What is ORA?

The Office of Research Administration is the pre-award and non-financial post-award administration office for the University of Maryland.
What does ORA do?

- Facilitates submission of proposals
- Negotiates and accepts grants and contracts on behalf of the University
- Helps researchers and departmental business offers administer sponsored projects
- Maintains Kuali Research, the system of record for proposal and award information
- Issues outgoing subawards under sponsored projects
- Provides reports for sponsored projects
Internal Routing and Review of Proposals

- **Principal Investigator** is responsible for the budget, technical content, quality, and preparation of the proposal in accordance with sponsor guidelines.

- **Department Chair** is responsible for certifying to the academic soundness of the project, the compatibility of the project with the Principal Investigator's other commitments, the availability of space and facilities, any cost-sharing commitments, while assuring that the project is in keeping with department and University objectives, and concurring that the proposal should be submitted to the agency named.

- **Dean of the College** is responsible for determining the appropriateness of the project within College and University programs, and that resources will be available.

- **ORA** is responsible for ensuring compliance with applicable laws and regulations and with University administrative rules. Concurrently, problems of institutional financing, cost sharing, acceptance of contractual terms, and budget matters will be resolved. ORA works with the Compliance Office in the Division of Research to review matters involving human subjects, DNA research, hazardous substances, export control issues and the experimental use of animals.
### What should be routed:

<table>
<thead>
<tr>
<th>Yes:</th>
<th>It Depends:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Proposals for grants, cooperative agreements and contracts</td>
<td>Progress Reports</td>
</tr>
<tr>
<td>White papers with institutional cost share commitments</td>
<td>White Papers</td>
</tr>
<tr>
<td>Intergovernmental personnel Assignments (IGPAs or IPAs)</td>
<td>Letters of Intent</td>
</tr>
<tr>
<td>Non-disclosure Agreements (NDAs)</td>
<td>Campus Nominations</td>
</tr>
<tr>
<td>Material Transfer Agreements (MTAs)</td>
<td></td>
</tr>
<tr>
<td>Equipment Loan Agreements</td>
<td></td>
</tr>
<tr>
<td>Other (MOUs, etc.)</td>
<td></td>
</tr>
</tbody>
</table>
I Got an Award… Now What?

Research Compliance Reviews

- Before any accounts can be established for your award, ORA will work with the appropriate committees to ensure that appropriate protocols are in place with:
  - IRB
  - IACUC
  - ESSR committees
  - Export Control
  - Conflict of Interest Committee

ORA Establishes the Award

- ORA creates the required accounts for the award, and establishes subaward relationships as necessary

Department

- Your departmental administrators will monitor award spending and maintain all necessary project documentation
ORA remains an important point of contact throughout the life of an award. Dependent upon award requirements, ORA assists with:

- Departmental support for matters related to financing, cost-sharing, contract terms, and other matters.
- Submission of progress and final reports
- Negotiating changes to the award, including changes in scope, no cost extensions, etc.
Who to contact at ORA?

- [http://ora.umd.edu/staff](http://ora.umd.edu/staff)
Helpful Links

Roles and Responsibilities:  http://ora.umd.edu/about/roles

Forms:  http://ora.umd.edu/forms

Faculty Guide:  http://ora.umd.edu/resources/faculty-guide

Questions?

Jill A. Frankenfield
Associate Director, ORA
x54577
jfranken@umd.edu
ora.umd.edu