



What's New in Research Administration

OSR's Move to Porter is Signed, Sealed, and About to be Delivered!

By Katherine Ho

OSR's long-anticipated move to Stanford's "second campus" on Porter Drive is imminent! **As of November 16, our new address will be 3160 Porter Drive.**

This move relieves some of the continued pressure for dedicated academic space and aligns with Management's and the Board of Trustees' priorities to meet academic and research needs on the main campus. The move will also result in more effective operations and increased efficiencies by reuniting some units and departments that have been spread out over multiple locations on campus onto a single location. For example, by early 2013, OSR and its partner group the School of Medicine's Research Management Group (RMG) will once again be near each other.

What Will Change and What Will Stay the Same

- OSR department and staff phone numbers will not change.
- We will continue to participate in and/or host meetings on the main campus (e.g., monthly Brown Bags, ABC meetings, teaching Cardinal Curriculum courses, OSR on the Move, etc.).
- We'll still be closer than at Zip-Car away, with **"touchdown" space at Building 60 in the Main Quad to meet with customers.**
- We will continue to have meet-and-greets with customers in the faculty and department administrators' offices.

OSR will be closed on November 16. We welcome you to visit our new offices once we are settled. An Open House will be scheduled after our move!

[CLICK HERE](#) For more info about 3160 Porter Drive (including location).

Follow The Paper-Less Trail

By Linda Thomas

Sponsored Receivables & Cash Management (RCM/AR) will complete its transition to paperless invoicing via PDF as of February 1, 2013. Not only is this process more effective and efficient, invoicing becomes more secure and timely. The move to paperless was initiated in February this year via a letter attached to all paper invoices, and additionally by the billers reaching out to the sponsors for contact information.

Our combined efforts since implementation have resulted in growth from a mere 38% sponsor participation level to more than 73% as of August 2012. We have also been able to track a sharp uptick in the turnaround time from invoice receipt to actual payment and expect to see a decrease in continued collection efforts. We are justifiably proud of our accomplishment!

RCM/AR also created and submitted to OSR's Pre-Award team for approval a Payment Information Sheet to be included with all new awards. The sponsor completes this form to supply RCM/AR with needed contact data to be used for PDF invoicing. Additionally, the form contains all the pertinent information essential to our sponsors for promptly remitting payment to Stanford University: banking and receipts contacts, lockbox address, wire transfer instructions, and overnight/certified mail advice.

Find out more about the "paperless" progress being made in Accounts Receivables; contact us at OSR-receivables@lists.stanford.edu or 725-0086.

July through Sept. 2012:

- ✓ New accounts opened = 2,573
- ✓ Proposals submitted = 440
- ✓ Awards processed = 959
- ✓ Number of closeouts = 464

OSR Stats

OFFICE OF SPONSORED RESEARCH

340 Panama Street
Godzilla Modular
Stanford, CA 94305
(650) 725-2525
www.stanford.edu/osr

FALL 2012

Of Special Interest:

- We're Moving ... But closer than a Zip-Car away!
- Where will the paper-less trail lead? Find out here!
- Meet Your Peeps in the OSR Spotlight!
- **Game Time!**
\$5 Coupa Café gift cards to the first 5 people to Divide & Conquer this puzzle...
Email your winning answers to aileent@stanford.edu.

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OSR Bulletin Board

Congrats to Teresa Lane, newly promoted Senior Research Accountant!

Welcome Ericka Arhin, temp. Accounting Associate, and Cassandra Johnson, Accounting Associate!

Congrats to Nicole Pobuta and Brian Del Bono, newly promoted contract & grant officers!

Welcome Uma Mulukutla and Wenyi Christiansen, Research Accountants!

Welcome back to OSR Gary Podesta, Contract and Grant Officer!

Welcome Patrice Burger, temporary Administrative Associate!

☺
A smile for your day...

Between two evils, I always pick the one I never tried before.
- Mae West

Do the thing you fear most and the death of fear is certain.
- Mark Twain

I have had a perfectly wonderful evening, but this wasn't it.
- Groucho Marx

Bad planning on your part does not constitute an emergency on my part.
- Proverb

Do or do not. There is no "try."
- Yoda

COMING ATTRACTIONS
Upcoming OSR Events

OSR Brown Bags! Monthly, Every 2nd Tuesday, 11:30 am – 1:00 pm --Nov. 13, Durand 450 --January 8, location TBD

ABCs in Research 9:00 am – 12:00 pm November 29, 2012 LKSC Berg Hall

OSR SPOTLIGHT



Meet VILMA ROA, Accounting Associate
You may have run into Vilma on one of her daily power walks to Tressider for her never-to-be-missed lunch-time workout. If you're thinking, "how healthy!," you're right. Vilma is a bona-fide fitness buff who plays tennis with her kids and indulges in another healthy passion – nutritious cooking. She also has an aesthetic eye and talent for interior design, so the furniture gets moved a lot at her house (does that count as another workout?)! Vilma came to OSR 2 years ago (from Google, so OSR must be a fun place), where she sets up accounts for Humanities and Sciences. Her great energy is an asset to OSR and to her customers!

QUICK TIP:
Your grant has been awarded and it's time to create a subaward requisition. What do you do? [CLICK HERE](#) to find out!

Game Time!

We go together like Peas & Carrots...
Inside each set of the following words, a pair of smaller words is hidden. Put "&" between them, low & behold, you'll make a familiar phrase. E.g., "thighbone/swallowtail" conceals "high & low."

1. skyrocketing/trolleyman
2. thermometer/apoplexy
3. Delaware/bordering
4. surprised/trashiness

The answers will be sent to all players after we have our 5 winners!



The Last Word
A note from Russell Brewer Assoc. Vice President, OSR

The new fiscal year has brought a change to the SeRA team structure. Instead of having two separate groups, one for the SeRA modules and one for support and maintenance, we now have one integrated SeRA team focusing on the whole enterprise. We can thus focus our resources in a much more structured and efficient way.

A single team also means that the business analysts and developers are continuously working with the code to enhance the user experience of the existing modules while

simultaneously building out the new pieces. Having the same team working on all of the components allows the product to have consistency while the team increases its working knowledge of research administration. The SeRA team will be located in OSR once we move to Porter, which will further help them understand the research administration business and have access to subject matter experts during the builds.

All of the SeRA folks you've been working with will remain. **Tim Leung** will lead the Campus Readiness team,

Amit Bihari will lead the QA team, **Erina James** will lead the Business Analysts team, and **Bhavana Tirukovalluri** will lead the Development team. These teams will report to **Pam Baer**, who was recently hired to be the true SeRA Project Manager.

I truly believe this new structure positions us to deliver to the Stanford Research community the very best tools for research administration. There's a lot to do, but we're excited about where we're headed and have a solid roadmap for getting us there!



Fall is here... meaning **WINTER BREAK** is right around the corner!



OSR CLOSSES FOR WINTER BREAK starting at **5:00 pm on Friday, December 21, 2012,** and re-opens at **8:00 am on Monday, January 7, 2013.**

CRITICAL DEADLINES!

- For proposals with due dates between **5:00 pm on Friday, December 21, 2012,** and **5:00 pm on Friday, January 4, 2013,** OSR must receive complete and final proposals via SeRA by **9:00 am on Monday, Dec. 17.**
- For an account to be created before winter break, all information requested in the ePTA system must be entered by **5:00 pm on Monday, December 10.**

Questions? Call your CGO or research accountant. [CLICK HERE](#) for OSR contact info.

HOW CAN WE SERVE YOU BETTER?
[CLICK HERE](#) to take a brief survey about your experience with OSR.



Meet CAROLINE JONES Senior Contract and Grant Officer

Look in the dictionary under "never a dull moment," and you'll see Caroline's picture! She's traveled the world, has lived in Korea, Japan, and Germany as a civilian business manager for the Air Force, and spent this past summer in Israel as the part of NCURA's International Exchange Program. Between airports and work, Caroline coaches triathletes, teaches adult swimming, competes in triathlons herself, and runs marathons. Whew! She's also a "foodie" who loves to cook and could teach the judges on Top Chef a thing or two. Caroline's team manages a portfolio of proposals and awards for Humanities and Sciences, Engineering, and the School of Medicine. She's known for her fastidious attention to detail and seamless customer service. She really goes the extra mile for her PIs!

MEET YOUR PEEPS!