



Office of Research Administration (ORA) General Inboxes: Please see below for a list of ORA's general inboxes, including when to use them, for what purpose, and information on who reviews them.

- SPAContracts@hms.harvard.edu
 - **Description:** ORA uses this address 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). Contracts Coordinator also uses this inbox 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 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 with the Contracts Coordinator (Sivan Ehrlich)

- SPA_Award@hms.harvard.edu
 - **Description:** ORA provides this email address to sponsors and requests that all award notices are sent to this inbox. (Note, this email address should be used for contact information on proposal submissions.) When a new notice is received in this inbox, the Operations Team logs the noticed in GMAS and distributes as appropriate.
 - **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

- International_Collaborations@hms.harvard.edu
 - **Description:** ORA uses this inbox for intake of export control, foreign component, and faculty disclosure 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
 - Collaborations with researchers at foreign institutions
 - Visual Compliance restricted party screening checks and escalation reviews
 - International travel
 - Any other export control questions or concerns
 - Assistance with determining whether an international collaboration meets the definition of a foreign component for which sponsor prior approval must be sought
 - Questions regarding faculty disclosures in grant submissions

- DeansInitiatives@hms.harvard.edu
 - **Description:** ORA Special Funds Agreements team uses this inbox 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

- HMS_Research-Finance@hms.harvard.edu
 - **Description:** ORA Research Finance uses this inbox for two purposes, one internal and one externally. Internally this is used for Cost Transfers, 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.

- Researchadmin@hms.harvard.edu
 - **Description:** ORA uses this inbox for general inquiries and for potential research-related communications.
 - **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 Open Forum for Research Administrators or Research Management Meetings
 - Assistance with distribution research-related information to research administrators

- Billingagreements@hms.harvard.edu
 - **Description:** ORA Contracts Specialist uses this inbox 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 the following:
 - Incoming & Outgoing Billing Agreements
 - Service Agreements