

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 Rpting

<https://ora.ra.cwru.edu/spiderweb/>

Contact Information

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 Peel & Sadie Fellure

Pre Award Administration

medrespre@case.edu

Kathy Zarobila & Ayanna Revels

Post Award Administration

medrespost@case.edu

Danielle Montgomery & Brian Geter

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/>

Office of Sponsored Projects Administration

Diane Domanovics
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BioEnterprise Building, 3rd Floor
216-368-4280
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<http://ora.case.edu/research/>



***Office of Grants & Contracts
Sears Tower Building—TG2***

**Dept Administrator's
Quick Reference Guide**

Case Western Reserve University
School of Medicine
Office of Grants & Contracts
10900 Euclid Avenue
Cleveland, Ohio 44106-4919

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).

Please note only FINAL proposals should be submitted to G&C.

NIH applications due on/after 1/25/10 will be utilizing a new application package.

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

Post Award Resources

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 Revisions 10-09

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

Contract/Subcontract Resources

Contracts

An eURF is required for all contracts.

The primary contact for contract negotiations is Richard Sohn, 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 Grants & Contracts.

Sponsor Approval is required is 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 Grants & Contracts via an eURF prior to sign-off. Then once awarded, the subaward agreement should be provided to G&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
