

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

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Office of Sponsored Projects Administration

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

Principal Investigator's Quick Reference Guide

Principal Investigator (PI)

The PI works with his department in the preparation of the proposal and the routing of the final version of the proposal to the Office of Grants & Contracts. Research grants are then awarded to CWRU on behalf of the PI. The PI then works with his department to manage the grant.

Office of Grants & Contracts

Pre-award function: Review and submission/signing off of all proposals for the SOM departments.

Post-award function: Inputs awarded grants/contracts/subcontracts/gifts into the University's PeopleSoft system, working with the Department, PI and other departments within the University to obtain the required documentation/information.

Pre-Award Resources

eRA Commons: NIH's online system

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

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

Utilized to submit JIT, Progress Reports (ESNAP), Final Invention Statements and Final Progress Reports.

Spiderweb: Case's internal system

To set-up your profile and attach yourself to a department, access spiderweb then "Manage My Role".

This system is used to create eURF (electronic University Review Form). 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).

PIs should work with their designated department contact to create and route the eURF through the system to Grants & Contracts.

Please note only FINAL proposals should be submitted to the Office of Grants & Contracts.

Grants.gov: Utilized to search for grant funding opportunities and track submitted proposals. www.grants.gov

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

Post Award Resources

Speedtype: three letters & 6 digit, i.e. RES123456 and is assigned by PeopleSoft at the time of set-up to expense to the account.

Income & Expense Statement: Provides a monthly synopsis of the expenses & revenue relating to the speedtype. Contact your designated department contact for these reports.

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.

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).

Create new sub-account within the main project

Set-up a subcontract after the initial award has been set-up within PeopleSoft

Budget Revisions

NIH Budget 398 Revised

Required budget template to be utilized to set-up the budgets for all awards, contracts, subcontracts, and gifts. Please work with assigned department contact to complete the budget fully, including expense accounts and separate budgets for each separate project (sub-account)

Any 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

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.

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 Grants & Contracts 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.

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