

Who do I contact in ORA (Office of Research Administration)?*

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 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">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

* 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.

Abbreviations

NAO: NIH Awards Officer

GCO: Grants & Contracts Officer

PAO: Pre-Award Officer

For more information on the functions of ORA teams, refer to the [ORA Teams Summary](#)