

Office of Research Administration (ORA) General Inboxes

A list of ORA's general inboxes, including when to use them, for what purpose, and who reviews them

Administration & Communications Team

The [Administration & Communications Team](#) uses this inbox, Researchadmin@hms.harvard.edu, for general inquiries and for assistance with distributing research-related information to the wider HMS-HSDM audience.

Types of inquiries that this inbox is useful for:

- Requests to publish information or a story on the ORA website
- Submitting information for publication in the Research Administration Digest ([RAD](#))
- Requests to present at HMS Research Administrators Open Forum or University Research Management Meetings
- Feedback on the [Research Administration Section of ARC](#) (HMS Administrative Resource Connector)

Awards Management Team

The [Awards Management Team](#) provides this inbox, SPA_Award@hms.harvard.edu, to sponsors and requests that all award notices are sent to this inbox. Note this email should be used for contact information on proposal submissions. When a new notice is received in this inbox, the Operations Team logs the notice in GMAS and distributes appropriately.

Types of inquiries that this inbox is useful for:

- If you receive an award notice and are not sure that the notice has already been logged in GMAS, please send the notice to this inbox to be logged as soon as possible.
- Forward any electronic payment information you may receive to ensure timely follow-up on any actions needed to update the project

Billing Agreements

The [Awards Management Team](#) uses this inbox, Billingagreements@hms.harvard.edu, for internal and external general inquiries and for billing agreement request submissions and communications.

Types of inquiries that this inbox is useful for:

- Assistance with the billing agreement business process and determination
- Affiliate communication for billing agreement requests and status updates
- Agreement submission & review related to Incoming & Outgoing Billing Agreements and/or Service Agreements

Grants & Contracts Team

The [Grants & Contracts Team](#) provides this inbox, SPAContracts@hms.harvard.edu, as the contact email on awards to avoid lost inquiry if a team member leaves, for general inquiries to the ORA Grants & Contracts Team when the specific point of contact is unknown, and for short-term vacation coverage (absences of a day or two). This inbox is also used in connection with issuing subawards on the FDP template and subaward amendments.

Types of inquiries that this inbox is useful for:

- Agreement-related questions when the specific point of contact is unknown
- Urgent questions/requests when the assigned GCO (Grants and Contracts Officer) is out of the office for short periods or when you are uncertain who may be providing coverage
- Questions related to a subaward agreement in process

Pre-Award Team

The [Pre-Award Team](#) uses this inbox, ORA_Preaward@hms.harvard.edu, as a general contact for anyone with questions concerning proposal review and submission, Just-in-Time, Continuation, and Supplement requests in GMAS, and for general inquiries to the [ORA Pre-Award Team](#) when the specific point of contact is unknown.

Types of inquiries that this inbox is useful for:

- Urgent proposal questions/requests when you are uncertain who may be providing coverage
- General questions about the ORA pre-award process that may not be specific to any one department or application

Research Data Compliance Team

The [Research Data Compliance Team](#) uses this inbox, Data_ORA@hms.harvard.edu, for internal inquiries related to research data policy and process.

Types of inquiries that this inbox is useful for:

- Data acquisition and sharing consultations
- Data use agreement (DUA) process support
- Compliance systems support (Agreements-DUA, Data Safety)
- Interpretation and implementation of requirements from data providers and data privacy regulations
- Guidance on HU/HMS research data policies

Research Finance Team

The [Research Finance Team](#) uses this inbox, HMS_Research-Finance@hms.harvard.edu, for both internal and external purposes. Internally this is used for Cost Transfers and externally this is provided to our affiliates to submit invoices to us for processing.

Types of inquiries that this inbox is useful for:

- Departments submit over and under 90-day cost transfers.
- Invoices from our affiliates for hospital pass-through awards.
- Invoices from our affiliates for Dean's innovation awards.

Research Security Team

The [Research Security Team](#) uses this inbox, International_Collaborations@hms.harvard.edu, for intake of export control, foreign component, malign foreign talent recruitment program (MFTRP), faculty disclosure, and other research security-related queries.

Types of inquiries that this inbox is useful for:

- Export Control reviews related to: International transfers of materials and/or data, including eShip Global approvals, H-1B Visa deemed export reviews, Visiting appointment restricted party screening, International travel and/or Collaborations with researchers at foreign institutions, Visual Compliance restricted party screening checks and escalation reviews.
- Assistance with determining whether an international collaboration meets the definition of a foreign component for which sponsor prior approval must be sought
- Assistance with determining whether an outside agreement may be an MFTRP
- Questions regarding faculty disclosures in grant submissions

Special Funds Agreements Team

The [Grants & Contracts](#) Special Funds Agreements Team uses this inbox, DeansInitiatives@hms.harvard.edu, for administrative questions related to internal award programs, such as the Dean's Innovation Awards in Basic and Social Sciences, Various Blavatnik Gift funded RFAs, etc.

Types of inquiries that this inbox is useful for:

- Prior approval requests as outlined in an internal award letter of agreement
- Questions regarding the status of award documents under an internal award program
- Other administrative questions related to an internal award