

# Demystifying ORA: Our Teams and Processes

ORA Office Hours

July 11, 2024

11:00 AM

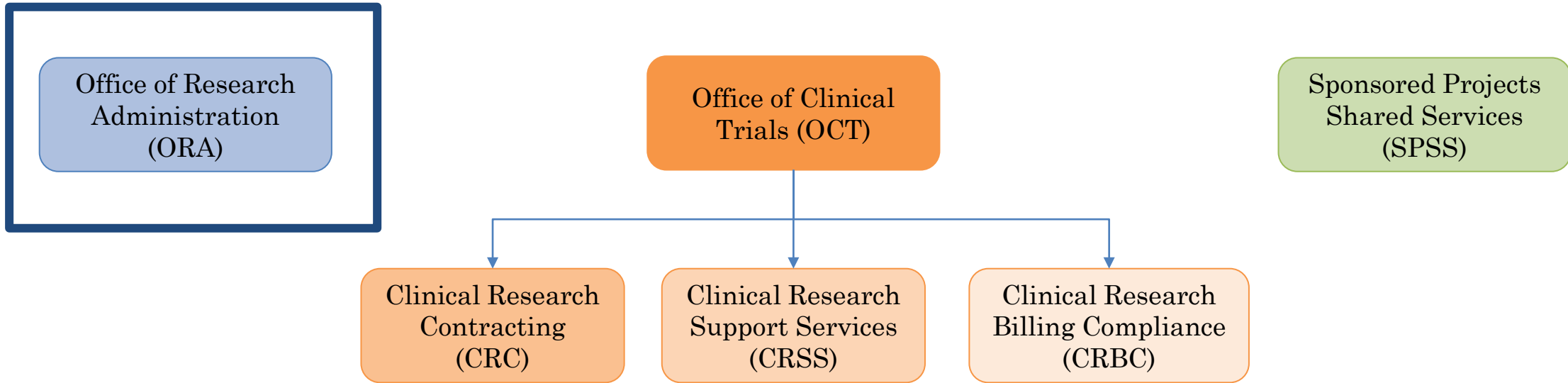
# What We Will Cover Today

- Where ORA fits in the Sponsored Research landscape
- ORA responsibilities overview
- Team processes
  - Grants
  - Contracts
  - Outgoing Subawards
- Finding your ORA contacts on our website
- Q & A with ORA panelists

# Sponsored Research Administration

- **Departments/Divisions**
  - Pre- and post-award management – all sponsored grants, contracts, clinical trials
- **Office of Research Administration (ORA)**
  - Grants – proposals and awards (*non-financial*)
  - Contracts – sponsored research agreements, *non-commercial* clinical trials
  - Outgoing Subawards
- **Office of Clinical Trials (OCT)**
  - Clinical Research Contracting (CRC) – **Commercially funded** clinical research agreements & clinical trials
  - Clinical Research Support Services (CRSS)
  - Clinical Research Billing Compliance (CRBC)
- **Sponsored Projects Shared Services (SPSS)**
  - Post-Award Account Set-up
  - Post-Award Management and Closeout (*financial*)

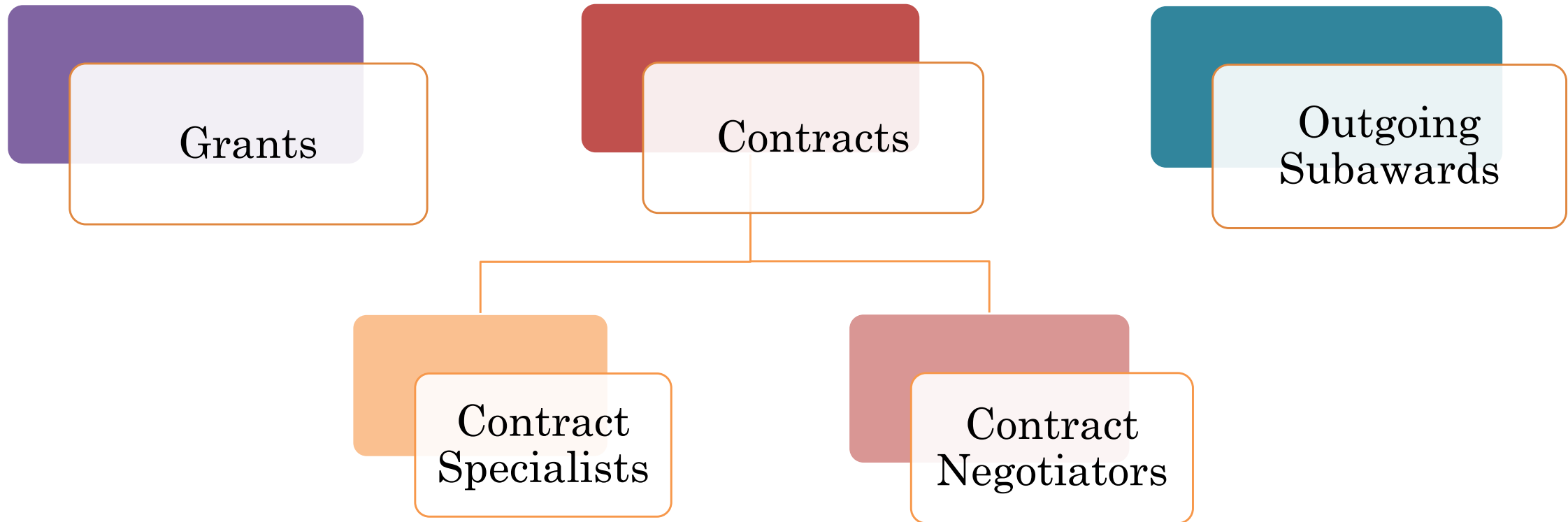
# Sponsored Research Offices



# Office of Research Administration: Responsibilities

- Reviewing and submitting proposals
- Negotiating grant awards
- Drafting and negotiating contracts/sponsored research agreements
- Drafting and negotiating outgoing subaward agreements
- Workflowing funded awards/agreements to SPSS for account setup
- Authorized signatory for all funded and unfunded agreements related to sponsored research
- Being an information resource to faculty and departments

# ORA: Areas of Focus



# Grants – Overview

## Associate & Assistant Directors:

- NIH Program Project (“P”) applications
- Cooperative Agreement (“U”) applications
- TEDCO (MSCRF Stem Cell; MII)
- Commercial grant applications
  - Please note: commercial grant awards are now negotiated by the ORA Contracts Team
- PCORI awards (Associate Director)

## Grants Associates:

- Federal and non-profit grant proposals (*except P and U applications*)
- Incoming subgrants (*federal, non-profit sponsor*)
- PCORI applications
- Negotiate non-profit grant and incoming subgrant awards

## Grants Specialist:

- Federal grant award workflow, first federal No-Cost Extensions, department-submitted RPPR Service Requests (Fibi); Federal closeout

# Grants Team Members

- Sharel Brown, Associate Director
- Ashley Evans, Assistant Director
- Amy Rost, Sr. Grants Associate
- Betsy Northrup, Sr. Grants Associate
- Charlene Jackson, Sr. Grants Associate
- Natalie Peters, Sr. Grants Associate
- Laurel Peck, Grants Associate
- Marisa Bailey, Grants Associate
- Michelle Swift, Grants Associate
- Mary Hansel, Sr. Grants Specialist



# Contracts – Overview

## Contract Negotiators:

- Draft, negotiate, and sign:
  - Sponsored Research Agreements (SRA) / Contracts
  - Material Transfer Agreements (MTA)
  - Data Use Agreements (DUA)
  - Collaboration Agreements
  - Non-commercial (Federal/non-profit) Clinical Trial Agreements (CTA)
  - Service Agreements
  - SBIR and STTR agreements
  - Commercial grant awards
  - Special programs (e.g. consortia, cooperative group, network studies)

## Contract Specialists:

- Review and approve Fibi PDs and Service Request records
- Create and maintain MyRAP records
- Workflow fully executed funded agreements to SPSS

# Contract Negotiator Team Members

- Joanne Frantz Doggett, Sr. Associate Director
- Stephen Fisher, Associate Director
- Daryl Carson, Associate Director
- Mike Harmon, Assistant Director
- Neha Parikh, Assistant Director
- Adam Sosnik, Sr. Contracts Associate
- Alexandra Dennis, Sr. Contracts Associate
- Liane Howey, Sr. Contracts Associate
- Philip Sheehan, Sr. Contracts Associate
- Brett Mortenson, Contracts Associate

# Contract Specialist Team Members

- Arlette Langer, Sponsored Agreements Manager
- Emily Black Moore, Sponsored Projects Associate
- Greg Bujak, Sr. Contract Specialist
- Peggy Billingsley, Sr. Contract Specialist
- Shuree Sorurie, Sr. Contract Specialist
- TBD (vacant position), Contract Specialist

# Outgoing Subawards

## **Subaward Negotiators:**

- Draft, negotiate, and execute all outgoing subawards
- Terminate all outgoing subawards

## **Subaward Specialists:**

- Setup 96 (sub IO) and Purchase Order numbers
- PO management and closeout

# Outgoing Subawards Team Members

- Rhanota Edwards, Assistant Director
- Paul Stuart, Jr., Sr. Subawards Associate
- Chelsea Single, Subawards Associate
- Megan Lemieux, Subawards Associate
- Tracy Welsh, Subawards Specialist

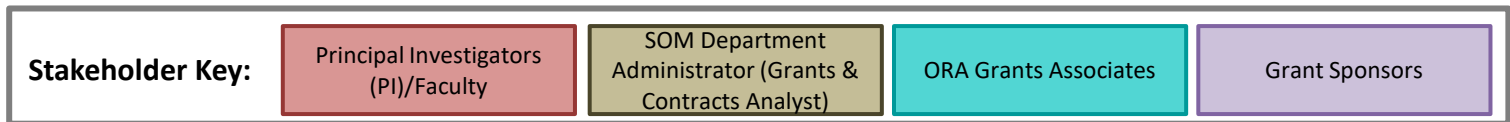
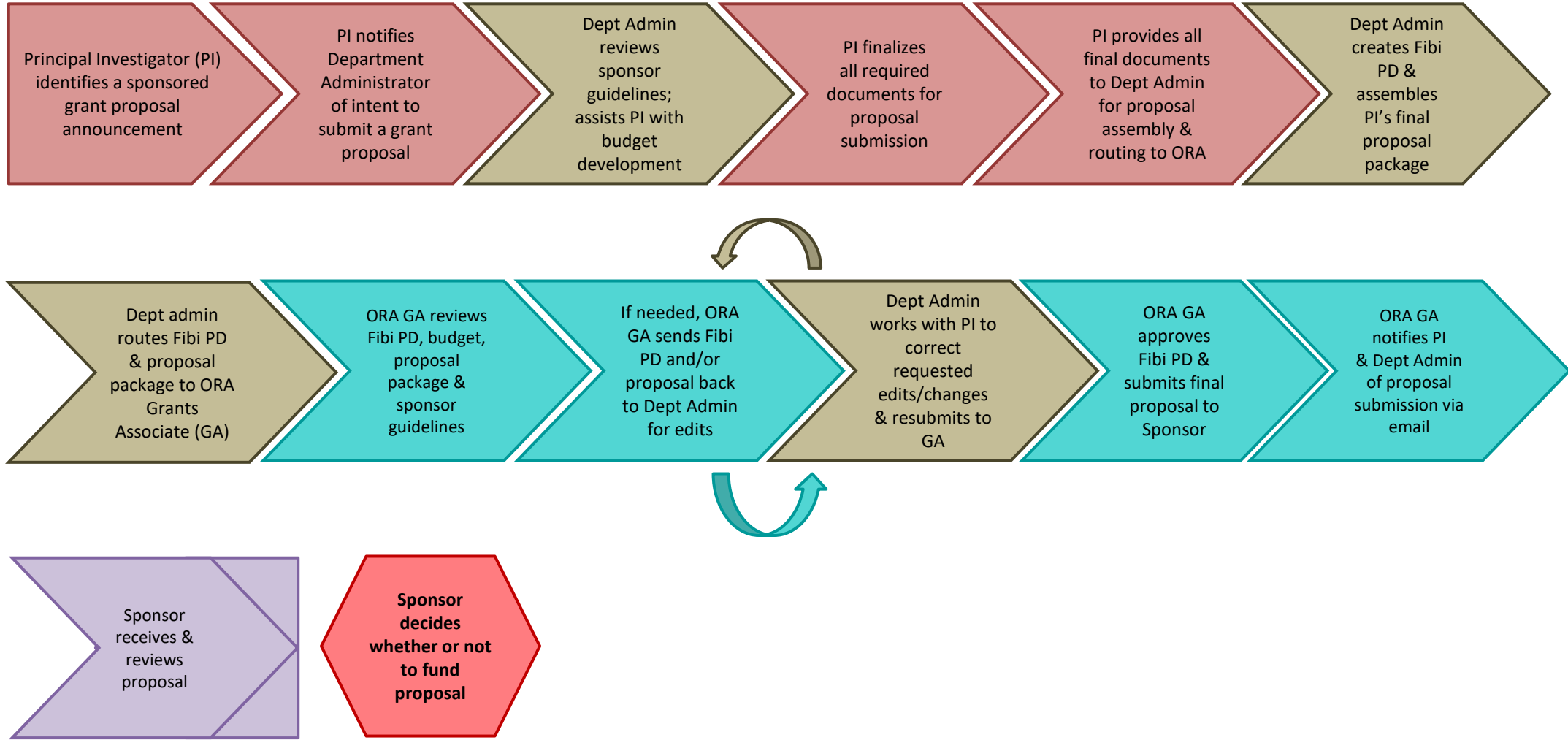
# GRANTS Team Processes

Proposal review and submission, Just-in-Time, award negotiation and workflow to SPSS, Progress Reports (RPPRs), prior approval requests, grant closeout

# Grants Team Responsibilities

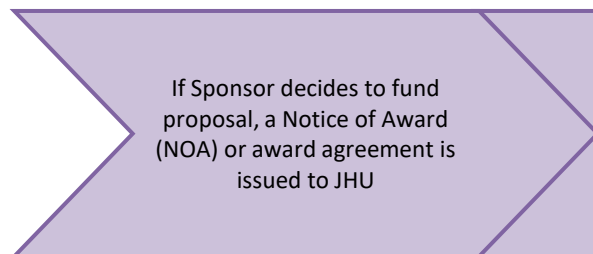
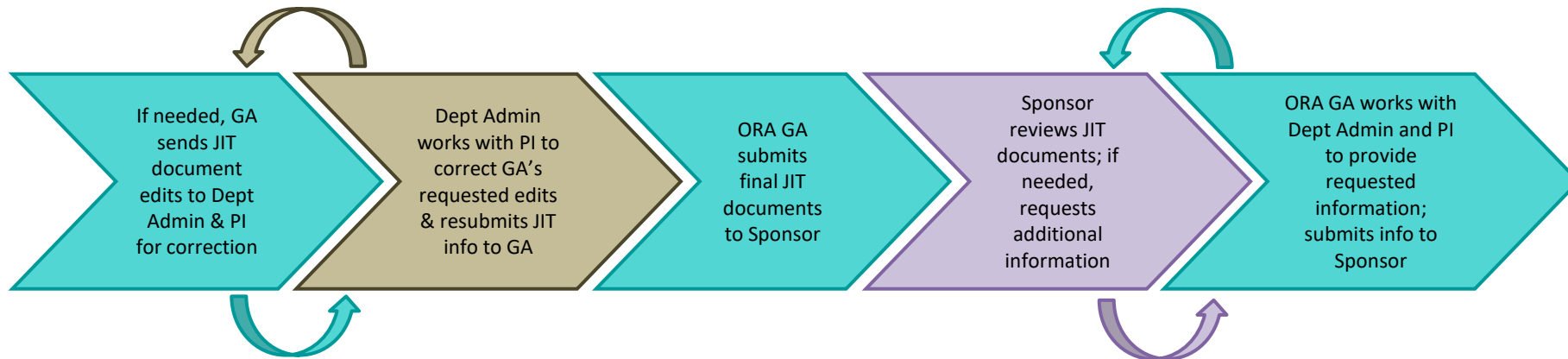
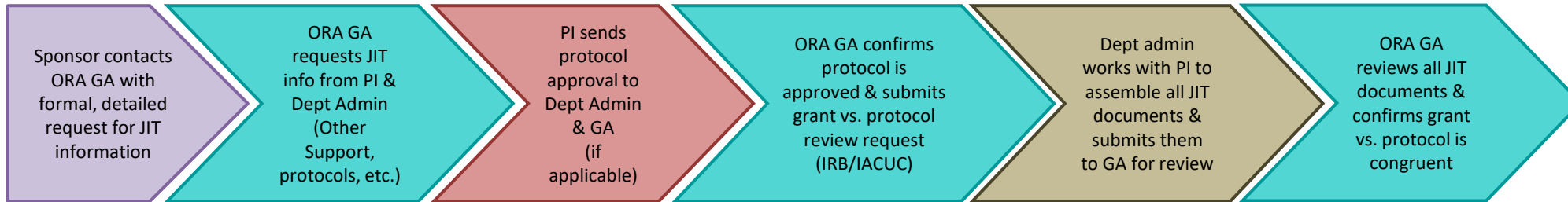
- Grant proposal review & submission
- Just-in-Time requests
- Negotiation of foundation and incoming subgrant awards (new and modifications)
  - Commercially funded grant awards are now negotiated by the Contracts team
- Grant award workflow to SPSS
- Progress Reports (RPPR)
- Prior Approval Requests (carryover, PI and/or key personnel change, no-cost extension)
- Grant award closeout (final RPPR, Final Invention Statement)
  - Please note: the Final Financial Statement (FFR) submitted by SPSS

# ORA Grants Pre-Award: Proposal Submission





# ORA Grants Pre-Award: Just-in-Time



## Stakeholder Key:

Principal Investigators (PI)/Faculty

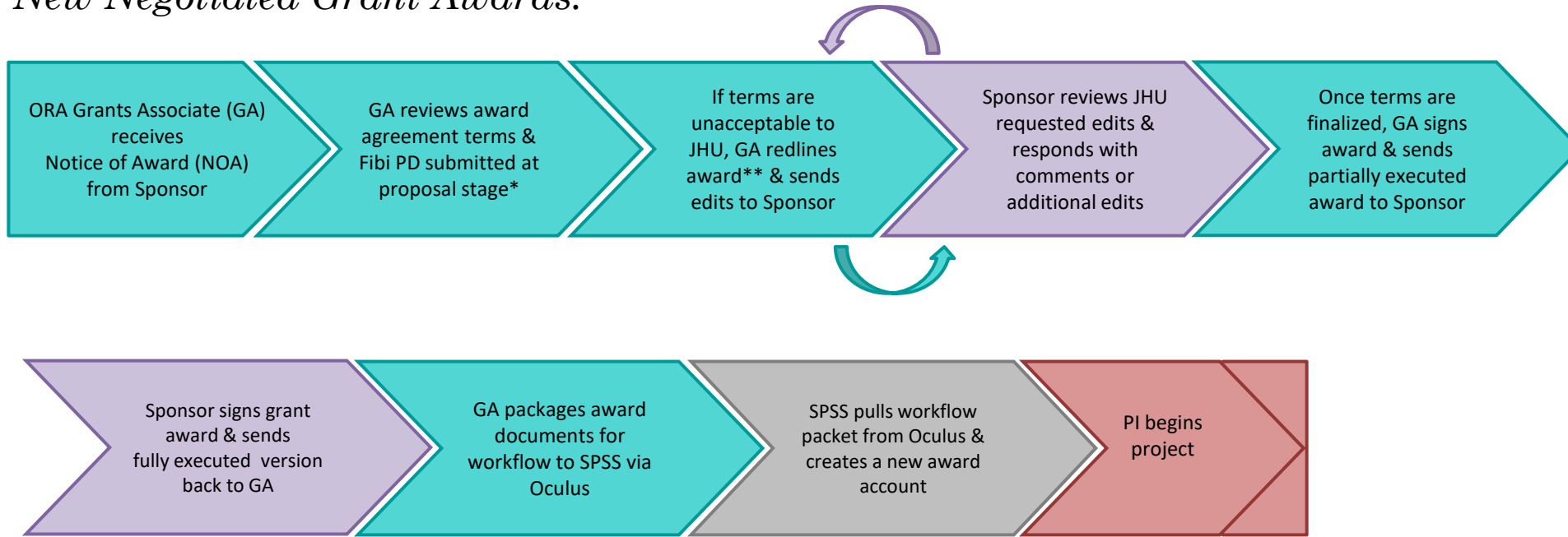
SOM Department Administrator (Grants & Contracts Analyst)

ORA Grants Associates

Grant Sponsors

# ORA Grants: Award Receipt to Account Setup

*New Negotiated Grant Awards:*



***\*If a Fibi PD was not submitted at the time of application, the PI must provide a copy of the proposal materials to the Dept Admin for Fibi PD creation & submission to ORA. A grant award cannot be negotiated or setup without an approved Fibi PD.***

***\*\*Depending on Sponsor terms, ORA Grants Associates may require input from any of the following offices prior to signing an agreement:***

*General Counsel, JH Technology Ventures, IRB, Biospecimen Transfer Committee, Data Trust, IACUC, Risk Management, Export Control, Brand Management/Use of Name Committee, etc.*

## Stakeholder Key:

Principal Investigators  
(PI)/Faculty

ORA Grants Associates

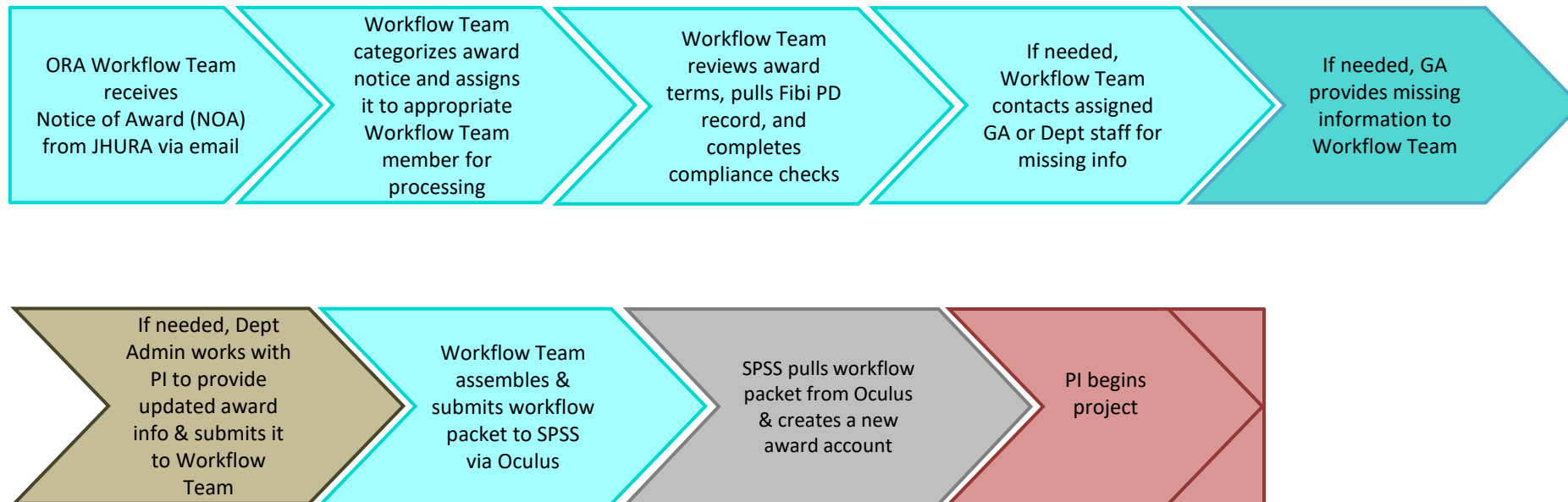
Grant Sponsors

ORA Grants Specialist

Sponsored Projects  
Shared Services (SPSS)

# ORA Grants: Award Receipt to Account Setup

*New Federal Grant Awards (no negotiation needed):*



## Stakeholder Key:

Principal Investigators (PI)/Faculty

SOM Department Administrator (Grants & Contracts Analyst)

ORA Grants Associates

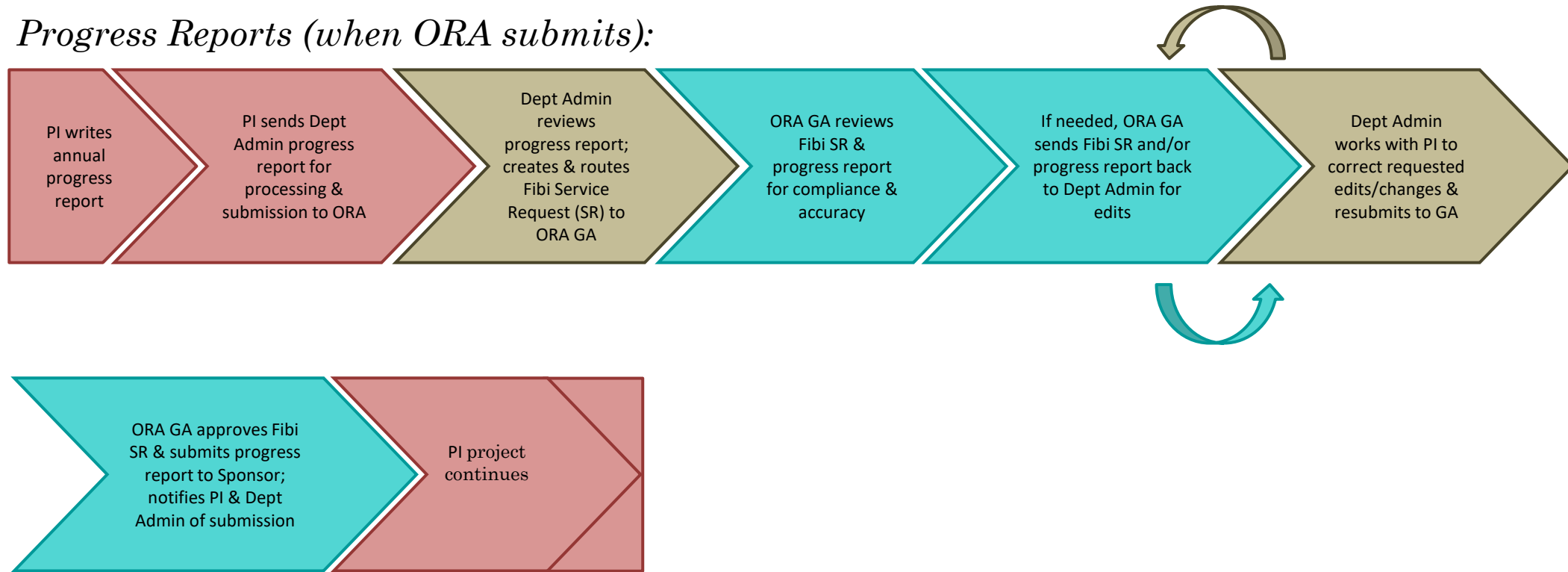
Grant Sponsors

Grants Workflow Team

Sponsored Projects Shared Services (SPSS)

# ORA Grants Post-Award:

*Progress Reports (when ORA submits):*



## Stakeholder Key:

Principal Investigators  
(PI)/Faculty

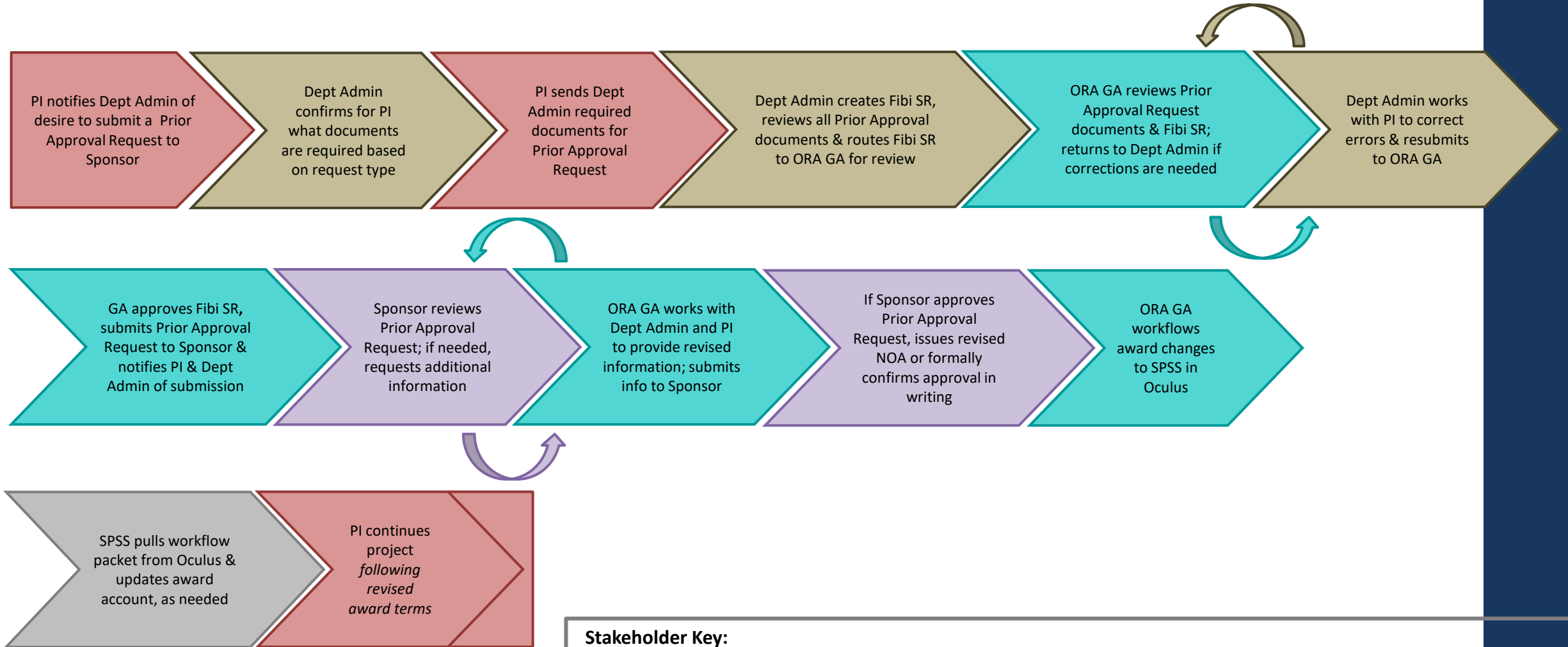
SOM Department  
Administrator (Grants &  
Contracts Analyst)

ORA Grants Associates

Grant Sponsors

# ORA Grants Post-Award:

*Prior Approval Requests (Carryover, Key Personnel Effort Change, PI Change, No-Cost-Extension, etc.)*

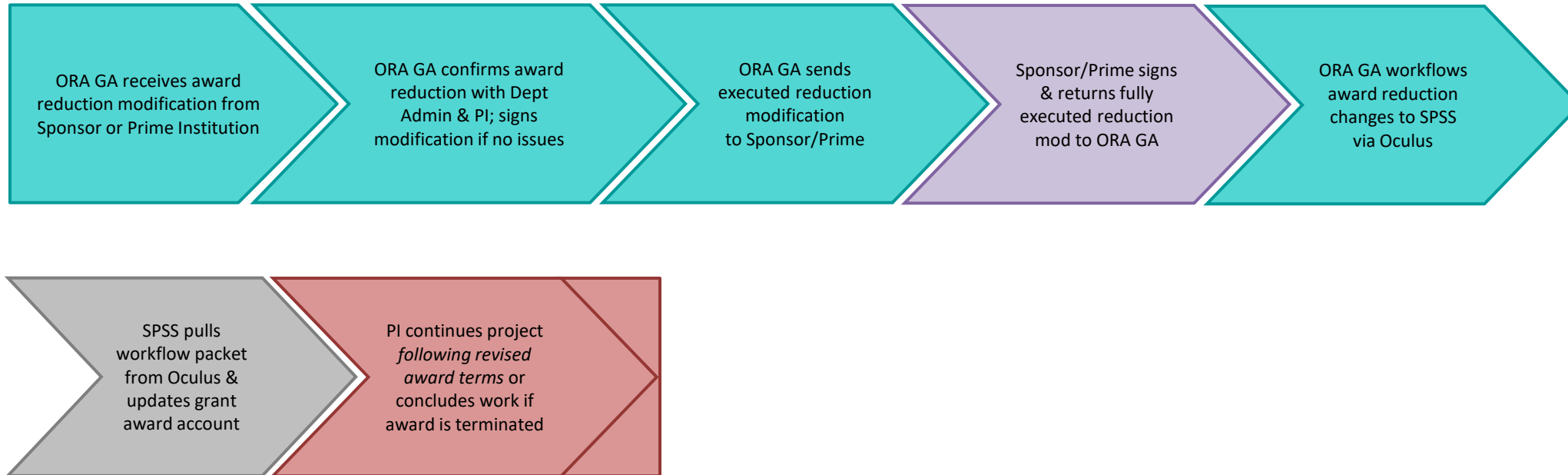


**Stakeholder Key:**

- Principal Investigators (PI)/Faculty
- SOM Department Administrator (Grants & Contracts Analyst)
- ORA Grants Associates
- Grant Sponsors
- Sponsored Projects Shared Services (SPSS)

# ORA Grants Post-Award:

*Award Reductions – funding or time reductions (no Fibi SR required)*



## Stakeholder Key:

Principal Investigators  
(PI)/Faculty

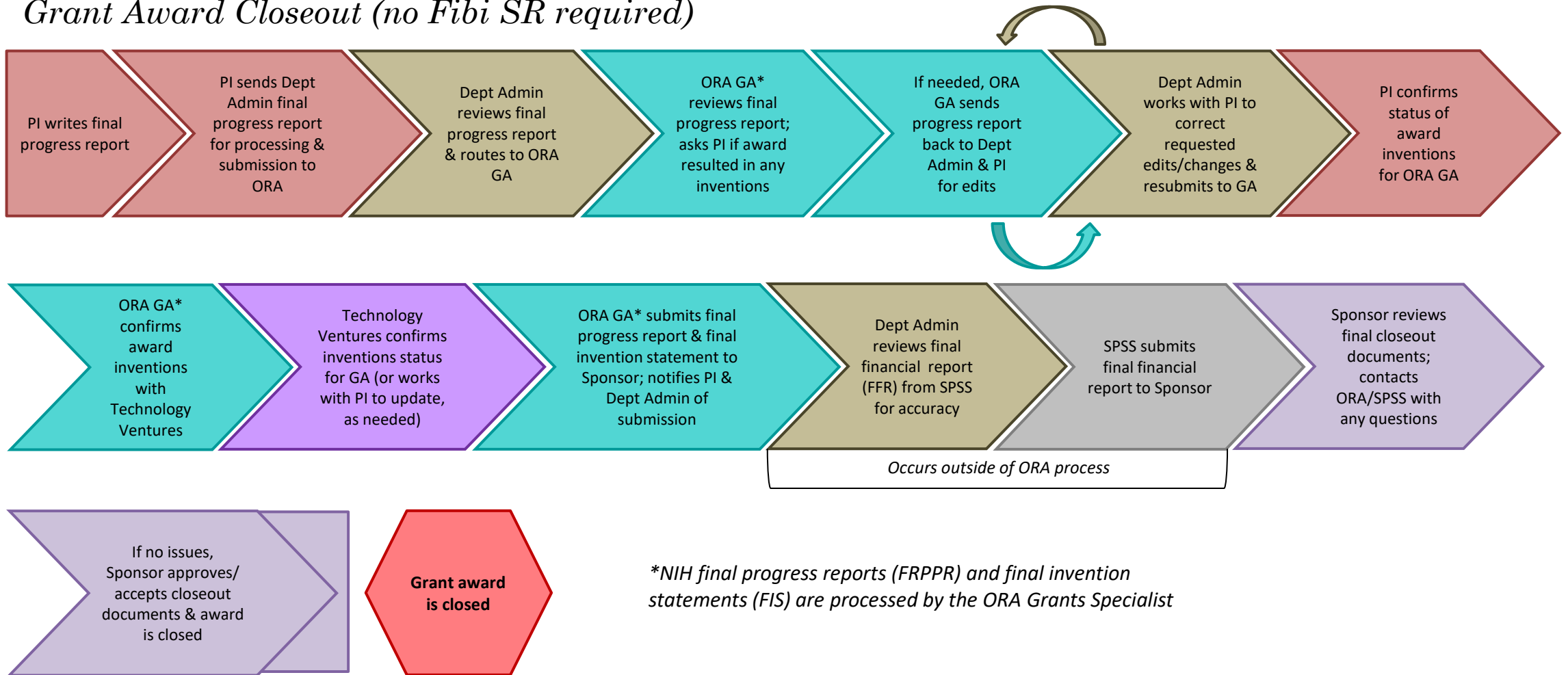
ORA Grants Associates

Grant Sponsors

Sponsored Projects  
Shared Services (SPSS)

# ORA Grants Post-Award:

## Grant Award Closeout (no Fibi SR required)



# CONTRACTS Team Processes

**Contracts Specialists:** Fibi PD/SR or DUA request review, compliance checks, MyRap record creation, agreement triage, workflow of funded agreements to SPSS

**Contracts Negotiators:** Agreement review, negotiation, and signature



# Contracts Team Responsibilities:

- **Contracts Specialists:**

- Triage incoming contract agreements
- Review Fibi PD/SR documents and compliance information
- Create MyRap record and route to Contracts Negotiator
- Review and assemble fully executed agreement package for workflow
- Workflow funded contracts to SPSS for award setup

- **Contracts Negotiators:**

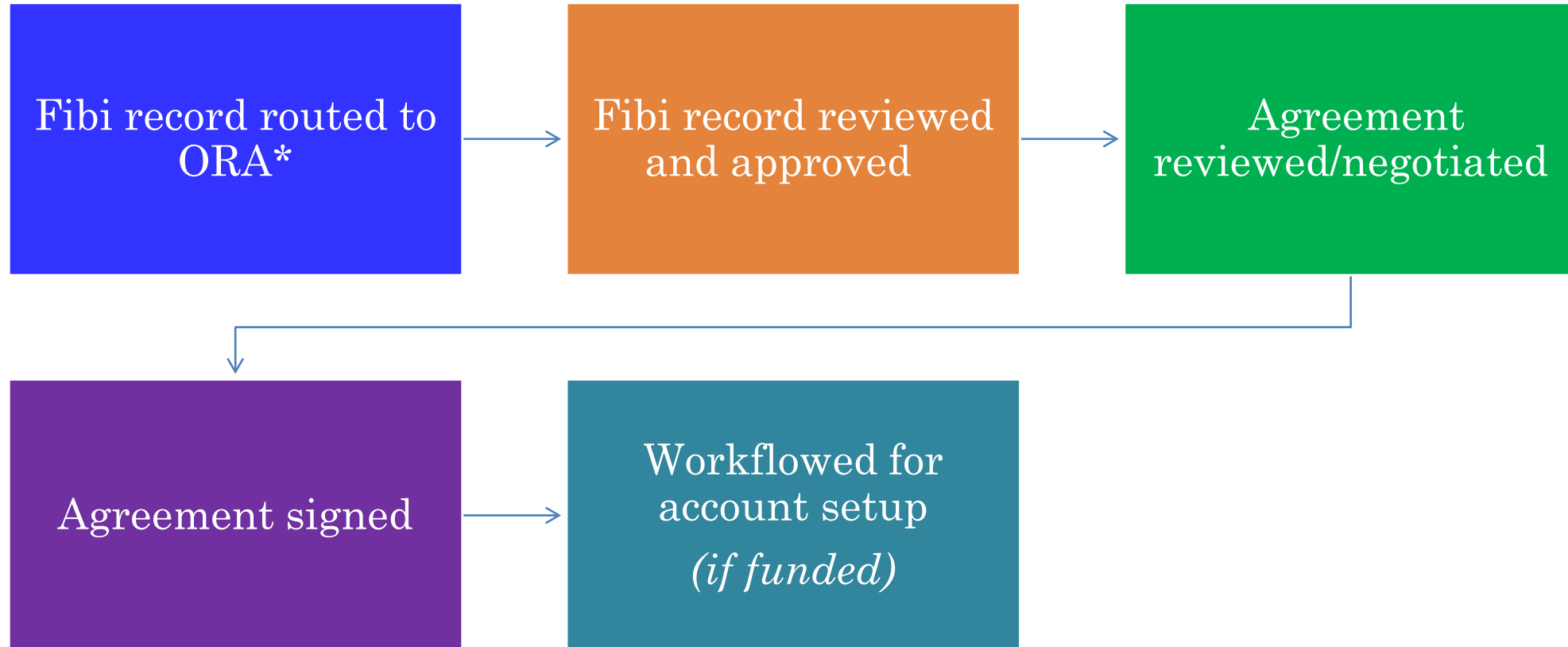
- Draft, review, negotiate, and sign agreements (sponsored research, material transfer, data use, etc.)
- Review and negotiate commercially funded grant **awards**
- In-depth compliance review, as applicable (e.g. IRB protocol review)
- Engage other JHU offices as needed depending on agreement terms
  - (e.g. JH Technology Ventures, Office of General Counsel, IRB, Data Trust, Biospecimen Transfer Committee, etc.)
- Communicate with PI and Sponsor, as needed, during the negotiation process

# Agreement Types:

- Sponsored Research Agreements/Contracts
- Material Transfer Agreements
- Data Use Agreements
- Clinical Trial Agreements (*non-commercial only*)\*
- Collaboration Agreements
- Service Agreements
- SBIR and STTR grant awards
- Commercially funded grant awards

\* *Commercially funded clinical trials are handled by CRC*

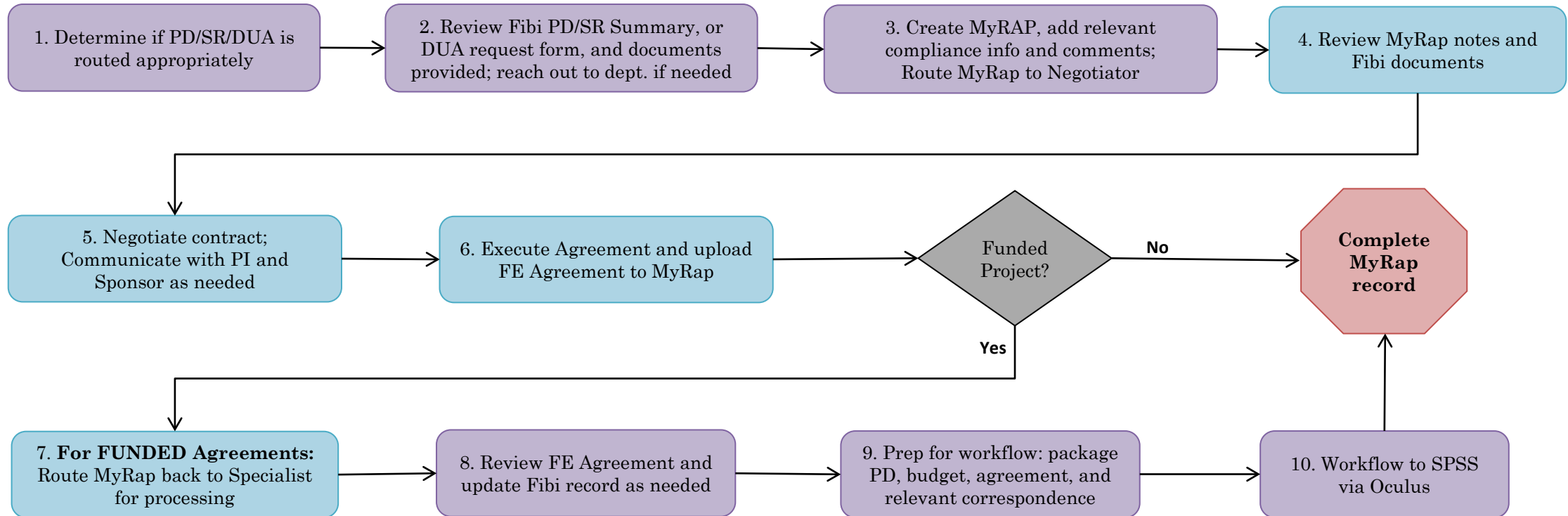
# Contracts Process: Overview



\* DUA's are submitted through Qualtrics instead of Fibi

# Contracts Process: Detailed

**Fibi record (PD/SR) or DUA request received in ORA:**

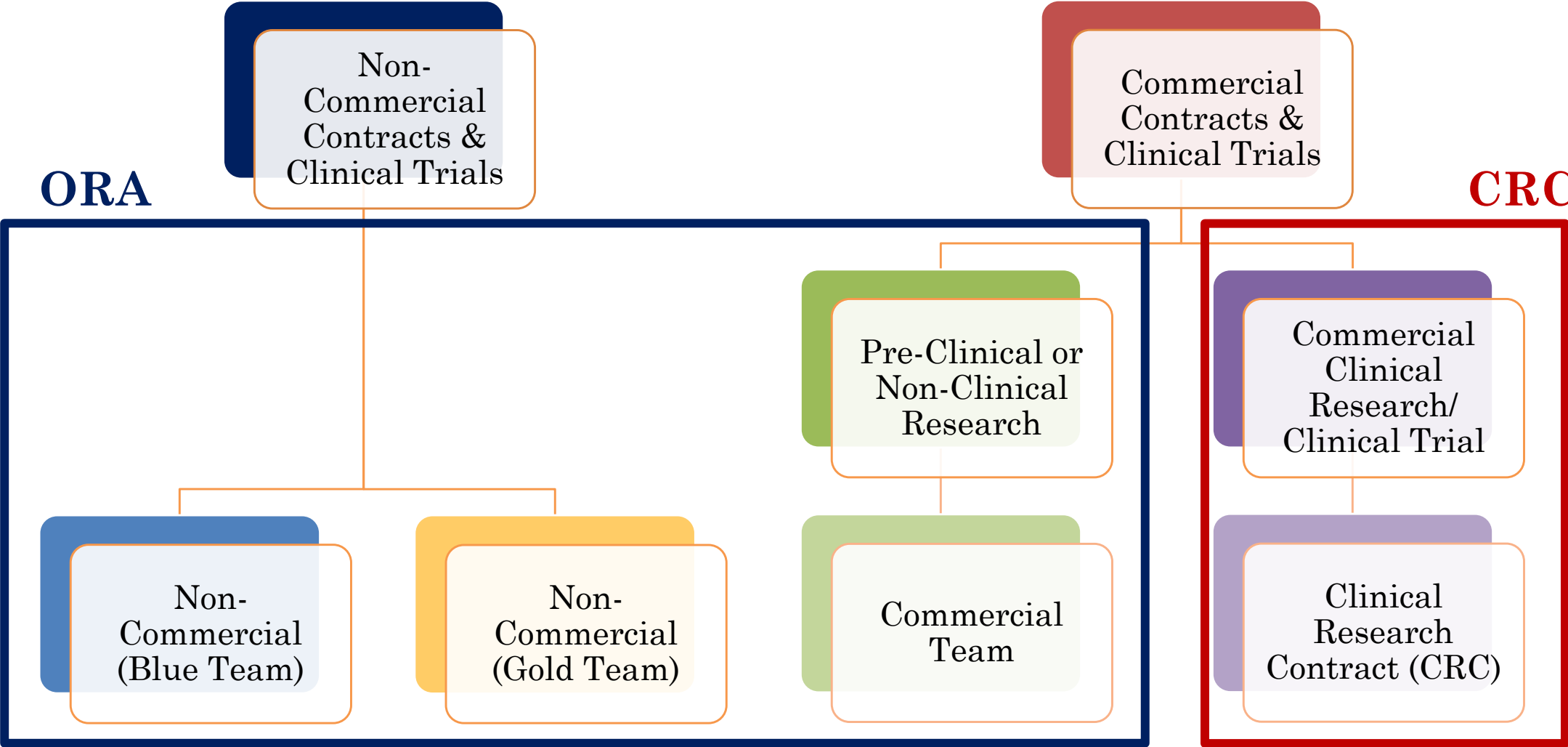


**Specialists**  
(steps 1-3 & 8-10)

**Negotiators**  
(steps 4-7)

*Depending on Sponsor terms, ORA Contracts Negotiators may require input from any of the following offices prior to signing an agreement:  
General Counsel, JH Technology Ventures, IRB, Biospecimen Transfer Committee, Data Trust, IACUC, Risk Management, Export Control, Brand Management/Use of Name Committee, etc.*

# Contracts Triage (ORA vs. CRC)



# OUTGOING SUBAWARDS Team Processes

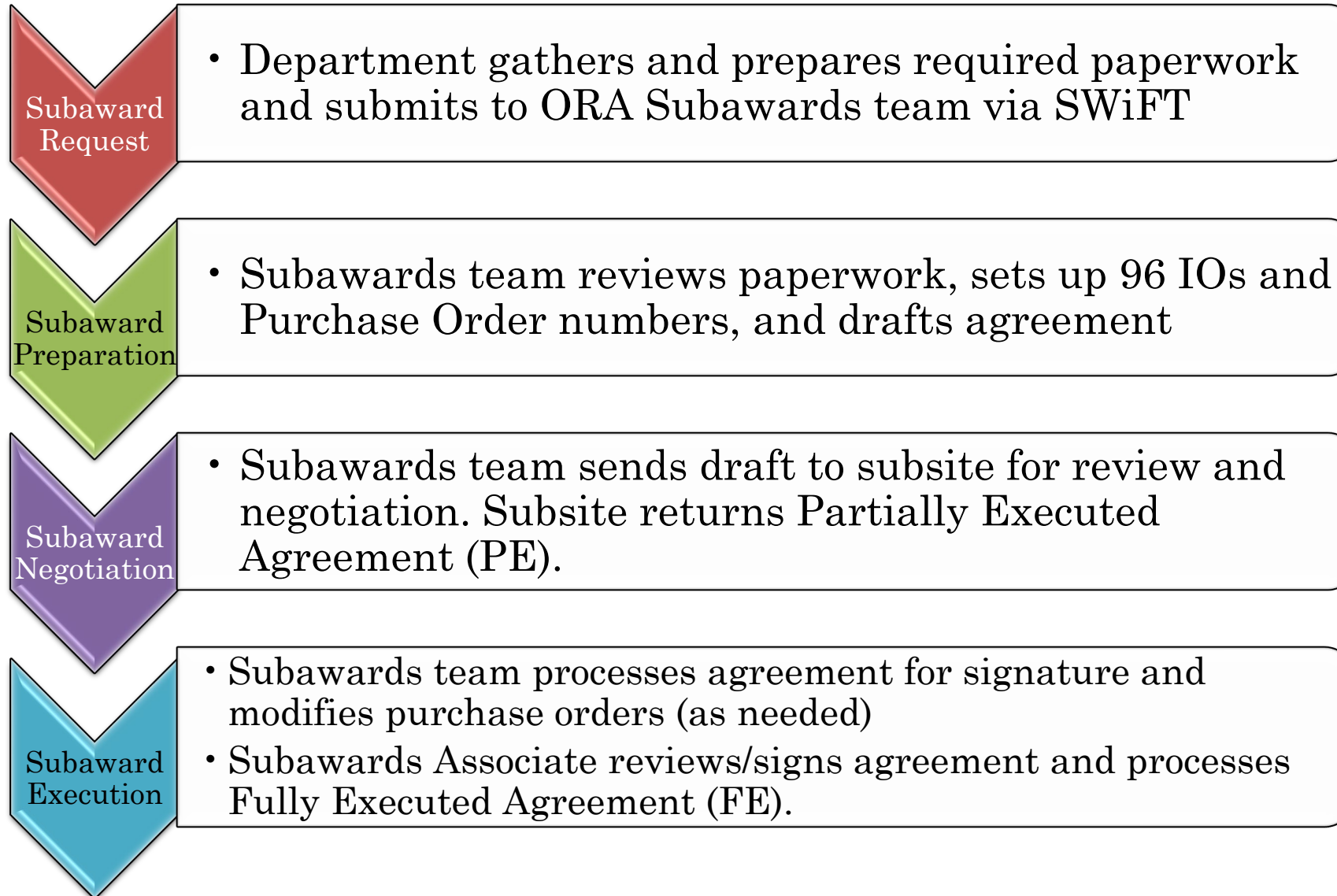
Drafting of new outgoing subawards and modifications to existing subawards, 96 IO and purchase order numbers setup

# Outgoing Subaward Team Responsibilities

The ORA Subawards Team handles all aspects of outgoing subgrants and subcontracts:

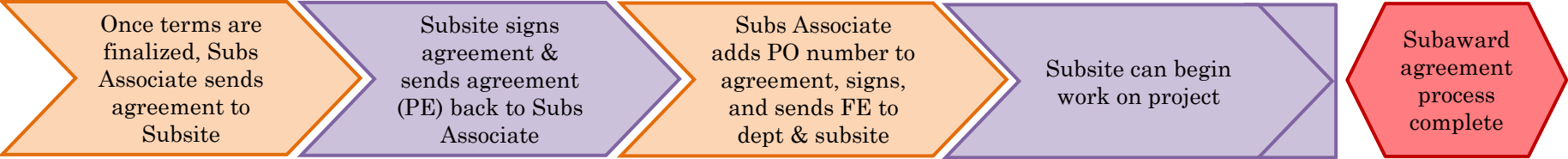
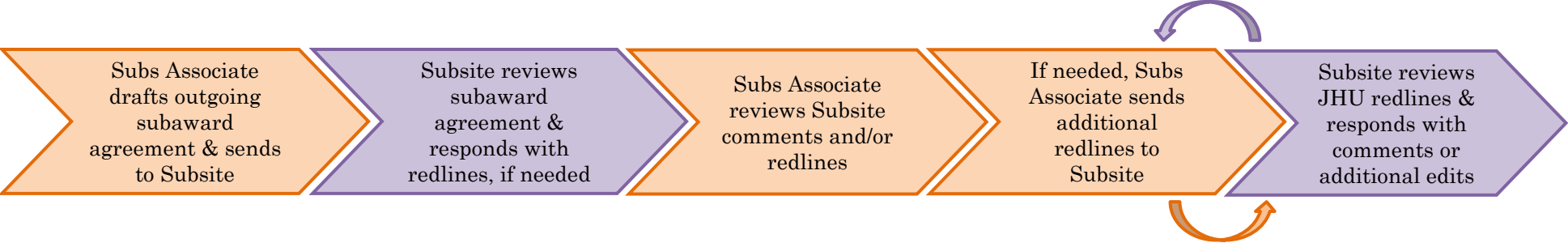
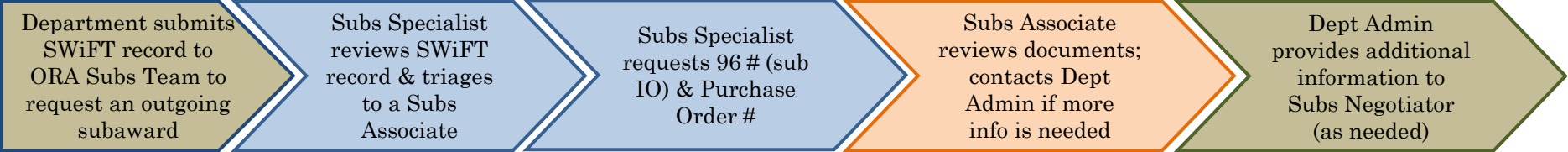
- **Subaward Agreements**: Drafting, executing, and terminating all outgoing subgrants and subcontracts
- **Subaward Financial Roles**: Requesting internal order number (aka 96 # or Sub IO), purchase order (PO) creation, PO management, and closeout

# Outgoing Subawards Process: Overview





# Outgoing Subawards Process: Detailed



**Stakeholder Key:**

SOM Department Administrators	ORA Subaward Specialists	ORA Subs Associate	Outgoing Subsite Institution
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# Finding your ORA contacts

on the ORA website: <https://ora.jhmi.edu/>

# From the ORA Homepage

**JOHNS HOPKINS UNIVERSITY** | **GRANTS & CONTRACTS**  
School of Medicine Office of Research Administration

Home | **ABOUT US** | I WANT TO... | PROPOSALS & APPLICATIONS | AWARD MANAGEMENT | OUTGOING SUBAWARDS | POLICIES & COMPLIANCE | TRAINING & RESOURCES | Search

About Us

- Office of Research Administration Contact Information**
- Clinical Research Contracting & Clinical Research Support Services Contact Information

## Research Administration

**Important updates:**

**Malign Foreign Talent Recruitment Program (MFTRP)**

Learn more about the provisions on Malign Foreign Talent Recruitment Programs (MFTRP), Common Forms, and other important updates, including the National Science Foundation's (NSF) updated NSF Proposal & Award Policies & Procedures Guide (PAPPG), which implements several policy

# ORA Inbox and Org Chart Links

The screenshot shows the top navigation bar of the Johns Hopkins University Grants & Contracts website. The header includes the university logo and the text "GRANTS & CONTRACTS" and "School of Medicine Office of Research Administration". The navigation menu contains links for "ABOUT US", "I WANT TO...", "PROPOSALS & APPLICATIONS", "AWARD MANAGEMENT", "OUTGOING SUBAWARDS", "POLICIES & COMPLIANCE", and "TRAINING & RESOURCES", along with a search icon.

## Office of Research Administration Contact Information

**Office of Research Administration Office Location**  
733 N. Broadway, Suite 117,  
Baltimore, MD 21205

Currently, the School of Medicine Office of Research Administration is operating remotely. Please continue to work with your regular [ORA contacts](#) as normal and continue to submit proposals, award/agreements, and other requests to ORA through the normal channels. For research-related guidance on COVID-19, please visit the [JHU Research Preparedness website](#). For the latest university updates, please visit [JHU's COVID-19 information page](#).

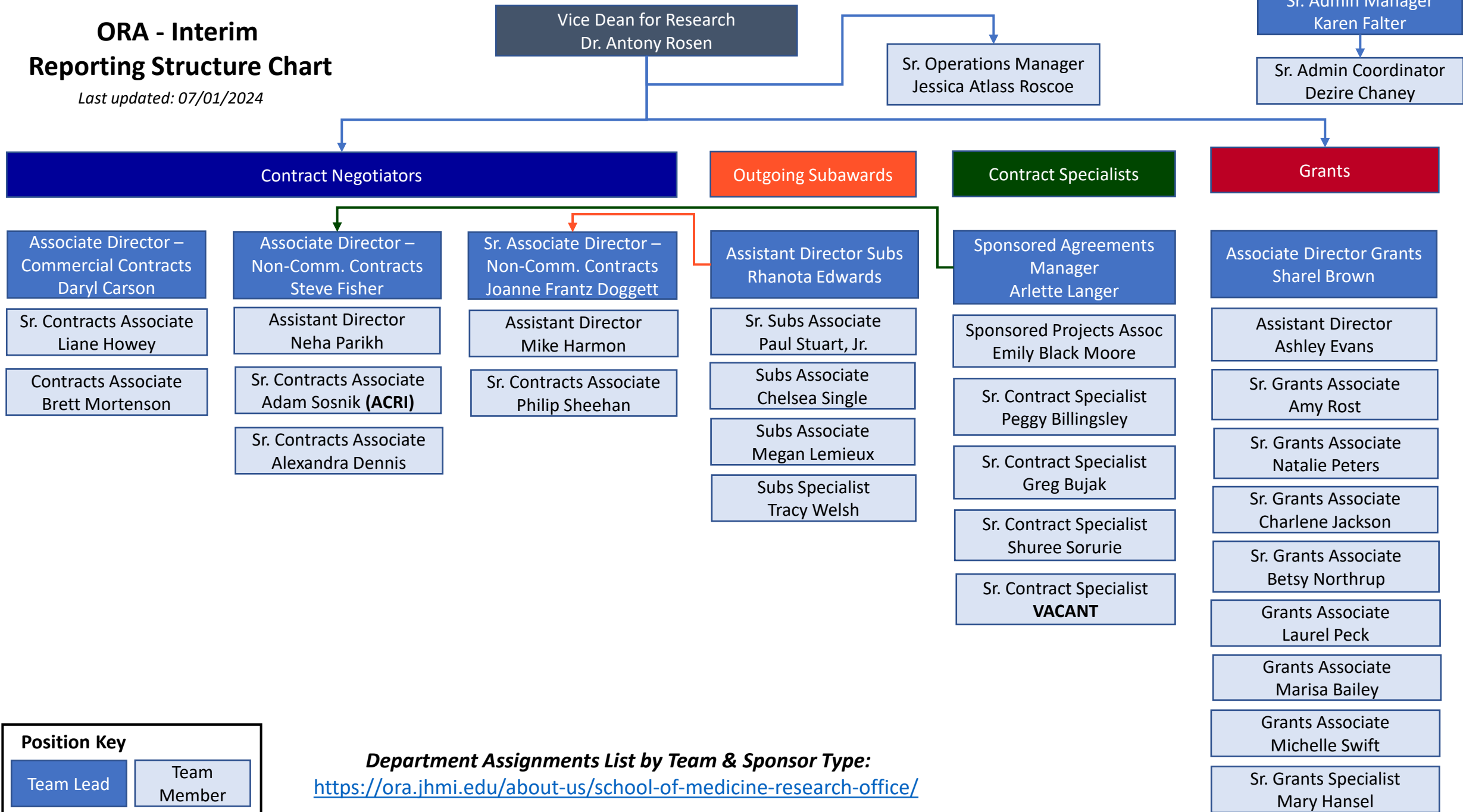
**Not sure which ORA team to contact?**  
Please review the [responsibilities chart](#) to identify the relevant team for your inquiry, then check the [ORA Department Assignments](#) table for the applicable team member(s) assigned to your department.

If you are still not able to identify the appropriate person for your question or concern, please email [ora@jhmi.edu](mailto:ora@jhmi.edu) for assistance.

View the [ORA Organizational Chart](#) to see how our our teams are structured.

# ORA - Interim Reporting Structure Chart

Last updated: 07/01/2024



### Position Key

Team Lead

Team Member

### Department Assignments List by Team & Sponsor Type:

<https://ora.jhmi.edu/about-us/school-of-medicine-research-office/>

# Staff Contacts Section

Click to expand

## Administrative Team – ORA MRB



### **Karen Falter**

Sr. Administrative Manager

[kjustice@jhmi.edu](mailto:kjustice@jhmi.edu)

667-208-8913

### **Dezire Chaney**

Sr. Administrative Coordinator

[dchaney1@jhmi.edu](mailto:dchaney1@jhmi.edu)

443-927-1681

### **Jessica Atlass Roscoe, MPH, CRA, CPRA**

Sr. Operations Manager

[jatlass1@jhmi.edu](mailto:jatlass1@jhmi.edu)

443-927-1674

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## Contract Specialists Team



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## Contracts Team



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## Grants Team



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## Outgoing Subawards Team



# Department Assignments Section

## ORA Department Assignments

 Print
  Excel
  CSV
  Copy

Show All  entries

Search:

Department	Contracts: Non-Commercial Sponsors	Contracts: Commercial Sponsors	Grants Team**	Contract Specialists Teams
All Children's Hospital (ACH)	Adam Sosnik	Adam Sosnik	Laurel Peck	Emily Black Moore
All Children's Research Institute (ACRI)	Adam Sosnik	Adam Sosnik	Laurel Peck	Emily Black Moore
Anatomy	Mike Harmon	Liane Howey	Michelle Swift	Emily Black Moore
Anesthesiology	Adam Sosnik	Liane Howey	Amy Rost	Shurangiz (Shuree) Sorurie
Armstrong Institute	Mike Harmon	Daryl Carson	Amy Rost	Emily Black Moore
Biological Chemistry	Brett Mortenson	Daryl Carson	Ashley Evans	Shurangiz (Shuree) Sorurie
Biomedical Engineering	Alexandra Dennis	Daryl Carson	Charlene Jackson	Shurangiz (Shuree) Sorurie
Biophysics	Brett Mortenson	Daryl Carson	Natalie Peters	Emily Black Moore
Brain Science Institute (BSI)	Alexandra Dennis	Liane Howey	Laurel Peck	Shurangiz (Shuree) Sorurie
CAPRES	Daryl Carson	Daryl Carson	Sharel Brown	Emily Black Moore
Cell Biology	Stephen Fisher	Daryl Carson	Michelle Swift	Shurangiz (Shuree) Sorurie
Dermatology	Mike Harmon	Daryl Carson	Charlene Jackson	Arlette Langer
Emergency Medicine	Joanne Frantz Doggett	Liane Howey	Natalie Peters	Emily Black Moore
Genetic Medicine (formerly Institute of Genetic Medicine)	Philip Sheehan	Daryl Carson	Amy Rost	Greg Bujak
Gynecology/Obstetrics	Joanne Frantz Doggett	Liane Howey	Marisa Bailey	Emily Black Moore
History of Medicine	Mike Harmon	Daryl Carson	Marisa Bailey	Emily Black Moore

# ORA Team Responsibilities Chart

## Team Responsibilities

 Print
  Excel
  CSV
  Copy

Team	Responsibilities	Contact This Team With Questions About	Additional Notes
Contracts	Review, negotiate, and sign sponsored research contracts, material transfer agreements, data use agreements, collaboration agreements, non-commercial clinical trials, nondisclosure/confidentiality agreements, and SBIR/STTR award agreements.	Entering into an agreement with another institution to conduct sponsored research or services at JHU, share materials or data, or engage in confidential discussions regarding a potential partnership.	Commercial Grant Awards are negotiated by the ORA Commercial Contracts team. For commercially-funded clinical research and all SOM confidentiality (CDA/NDA) agreements, please contact the Clinical Research Contracting (CRC) office.*
Specialists	Review Fibi record contract submissions for compliance, accuracy & completeness, create MyRap entries & triage agreements to contract negotiating team, and workflow funded contract agreements to Sponsored Projects Shared Services (SPSS) via Oculus.	How to submit contract requests to ORA, MyRap, and workflowing a funded contract to SPSS for account setup or modification.	
Grants	Manage all stages of the grants process from proposal review and submission through Just-in-Time, award negotiation, progress reports, prior approval requests (e.g. carryover and no-cost extensions), and award closeout.	Proposal submission, Other Support, grant award negotiation, incoming subawards (when JHU is the recipient of a subaward), progress reports, submitting prior approval requests, award closeout, grants & NIHNGA workflow.	For NIH Program Project (P), Cooperative Agreement (U), and SBIR/STTR proposals, as well as commercially-funded grant proposals, please contact the Associate Director, Grants. Commercial grant awards are negotiated by the Contracts team.
Outgoing Subawards	Draft and negotiate all outgoing subaward agreements and modifications.	Setting up a new outgoing subaward agreement with another institution, adding a subaward site to an existing project, or modifying an existing outgoing subaward agreement.	For general outgoing subaward and/or SWiFT questions, please email ORASubcontracts@jhmi.edu. For questions related to a specific subaward agreement already in process, please reach out to the assigned Subawards drafter listed in your SWiFT record.



# Q & A with ORA Panelists

- Sharel Brown, Associate Director (Grants)
- Steve Fisher, Associate Director (Contracts - Negotiators)
- Ashley Evans, Assistant Director (Grants)
- Emily Black Moore, Sponsored Projects Associate (Contracts - Specialists)
- Jessica Atlass Roscoe, Sr. Operations Manager