



Administration & Communication	Awards Management	Grants & Contracts	Pre-Award	Research Admin Support Services	Research Data Compliance	Research Finance	Research Security
<p>Oversees the day-to-day operations of ORA.</p> <p>Supports the ORA Leadership Team on strategy development, process improvements and alignment to school and University initiatives.</p> <p>Manages the flow of information geared toward HMS internal audiences including Grant Managers, Financial Administrators, Faculty, Administration, Basic Science Departments, and central-based colleagues.</p>	<p>The team consists of four functional areas:</p> <p>Operations: Setup and maintenance of sponsored accounts and security access in GMAS.</p> <p>NIH Awards Management: Review, setup, and maintenance of NIH awards throughout their lifecycle, including prior approval requests.</p> <p>Subawards: Draft and sign most outgoing subawards and amendments under federal and non-federal awards at HMS.</p> <p>Billing Agreements: Review and sign incoming and outgoing Billing Agreements involving HMS and Affiliate researchers.</p>	<p>Supports research projects throughout the award life cycle.</p> <p>Ensures compliance with relevant sponsor guidelines and University policies.</p> <p>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.</p>	<p>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.</p> <p>Works with departments to ensure that all submissions are complete, accurate, and compliant with all sponsor, University, and School policies and procedures.</p>	<p>Provides short-term coverage for Department Grant Manager vacancies between hires or for leaves of absences.</p> <p>As available, provides burst capacity assistance for Departments as needed, such as during heavy proposal deadlines or peak reporting periods.</p>	<p>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.</p>	<p>Provides financial compliance services to ensure that all direct charges on sponsored awards are allowable, allocable, reasonable and consistent.</p> <p>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.</p> <p>Manages effort certification and eCERT support, subrecipient monitoring, and cost transfers.</p>	<p>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.</p> <p>Reviews all international collaborations with priority given to collaborators in higher risk countries & those where a new technology or material will be developed.</p>
<p><i>Administration & Communications Team</i></p>	<p><i>Awards Management Team</i></p>	<p><i>Grants & Contracts Team</i></p>	<p><i>Pre-Award Team</i></p>	<p><i>RA Support Services Team</i></p>	<p><i>Research Data Compliance Team</i></p>	<p><i>Research Finance Team</i></p>	<p><i>Research Security Team</i></p>