**ORA Pre-Award Team**

**Snapshot of Pre-Award Responsibilities**

The Pre-Award Officer (PAO) is the main point-of-contact in HMS ORA for the following:

- Proposal review & submission (new, renewal, continuation, supplement)*
- NIH RPPR review & submission: both Interim (annual) RPPRs and Final F-RPPRs*
- JIT review & submission*
- Approvals (COI, IRB, IACUC, cost sharing, etc.): checking and clearing in GMAS

The Pre-Award Team within HMS Office of Research Administration (ORA) provides support and assistance to Principal Investigators (PIs) and Grant Managers (GMs) as they prepare proposals for submission to external sponsors. Pre-Award Officers (PAOs) work closely with colleagues within ORA, OSP, and the offices managing approvals (COI, IRB, IACUC, etc.) to support sponsored projects. The Pre-Award Team’s responsibilities include:

- Acting as liaison between PIs and sponsors for pre-award activities, including:
  - Proposal review and submission*
  - Review and submission of Just-in-Time (JIT) information requests*, including approvals
- Review of the following for compliance with Sponsor, Federal, Harvard, and HMS policies:
  - Application guidelines/submission requirements
  - Grant, Cooperative Agreement, Contract, and Fellowship proposals
  - Supplement requests
- Institutional approval and endorsement of proposals and related documentation sent to sponsors on behalf of HMS
- Submission of proposals for grants, cooperative agreements, subagreements, contracts, and supplements through federal and foundation electronic systems
- Review of Financial Conflict of Interest (COI), cost share, IRB, IACUC, and other applicable approvals to ensure compliance throughout the life of an award
- Maintenance of membership in sponsor-supported electronic grant submission systems and enrollment of PIs and GMs in appropriate systems as needed
- Review of progress reports (including NIH Final RPPRs) for compliance documentation, submission of electronic reports and provision of institutional approval for hardcopy reports
- Transfer in to HMS of awards for PIs who are joining HMS from another institution

*For departments under the Efficiency Project (EP), some of these actions will be managed by the department, not ORA. Please see the list of Pre-Award and Post-Award actions ceded to EP departments on the [HMS Efficiency Project (EP)](http://hlcra) page in HLCRA.

See next page for Grants & Contracts Team responsibilities.
ORA Grants & Contracts Team

Snapshot of Grants & Contracts Responsibilities

The Grants & Contracts Officer (GCO) is the main point-of-contact in HMS ORA for the following:

- Review, negotiation, and execution of incoming award documents
- Establishing/modifying accounts via action memos
- Review and authorization of At-risk account requests
- All outgoing Subaward agreement actions
- All Billing Agreements (sponsored & non-sponsored)
- Resolution of questions or issues that arise through the life of an award
- Prior approval requests
- Data Use Agreements
- Authorizing NIH fellowship & training grant forms, including the paper Activation Notice and xTrain forms* (Statement of Appointment Form, Termination Notice)
- Administrative aspects of award close-out (e.g., final invention report*, relinquishing form)

The ORA Grants & Contracts Team serves as the liaison between Principal Investigators (PIs) and sponsors during and after award negotiation and acceptance and supports the research project through the life of the award. The Grants & Contracts Team works closely with colleagues within ORA and OSP to provide such support. The Grants & Contracts Team’s responsibilities include:

- Review and negotiation, if necessary, of the terms and conditions of all research agreements (consistent with institutional positions and protecting the rights of the investigators and the institution) for which ORA has responsibility per the Legal Agreements Workflow
- Consulting with PI, GM, and other HU and HMS offices such as OTD, RMAS, and OGC on terms and conditions, if needed
- New award set-up, including reviewing terms and conditions and entering essential data into GMAS
- Activation of renewal years, including updates to budget and other information in GMAS
- Drafting and negotiation of all outgoing agreements under research awards, including Subaward agreements and modifications and outgoing billing agreements
- Signature of all incoming and outgoing agreements on behalf of the University
- Retention of copies of all fully executed agreements in GMAS, as appropriate
- Updates on the progress of each agreement
- Review and execution of incoming agreement modifications
- Review and execution of incoming billing agreements
- Processing of prior approval requests, such as no-cost extensions and carry-over, including submission to sponsor
- Assisting PI and GMs with resolution of questions or issues that arise through the life of the project
- Administrative aspects of closing out funds, including submission of Final Invention reports
- Assistance with close-out or transfer of awards when a PI transfers out of HMS
- Administrative aspects of award close-out*

*For departments under the Efficiency Project (EP), some of these actions will be managed by the department, not ORA. Please see the list of Pre-Award and Post-Award actions ceded to EP departments on the HMS Efficiency Project (EP) page in HLCRA.
GMAS Request Types by ORA Team

Below is a chart of the types of requests in GMAS with the corresponding ORA team responsible for reviewing and authorizing the request.

<table>
<thead>
<tr>
<th>Pre-Award Team</th>
<th>Contracts Team</th>
</tr>
</thead>
<tbody>
<tr>
<td>Initial (New)</td>
<td>At-risk Accounts</td>
</tr>
<tr>
<td>Competing Renewal</td>
<td>New Accounts</td>
</tr>
<tr>
<td>Continuation</td>
<td>Change PI</td>
</tr>
<tr>
<td>Supplement</td>
<td>Change Tub/Org</td>
</tr>
<tr>
<td></td>
<td>Pre-award Expenditures</td>
</tr>
<tr>
<td></td>
<td>Rebudget Restricted Categories</td>
</tr>
<tr>
<td></td>
<td>Equipment Rebudget</td>
</tr>
<tr>
<td></td>
<td>Carryforward</td>
</tr>
<tr>
<td></td>
<td>Subagreement Addition</td>
</tr>
<tr>
<td></td>
<td>Interfaculty Involvement Addition</td>
</tr>
<tr>
<td></td>
<td>Early Termination</td>
</tr>
<tr>
<td></td>
<td>No-cost Extension</td>
</tr>
</tbody>
</table>