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 (ORA)
- Office of Clinical Trials (OCT)
- Clinical Research Contracting (CRC)
- Clinical Research Support Services (CRSS)
- Clinical Research Billing Compliance (CRBC)
- Sponsored Projects Shared Services (SPSS)
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
- Contracts
- Outgoing Subawards
  - Contract Specialists
  - Contract Negotiators
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

Principal Investigator (PI) identifies a sponsored grant proposal announcement

PI notifies Department Administrator of intent to submit a grant proposal

Dept Admin reviews sponsor guidelines; assists PI with budget development

PI finalizes all required documents for proposal submission

PI provides all final documents to Dept Admin for proposal assembly & routing to ORA

Dept Admin creates Fibi PD & assembles PI’s final proposal package

Dept Admin routes Fibi PD & proposal package to ORA Grants Associate (GA)

ORA GA reviews Fibi PD, budget, proposal package & sponsor guidelines

If needed, ORA GA sends Fibi PD and/or proposal back to Dept Admin for edits

Dept Admin works with PI to correct requested edits/changes & resubmits to GA

ORA GA approves Fibi PD & submits final proposal to Sponsor

ORA GA notifies PI & Dept Admin of proposal submission via email

Stakeholder Key:
- Principal Investigators (PI)/Faculty
- SOM Department Administrator (Grants & Contracts Analyst)
- ORA Grants Associates
- Grant Sponsors
ORA Grants Pre-Award: Just-in-Time

**Stakeholder Key:**
- Principal Investigators (PI)/Faculty
- SOM Department Administrator (Grants & Contracts Analyst)
- ORA Grants Associates
- Grant Sponsors

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**Sponsor** contacts ORA GA with formal, detailed request for JIT information

**ORA GA** requests JIT info from PI & Dept Admin (Other Support, protocols, etc.)

**PI** sends protocol approval to Dept Admin & GA (if applicable)

**ORA GA** confirms protocol is approved & submits grant vs. protocol review request (IRB/IACUC)

**Dept admin** works with PI to assemble all JIT documents & submits them to GA for review

**ORA GA** reviews all JIT documents & confirms grant vs. protocol is congruent

If needed, GA sends JIT document edits to Dept Admin & PI for correction

Dept Admin works with PI to correct GA’s requested edits & resubmits JIT info to GA

**ORA GA** submits final JIT documents to Sponsor

**Sponsor** reviews JIT documents; if needed, requests additional information; submits info to Sponsor

**ORA GA** works with Dept Admin and PI to provide requested information; submits info to Sponsor

If Sponsor decides to fund proposal, a Notice of Award (NOA) or award agreement is issued to JHU

**Award negotiation begins** (see next slide)
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):

- ORA Workflow Team receives Notice of Award (NOA) from JHURA via email
- Workflow Team categorizes award notice and assigns it to appropriate Workflow Team member for processing
- Workflow Team reviews award terms, pulls Fibi PD record, and completes compliance checks
- If needed, Workflow Team contacts assigned GA or Dept staff for missing info
- If needed, GA provides missing information to Workflow Team

- Workflow Team assembles & submits workflow packet to SPSS via Oculus
- SPSS pulls workflow packet from Oculus & creates a new award account
- PI begins project

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)
ORLA Grants Post-Award:

Progress Reports (when ORA submits):

1. PI writes annual progress report.
2. PI sends Dept Admin progress report for processing & submission to ORA.
3. Dept Admin reviews progress report; creates & routes Fibi Service Request (SR) to ORA GA.
4. ORA GA reviews Fibi SR & progress report for compliance & accuracy.
5. If needed, ORA GA sends Fibi SR and/or progress report back to Dept Admin for edits.
6. Dept Admin works with PI to correct requested edits/changes & resubmits to GA.
7. ORA GA approves Fibi SR & submits progress report to Sponsor; notifies PI & Dept Admin of submission.
8. PI project continues.

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.)

PI notifies Dept Admin of desire to submit a Prior Approval Request to Sponsor

Dept Admin confirms for PI what documents are required based on request type

PI sends Dept Admin required documents for Prior Approval Request

Dept Admin creates Fibi SR, reviews all Prior Approval documents & routes Fibi SR to ORA GA for review

ORA GA reviews Prior Approval Request documents & Fibi SR; returns to Dept Admin if corrections are needed

Dept Admin works with PI to correct errors & resubmits to ORA GA

GA approves Fibi SR, submits Prior Approval Request to Sponsor & notifies PI & Dept Admin of submission

Sponsor reviews Prior Approval Request; if needed, requests additional information

ORA GA works with Dept Admin and PI to provide revised information; submits info to Sponsor

If Sponsor approves Prior Approval Request, issues revised NOA or formally confirms approval in writing

ORA GA workflows award changes to SPSS in Oculus

SPSS pulls workflow packet from Oculus & updates award account, as needed

PI continues project following revised award terms

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)

1. ORA GA receives award reduction modification from Sponsor or Prime Institution
2. ORA GA confirms award reduction with Dept Admin & PI; signs modification if no issues
3. ORA GA sends executed reduction modification to Sponsor/Prime
4. Sponsor/Prime signs & returns fully executed reduction mod to ORA GA
5. ORA GA workflows award reduction changes to SPSS via Oculus

- SPSS pulls workflow packet from Oculus & updates grant award account
- PI continues project following revised award terms or concludes work if award is terminated

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)

- PI writes final progress report
- PI sends Dept Admin final progress report for processing & submission to ORA
- Dept Admin reviews final progress report & routes to ORA GA
- ORA GA* reviews final progress report; asks PI if award resulted in any inventions
- If needed, ORA GA sends progress report back to Dept Admin & PI for edits
- Dept Admin works with PI to correct requested edits/changes & resubmits to GA
- Dept Admin reviews final progress report & routes to ORA GA
- ORA GA* reviews final progress report; asks PI if award resulted in any inventions
- If needed, ORA GA sends progress report back to Dept Admin & PI for edits
- Dept Admin works with PI to correct requested edits/changes & resubmits to GA
- ORA GA* confirms award inventions with Technology Ventures
- Technology Ventures confirms inventions status for GA (or works with PI to update, as needed)
- ORA GA* submits final progress report & final invention statement to Sponsor; notifies PI & Dept Admin of submission
- Dept Admin reviews final financial report (FFR) from SPSS for accuracy
- SPSS submits final financial report to Sponsor
- Sponsor reviews final closeout documents; contacts ORA/SPSS with any questions
- If no issues, Sponsor approves/accepts closeout documents & award is closed

*NIH final progress reports (FRPPR) and final invention statements (FIS) are processed by the ORA Grants Specialist

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

- Fibi record routed to ORA*
- Fibi record reviewed and approved
- Agreement reviewed/negotiated
- Agreement signed
- Workflowed for account setup (if funded)

*DUA’s are submitted through Qualtrics instead of Fibi*
Contracts Process: Detailed

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

1. Determine if PD/SR/DUA is routed appropriately
2. Review Fibi PD/SR Summary, or DUA request form, and documents provided; reach out to dept. if needed
3. Create MyRAP, add relevant compliance info and comments; Route MyRap to Negotiator
4. Review MyRap notes and Fibi documents
5. Negotiate contract; Communicate with PI and Sponsor as needed
6. Execute Agreement and upload FE Agreement to MyRap
7. For FUNDED Agreements: Route MyRap back to Specialist for processing
8. Review FE Agreement and update Fibi record as needed
9. Prep for workflow: package PD, budget, agreement, and relevant correspondence
10. Workflow to SPSS via Oculus

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)

**ORA**
- Non-Commercial Contracts & Clinical Trials
  - Non-Commercial (Blue Team)
  - Non-Commercial (Gold Team)

**CRC**
- Commercial Contracts & Clinical Trials
  - Pre-Clinical or Non-Clinical Research
  - Commercial Team
  - Clinical Research Contract (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

- **Subaward Request**
  - Department gathers and prepares required paperwork and submits to ORA Subawards team via SWiFT

- **Subaward Preparation**
  - Subawards team reviews paperwork, sets up 96 IOs and Purchase Order numbers, and drafts agreement

- **Subaward Negotiation**
  - Subawards team sends draft to subsite for review and negotiation. Subsite returns Partially Executed Agreement (PE).

- **Subaward Execution**
  - Subawards team processes agreement for signature and modifies purchase orders (as needed)
  - Subawards Associate reviews/signs agreement and processes Fully Executed Agreement (FE).
Outgoing Subawards Process: Detailed

Department submits SWiFT record to ORA Subs Team to request an outgoing subaward

Subs Specialist reviews SWiFT record & triages to a Subs Associate

Subs Specialist requests 96 # (sub IO) & Purchase Order #

Subs Associate reviews documents; contacts Dept Admin if more info is needed

Dept Admin provides additional information to Subs Negotiator (as needed)

Subs Associate reviews SWiFT record & triages to a Subs Associate

Subs Associate drafts outgoing subaward agreement & sends to Subsite

Subsite reviews subaward agreement & responds with redlines, if needed

Subs Associate reviews Subsite comments and/or redlines

If needed, Subs Associate sends additional redlines to Subsite

Subsite reviews Subsite comments and/or redlines

Subsite reviews JHU redlines & responds with comments or additional edits

If needed, Subs Associate sends additional redlines to Subsite

Subsite signs agreement & sends agreement (PE) back to Subs Associate

Subs Associate adds PO number to agreement, signs, and sends FE to dept & subsite

Subsite can begin work on project

Subaward agreement process complete

Stakeholder Key:

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

on the ORA website: https://ora.jhmi.edu/
From the ORA Homepage

Research Administration

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
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 for assistance.

View the ORA Organizational Chart to see how our our teams are structured.
# Staff Contacts Section

## Administrative Team – ORA MRB

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Email</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Karen Falter</td>
<td>Sr. Administrative Manager</td>
<td><a href="mailto:kjustice@jhmi.edu">kjustice@jhmi.edu</a></td>
<td>667-208-8913</td>
</tr>
<tr>
<td>Deziere Chaney</td>
<td>Sr. Administrative Coordinator</td>
<td><a href="mailto:dchaney2@jhmi.edu">dchaney2@jhmi.edu</a></td>
<td>443-927-1681</td>
</tr>
<tr>
<td>Jessica Atlass Roscoe</td>
<td>Sr. Operations Manager</td>
<td><a href="mailto:jatlass1@jhmi.edu">jatlass1@jhmi.edu</a></td>
<td>443-927-1674</td>
</tr>
</tbody>
</table>

## Contract Specialists Team

## Contracts Team

## Grants Team

## Outgoing Subawards Team
## ORA Department Assignments

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

## Team Responsibilities

<table>
<thead>
<tr>
<th>Team</th>
<th>Responsibilities</th>
<th>Contact This Team With Questions About</th>
<th>Additional Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contracts</td>
<td>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.</td>
<td>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.</td>
<td>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.*</td>
</tr>
<tr>
<td>Specialists</td>
<td>Review Fibi record contract submissions for compliance, accuracy &amp; completeness, create MyRap entries &amp; triage agreements to contract negotiating team, and workflow funded contract agreements to Sponsored Projects Shared Services (SPSS) via Oculus.</td>
<td>How to submit contract requests to ORA, MyRap, and workflowing a funded contract to SPSS for account setup or modification.</td>
<td></td>
</tr>
<tr>
<td>Grants</td>
<td>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.</td>
<td>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 &amp; NIH HHSA workflow.</td>
<td>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.</td>
</tr>
<tr>
<td>Outgoing Subawards</td>
<td>Draft and negotiate all outgoing subaward agreements and modifications.</td>
<td>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.</td>
<td>For general outgoing subaward and/or SWIFT questions, please email <a href="mailto:ORAsubcontracts@jhmi.edu">ORAsubcontracts@jhmi.edu</a>. For questions related to a specific subaward agreement already in process, please reach out to the assigned Subawards drafter listed in your SWIFT record.</td>
</tr>
</tbody>
</table>
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