

# Office of Research Administration (ORA)

ORA provides research administration services that include proposal preparation, contract and grant administration, closeout of research projects, report generation and service center and consortia guidance.



## ORA Faculty Orientation (Jan or Feb 2015)

- **Proposals:** budgets, cost share, statements of works, data management plans
- **Contracts & subcontracts:** terms & conditions, IP, at-risk spending, equipment
- **Awards:** allowable costs, payroll forms, travel, billing, project setup & close
- <http://inside.mines.edu/UserFiles/File/finance/researchAdmin/trainingGuidance/ora-faculty-orientation.pdf> (previous year slide presentation)



## Cayuse: New Proposal & Award Management System

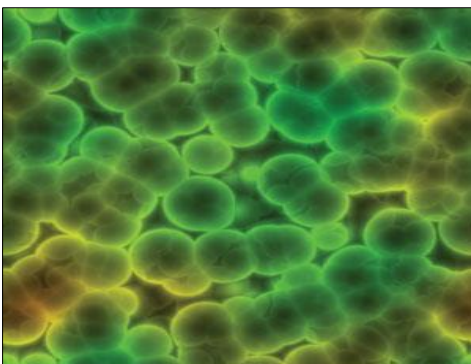
Web-based proposal and award management platform. Features include:

- Search interface for funding opportunities
- Electronic proposal tracking, routing and certification
- Direct submission and validation of Federal grants.gov proposals
- <https://inside.mines.edu/ORA-Training-Cayuse>



## Get Started on a Proposal

- Work with your ORA proposal analyst: <http://inside.mines.edu/ORA-About-Proposal-Contract-Grant-Assignments>
- Attend Cayuse training when it occurs for your department
- Become familiar with ORA forms (budget, cost share, contract templates)
- Submit certain items 2 weeks prior to proposal deadline



## Get Help

- Attend the ORA Faculty Orientation in Spring Semester
- Work with your program administrators and college fiscal officers
- Email: [ora@mines.edu](mailto:ora@mines.edu).
- Web: <http://inside.mines.edu/ORA-Home>