HARVARD MEDICAL SCHOOL | OFFICE OF Research Administration

Administration & Communication Team	Awards Management Team	Grants & Contracts Team	Pre-Award Team	Research Admin Support Services Team	Research Data Compliance Team	Research Finance Team	Research Security Team	Transformational Awards Team
Oversees the day-to-day operations of ORA.

Supports the ORA Leadership Team on strategy development, process improvements and alignment to school and University initiatives.

Manages the flow of information geared toward HMS internal audiences including Grant Managers, Financial Administrators, Faculty, Administration, Basic Science Departments, and central-based colleagues. | The team consists of four functional areas:

Operations: Setup and maintenance of sponsored accounts and security access in GMAS.

NIH Awards Management: Review, setup, and maintenance of NIH awards throughout their lifecycle, including prior approval requests.

Subawards: Draft and sign most outgoing subawards and amendments under federal and non-federal awards at HMS.

Billing Agreements: Review and sign incoming and outgoing Billing Agreements involving HMS and Affiliate researchers. | Supports research projects throughout the award life cycle.

Ensures compliance with relevant sponsor guidelines and University policies.

The team reviews, drafts, negotiates, and executes all incoming awards, as well as research-related agreements such as outgoing subaward agreements, collaboration agreements, and data use agreements. | Supports HMS and HSDM Principal Investigators and Grant Managers in preparing new grant applications and supplemental funding requests to external sponsors. Reviews and submits annual progress reports.

Works with departments to ensure that all submissions are complete, accurate, and compliant with all sponsor, University, and School policies and procedures. | Provides short-term coverage for Department Grant Manager vacancies between hires or for leaves of absences.

As available, provides burst capacity assistance for Departments as needed, such as during heavy proposal deadlines or peak reporting periods. | Navigates data sharing requirements, identifies sources of data and/or existing data resources, & manages the Data Use Agreement process. Supports researchers in navigating complex landscape to identify, obtain, and manage the data resources necessary to achieve research objectives. | Provides financial compliance services to ensure that all direct charges on sponsored awards are allowable, allocable, reasonable and consistent.

Monitors expenditures on sponsored funds in accordance with Uniform Guidance and University Guidelines. Performs audit functions for the annual Uniform Guidance Audit and the RMAS internal/external sponsor audits.

Manages effort certification and eCERT support, subrecipient monitoring, and cost transfers. | Supports the HMS community with reviews related to Export Control & International Collaborations including international shipments or hand carries of research materials, H1-B/O-1 deemed export control certification forms, & Specially Designated National screens and resolution.

Reviews all international collaborations with priority given to collaborators in higher risk countries & those where a new technology or material will be developed. | Provides the HMS and HSDM community with a number of services related to the submission of abstracts and proposals, the negotiation of agreements and subagreements, and post-award financial management for awards and subawards funded by ARPA-H.

This team supports projects funded by ARPA-H from the initial abstract stage throughout the life of the project. |