Resources

Core Research Facilities:
http://casemed.case.edu/ora/cf/

Animals:
IACUC Office
Wood Building, Rm WG-77 & 78
216-368-3815
http://casemed.case.edu/ora/iacuc/index.cfm

Animal Resource Center (ARC)
216-368-3490
https://casemed.case.edu/ora/arc/index.html

Humans:
Human Subjects IRB:
http://ora.ra.cwru.edu/research/orc/

CREC: Training in the protection of human subjects in research
http://ora.ra.cwru.edu/research/orc/crec/index.cfm

Effort Reporting:
Central Contract: Robin Kramer
Sr. Effort Reporting Specialist
216-368-3569
http://ora.ra.cwru.edu/ospa/effort/index.cfm

SOM Contact: Ann Tillett, Admin Assistant
216-368-1158

Conflict of Interest (COI)
http://ora.ra.cwru.edu/research/orc/coi/index.cfm

Internal Systems:
Spiderweb: Utilized for proposals (eURF), CREC, COI, Effort Rping
https://ora.ra.cwru.edu/spiderweb/

Contact Information

SOM Office of Grants and Contracts
Central email address: medres@case.edu

Robin L. Bissell, Director
Holly Lipkovich, Associate Director
Raychl Speigner, Department Assistant

Contract, Subcontract, Multidisciplinary Admin.
medrescontract@case.edu
Amy Hewett, Subcontract Specialist and Contract Specialists

Pre Award Administration
medrespre@case.edu
Kathy Zarobila & Joy Dismukes

Post Award Administration
medrespost@case.edu
Danielle Montgomery, Brian Geter and Joy Dismukes

SOM Research Administration
Kumar Reddy, Sr. Director,
Research Program Management
Lisa Palazzo, Contract Specialist
Wood Building—W175
216-368-1158
http://casemed.case.edu/ora/

Offices of Sponsored Projects
Administration & Sponsored Projects Accounting
Diane Domanovics
Assistant VP Research Administration
Robin Trail
Associate Director
Nord Hall, 6th Floor
216-368-4280

Case Western Reserve University
School of Medicine
Office of Grants & Contracts
10900 Euclid Avenue
Cleveland, Ohio 44106-4979

Central Phone: 216-368-4432
Central Fax: 216-368-0929

Location: Sears Tower, Rm TG-2
Mail Stop: 4979
**Pre-Award Resources**

**eRA Commons:** NIH’s online system

Requests for new eRA Commons login should be sent to medrespre@case.edu with First Name, Last Name, Requested ID.

Requests for affiliation of an existing eRA Commons login/credential should be sent to medrespre@case.edu with First Name, Last Name, current Login ID & previous Institution

**ESNAP: User guide**

http://era.nih.gov/commons/index.cfm

Effective October 1st. NIH Continuation Progress Report are revised: NOT-OD-09-139. Please verify all appropriate personnel are included in the ESNAP.

**Spiderweb Troubleshooting:**

If trying to create an eURF and cannot locate individual, verify they updated their profile to list your department. Have them access spiderweb then “Manage My Role”.

If trying to add a key personnel who is not available, add them to your drop down list by selecting “edit favorite people list”. Enter their case ID, select “search”, then check the box next to their name, then “add”.

An eURF is required for any new grants, contracts, subcontracts, NIH progress reports, new discretionary or special purpose account (unrestricted gift or gift given for a set purpose).

**Petition:**

Internal Form completed by department and PI to keep an account open within the PeopleSoft system, please note DOES NOT extend the end date of the award/project. Include Current Income & Expense Statement.

**IPAS:**

Internal Form completed by Department and PI for the following purposes:

- Preliminary Accounts (accounts with no budgets where department & PI assume the financial responsibility. Utilized while contracts are in process or pending receipt of award, etc.
- No Cost Extensions (if NIH, 90 days prior to end date; if non-NIH, need written approval from agency for extension). Include current Income and Expense Statement.
- Create new sub-account within the main project
- Set-up a subcontract after the initial award has been set-up within PeopleSoft

**Budget Revisions**

**Internal Budget Excel Form**

Required budget template to be utilized to set-up the budgets for all awards, contracts, subcontracts, and gifts. Separate budget for each account and subcontract. Please complete full form including expense accounts & IDC.

**Deferral of Internal NOAs**

Can result if any individual listed in the key personnel section of the eURF has not completed all compliance items, including CREC, COI, Effort Reporting. Please verify individuals listed in original eURF will still be participating in the program during time of award set-up.

Questions relating to pre-award should be sent to medrespre@case.edu

**Post Award Resources**

**Contract/Subcontract Resources**

**Contracts**

An eURF is required for all contracts.

The primary contact for contract negotiations is SOM Research Administration:

- A contract can have three levels of review: SOM, Legal Office and CFO.

**Subcontract:**

Case can be the prime (we received the award) or the sub-recipient (another institution/company received the award) of a subcontract.

**Prime:** During the proposal process the following items are required internally for each subcontracted institution/company:

- PHS 398 Face Page (signed)
- PHS 398 Budgets (First & All Years)
- PHS 398 Checklist
- Work Statement (Budget Justification)

All should be attached to eURF along with the proposal prior to routing to SOM OG&C. Sponsor Approval is required if already awarded.

**Sub-recipient:** PI and department need to follow-up with the Prime Institution/Company who will indicate what documents/forms are required to be completed. These forms will then be reviewed by SOM OG&C via an eURF prior to sign-off. Then once awarded, the subaward agreement should be provided to SOM OG&C for execution.

**While a contract or subcontract is in process, it is recommended that department & PI utilize the IPAS to create a Preliminary account or Petition to keep an account open, as applicable to prevent journaling of expenses.**

Questions relating to contracts or subcontracts should be sent to medrescontract@case.edu

**Questions relating to post-award should be sent to medrespost@case.edu**