



## What's New in Research Administration

### Solicitation Review Revisited

By Theresa Tom

We all know what to look for when reviewing sponsor guidelines (also known as solicitations, Requests for Proposal (RFP), Requests for Application (RFA), or Broad Agency Announcements (BAA), depending on the sponsor): Important dates and deadlines. Page and format restrictions. Required information, documents, templates, and forms. Allowed costs, budget components and IDC application. Submission method. Most sponsors have specific rules and preferences, so we read the guidelines carefully, grab our highlighters, and make our lists.

BUT, there's more. Many solicitations have terms and conditions, and a proposal submission is deemed acceptance of the terms. In these cases, be wary. Key concepts that warrant special attention include, but are not limited to, classified research, confidential information, export control, citizenship restrictions, intellectual property ownership, and control over research direction and results.

Stanford's Openness in Research Policy says that no individual may be restricted from participation in the intellectually significant portions of a research endeavor, and no external entity may dictate what, when, or how Stanford research results may be shared. Explicit publication restrictions or citizenship requirements are likely deal-breakers. Any implication of a potential barrier to participation in a project or an obstacle to free dissemination of information should be reviewed with your Institutional Official (IO). If a proposal is appropriate, work with your IO to ensure the issues are addressed and proper precautions are in place before submission. As always, when in doubt, just ask!

### How Can "Blocking" Expenditure Types Help You Manage Your Award?

By Tim Reuter

Managing a sponsored award can be daunting with several hundred expenditure types to choose from. You can make this easier by not allowing certain expenses to charge an award in the first place. OSR can turn off an Expenditure Type (ET) at set-up or during the life of an award to not allow an expense to post. OSR has defined Project Templates for many common awards that turn off many ETs, such as stipends on NIH or NSF research awards, at set-up.

A department may request additional ETs be turned off, or an ET to be turned on if a sponsor has granted prior approval to a previously restricted cost. For example if the sponsor disallows equipment purchases, OSR will block the ET. However, if needed, Stanford can request sponsor approval. On receipt of sponsor approval, contact your OSR Accountant to unblock the ET.

Some departments may choose to block ETs for expenditures that require prior approval to control unallowable expenses from posting until approval is received. This would not allow a purchase order to be processed against that ET, eliminating the need to remove the expense at closeout.

The form "Request to Make Expenditure Type(s) Chargeable/Non-Chargeable" is used for this purpose and is available on the DoR website or by [CLICKING HERE](#).

Questions? Please contact your OSR Accountant for more information.

### OFFICE OF SPONSORED RESEARCH

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#### Of Special Interest:

- Soliciting advice on solicitations? We've got you covered.
- Blocking expenditures = make your life easier!
- Meet Your Peeps in the OSR Spotlight!
- **Game Time!** What you see in the mirror may NOT be what you think... \$10 Coupa Café gift cards to 5 lucky winners... Email your winning answers to [aileent@stanford.edu](mailto:aileent@stanford.edu).

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### July through September:

- ✓ New accounts opened = 655
- ✓ Proposals submitted = 453
- ✓ Awards processed = 755
- ✓ Number of closeouts = 463

**OSR Stats**

#### OSR Bulletin Board

Congratulations Flora Hsu, new contract and grant associate!

Welcome Nina Ganeff, new research accountant!

Welcome, Lydia Deven, new research accountant!

Welcome Simon Ho, temp. research accountant!

Welcome Binh Luong, temp. research accountant!

Welcome Lauren Nicholson temporary research accountant!

Welcome Hung Tran, new research accountant!

Welcome Mary DeGracia, new contract and grant associate!

*A smile for your day...* ☺  
Hot off the Press ... News You Can Use!  
Real Headlines from Around the Globe:  
Dead body found in cemetery.  
Juvenile court to try shooting defendant.

Mississippi's literacy program shows improvement.

Statistics show teen pregnancy drops significantly after age 25.

Most earthquake damage caused by shaking.

Parents keep kids home to protest school closure.



We Love Brown Bags!

**COMING ATTRACTIONS**  
Upcoming OSR Events

Nuts & Bolts of Research Administration

**Brown Bags!**

11:30-1:00

- February 10
- March 10
- April 14

**OSR Seminar Series!**

**Coming Soon**  
2015 schedules and topics for Brown Bags and Seminar Series

OSR SPOTLIGHT



**Meet MAI PHAM, Research Accountant**

She loves engineering, art, design, teaching, and ... accounting (of course!). She's the multi-faceted Mai Pham, and she's got the biggest can-do attitude this side of Jupiter! Mai came to the U.S. from Vietnam in 1992 and to Stanford and OSR in 2003. After a brief sojourn to Google, she returned to OSR in 2006, where's she's made her home ever since. With her love of engineering, how apropos that she supports all 4 Engineering clusters, plus the independent labs. Mai loves anything "design" – interior design, landscape design, makeup design, cake design (without a recipe!), class design ... Holy Design, Batman! But wait, there's more. A generous spirit, Mai volunteers her time teaching students and senior citizens computer skills. She also loves to hike, and get this: She does the Dish TWICE back to back! AND she's a drummer! But what she loves most is being mommy to her two adorable Maltese pups. Need to design something? Anything! You know where to go....



**Meet GARY PODESTA, Contract and Grant Officer**

What could be more exciting than clerking for a judge or interning for a Congressman on Capitol Hill? Working as a contract and grant officer at OSR, of course! At least, that's Gary Podesta's take on things. Gary has been a fixture in OSR for nine years now, and he's made quite an impact here. He's converted untold numbers of us to diehard Giants fans (some of whom didn't know a baseball from a gumball), converted untold numbers of his campus clients to friends with his warm and witty ways, and regaled us with tales of his campus cart-driving antics (if you haven't heard them, the takeaway is "clear the road, dude"). When he's not serving his customers in Electrical Engineering, GLAM, and the Center for Longevity with excellence, Gary will probably be doing something fun, like jet-skiing, camping, hanging at the Giants training camp, or whooping it up at a Nascar race (but NO MORE cart driving since we're at Porter – so you're safe!). If you don't know Gary, stop by! Just ask for Mr. "Never a Dull Moment" and you'll end up right at his doorstep!

MEET YOUR PEEPS!

Game Time!



**Mirror Image**

Each pair of hints below relates to two completely unrelated words that are "mirror images" of each other. That is, one word is the other word spelled backward. What are the nine word pairs?

- |                             |                             |
|-----------------------------|-----------------------------|
| 1. light source, rodents    | 6. instrument, stolen goods |
| 2. retain, sneaking look    | 7. pressured, yummy food    |
| 3. section, catching device | 8. students, mistake        |
| 4. prize, furniture cubby   | 9. stately, sudsy drink     |
| 5. stopper, big swallow     | 10. drop off, hated         |

Send your correct answers to [aileent@stanford.edu](mailto:aileent@stanford.edu) by 5:30pm December 12 and be entered to win one of five \$10 Coupa Café gift cards!

**Would you be surprised to know...**

That the total dollars proposed by federal sponsors on new proposals – including grants, contracts, cooperative agreements, and subcontracts – far exceeds those by non-federal sponsors in any given fiscal year? Check it out!

