Phase 1 not only included the launch of the Academy, but also the successful placement of our Trainees. Instrumental to this success was Jill Agolino and Chanika Pratt who, I am very pleased to announce, have been named Associate Directors within the Academy (see page 4 to learn more).

In Phase 2, we will be focusing on expanding the services that you deemed valuable in our recent survey (click [here](#) to access survey results). Our first order of business will be to establish a Compliance Consulting Unit. As we are in the very early stages of developing the unit, I will keep you posted as this progresses.

I sincerely hope you find this newsletter informative and valuable! Please be sure to read through the following pages as they contain important information on changes to key standard operating procedures. If you have any suggestions for future newsletter topics, please contact [Mike Carman](#).

Sincerely,

PRE-AWARD

Critical Changes

PRE-AWARD REVIEWER CHANGES EFFECTIVE SEPTEMBER 26

To meet the ever increasing number of industry and foundation submissions, ORSS has redistributed department assignments for all pre-award Grants Management Specialists. **This means you may have a different pre-award reviewer as of September 26.**

Click the link below to see if your pre-award reviewer will be changing:

[Reviewer Assignments](#)

NEW SOP FOR IPAS

ORSS has created an SOP for VA IPA's. You can find the SOP under the Policies and Procedures section on our website or click [here](#).

WHAT YOU NEED TO KNOW:

- Your pre-award reviewer may be changing
- IPA's have a new SOP



PRE AND POST REMINDERS

Deadlines

Click on the links for more info:

- [All NIH Due Dates](#)
- [P Series: September 25](#)
- [T Series: September 25](#)
- [C06 : September 25](#)
- [R01 \(new\): October 5](#)
- [U01: October 5](#)
- [K Series \(new\): October 12](#)
- [R21: October 16](#)
- [American Cancer Society: Oct 17](#)
- [American Heart Association: Sept](#)
- [Bright Focus Foundation: Nov 1](#)
- [Dermatology Foundation: Nov 1](#)

WHAT YOU NEED TO KNOW:

PD Records should be submitted to ORSS for review five BUSINESS days before the deadline with Final Budgets.

RPPRs

Want some tips that can help with RPPR approval? Following are some commonly made errors that can be avoided.

Key Personnel: Identify who are the Key Personnel and as you review the Effort - All Projects tab on the fundsummary with date range query look to see where payroll distributions to grants have started or ended. This is a good indicator that there has been a Change in Other Support and will need to be uploaded to the RPPR Section D.2.c.

Other Support: Always ensure there are sections for Active, Pending, In-Kind, and Overlap and contain original e-signatures.

Budget: Whenever a budget is submitted with the RPPR for Non-SNAP grants, the effort listed in the budget must match the effort in the Other Support for that project. NIH's website for Other Support is here.

WHAT YOU NEED TO KNOW:

The [ORSS website](#) has an extensive section on RPPRs and Child Records including the required supporting documents for upload.

STAFF UPDATES



**Associate Director,
Research Administration &
Professional Development**

Chanika Pratt and Jill Agolino

Chanika and Jill have joined the Academy! Chanika and Jill will be responsible for serving as reviewers for a small number of departments, providing shared services, managing and developing our Trainees, and delivering Academy classes.



Grants Management Specialist

Joanie Tan

Joanie has joined the Pre-Award team! Joanie comes to us with over 15 years of experience in grants management. She will be responsible for conducting thorough reviews of proposal submissions. Go to our website to see if Joanie will be your new reviewer!

Trainee Update

We are very happy to announce that our first cohort of Trainees have all been in positions since January, 2022!

You can find them working in Anesthesia, Orthopaedic Surgery and Woman's Health.

Stay tuned for updates on the eight Trainees who are currently going through the program.



Grants Coordinator B

Carlton Brown

Carlton has joined the Shared Services team! Carlton comes to us with UPENN experience. He will be responsible for providing proposal development support to Neurology. Welcome Carlton!

For more info on all topics, go to: <https://www.med.upenn.edu/orss/>