This document clarifies the current roles and responsibilities during the life cycle of a Duke Global Health Institute (DGHI) award and provides resources for additional details information in one place. The intent of this document is to capture information for training purposes and as a reference material.

Table of Contents

DGHI Grants and Contract Admin Roles & Responsibilities (Pre-Award).............Pages 2-3
DGHI Grants and Contract Admin Roles & Responsibilities (Post-Award).............Page 4
DGHI Principal Investigator (PI) Roles & Responsibilities (Pre-Award).............Pages 5-6
DGHI PI Roles & Responsibilities (Post-Award).............................................Page 7
Resources........................................................................................................Pages 8-13
Acronym Glossary..........................................................................................Page 14-15
DGHI — Life Cycle of the Award

DGHI Grants and Contracts Administrator (G&C Admin) Responsibilities

This document refers only to DGHI grants, cooperative agreements, and contracts under our Budget and Financial Report (BFR) structure. Any grants with our affiliate centers, CHPIR (Center for Health Policy & Inequalities Research) and GHIC (Global Health Innovation Center), will be supported by their grants and contracts support team.

Pre-Award

• Identifies and reviews specific sponsor related materials for the proposal submission process (i.e. forms, electronic submissions, sponsor templates or other information from the solicitation).
• Meets with (or communicates with via email) PI at the beginning of the proposal development process to discuss roles and responsibilities and deadlines required by DGHI, Duke, and the Sponsor.
  o Reviews the DGHI Basic Information Sheet along with the funding announcement. Anything out of the ordinary in the funding announcement or part of the submission process is discussed.
  o Works with PI to develop and manage the proposal timeline (via the Proposal Preparation Checklist).
  o Includes discussing items to be completed and dates associated with appropriate deadlines, specifying the necessary materials and who is responsible for the completion of each component.
• When meeting (or emailing) with the PI, shares templates or examples of forms so PI understands what the forms look like (e.g. Duke Proposal Approval Form (DPAF), Financial Conflict of Interest (FCOI) form).
  o Shares a budget template in Excel with the PI so PI can draft the proposal budget.
• Per the checklist split of responsibilities, assists PI in preparing grant applications, including the use of the appropriate forms, developing a budget and budget justification, uploading biosketches, other support, and facilities & resources) etc., for consistency, accuracy, and completeness in compliance with sponsor and university guidelines and deadlines.
  o G&C Admin will work with the PI to gather the Other Support (OS) information; the PI verifies the final OS document. For one central office (Office of Research Administration, ORA), all OS documents must be certified by ORA.
• Provides PI with guidance and appropriate documents to manage sub-agreements as well as deadlines for submitting required documents. Examples of Scope of Work (SOW), budget, FCOI can be provided.
• If necessary, works with Central Administration (ORA/Office of Research Support (ORS)) to register Duke University as an institution in the funder’s electronic submission system as required in the funding announcement (e.g. for non-NIH grants).
• Obtains appropriate salary information for Duke personnel.
• Helps determine salaries for TBD positions.
• For ORS, obtains Duke collaborating unit(s) signatures on ORS cost-share form.
• For ORA, obtains email approval from owning department regarding departmental coverage of cost-share.
• Processes and thoroughly reviews sponsored projects through Duke’s Sponsored Projects System (SPS) to ORA/ORS to ensure compliance with University procedures and departmental and institutional signatures.
  
  o ORS requires routing five business days prior to the due date.
  
  o ORA requires that the SPS record be complete and finished with the routing process by seven business days prior to the due date (8 a.m.).
  
  o Works to process late-routing request waivers = Requested by PI to John Bartlett \rightarrow John’s email approval is used to make request with ORA (online submission request) or ORS (email to Head of ORS).
  
• Monitors compliance with agency and University regulations regarding submission; verifies all financial information to include application of the appropriate overhead rate for the project.
  
  o If a reduced Indirect Costs/F&A rate is to be used, will work with ORA/ORS to be in compliance and acquire the appropriate approvals. ORS utilizes a form if a waiver is required; ORA requires an email approval from Billy Newton if a waiver is required.
  
• Works with ORA/ORS to get institutional approval for submission.
  
• Submitted materials (for some grant submissions) are available for viewing by PI at Grants.Duke.
  
• Assists investigators in processing financials portions of “Just-in-Time” (JIT) information. Works with ORA/ORS to submit the JIT to NIH.
  
• Requests Pre-Award spending codes, if requested by PI.
DGHI — Life Cycle of the Award

DGHI G&C Admin Responsibilities

Post-award

- Sets up new accounts, revises budgets, reviews invoices, collects amounts due from funding agencies, and performs compliance reviews.
- Reviews Notice of Award and informs project team about important elements from the Notice of Award (NOA), and/or proposes/supports kick-off meetings.
- Helps to initiate and manage effort distributions for faculty and staff serving on the grant.
- Approves and manages expenditures for sponsored projects submitted by PI or project team. Monitors compliance with agency and University regulations.
- Monitors reconciliation and analyzes monthly financial statements. Works with Business Office or Single-Point-of-Contact (SPOC) of Duke Collaborators to ensure correct salary distribution. Performs Journal Vouchers (JVs) on Duke’s General Ledger to move expenses that are not allowable, allocable, or reasonable, if necessary.
- Submits monthly expense reports to the PIs, providing analysis and advice on spending patterns and alerts to cost overruns.
- Interprets information received from funding agencies and distributes to appropriate investigators.
- Ensures proper recording of revenue associated with all awards. Establishes sub-agreement financial and reporting requirements; coordinates issuance of sub-agreements with ORC (Office of Research Contracts)/ORA and ORS.
- DGHI can accept in advance, review and approve invoices from sub-agreements and remit to the central office for payment with PI approval.
- Works with DGHI Finance office to collect materials for setting up contracts/vendor agreements (or paying for services under contract $ threshold), and then assists in the payment of these vendors/contractors.
- Prepares and submits requests for cost accounting standards (CAS) re-budgeting/modifications, no-cost extensions for the funded project budget.
- Provide grant information and coordinates with owning department to prepare summer salary distribution (see Resources).
- For Research Performance Progress Reports (RPPRs), G&C Admin uploads required materials in SPS, and PI uploads report text and answers questions in eRA Commons, then routes to ORA/ORS to review and submit to NIH. For Interim RPPRs (IRPPRs) and Final RPPRs (FRPPRs), the G&C Admin assists the PI with any questions that the PI might have before the PI routes it to the NIH directly.
- Works with faculty to submit non-NIH progress/annual/semi-annual/final reports, including assisting with the preparation of financial reports and getting them signed by Duke’s Office of Sponsored Programs (OSP).
- Reconciles and closes all accounts and sub-agreements and obtains all sponsor-required reports. Works with assigned staff in the School of Medicine Implementation Team and Office of Sponsored Programs to closeout all funded projects consistent with university processes and timelines.
DGHI — Life Cycle of the Award

DGHI Principal Investigator Responsibilities
(Investigators can delegate to research team as appropriate)

Pre-Award

- The PI takes on the primary leadership role for a sponsored research project.
- Reviews and follows the funding announcement, Funding Opportunity Announcement (FOA) or proposal instructions. Checks deadlines, confirming date & time (local) for submission.
- PI meets with his/her assigned G&C Admin as soon as the PI decides to submit a proposal and outlines the Basic Information Sheet and Proposal Preparation Checklist. Suggestion: at least 60 days prior to the deadline.
  - PI completes the Basic Information Sheet and notes any potential export-controlled activities per the DGHI Export Controls Policy.
- Prepares applications, (using appropriate forms), including:
  - Develops a budget and budget justification,
  - Uploads biosketches or gives biosketches to G&C Admin to upload, depending on the specific guidelines in the funding announcement and as noted in the Checklist,
  - Assists with preparation of and verifies Other Support document,
  - Prepares facilities & resources documents, (example of DGHI Facilities & Resources is available), and
  - Prepares any other items discussed on the DGHI checklist.
- PI signs the Duke Proposal Approval Form (DPAF) provided by the G&C Admin.
- Completes required Research Costing Compliance (RCC) annual training, Conflict of Interest (COI) and Collaborative Institutional Training Initiative (CITI) trainings, and any other Duke required trainings.
- Identifies the need for sub-agreement vs. a contract. As guided by the G&C Admin collects and submits appropriate documents from identified sub-agreements or vendors/contractors/consultants to the G&C Admin to upload by required deadlines.
- Prepares own biosketch (including relevant personal statement and following current/updated guidelines) for required applications e.g. for United States federal funders.
- Collects biosketches from key personnel. This may be delegated to the assigned DGHI staff assistant.
- Collects Letters of Support and/or Collaboration. Please reference the funding announcement for specific guidelines; examples are available (See Resources).
- Prepares draft budget and budget justification. (Examples are available – see Resources; Budget template in excel is available from the G&C Admin.)
- Selects the appropriate facilities and administrative or indirect cost rate from the negotiated rates, under guidance from the assigned G&C Admin.
- Makes a Facilities & Administrative cost (i.e. Indirect Cost) request waiver, as necessary. Talk with the G&C Admin about the process.
- Requests matching funds or identifies in-kind contributions from appropriate sources, when necessary. Talk with G&C Admin about requirements.
- Proposes cost sharing through contributed effort or other approved mechanisms and obtains approvals, as necessary. Discuss with the G&C Admin and see Resources for ORA information. For ORS, G&C Admin obtains Duke collaborating unit(s) signatures for cost share form.
• Prepares the appropriate forms (at either proposal submission time or “Just in Time” in accordance with sponsor requirements) for the Duke Institutional Review Board (IRB), Duke Institutional Animal Care and Use Committee (IACUC), the Radiation Safety Office, Export Controls as necessary.
• Determines any changes in scope of work, budget and/or effort according to sponsor guidelines.
• Meets ORS/ORA submissions deadlines; requests waivers from John Bartlett when needed.
• Responsible for final grant submission by required deadline.
  o Includes compiling scientific components of the application (items not provided on DGHI proposal checklist as completed by G&C Admin),
  o For NIH grants, the PI uploads grant application to Grants.Duke and/or Grants.Gov, and
  o Grant submission for non-NIH grants should be made as required by Funder. (electronic, mail, etc.).
  o Works with G&C Admin and ORA/ORS to receive formal institutional approval to submit.
• Reviews status of application, and informs G&C Amin when and how the proposal was scored/reviewed by the sponsor.
• Leads contact with sponsor’s program officer (written communication – email or mail, as well as telephone) regarding scientific matters. Administrative/Financial matters should be handled by ORA/ORS (with assistance from the G&C Admin).
• Maintains eRA commons profile information. (Application for eRA commons the first time needs to be done by DGHI G&C Admin, but all changes to an existing account must be done by account holder.)
DGHI — Life Cycle of the Award

DGHI Principal Investigator responsibilities

Post Award:

- Reviews the Notice of Award (NOA).
- Determines any changes in scope of work, budget and/or effort according to sponsor guidelines, and notified G&C Admin in a timely manner (hopefully prior to undertaking any such changes), so that Prior Approval requests can be prepared.
- Reviews and approves all federal sponsored Cost Accounting Systems (CAS) through Duke’s electronic system.
- Requests prior approvals to appropriate program officer or grant management officer, through ORA/ORS.
- In consultation with the G&C Admin, ensures compliance with all applicable financial and administrative regulations and Duke University policies and procedures (including the Office of Export Controls).
- Establishes and keeps current Research Support Services Agreements (RSSAs) with vendors/consultants to perform work related to the grant. Works directly with assigned G&C Admin to initiate requests and collect appropriate documents to be processed by finance team.
- Initiates and proposes resolution of any cost overruns.
- Approves all financial reports and re-budgets.
- Completes all technical proposal/reports required by the sponsor by the required deadlines.
- Reviews and approves financial and technical reports for award close-out.
- Is in appropriate contact with the sub-recipients regularly through the life cycle of the project to ensure that the programmatic and financial management are conducted appropriately and in a financially responsible manner. Approves sub-agreement invoices and ensures appropriate spending level (e.g. “burn rate”).
- Prepares progress reports according to sponsor guidelines and provides a copy of the final progress report to assigned G&C Admin.
- For Research Performance Progress Reports (RPPRs), G&C Admin uploads required materials in SPS, and PI uploads report text and answers questions in eRA Commons, then routes to ORA/ORS to review and submit to NIH. For Interim RPPRs (IRPPRs) and Final RPPRs (FRPPRs), the G&C Admin assists the PI with any questions that the PI might have before the PI routes it to the NIH directly.
- Leads contact with sponsor’s program officer (written communication – email or mail, as well as telephone) regarding scientific matters. Administrative/Financial matters should be handled by ORA/ORS (with assistance from the G&C Admin).
- Validates own effort certification annually (September) via Duke’s Effort Certification and Reporting Technology (ECRT) on the Duke@Work site. As needed, certifies annual effort of staff and trainees that no longer work at Duke. (Every quarter ECRT sends out effort for review only, no action is needed until September).
**Resources**

<table>
<thead>
<tr>
<th>Duke Faculty Handbook</th>
<th>The Duke University Faculty Handbook – Please consult Chapter 5: Research – Organizational Structure for Sponsored Projects and Research Related Policies (pp. 44-66)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Duke Office of Research Administration (ORA)</strong></td>
<td>ORA is responsible for supporting investigators and administrators in the School of Medicine and the School of Nursing by managing externally sponsored research projects through the Pre-Award process. Resources included on the website are: Training and Resources; Pre-Award Administration; Award Management; and Grant Application Waiver Requests. Information about the SOM F&amp;A Rate Waiver Guidelines is here. The G&amp;C Admin. makes requests for waivers to Billy Newton (Vice Dean of Finance and Administration, SOM).</td>
</tr>
<tr>
<td><strong>Duke SOM Faculty Development</strong></td>
<td>The School of Medicine Office for Faculty Development serves as a resource for faculty at all levels. One of two arms of the larger Office for Faculty, this group works to promote faculty success and well-being by offering tools needed to successfully navigate a career at Duke. This office offers grant writing workshops, leadership development programs, a professional development seminar series and networking.</td>
</tr>
<tr>
<td><strong>Duke Office of Research Support (ORS)</strong></td>
<td>ORS is responsible for overseeing several administrative areas for research: the Grants, Contracts, and Compliance group (for campus departments); the Funding Opportunities group; the Office of Human Subjects Protection; and the Office of Export Controls. This website provides guidance and information for faculty and G&amp;C Admins to use as a reference for all of their grant and contract needs.</td>
</tr>
<tr>
<td>Duke Office of Sponsored Programs (OSP)</td>
<td>Additionally, ORS provides an extensive, on-line database of funding opportunities for the entire Duke University research community. Additional Resources: <a href="#">ORS Cost-Sharing and Matching Policies</a> and <a href="#">F&amp;A Rate Waivers</a>.</td>
</tr>
<tr>
<td>----------------------------------------</td>
<td>------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td><strong>Duke Office of Clinical Research (DOCR) training</strong></td>
<td><strong>OSP</strong> exists to perform the post-award administration of sponsored projects. OSP performs its duties and responsibilities in order that it may safeguard project funds, maximize Duke’s cash flow position, maintain good relations with sponsors and Duke personnel, and be viewed by PIs and departmental administrators as facilitating the progress of the sponsored project.</td>
</tr>
<tr>
<td><strong>Duke Research Costing Compliance (RCC)</strong></td>
<td><strong>RCC</strong> serves as the primary resource for financial research compliance management. Through the collaborative functions of monitoring, integration, and remediation, RCC provides oversight and guidance to the university research community in the management of sponsored projects funding and the interpretation and communication of policy. Training opportunities are found <a href="#">here</a>.</td>
</tr>
</tbody>
</table>
| **Compliance** | • [COI](#)  
• [RCC Training (PI Continuing Education)](#)  
• [CITI Training](#) |
| **Duke Summer Salary Information** |  

---

June 2018
<table>
<thead>
<tr>
<th>Subrecipient Management</th>
<th>Duke RCC “Aligning Summer Effort with Summer Salaries”</th>
</tr>
</thead>
<tbody>
<tr>
<td><em>Please see the DGHI Summer Supplemental Implementation Process document for DGHI-appointed faculty.</em></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Duke GAP 200.280, Subrecipient Management</th>
</tr>
</thead>
<tbody>
<tr>
<td>A Subrecipient (subcontractor or sub-awardee) is a third-party organization that receives funding from Duke to collaborate in carrying out an externally funded program.</td>
</tr>
<tr>
<td>Duke University is responsible for monitoring the programmatic, financial, and conflict of interest (COI) status of its sponsored research award subrecipients. Subrecipient monitoring responsibilities are shared among the department (the PI and the grant administration staff) and the Pre- and Post-Award offices.</td>
</tr>
<tr>
<td>In order to determine whether a collaboration with a partner should be set up as a sub-award or a contract (vendor agreement), go here.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>How to Submit an NIH Grant</th>
</tr>
</thead>
<tbody>
<tr>
<td>NIH websites offer step by step instructions: Applying Electronically – Training and How to Apply – Application Guide</td>
</tr>
<tr>
<td>• Electronic Grant Application Basics</td>
</tr>
<tr>
<td>• Top 10 Tips for Electronic Grant Submission Success</td>
</tr>
<tr>
<td>• NIH Grant Application Submission Process</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Developing NIH Budget &amp; Justification</th>
</tr>
</thead>
<tbody>
<tr>
<td><a href="http://grants.nih.gov/grants/developing_budget.htm">http://grants.nih.gov/grants/developing_budget.htm</a></td>
</tr>
<tr>
<td>• Effort: Effort must be reported in person months. PI and key personnel must commit measurable effort.</td>
</tr>
<tr>
<td>• Materials and Supplies: In the budget justification, indicate general categories such as glassware, chemicals, animal costs, including an amount for each category. Categories that</td>
</tr>
<tr>
<td>Using ASSIST to Prepare and Submit Multi-Project Applications to NIH</td>
</tr>
<tr>
<td>---------------------------------------------------------------</td>
</tr>
<tr>
<td><strong>Electronic Submission of Multi-Project Applications</strong></td>
</tr>
<tr>
<td>(Slides, transcript, details): This webinar is designed for investigators and administrators who are considering submitting grant applications in response to funding opportunity announcements (FOAs) for multi-project applications that require electronic submission. This webinar will instruct applicants how to develop, submit, and track a multi-project application on-line using the new ASSIST (Application Submission System &amp; Interface for Submission Tracking) tool. NIH experts will show applicants how to set up their application; navigate the system; set access controls to allow people to work concurrently on the application; run a check against NIH and Grants.gov business rules to find errors; and view an application image before submitting.</td>
</tr>
</tbody>
</table>

**Demonstration Resources**

To get familiar with a multi-project funding opportunity, you can download the Multi-Project Test FOA Sample Text. Instructions for using the demo environment for ASSIST and Multi-Project Applications: "Playing" with ASSIST – Applicants.

<table>
<thead>
<tr>
<th>Duke NIH-Specific Websites</th>
</tr>
</thead>
<tbody>
<tr>
<td>include costs less than $1,000 do not have to be itemized.</td>
</tr>
<tr>
<td>• Consultant Services: Consultants differ from Consortia in that they may provide advice, but should not be making decisions for the direction of the research. Typically, consultants will charge a fixed rate for their services that includes both their direct and F&amp;A costs. You do not need to report separate direct and F&amp;A costs for consultants (implying total costs should be reported); however, you should report how much of the total estimated costs will be spent on travel. Consultants are not subject to the salary cap restriction; however, any consultant charges should meet your institution's definition of &quot;reasonableness&quot;.</td>
</tr>
</tbody>
</table>
**DGHI — Life Cycle of the Award**

<table>
<thead>
<tr>
<th><strong>Grantsupport.duke.edu</strong> is a website dedicated to providing up-to-date information about Duke University’s response to the NIH letter from March 2018, and current procedures/requirements to be followed for managing NIH awards at this time.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Duke Library Guidance on NIH Publication Compliance policy</strong>: This Guide provides instructions on various steps to take to ensure compliance of the NIH Public Access Policy.</td>
</tr>
<tr>
<td><strong>eRACommons</strong> is an online interface where grant applicants, grantees and federal staff at NIH and grantor agencies can access and share administrative information relating to research grants.</td>
</tr>
<tr>
<td>To register with eRA Commons:</td>
</tr>
<tr>
<td><em>Please note that Duke is a registered entity already in eRA Commons.</em></td>
</tr>
<tr>
<td><strong>Finding a DUNS Number and Assisting Organizations to Register and Receive DUNS Numbers</strong></td>
</tr>
<tr>
<td><strong>Dun &amp; Bradstreet website</strong></td>
</tr>
<tr>
<td><em>Please note that DUNS Numbers are required for sub-recipients funded by federally-sponsored projects.</em></td>
</tr>
<tr>
<td><strong>Registration SAM.gov</strong></td>
</tr>
<tr>
<td>You can register your Entity (business, individual, or government agency) to do business with the Federal Government. If you are interested in registering or updating your Entity, you must first create a user account in <a href="https://www.sam.gov">SAM.gov</a>. For instructions on how to do so, go <a href="https://www.sam.gov">here</a>.</td>
</tr>
<tr>
<td><em>Please note that Duke requires sub-recipients to be registered (and active) in SAM.gov. Yearly renewal is required to keep SAM.gov registration active.</em></td>
</tr>
<tr>
<td><strong>Register to FWA</strong></td>
</tr>
<tr>
<td><a href="https://www.hhs.gov">HHS website: How to File a New Federalwide Assurance (FWA)</a></td>
</tr>
<tr>
<td>Office for Human Research Protections (OHRP)</td>
</tr>
<tr>
<td>--------------------------------------------</td>
</tr>
</tbody>
</table>
| **Travel Resources**                       | • Duke Travel Registry  
• Fly America Act Resource Guide and Fly America Exemptions Decision Tree |
|                                            | *Please refer to DGHI Travel Policy documents regarding Institute-specific rules regarding travel and reimbursements |
| **Duke Office of Export Controls**         | The Office of Export Controls (EOC) is a resource provided to help Duke University researchers and staff remain compliant with U.S. laws controlling the export (or disclosure) of both goods and technology (including medical supplies/technology) and with sanctions upon certain countries.  
*Please refer to the DGHI Export Controls Policy. |
| **myRESEARCHhome**                        | myRESEARCHhome is a portal that assists in research administration, allowing you to view all relevant applications, resources, and information specific to you and your projects at your fingertips. Your portal’s content is personalized based on your researcher profile, showing you content you want and need to see, saving you time and effort. |
| **Duke Office of Research Initiatives**    | The Duke Office of Research Initiatives houses the “MyResearchNavigators,” who assist with finding resources available to investigators, and they do research consultations (“onboarding”) for faculty (new-to-Duke, as well as established faculty who need more help, and new trainees/research scholars). |
**Acronym Glossary**

**BFR** – Budget and Financial Report – Groupings of fund codes by departmental budget/financial structure  
**CHPIR** – Center for Health Policy & Inequalities Research – one of DGHI’s affiliated centers  
**CAS** – Cost-Accounting Standards – Standards and rules promulgated by the U.S. government for use in determining costs on negotiated procurements  
**CITI** – Collaborative Institutional Training Initiative – Training Modules for working with human subjects  
**COI** – Conflict of Interest – A situation influenced by financial or personal considerations, circumstances, or relationships that may compromise, have the potential for compromising, or have the appearance of compromising an employee’s objectivity when performing research or other employment duties  
**DGHI** – Duke Global Health Institute  
**DPAF** – Duke Proposal Approval Form – Form used by PI to assert FCOI on a project at the time of proposal  
**ECRT** – Effort Certification and Reporting Technology – Duke’s Effort Reporting system  
**F&A** – Facilities & Administration Costs (Indirect Costs) – Overhead; Costs not directly attributable to sponsored research, but are charged to the project as a cost of doing research (i.e. administrative costs, space, etc.)  
**FCOI** – Financial Conflict of Interest – A situation influenced by financial considerations, circumstances, or relationships that may compromise, have the potential for compromising, or have the appearance of compromising an employee’s objectivity when performing research or other employment duties  
**FOA** – Funding Opportunity Announcement – Invitation to apply for a sponsored project  
**FRPPR** – Final Research Performance Progress Reports – Final Progress Report for a NIH project that will not have a renewal grant  
**G&C Admin** – Grants and Contracts Administrator  
**GHIC** – Global Health Innovation Center – one of DGHI’s affiliated centers  
**IACUC** – Institutional Animal Care and Use Committee – Federally-mandated committee that oversees its institution’s animal program, facilities, and procedures  
**IRB** – Institutional Review Board – Committee that applies research ethics by reviewing the methods proposed for research to ensure that they are ethical (also known as Independent Ethics Committee (IEC), Ethical Review Board (ERB), or Research Ethics Board (REB))  
**IRPPR** – Interim Research Performance Progress Reports – Progress Report for a NIH project that will have a renewal grant  
**JIT** – Just-In-Time Request – NIH’s method of receiving up-to-date information that is required to fund a sponsored project (materials that are not submitted at the time of proposal – i.e. IRB information, human subjects’ training, etc.)  
**JV** – Journal Voucher – Method to move posted expenses in order to change the line item or fund code chosen  
**NOA** – Notice of Award – Award for a sponsored project  
**ORA** – Office of Research Administration – Duke Central Office responsible for School of Medicine departments  
**NIH** – National Institutes of Health – U.S. national medical research center
DGHI — Life Cycle of the Award

**ORC** – Office of Research Contracts – Duke Central Office responsible for in-coming and out-going sub-awards, as well as federal contracts, for the School of Medicine
**ORS** – Office of Research Support – Duke Central Office responsible for Campus departments
**OS** – Other Support document – Document used to show how PIs/faculty are/will be supported by sponsored projects (active and pending)
**OSP** – Office of Sponsored Programs – Duke Central Office responsible for Post-Award management
**PI** – Principal Investigator
**RCC** – Research Costing Compliance – Duke Central Office responsible for financial research compliance management.
**RPPR** – Research Performance Progress Reports – Annual progress report submitted to NIH for sponsored projects
**RSSA** – Research Support Services Agreement – Duke’s method of procuring services from organizations and individuals on sponsored projects
**SOM** – School of Medicine
**SOW** – Scope of Work – Project Summary
**SPOC** – Single Point of Contact – A departmental point of contact that serves to verify salary and Other Support information
**SPS** – Sponsored Projects System – Duke’s electronic system that serves as a repository of all proposed sponsored projects that are submitted for central administration review and approval