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Questions, Comments, Suggestion?

If you have questions, comments or have a suggestion about how we can improve our human research protection program (HRPP) at UHCMC, send an email to: clinicalresearch@uhhs.com or contact Carol Fedor, Clinical Research Manager at (216) 844-5524

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Contact Us

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[E-mail us!](#)

Tips for Financial Management of Grant Awards (PTAEOs)

1. If you need to know an award balance, go to the award status section of Oracle in the Grants Administrator Module, enter the award number, and the available balance will be listed in the "Available Balance" column.
2. In order to reconcile your grant awards, go to the Grants administrator section of Discoverer, select "Expenditure Detail", enter the appropriate parameters, and view the report.
3. In order to review award check deposits, go to the Grants administrator section of Discoverer, select *Grants Invoice Review by Organization Unit.DIS*, select *Invoice Review By Award* or "Invoice Review By Date", enter the appropriate parameters, and view the report.
4. Per UH Policy R-22: Labor Distribution Adjustments, all salary adjustment requests must be submitted to the Center for Clinical Research and Technology on a Grants Salary Adjustment Request Form. This form is available on the UH Intranet under Oracle forms. If you have questions regarding the processing of this form, please contact Leslie Johnson at 216-844-5993. Please be sure to obtain the appropriate signatures before submitting the form to the Center for Clinical Research and Technology.
5. Per UH Policy R-20 Grants Accounting: Non-Salary Adjustments, all non-salary adjustment requests must be submitted to the Center for Clinical Research and Technology on a Grants Non-Salary Salary Adjustment Request Form. This form is available on the UH Intranet under Oracle forms. If you have questions regarding the processing of this form, please contact Paul Radvansky at 216-844-8453. Please be sure to obtain the appropriate signatures before submitting the form to the Center for Clinical Research and Technology.

Reminder Regarding the 2008-2009 Close for Case Western Reserve University (CWRU)

The 2008-2009 close for Case Western Reserve University is fast approaching. Please review all N award expenditures for the 01/01/09-06/30/09 period to ensure any necessary adjustments will be completed by the Center for Clinical Research and Technology and submitted to CWRU in a timely manner. In addition, please process any outstanding UH invoices for N awards. If duplicate copies of an invoice are needed, please contact Melinda Lipford at 216-844-8719.

Space Survey 2009

- 1) The Annual Space Survey covering fiscal year 2008 has begun and will be due in by May 8, 2009.
- 2) All space survey related files are saved: [S:\Research Institute Surveys](#)
- 3) The purpose of the Space Survey is to accurately capture the use of research space throughout the entire hospital for the Medicare Cost Report.
- 4) Administrators are to review their applicable departments and ensure that they properly inform us as to how the space is being utilized.
- 5) After completion of the Space Survey, Administrators will certify that they have completed the survey. The certification memorandum has been emailed to each Administrator that will be completing the survey and can also be found at: [S:\Research Institute Surveys\Correspondence](#)
- 6) If a room needs to be added to your survey spreadsheet or for additional concerns or information, please contact **Kumar Mukesh, Director, Grants Accounting** at (216) 844-8404 or kumar.mukesh@uhhospitals.org.