Who do I contact in ORA?*

- If the **award** has been received and the sponsor is **NIH**, contact your NAO**
- If the **award** has been received and the sponsor is **not** NIH, contact your GCO or email SPAContracts@hms.harvard.edu**
- If the award hasn't been received yet, or you are working on a **proposal (initial, supplement, continuation, renewal), RPPR**, or **JIT** info, contact your PAO
- If you received an award notice, agreement, or amendment/modification from a sponsor, forward it to SPA_Award@hms.harvard.edu
- If you've received an award notice or agreement, but there's no corresponding proposal in GMAS that has been authorized by ORA, enter the proposal into GMAS, upload the notice/agreement and any related materials and correspondence, and route the proposal for review
- If you have questions related to **cost transfers, fixed price balance forms, audits, financial compliance,** or **ecrt**, email HMS_Research-Finance@hms.harvard.edu
- If you have a question related to **billing agreements**, email BillingAgreements@hms.harvard.edu
- If you have questions about **export controls** or a **foreign component** on an award, email International_Collaborations@hms.harvard.edu
- If your inquiry is about **research data policy or process**, email Data_ORA@hms.harvard.edu
- If your question is related to **internal award programs** (e.g., Dean's Innovation Awards, Blavatnik gift funded RFAs), email DeansInitiatives@hms.harvard.edu

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Abbreviations
NAO: NIH Awards Officer
GCO: Grants & Contracts Officer
PAO: Pre-Award Officer

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* For most questions/issues the above should direct you to the right ORA contact. If they aren't the best person to help, the recipient will forward your email to the applicable contact and copy you.

** See the ORA Decision Tree for additional guidance on whether the NAO or GCO supports a particular award. Note that GCOs support NIH OTAs and FAR-based contracts, as well as subawards to HMS under NIH prime awards.

For more information on the functions of ORA teams, refer to the ORA Teams Summary