



What's New in Research Administration

SOW-ing Seeds for Managing Sponsored Projects

By Natalie Muzzio

A **scope of work (SOW)** in a sponsored project details the work to be performed and is an integral component of both grants and contracts. It is often broken into specific tasks with deadlines and/or deliverables. Because it describes the division of work to be performed in the completion of a project, the quality of the SOW becomes increasingly critical with contracts, subcontracts, and subawards.

Why is it important? What is the impact?

A good SOW is **clear, complete, and logical** enough to be understood by not only the researchers, but also the university staff who will administer it. An ideal SOW uses language that makes it virtually impossible to interpret in more than one way, and, as such, can do more for the success of the project than any other part of the contracting process.

How can I guide my faculty?

Is there clear enough "who-does-what-when-where-and-how" information?

- **Identify the players:** Who will do what?
- **Identify the objectives:** What needs to be done and when does it need to be completed? Keep your deliverables in mind, especially if your work product is more than a reporting requirement.
- **Identify the location:** Where will the work be done?
- **Identify the parameters for gauging performance:** How will you measure performance? Clearly define the expectations.
- **Avoid ambiguity:** Use language to ensure the SOW will be interpreted solely the way your faculty intended.

Remember, a good SOW will better assist both you and your faculty in monitoring the progress of the work being done and can help bring about favorable resolution by substantiating our position in the unlikely event of a dispute.

My Faculty/Researchers/Students Are Going Abroad ... Now What???

By Katherine Ho

Research and teaching abroad are no longer foreign concepts. A little planning goes a long way! Make sure your research team knows what to do if a financial, health and safety, or other problems arise.

Travel Preparation

- Know the country's immigration and research permit requirements.
- Check Stanford's [Office of Int'l Affairs \(OIA\)](#) and [Bechtel](#) websites for travel news/warnings.
- Check [Stanford's Int'l Travel Assistance Program](#) and [Int'l SoS](#) to learn about emergency resources.
- Register your travel with OIA and Int'l's SoS.

Research Compliance

- Know if the research requires Stanford IRB review.
- Know the country's human subject protocols.
- If you are taking Stanford property/equipment out of the country, contact [Export Control](#).
- Know how to handle samples you bring back.

Business Issues

- If foreign field work lasts 30 days or more, register your project with [Global Business Services](#).
- Check the country's policies on hiring local workers, or paying for local services or research subjects.
- Does the project include collaboration with a partnering organization/sponsor?
- Check laws for handling large amounts of cash in country or bringing in cash (i.e., \$2K+).

While we've given you lots of resources in this brief article, [Global Business Services](#) can help you with any question about research in foreign countries.

Jan. through March 2013:

- ✓ New accounts opened = 1,860
- ✓ Proposals submitted = 371
- ✓ Awards processed = 416
- ✓ Number of closeouts = 350

OSR Stats

OFFICE OF SPONSORED RESEARCH

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SPRING 2013

Of Special Interest:

- You reap what you SOW ... SO read on!
- Doing research on foreign soil? We've got you covered!
- Meet Your Peeps in the OSR Spotlight!
- **Game Time!**
R U a word person?
\$5 Coupa Café gift cards to the 5 people who win our word game ... Email your winning answers to aileent@stanford.edu.

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A word to the wise ain't necessary - it's the stupid ones that need the advice.
- Bill Cosby

Happiness is having a large, loving, close-knit family in another city.
- George Burns

Behind every great man is a woman rolling her eyes.
- Jim Carrey

Before I speak, I have something important to say.
- Groucho Marx

We ♥ Brown Bags!

COMING ATTRACTIONS
Upcoming OSR Events



OSR Brown Bags! OSR Open House!

Monthly,
Every 2nd Tuesday,
11:30 am – 1:00 pm
--May 7
--June 11
--July 8

We're celebrating our new home! Come and join us for food, fun, and gifts!
Thursday, April 25
3:00 pm - 5:00 pm
3160 Porter Drive



SeRA Meets Major Milestones!

After months of pilot testing, the SeRA team completed the release of the Sponsored PTA Manager module (aka Module 3). This major milestone streamlines the PTA setup process for sponsored research projects.

For a smooth transition, PTA Manager has been released in phases. **New PTA Setup** was released first through a series of rolling releases in February and March, **Early/Extend PTA Setup** was released on March 29, and **PTA Amendments** is scheduled to be released at the end of April.

The SeRA Support team has also been in transition. Marla Kravatz, formerly an IT Project Manager, is now manager of the renamed SeRA Support and Communications team. Val Salazar, a longtime fixture in RMG, is our newest support analyst. Phil Davies and Bel Velasquez continue their outstanding support of the SeRA community.

Look for the initial release of our brand-new newsletter, "SeRANaDe" (SeRA News and Debuts) in the next few weeks!

SeRA's Corner

OSR SPOTLIGHT



Meet LUIS ALCAZAR,
Senior Research Accountant

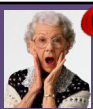
Go anywhere on campus, and you'll likely run into someone who knows Luis. Seeking a job and "3 squares" while working his way through college, Luis began washing dishes in Dining Services in 1993 (and yes, they fed him!). Since then, Luis has worked in Green Library, the Development Office, the Alumni Assoc., OSR, Neurosurgery, Molecular Biology, Radiology, and OSR AGAIN (since 2011, as a senior research accountant)! Originally from Peru, Luis came to the U.S. as a teenager and indulged his passion for music by playing guitar in a Latin rock band. He could have been a rock star, but his passion for Stanford was just a bit bigger! While he still plays guitar (we see an OSR musical Brown Bag coming up), he's also devoted dad who loves spending his free time with his wife and two kids. Stop by and meet Luis at the OSR Open House!



Check Out Our Brand-Spanking-New Website!

Have you seen the new [DoResearch](#) website? OSR is proud to be part of this sweeping, ultra-organized, streamlined, and user-friendly site! Many thanks to Patti McCabe and her team, Chris Shaw and Jingli Cheng, for working tirelessly for nearly 2 years to bring the vision for our new website to fruition! The entire research community will benefit from your tremendous efforts!

Game Time!



Oh, My Word!

Using this letter wheel, how many words can you make — following these rules:

- Each word must contain the letter H,
- No letter can be used twice in the same word (except for the 2 E's).
- The letters do not have to be connected.
- All words must be in the dictionary.

There is at least one 9-letter word.



The 5 players with the most words win! BONUS: A 9-letter word is worth 5 WORDS!

In the case of a tie, first responders win!

Email your answers by 10 AM THURSDAY, APRIL 18!



Meet TIM LEUNG,
Contract and Grant Officer

Tim Leung has been AROUND... OSR! Coming to Stanford as a consultant in 1997, OSR quickly snatched Tim up in 1998. Since then, he's become an OSR "Lifer," having worked in all three functional areas — as a Post-Award senior accountant, as SeRA asst. director, and now as a Pre-Award contract and grant officer. Born in The City, Tim grew up on Guam, returning when he was a teenager. Tim is a sports fan-atic with an encyclopedic knowledge of every play-by-play for every 49er's and Giants game — EVER! But just when you thought Tim was a dyed-in-the-wool Bay Area sports devotee, there's that Lakers thing...but we don't talk about that around here. His main job nowadays is chauffering his two kids from parties to swimming to play dates. He comes to work to recover. We're lucky to have Tim on our "Lifer's list." We wouldn't have it any other way!

MEET YOUR PEEPS!



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

Mich Pane and I just returned from the NCURA Regional Meeting in Phoenix. As an aside, it was great to see a large Stanford presence at the meeting, and I encourage you to try and attend our Regional Meeting when you can. It's a more intimate setting than the national meeting and really gives you a chance to hear relevant topics and network with others here on the West Coast.

At the meeting, I did a session on federal contract management for the departments, and Catalina Verdu-Cano and Theresa Tom did a well-received session entitled "Grants with Special Conditions." From this, Mich came up with an idea ... why not offer a monthly seminar series here at Stanford on these types of topics? Excellent idea! We quickly came up with 5 topics to offer right away.

The first seminar, "Understanding and Managing Federal Contracts for the Departmental Administrator," will be in May — announcement coming soon!

Several attendees mentioned how relevant this topic is at Stanford. There are some major differences between contracts and grants that everyone should understand.

Future seminars will include "Grants with Special Conditions," "Subaward Monitoring and Management," "Award Management and PTA Set Up," and "Tips for a Quick and Clean Closeout."

Any other ideas? Send them my way, and I look forward to seeing you and the first seminar!