**For Assistance with Grant-Related Issues**

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| **Issue** | **Contact** | **Reference** |
| Allowability of costs | Your Research Administrator (ORS) | [Office of Research Services RA Listing](https://www.luc.edu/media/lucedu/ors/pdfsanddocs/ORS%20RA%20Listing.pdf) |
| Award terms and conditions | Your Research Administrator (ORS) | [Office of Research Services RA Listing](https://www.luc.edu/media/lucedu/ors/pdfsanddocs/ORS%20RA%20Listing.pdf) |
| Budget revisions | Your Research Administrator (ORS) | [Office of Research Services RA Listing](https://www.luc.edu/media/lucedu/ors/pdfsanddocs/ORS%20RA%20Listing.pdf) |
| Close-out of your award | Your Grant Administrator (SPA) | [Sponsored Program Accounting: Contact Us](https://www.luc.edu/spa/contact_us.shtml) |
| Correcting an erroneous expense | Your Departments Business Manager |  |
| Cost sharing calculation  (pre-award) | Your Research Administrator (ORS) | [Office of Research Services RA Listing](https://www.luc.edu/media/lucedu/ors/pdfsanddocs/ORS%20RA%20Listing.pdf) |
| Cost sharing documentation (post-award) | Your Grant Administrator (SPA) | [Sponsored Program Accounting: Contact Us](https://www.luc.edu/spa/contact_us.shtml) |
| Financial reporting | Your Grant Administrator (SPA) | [Sponsored Program Accounting: Contact Us](https://www.luc.edu/spa/contact_us.shtml) |
| Foreign travel approval | Your Research Administrator (ORS) | [Office of Research Services RA Listing](https://www.luc.edu/media/lucedu/ors/pdfsanddocs/ORS%20RA%20Listing.pdf) |
| Grad student merit awards | Graduate School | (773) 508-3396  [The Graduate School: Financial Assistance and Funding](http://www.luc.edu/gradschool/FundingGrad.Education.shtml) |
| Hiring personnel (GRAs, postdocs, technicians) | Your Departments Business Manager |  |
| Issuing a subcontract or consulting agreement | Your Research Administrator (ORS) | [Office of Research Services RA Listing](https://www.luc.edu/media/lucedu/ors/pdfsanddocs/ORS%20RA%20Listing.pdf) |
| Ordering supplies/services | Your Departments Business Manager |  |
| Post-award changes: extending grant end date; supplemental funds; continuation | Your Research Administrator (ORS) | [Office of Research Services RA Listing](https://www.luc.edu/media/lucedu/ors/pdfsanddocs/ORS%20RA%20Listing.pdf) |
| ProCards: obtaining, using, documenting, renewing | Your Departments Business Manager |  |
| Protecting intellectual property (inventions, copyrights) | ORS Director | Angelica Vaca, 773-508-2480 / [avaca1@luc.edu](mailto:avaca1@luc.edu) |
| Using human subjects, lab animals, hazardous materials | ORS Director for Research Compliance | Andrew Ellis, 773-508-2689 / [aellis5@luc.edu](mailto:aellis5@luc.edu) |