





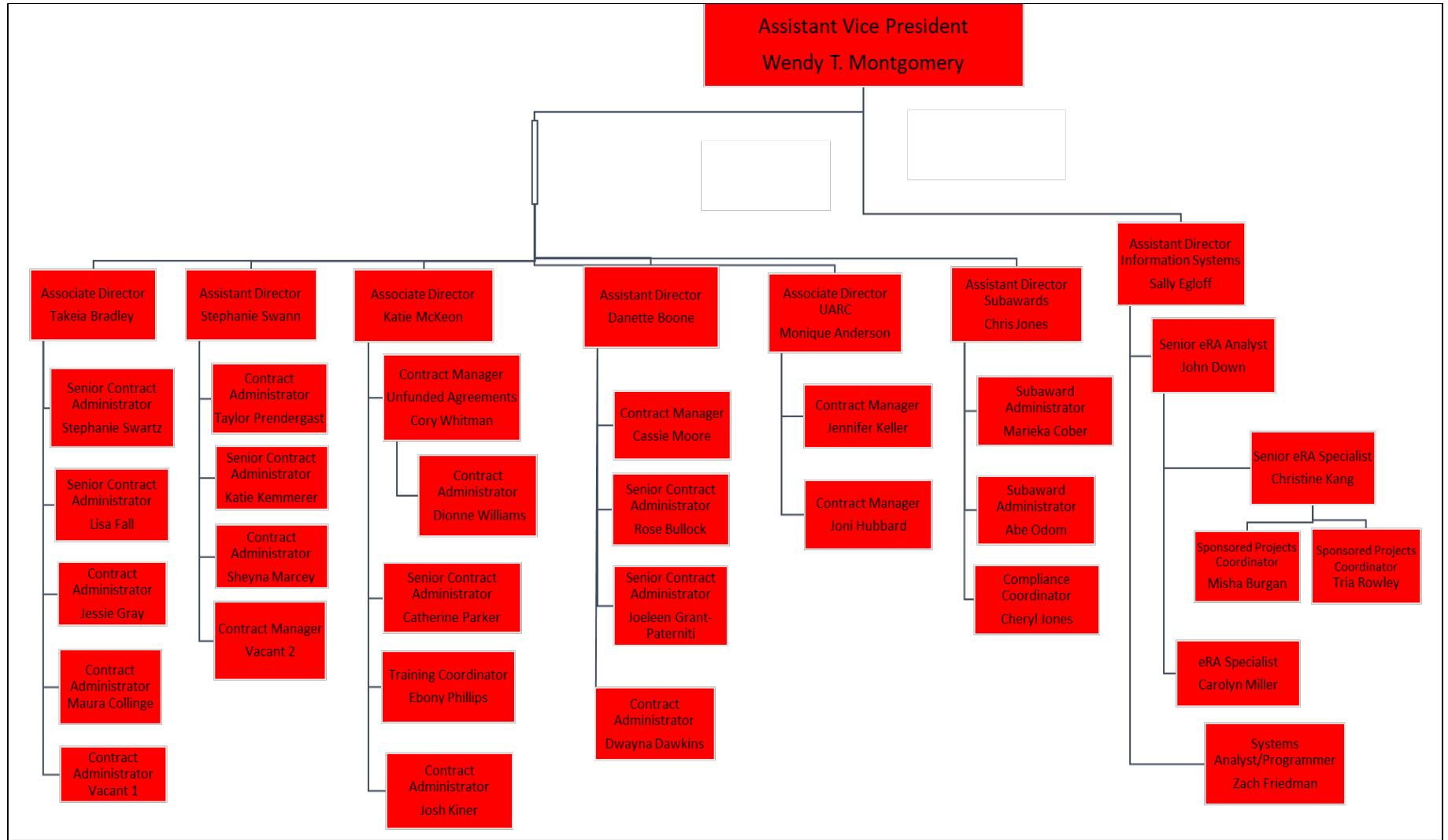
# What is ORA?



The Office of Research Administration is the pre-award and non-financial post-award administration office for the University of Maryland







August 2023



# What does ORA do?

- Facilitates submission of proposals
- Negotiates and accepts grants and contracts (including incoming non-funded agreements) on behalf of the University
- Helps researchers and departmental business officers administer sponsored projects
- Maintains Kualu Research, the system of record for proposal and award information
- Provides reports for sponsored projects



# Internal Routing and Review of Proposals

- **Principal Investigator** is responsible for the budget, technical content, quality, and preparation of the proposal in accordance with sponsor guidelines.
- **Department Chair** is responsible for certifying to the academic soundness of the project, the compatibility of the project with the Principal Investigator's other commitments, the availability of space and facilities, any cost-sharing commitments, while assuring that the project is in keeping with department and University objectives and concurring that the proposal should be submitted to the agency named.
- **Dean of the College** is responsible for determining the appropriateness of the project within College and University programs, and that resources will be available.
- **ORA** is responsible for ensuring compliance with applicable laws and regulations and with University administrative rules. Concurrently, problems of institutional financing, cost sharing, acceptance of contractual terms, and budget matters will be resolved. ORA works with the Compliance Office in the Division of Research to review matters involving human subjects, DNA research, hazardous substances, export control issues, and the experimental use of animals.





# What should be routed:

Yes:	It Depends:
Proposals for grants, cooperative agreements and contracts	Progress Reports
Pre-Proposals/White Papers with Institutional Cost-Share Commitments and/or that require an Authorized Signature	White Papers
Intergovernmental personnel Assignments (IGPAs or IPAs)	Letters of Intent
Non-disclosure Agreements (NDAs)	Campus Nominations
Material Transfer Agreements (MTAs)	
Equipment Loan Agreements	
Other (MOUs, etc.)	



# Hot Topic: Federal Agency Disclosure Information

In addition to UMD's internal [Outside Professional Activity](#) reporting requirement, many research funding agencies also require certain activities to be disclosed during the proposal process and, in some cases, after the project is awarded. The funding agencies use these disclosures to identify possible Conflicts of Interest, Conflicts of Commitment, and ties with foreign entities. Disclosing accurate and complete information is required by US law. Also, when you certify your proposal in the Quali Research system, you are certifying that you have provided all the required information. If you have any questions, please contact your contract administrator in ORA.

This information is frequently being updated.

<https://ora.umd.edu/resources/fadi>





# Hot Topic: COI and Gifts

Conflicts of interest occur when outside professional activities or other significant commitments, whether outside or within the University, interfere with an Employee's (faculty or staff) ability to meet their primary job responsibilities to the University. Because University employees are also State employees, the Maryland State Ethics Law governing conflict of interest also applies.

You must disclose all current or pending gifts in support of your research program to you or through the University. Gifts include funding and/or resources, for example, but not limited to, equipment, materials, software, and other items of value.

When to Disclose:

<https://research.umd.edu/research-resources/compliance/conflicts-interest-coi/when-use-kcoi>

Where to Disclose:

<https://usmd.kuali.co/coi>





# I Got an Award... Now What?

## Research Compliance Reviews

- Before any accounts can be established for your award, ORA will work with the appropriate committees to ensure that applicable protocols are in place with:
  - IRB
  - IACUC
  - ESSR committees
  - Export Control
  - Conflict of Interest Committee

## ORA Establishes the Award

- ORA creates the required accounts for the award and establishes subaward relationships as necessary

## Department

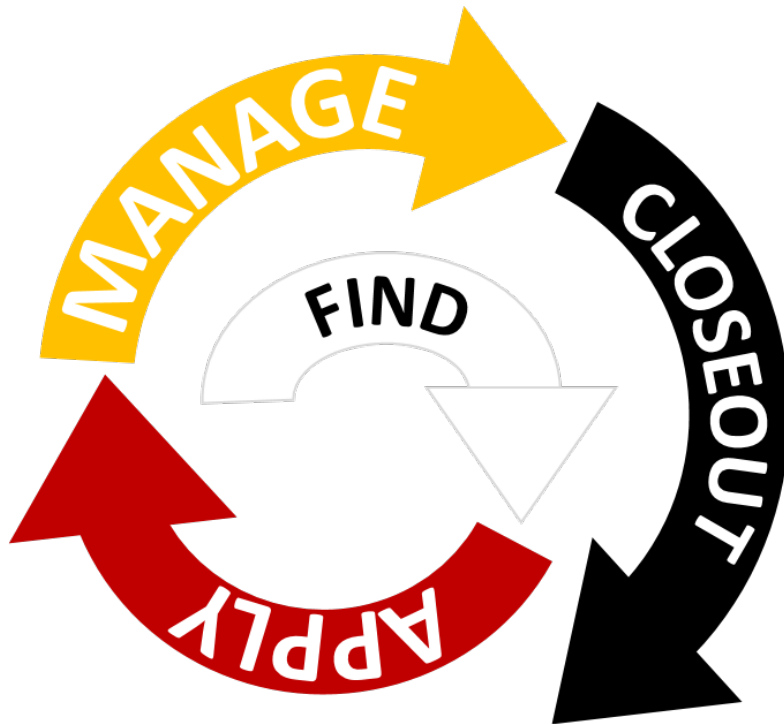
- Your departmental administrators will monitor award spending and maintain all necessary project documentation





# Ongoing Project Management

ORA remains an important point of contact throughout the life of an award. Depending on the award requirements, ORA assists with:



- **Departmental support for matters related to finances, cost sharing, contract terms, and other matters.**
- **Submission of progress and final reports**
- **Negotiating changes to the award, including changes in scope, no cost extensions, etc.**



# Who to contact at ORA?

<https://ora.umd.edu/staff>

## Staff Directory

- All
- AGNR
- ARCH
- ARHU
- BMGT
- BSOS
- CMNS
- EDUC
- ENGR
- GRAD
- JOUR
- PLCY
- SPHL
- UGST
- VPR
- Other Units
- ORA Organization Chart
- Subawards



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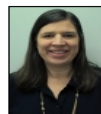
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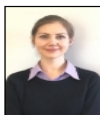
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### Cober, Marieka

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# Helpful Links

Roles and Responsibilities:

<https://ora.umd.edu/about/roles>

Forms:

<https://ora.umd.edu/forms>

Faculty Guide:

<https://ora.umd.edu/resources/faculty-guide>

Quick Reference Guide:

<https://ora.umd.edu/proposal-development/quick-reference-guide>





# Questions?

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