Final Program
Updated February 21, 2013

Supporting Research... *Together*

NCURA
supporting research...*together*

National Council of University Research Administrators
Annual Meeting for Pre-award Research Administration Professionals

March 13-15, 2013

New Orleans

The Pre-Award Research Administration Conference and the Big Easy... what could be better?

PRA VII offers the opportunity for pre-award research administrators to attend the conference designed specifically for them. You will be able to explore PRA sessions that are organized around nine tracks (Compliance, Departmental, Senior Management, International, Medical/Clinical, PUI – Predominantly Undergraduate Institution, Human Capital, Federal and Funding Opportunities, and Developing Research Initiatives). Within these tracks more than 15 workshops and 100 concurrent and discussion sessions will be presented on a wide variety of topics including "Challenges in Managing Risk on International Projects," "Developing a Large Center Proposal," "Leadership Succession Planning," and "Implementing the New COI Rules." In addition to sessions suggested by the conference planning committee, PRA will include more than twenty member-suggested sessions as well. This conference really is about Supporting Research…Together.

Because we aren't all seasoned research administrators, the conference features sessions geared specifically for those new to the field as well as ones for those of us who have been on the job a bit longer. Sessions will be presented in a variety of formats as well—panel sessions, town halls, discussion sessions—so it should be easy to find the content and format that fits your needs.

PRA VII will offer attendees plenty of opportunities to network, renew old friendships and start new ones. To the breakfast round tables, an NCURA staple, we will add community sessions which will provide participants with less structured discussions on targeted subjects as a way to jump start the day. We're also bringing back the very popular SPARK sessions throughout the conference. These "quick-hit" sessions may introduce new information, serve as an introduction for more traditional sessions, or pave the way for you to star in an NCURA YouTube Tuesday video!

But conferences (especially those held in New Orleans) aren't just about work but also about networking and relaxing after hours. The conference will be held in the Sheraton New Orleans on Canal Street. The hotel is in the French Quarter and within easy walking distance of Bourbon Street. The New Orleans Streetcar Line provides unique transportation to City Park, the New Orleans Museum of Art, and other New Orleans landmarks. The area is also home to the Aquarium of Americas and the IMAX Theatre, the National D-Day Museum, Harrah's New Orleans Casino and such popular shopping destinations as Canal Place, Riverwalk Marketplace and JAX Brewery.

Keeping current with the ever changing landscape of research administration is a challenge but doesn't have to be a chore. Join your colleagues for beignets and café au lait and laisser les bons temps rouler at PRA VII!

Christa Johnson
Washington University in St. Louis
PRA VII Co-Chair

Toni Shaklee
Oklahoma State University
PRA VII Co-Chair

Program Committee

Co-Chairs
Christa Johnson
Washington University in St. Louis
Toni Shaklee
Oklahoma State University

Staff Support
Peggy Lowry

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Oklahoma State University

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Jeremy Forsberg
The University of Texas at Arlington
Josine Stallinga
Elsevier, SciVal

Federal and Funding Opportunities
Jean Feldman
National Science Foundation
Susan Sedwick
University of Texas at Austin

Human Capital
Rosemary Madnick
Los Angeles Biomedical Research Institute
Georgette Sakumoto
University of Hawaii

International
Tracey Swift
University of South Australia
David Mayo
California Institute of Technology
David Richardson
Pennsylvania State University

Medical/Clinical
Garrett Sanders
The Research Foundation for The State University of New York
Tesheia Johnson
Yale University

PUI – Predominantly Undergraduate Institution
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Illinois State University
Jerry Pogatshnik
Eastern Kentucky University

Senior Management
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REGISTRATION

Registration is available at www.ncura.edu and is available to any individual engaged in the administration of sponsored programs.

CONTINUING PROFESSIONAL EDUCATION

Please Note: Learning objectives, program level and any prerequisites/advanced preparation requirements for each session are noted in the conference program. This program is a "group-live" offering. The only prerequisite for meeting attendance is involvement in university sponsored research programs. There is no advanced preparation required to attend. For information regarding administrative policies such as complaint resolution and refund, please contact NCURA at (202) 466-3894.

NCURA is accredited by the National Registry of CPE Sponsors. This program is administered by the National Association of State Boards of Accountancy (NASBA) to sponsor and award Continuing Professional Education (CPE's) to accounting professionals. CPE credits are awarded to Certified Public Accountants (CPAs) in order to promote their license.

If you are a CPA who needs CPE credit, please ask for a CPE form at the NCURA registration desk.

In accordance with the standards of the National Registry of CPE Sponsors, 50 minutes equals 1 CPE. Depending on the sessions you choose to attend, a maximum of 19.5 CPE credits can be issued for NCURA's PRA conference.

** Discussion Groups will not be eligible for CPE Credits.*

National Council of University Research Administrators is registered with the National Association of State Boards of Accountancy (NASBA) as a sponsor of continuing professional education on the National Registry of CPE Sponsors. State boards of accountancy have final authority on the acceptance of individual courses for CPE credit. Complaints regarding registered sponsors may be submitted to the National Registry of CPE Sponsors through its website: www.learningmarket.org

SESSION DEFINITIONS

CONCURRENT SESSIONS are presentations that have question and answer time built in. These sessions will have anywhere from 30 – 150 attendees.

DISCUSSION GROUPS are facilitated sessions that are limited to 30 participants. Instead of formal presentations, the specific topics are discussed and information is shared by the group's attendees.

WEDNESDAY WORKSHOPS are presentations, traditionally supported with PowerPoint and handouts and are taught by topic experts in a classroom style setting. These sessions have built in question and answer time and have anywhere from 20 – 60 attendees.

WEDNESDAY SENIOR FORUM is intended for experienced participants in senior management positions. Current issues and basics are presumed known. No PowerPoint slides or handouts are used. Agenda topics should be known but discussion should dictate the length and depth of each topic. Session attendance is limited to encourage discussion and active participation by attendees.

** Please note: The workshops and senior forum are the only sessions taking place on Wednesday, March 13. There is an additional fee for workshops and the senior forum (there is no charge for Workshop 1).*

OVERVIEW OF SESSION PROGRAM LEVELS

BASIC LEVEL sessions assume some fundamental research administration knowledge.

INTERMEDIATE LEVEL sessions assume basic knowledge and the sessions introduce and develop topics that exceed basic knowledge. Sessions focus on building competency.

ADVANCED LEVEL sessions assume mastery of the subject and the sessions focus on in-depth knowledge or a broader range of topics. Sessions focus on mastering more difficult and complex scenarios.

OVERVIEW LEVEL sessions will provide a general review of a subject area from a broader perspective.

UPDATE LEVEL sessions will provide a general review of new developments.

WEDNESDAY, MARCH 13, 2013

8:30am – Noon

MORNING WORKSHOPS

WORKSHOP 1

Effective Presentations

WORKSHOP 2

Intellectual Property Management

WORKSHOP 3

Pre-Award Basics

WORKSHOP 4

Basic Export and Sanctions Compliance for Pre-Award Administrators

WORKSHOP 5

A Subaward Basics Practicum

WORKSHOP 6

Departmental Research Administrator Basics

WORKSHOP 7

NIH Practicum – Proposals, Awards and Commons

WORKSHOP 8

Conflict of Interest & Physician Payment

1:30 – 5:00 pm

AFTERNOON WORKSHOPS

WORKSHOP 9

International Contracts and Subcontracts

WORKSHOP 10

Federal Contracting: RFP's, the FAR, and Problematic Clauses

WORKSHOP 11

Post-Award Basics

WORKSHOP 12

Award Negotiation, Acceptance, and Initiation

WORKSHOP 13

Compliance: Agents, Animals and Humans . . . Oh My!

WORKSHOP 14

Life in the FastLane: Preparing, Submitting, and Managing NSF Awards from the Institutional Perspective

SENIOR FORUM 15

Challenges Related to Growth at PUIs

WORKSHOP 16

Recruiting, Developing, Managing and Retaining Talented Professionals

WEDNESDAY, MARCH 13, 2013

8:30 am – Noon

MORNING WORKSHOPS

WORKSHOP 1

Effective Presentations for Mature Audiences: Adults are Just Super-Sized Kids, Right?

THIS WORKSHOP IS OFFERED AT NO CHARGE FOR ATTENDEES. REGISTRATION IS REQUIRED.

Program Level: Overview

Do participants in your presentations often text or check their email? Do they get fidgety or "rest their eyes?" Are your Q&A sessions met with deadly silence and no one will make eye contact with you? This workshop is designed to help you avoid these scenarios by giving you tools to develop presentations that are engaging, content-rich, and audience-specific. NCURA members possess a host of talents required to be successful research administrators. Yet these skills are often different than those necessary to serve effectively as workshop faculty, panelists, session facilitators, and discussion leaders. Integrating adult learning theory and techniques into such presentations can make the difference between your attendees surfing the web on their smart phones to being fully engaged in the learning experience. Additionally, because NCURA presentations are usually designed and delivered with a team approach, this workshop will also offer tips on how to build a presentation with another person, or three or four people, while clarifying the types of NCURA presentations and the varying roles and duties involved.

Learning Objectives: Participants will learn presentation and training techniques tailored to adult learning and tidbits for presenting in various NCURA venues.

Faculty: ***Diane Barrett****, *Senior Research Administration Consultant, rSmart;* ***Alexandra McKeown,*** *Associate Dean for Research Administration, Johns Hopkins Bloomberg School of Public Health*

WORKSHOP 2

Intellectual Property Management

Program Level: Overview

Universities are seen as the economic development engines for their respective state and local economies and are expected to be the source of new technology for the industries of tomorrow. More often than not intellectual property is at the root of most new technology-based industries. Research administrators are expected to negotiate agreements and manage IP for the university in support of these economic development activities, while growing research. Often the expectations of both parties are in conflict with each other, the university policies and federal restriction that universities granting IP rights must consider. This session focuses on the many challenges facing research administrators who manage intellectual property, negotiate private industrial research agreements, and state and federal awards.

Learning Objectives: Participants will learn:

- The obstacles to colleges and universities prospectively granting intellectual property rights to inventions resulting from sponsored research.
- IP rights in Federal awards.
- Negotiating strategies for IP management.
- Government reporting requirements.

Faculty: ***Gregory C. Slack****, *Director Research and Technology Transfer, Clarkson University;* ***George R. McGuire,*** *Chairman Intellectual Property and Technology Practice Group, Bond, Schoeneck & King, PLLC*

WORKSHOP 3

Pre-Award Basics

Program Level: Basic

This half-day workshop will explore the pre-award segment of the Sponsored Project Lifecycle and will immerse participants in the issues, challenges, processes and regulations associated with the identification of funding opportunities; development, budgeting, review, approval and submission of proposals; and review, negotiation, acceptance and set-up of awards. In addition, we will explore the roles and responsibilities of those involved in pre-award activities and transactions. The workshop will also include interactive elements to help participants confirm their understanding of the material and present them with the opportunity to immediately utilize newly acquired knowledge.

Learning Objectives:

- Participants will be able to explain the activities and transactions that commonly take place during the pre-award segment of the Sponsored Project Lifecycle.
- Participants will be able to describe the responsibilities associated with the key roles held by individuals and offices engaged in pre-award activities and transactions.
- Participants will be able to prepare a basic project budget and explain the difference between allowable v. unallowable costs and direct v. facilities and administrative costs.
- Participants will be able to explain in general terms how awards are reviewed, negotiated, accepted and set-up at universities and research institutions and identify key areas of concern regarding award terms and conditions.

Faculty: ***Tony Ventimiglia****, *Associate Director, Education & Communication, Office of Sponsored Programs, Auburn University;* ***Nancy Lewis,*** *Director, Sponsored Projects Administration, University of California, Irvine;* ***Dan Nordquist,*** *Assistant Vice President / Director, Office of Grant and Research Development, Washington State University*

* *Lead*

WEDNESDAY, MARCH 13, 2013

8:30 am – Noon

MORNING WORKSHOPS

WORKSHOP 4

Basic Export and Sanctions Compliance for Pre-Award Administrators

Program Level: Basic

Export and sanctions regulations can affect many university research activities, and pre-award administrators in department and central grants offices are frequently on the forefront of ensuring that university research remains in compliance with these regulations. In this workshop, pre-award administrators will learn about applicable export and sanctions regulations and when they apply to university activities under sponsored and other agreements. Using examples and case studies, they will learn best practices for export compliance reviews of agreements, common "red flags" to look for, and how to determine if an export or sanctions license or other government approval is needed. This workshop will also address what to do when questions arise about export and sanctions compliance, and provide resources tools and references available to assist in making a determination.

Learning Objectives:

- Participants will be introduced to export and sanction regulations, the agencies responsible for these regulations, and content of the export control regulations.
- Participants will better understand the impact export control regulations have on research activities at colleges and universities.
- Participants will learn institutional best practices in determining what types of agreements should be reviewed for export and sanctions compliance at the proposal and award stages.
- Participants will learn how to identify "red flags" that may indicate the need for additional export assessment of activities subject to a pre-award review.
- Participants will be introduced to protective measures that need to be taken to protect projects involving export controlled items, including export licensing, license exceptions and exemptions, and technology control plans.

Prerequisites: Pre-Award administration experience.

Faculty: ***David Brady*,*** *Director, Office of Export and Secure Research Compliance, Virginia Polytechnic Institute and State University*

WORKSHOP 5

A Subaward Basics Practicum

Program Level: Overview

This workshop will provide practical, day-to-day useful tools and tips to research administrators who are new(er) to subawards and is appropriate for both central office staff who need to issue subawards and departmental administrators or others who need to propose and manage them. Participants will leave knowing how to distinguish a subaward from a service agreement/purchase order; what the core federal rules are that govern subawards; when it is appropriate to use fixed price versus cost-reimbursement models; how to do a risk assessment of a subrecipient; how to write a subaward agreement, and when it is and is not safe to use a standard template agreement. Participants will also learn how to review an A-133 audit report, have a chance to practice flowing down clauses from a federal agreement, learn how to handle financial conflict of interest requirements (particularly on PHS projects), and develop and understanding of how to appropriately oversee progress on a subaward and review a subaward invoice. A limited amount of time will also be devoted to specialty subaward topics, such as international subawards, subawards issued under federal contracts, and premature terminations. Tools, policies and procedures in place at other universities will be shared and will be available for take-home use by participants.

Learning Objectives: Participants will leave the workshop able to:

- Distinguish a subaward from a vendor agreement.
- Understand and apply the core federal rules governing subawards.
- Write a standard subaward agreement, including flow down of prime award clauses.
- Perform a subrecipient risk assessment. Review an A-133 audit report. Monitor progress and payments on subawards.

Faculty: ***Pamela A. Webb*,*** *Associate Vice President, Sponsored Projects Administration, University of Minnesota;* ***Pamela F. Miller,*** *Director, Sponsored Projects Office, UC Berkeley*

WORKSHOP 6

Departmental Research Administrator Basics

Program Level: Basic

The role of a departmental administrator varies greatly depending on the research area, size of department, and institution. We must expect a fast-paced environment where deadlines are a priority and handling multiple jobs simultaneously is the norm. This workshop will highlight the OMB circulars, institutional policies, and basic guidelines for research administrators in a departmental setting. We will offer helpful tools and tricks of the trade to assist in the day to day challenges faced by departmental administrators.

Learning Objectives:

- Participants will understand the role of the department administrator, OMB Circulars and the departmental administrator's role in ensuring compliance.
- Participants will share "tricks of the trade" for successful administration.

Faculty: ***Glenda Bullock*,*** *Manager of Business Operations, Division of Hematology, Washington University;* ***Jennifer J. Cory,*** *Director of Research, Department of Pediatrics, Stanford University*

** Lead*

WEDNESDAY, MARCH 13, 2013

8:30 am – Noon

MORNING WORKSHOPS

WORKSHOP 7

NIH Practicum – Proposals, Awards and Commons

Program Level: Basic

Are you new to research administration? Are you having difficulty figuring out the nuances associated with the National Institutes of Health? Do you often find yourself wondering about the differences between research and program projects? Why does an NIH award number consist of so many numbers and letters? What is NIH eRA Commons? Who can access and what do they DO there? If so, this is the workshop for you! We will cover all of these issues and many more. Join us to better understand the nuances associated with NIH.

Learning Objectives: During this workshop, you will learn the salient points associated with: preparing and reviewing NIH proposals; understanding NIH coding; understanding major award terms and conditions; as well as understanding the uses behind eRA Commons.

Prerequisites: Overview knowledge of proposal preparation, submission and award receipt/management

Faculty: ***Jill Frazier Tincher****, *Office of Research Administration, Director of Strategic Initiatives, University of Miami*

WORKSHOP 8

Conflict of Interest & Physician Payment

Program Level: Intermediate

This workshop will cover the recently revised PHS regulation on financial conflict of interest in research and early experience with implementation. We will discuss the key elements and particularly challenging features of the regulation as they affect sponsored research administrators. Participants will be asked to share their institutions, experiences with investigator engagement, disclosure review, and coordination across administrative offices. The workshop also will address the Physician Payments Sunshine Act and particularly the impact of provisions related to public disclosure of research support to institutions. Workshop participants will be invited to discuss preparation for and responses to public disclosures of industry payments.

Learning Objectives:

- Participants will gain an in-depth understanding of the major provisions of the revised PHS regulation on conflict of interest.
- Participants will learn about the roles and responsibilities of sponsored projects offices in complying with the regulation and will gain an understanding of how institutions are implementing and refining their conflict of interest programs based on early experience.
- Participants also will gain an understanding of the major provisions of the Physician Payments Sunshine Act as it affects research institutions and will learn about various institutional approaches to preparation and response to the public disclosures required under the Act.

Faculty: ***Julie Gottlieb****, *Assistant Dean for Policy Coordination, Johns Hopkins School of Medicine;* ***Michael B. Amey,*** *Associate Dean for Research Administration, Johns Hopkins University School of Medicine*

1:30 – 5:00 pm

AFTERNOON WORKSHOPS

WORKSHOP 9

International Contracts and Subcontracts

Program Level: Intermediate

Sometimes it feels like two different forces are pulling us apart on the question of international agreements. Most universities have one or more offices dedicated to promoting international research collaborations and foreign exchange programs. At the same time, most of us have offices warning us about export control violations, foreign travel restrictions, and the contractual challenges associated with non-standard agreements. Our job is to navigate the middle ground, identifying intelligent and responsible ways to pursue meaningful and rewarding relationships with foreign partners. We will examine challenges associated with the following:

- Legal issues (export controls and sanction programs, adhering to local regulations, FCPA).
- Reputational issues (inadequate controls on human subjects research, political obstacles).
- Payment issues (exchange rates, taxes, unusual billing practices, risk of non-payment).
- Travel issues (physical safety and insurance, data security).
- Other contractual issues (language issues, publication rights, IP rights, and liability issues as they pertain to international agreements).
- Unique challenges associated with working with certain regions of the world (China, Europe). Foreign subcontracts present additional risks, including problems associated with assessing financial risk, monitoring performance, and imposing U.S. regulatory requirements in foreign jurisdictions.

Learning Objectives: Participants in this workshop will receive practical experience in drafting appropriate international contracts and subcontracts. We will spend a good amount of time identifying potential risks (and strategies for mitigating such risks), but our focus should not be entirely on the dangers of international collaborations. It is also important to emphasize the considerable benefits that can be gained by successfully negotiating such agreements. Thus, a unique focus of this workshop will be on trying to understand the motivations of our foreign partners, so we can better accommodate their needs while protecting our own.

Faculty: ***John W. Hanold****, *Senior Associate Director, Office of Sponsored Programs, The Pennsylvania State University;* ***Yingzi (Rose) Wuwei,*** *Finance and International Business (B.S. program), Smeal College of Business, The Pennsylvania State University*

** Lead*

WEDNESDAY, MARCH 13, 2013

1:30 – 5:00 pm

AFTERNOON WORKSHOPS

WORKSHOP 10

Federal Contracting: RFP's, the FAR, and Problematic Clauses

Program Level: Intermediate

Negotiating and managing federal contracts can be challenging for even the most seasoned research administrator. This workshop will discuss the federal contracting process, including the nature of contracting, the review of Requests for Proposals (RFP's), the purpose and organization of the Federal Acquisition Regulations (FAR), and the identification and negotiation of problematic clauses.

Learning Objectives: Participants will be able to:

- Review and respond to a Request for Proposal.
- Describe the structure of the FAR and demonstrate the relationship between prescriptions and clauses.
- Identify contract types (e.g. cost reimbursement, fixed-price, time and materials) and explain how and when they are used.
- Identify and negotiate a few required and/or problematic clauses.

Prerequisites: This is an introduction to intermediate workshop. It would be useful for the participants to have 1 - 2 years experience in research administration.

Faculty: ***Randall W. Draper****, *Director, Office of Contracts & Grants, University of Colorado at Boulder;* ***Kathy Lorenzi,*** *Associate Director, Office Of Contracts And Grants, University of Colorado-Boulder*

WORKSHOP 11

Post-Award Basics

Program Level: Basic

This workshop will focus on the full life cycle of an award, from receipt to closeout. Topics include types of award and funding mechanisms; methods of payment and invoicing; budget restrictions and modifications; carryover; cost share; sub-awards; progress and financial reporting; record retention; and audit. An overview of the roles and responsibilities of Principal Investigators, Academic Units and Sponsored Programs Offices will be addressed. Presenters will explore all of the major post award themes and will include stimulating and thought-provoking case studies for group discussion. The session will be of interest to a broad spectrum of research administrators, spanning departmental, pre-award and post-award roles.

Learning Objectives:

- Participants will gain insight to the necessity of shared responsibility for the administration of sponsored awards.
- Participants will be able to define the major themes of post-award administration.
- Participants will learn the basics of each theme and how themes impacts each other.
- Participants will be able to identify exceptional circumstances.

Prerequisites: Basic understanding of sponsored project funding. General familiarity with federal regulations. Familiarity with cost accounting fundamentals.

Faculty: ***Sue Paulson****, *Finance Director, Sponsored Financial Reporting, University of Minnesota;* ***Susan Ross,*** *Post Award Director, Sponsored Projects Administration, Columbia University*

WORKSHOP 12

Award Negotiation, Acceptance, and Initiation

Program Level: Basic

This workshop is intended to enhance the development of negotiation skills and tactics for the research administrator. Discussions will evolve around how to plan for a negotiation, how to set a professional tone and approach, and how to broach troublesome or sensitive issues. Problems associated with acceptance and initiation of an award, such as the basic principles of academic freedom, compliance issues (research subjects, FCOI, export controls), and pre-award expenditures will be a focal point of the workshop. Case studies will be utilized to demonstrate common pitfalls one may encounter as well as strategies for overcoming them. Tools and tips will be provided to help facilitate award negotiation.

Learning Objectives:

- Participants will be able to identify the key issues of a negotiation.
- Participants will be able to identify common pitfalls encountered in award negotiation.
- Participants will be able to explain how to plan for a negotiation, how to set a professional tone and approach, and how to broach troublesome or sensitive issues.
- Participants will be able to describe strategies for overcoming compliance issues associated with award acceptance and initiation.

Faculty: ***David Mayo****, *Director, Sponsored Research, California Institute of Technology;* ***Denise J. Clark,*** *Associate Vice President for Administration and Chief of Staff, Division of Research, University of Maryland College Park;* ***Wendy Montgomery,*** *Associate Director, Office of Research Administration, University of Maryland College Park*

** Lead*

WEDNESDAY, MARCH 13, 2013

1:30 – 5:00 pm

AFTERNOON WORKSHOPS

WORKSHOP 13

Compliance: Agents, Animals and Humans ... Oh My!

Program Level: Intermediate

The complexity of the regulatory framework governing research conducted by principal investigators at research institutions will continue to increase. While research teams and institutions support and promote the ethical and responsible conduct of research understanding all the requirements can be daunting. In response, many institutions have added positions and implemented comprehensive research compliance and training programs. This session will provide an overview of several areas that comprise the research compliance area with which any research administrator, whether in central administration or a department should be acquainted. This session will cover:

- The regulatory requirements for the:
  - Protection of human subjects rights and welfare;
  - Care and Use of animals;
  - Biological Safety, including recombinant DNA and select agents;
  - Research integrity and misconduct;
  - Responsible Conduct of Research.
- The role of the committees responsible for the oversight of humans, animals and biological agents.
- Application of the requirements to the submission of proposals and the establishment of awards and the role of the research administrator to assure compliance.
- Case studies that will help illustrate the complex issues faced by institutions managing these compliance requirements.

Learning Objectives:

- Participants will learn about the requirements governing human subjects protection, the care and use of animals and biological safety.
- Participants will learn about the issues associated with research misconduct and education in the responsible conduct of research.

Prerequisites: This workshop is designed for individuals who have had at least a few years of experience in the pre-award or award set up realm of research administration at either a central or departmental office.

Faculty: ***Denise McCartney*,*** *Associate Vice Chancellor for Research Administration, Washington University in St. Louis;* ***Rebecca D. Armstrong,*** *Director, Research Subject Protection, University of California, Berkeley*

WORKSHOP 14

Life in the FastLane: Preparing, Submitting, and Managing NSF Awards from the Institutional Perspective

Program Level: Basic

Did you pull into the FastLane of research administration and feel like it's sure to make you lose your mind or that you made a turn for the worse? Slow down and attend this beginner level, interactive workshop covering the life cycle of a NSF award. The workshop will cover proposal preparation, submission, and management of a NSF award. NSF electronic system basics and NSF hot topics, including recent proposal guidance, will be discussed. Examples and case studies will be provided. Be sure to bring your questions!

Learning Objectives:

- Participants will gain a better understanding of the basics of NSF electronic systems, including how to prepare and submit a NSF proposal as well as how to manage award functions within the systems.
- Participants will learn where to go for electronic help.
- Participants will learn where to find funding opportunities including NSF proposal and award guidance.
- Participants will understand what a limited submission is.
- Participants will learn how to create and submit a collaborative proposal.
- Participants will learn about recent changes in NSF proposal guidance.

Faculty: ***Courtney Frazier Swaney*,*** *Assistant Director, University of Texas at Austin;* ***Tina L. Cunningham,*** *Assistant Director, Mississippi State University;* ***Christian Pfeiffer Flores,*** *Senior Grants and Contracts Specialist, The University of Texas at Austin*

** Lead*

WEDNESDAY, MARCH 13, 2013

1:30 – 5:00 pm

AFTERNOON WORKSHOPS

SENIOR FORUM 15

Challenges Related to Growth at PUIs

Program Level: Senior

Growth. Is it always all good? Is growth just another word for change? Is change always for the better? What can be done to manage the challenges that come with increasing staff, or proposal and award volume, or types of funding? What staffing models ensure successful growth? What happens in the sponsored programs office when your institution adds doctoral programs? This highly interactive workshop is designed to allow research administrators at predominantly undergraduate institutions (PUI) and emerging research institutions (ERI) to explore examples of successful growth.

Learning Objectives: After this workshop, participants will be able to answer these questions: What makes a PUI a PUI? When does a PUI become an ERI? What are the pros and cons of cross-training staff at a PUI? What staffing models work best at PUIs?

Prerequisites: Experience with strategic planning preferred.

Faculty: ***Pamela Napier*,*** *Director, Office of Sponsored Programs, Agnes Scott College;* ***Jerry Pogatshnik,*** *Associate Vice President for Research, Eastern Kentucky University*

WORKSHOP 16

Recruiting, Developing, Managing and Retaining Talented Professionals

Program Level: Intermediate

There is no more important role for managers and leaders of research administration units than the recruitment, development, management and retention of research administration professionals. It's critical to the success of any office. The hallmark of a strong office lies in its human capital. Identifying the characteristics of effective research administrators and systematically building a position profile to recruit successful hires. This workshop will offer insights into good practices for addressing these challenges and maximizing opportunities for staff to grow as professionals with the recognition that some skills can be taught while others cannot.

Learning Objectives: Participants will:

- Identify key aptitudes, attitudes, and working styles to assist in recruiting successful research administrators.
- Understand the role of professional development and the importance of providing an engaging work community as key to improving productivity.
- Explore good practices for managing professional staff.
- Gain insights into how to retain staff through career ladder opportunities.

Faculty: ***Susan Sedwick*,*** *Associate Vice President for Research and Director, University of Texas at Austin*

** Lead*

TUESDAY, MARCH 12, 2013

4:00 – 6:00 pm
PRA Concierge
Participant Materials Pick-up

WEDNESDAY, MARCH 13, 2013

7:30 am – 5:00 pm
PRA Concierge
Participant Materials Pick-up

8:30 am – 5:00 pm
Workshops (Pre-registration is required. Additional fee.)

Noon – 1:30 pm
Workshop Luncheon for Participants
(NOTE: lunch only provided for those participants who have registered for TWO paid morning and afternoon workshops.)

5:30 – 6:15 pm
Wine and Cheese Welcome Reception

THURSDAY, MARCH 14, 2013

7:30 – 8:15 am ~ EARLY BIRD SESSION

10 Simple Tips for Developing a USDA Proposal Budget and Writing a USDA Budget Narrative

Although cost principles are the same, all federal sponsors have their own rules and guidelines for the format and detail needed in proposal budgets. USDA is no exception. If you do not follow USDA requirements, you can spend a great deal of time at award stage rewriting and revising documents - further delaying the award. In this 45 minute session, attendees will learn 10 simple tips to completing a USDA budget and budget narrative that will hopefully save you time and effort at the time of award notice.

Learning Objectives:

- Participants will become more familiar with USDA budget formats and budget narrative requirements.
- Participants will learn about USDA resources that are available to support the development of acceptable USDA budget proposals and budget narratives.
- Participants will better understand components of USDA budgets and budget narratives that can cause significant preaward delays at the time of award notice.
- By better developing proposal budgets, participants can learn how to save valuable time at award stage by not having to rebudget and further explain in detail program related expenses.

Vincent Borleske*, *Research Administrator, University of Wisconsin*

7:30 – 8:15 am
Continental Breakfast and Breakfast Roundtables
Join colleagues for breakfast and informal conversation at one of the designated roundtables.

First Time Attendees
Tony Ventimiglia, *Associate Director, Education & Communication, Office of Sponsored Programs, Auburn University*

Research Administration Graduate Programs
Thomas E. Wilson, *Assistant Vice President for Research Administration, Rush University Medical Center*

PUI: Issues and Challenges
Kendra Mingo, *Associate Director, Office of Faculty Research and Resources, Willamette University*

Assessing Your Sponsored Program Operation
Kerry Peluso, *Associate Vice President for Research Administration, Emory University*

7:30 – 8:15 am
Community Defined Roundtables
Breakfast and discussion on topics designed by you! Look for the designated tables and join your colleagues at a topic of interest.

7:30 am – 5:00 pm
PRA Concierge
Participant Materials Pick-up
Exhibits Open

* *Lead*

THURSDAY, MARCH 14, 2013

8:30 – 10:00 am ~ WELCOME AND KEYNOTE ADDRESS

From Concept to Community: When Research Hits the Road

Maureen Lichtveld, M.D., M.P.H and Freeport McMoRan Chair of Environmental Policy at the Tulane University School of Public Health, will present the keynote address Thursday, March 14 at NCURA's Seventh Pre-award Research Administration (PRA) Conference. Dr. Lichtveld's address, "From Concept to Community: When Research Hits the Road," will focus on the challenges (for both researchers and research administrators) involved in conducting community-based participatory research.

Lichtveld has an over 30 year career in environmental public health and currently is Professor and Chair of the Department of Global Environmental Health Sciences, Tulane School of Public Health and Tropical Medicine. Her research interests include environmentally-induced disease such as asthma and cancer, health disparities, environmental health policy, disaster preparedness, and public health systems. She holds an endowed chair in environmental policy and serves as Associate Director, Population Sciences of the Louisiana Cancer Research Consortium. Lichtveld has a track record as an expert in community-based participatory research with a special emphasis on persistent environmental health threats affecting health disparate communities living in disaster prone areas. Prior to joining Tulane University, Lichtveld completed a successful 18 year career at the Centers for Disease Control and Prevention (CDC)'s Agency for Toxic Substances and Disease Registry (ATSDR) in several leadership capacities. She was honored as CDC's Environmental Health Scientist of the Year. Lichtveld is a member and former Chair of the Science Board of the American Public Health Association, and the Environmental and Occupational Health Council of the Association of Schools of Public Health. She serves as an expert consultant to the Institute of Medicine and on numerous editorial boards of globally recognized peer reviewed journals including the American Journal of Public Health, public health's most prestigious journal. Lichtveld was named Woman of the Year by the City of New Orleans.

Lichtveld is the Principal Investigator of four research consortia funded by the National Institutes of Health. The Head Off Environmental Asthma in Louisiana (HEAL) study, examined the relationship between exposure to Post-Katrina mold and exacerbation of childhood asthma. She is the Co-PI of the Gulf Coast Transdisciplinary Research Center for Community Health, a multi-institutional collaborative center engaged in health disparities, disaster, and environmental health research. She is also PI of the Transdisciplinary Research Consortium for Gulf Resilience On Women's Health (GROWH), a research partnership between academia and community organizations formed to strengthen the health security and resilience of vulnerable pregnant women and women of reproductive age potentially affected by the Deep Water Horizon oil spill and at risk of future disasters.

Lichtveld was recently appointed Director, Center for Gulf Coast Environmental Research, Leadership, and Strategic Initiatives, providing oversight for all Gulf Coast-associated environmental health research and capacity building projects. Her global environmental health research includes the NIH-funded Caribbean Consortium for Research in Environmental and Occupational Health (CCREOH) established to address the pressing environmental and occupational health issues in Suriname and the Caribbean. She was recently awarded two Gulf Coast-wide projects to strengthen environmental health capacity and literacy. Key aspects of the programs include establishing an environmental medicine referral network, deploying a cadre of trained community health workers, and creating an emerging scholars program in environmental health science targeting upper level high school students and their teachers.

10:00 – 10:30 am ~ NETWORKING AND REFRESHMENT BREAK

*Lead

THURSDAY, MARCH 14, 2013

10:30 am – Noon ~ **CONCURRENT SESSIONS AND DISCUSSION GROUPS**

CONCURRENT SESSIONS

Compliance

How to Survive an Audit

Program Level: Intermediate

Audits are inevitable and preparing for the audit starts when the proposal is being drafted. It's essential for all members of the research partnership to be prepared. Not just the pre- and post-award offices, but the departmental research administrators and faculty. This session will focus on preparing for and managing an external audit.

Learning Objectives:

- Participants will acquire information for successful audit preparation and management, including difficult and complex scenarios.
- Participants will learn how to use an audit report as a way to improve compliance programs.

Jeffrey Silber*, *Senior Director, Sponsored Financial Services, Cornell University*

Compliance

TOWN HALL: Tricky Costs: Where Do I Charge the Dog Food?

Program Level: Basic

This is an interactive session in which the participants vote on the allowability of costs that are not exactly spelled out in the applicable cost principles. Learn when a Batman costume can be charged to a federal grant. How about pizza and ice cream? Learn how to document unusual costs. Start your day with a fun and lively session.

Learning Objectives: Participants will gain a knowledge of how to handle different categories of expenses and how to properly document them.

Prerequisites: Knowledge of cost principles will be helpful.

Marilyn Surbey*, *Consultant, ME Surbey Consulting*

Federal and Funding Opportunities

OMB Update on Grant OMNI Circular

Program Level: Intermediate

Federal funding has never been a blank check; recipients are expected to provide accountable oversight for the money they receive, to ensure that projects are seen through to completion and to ensure that funds are spent responsibly and reasonably. As the universe of Federal grants and recipients has increased, so has the complexity of the rules that come with them. Under Presidential Directives, OMB has been working with stakeholders to develop new rules that would be less burdensome for recipients while providing stronger oversight with more targeted focus on preventing waste, fraud, and abuse. Join us to discuss some of the key issues at the heart of this grant reform.

Learning Objectives: OMB representatives will provide an overview of the latest developments and key issues at the heart of this grant reform.

Gil Tran*, *Technical Manager, Executive Office of the President, Office of Management and Budget*

International

Challenges in Managing a Globally Funded Portfolio

Program Level: Overview

Institutions are seeing more and more varied sources of funding as research collaborations expand beyond our national borders. Not only do we need to be able to support the international collaborations of our faculty, but many institutions are actively developing international sources of funding as concerns grow over the long-term viability of relying on traditional, domestic funding sources. This session will take a look at some of the challenges of managing a globally funded portfolio, including sources of funding, managing the relationship, managing the agreement, language, and legal concerns.

Learning Objectives:

- Participants will be able to identify key issues associated with managing various types of international funding.
- Participants will be able to describe significant challenges and solutions related to managing international agreements.
- Participants will be able to describe important factors in managing international relationships.

David Mayo*, *Director, Sponsored Research, California Institute of Technology;* ***David Richardson,*** *Associate Vice President for Research Director of Sponsored Programs, Pennsylvania State University;* ***Tracey A. Swift,*** *Research and Innovation Services, University of South Australia, Mawson Lakes Campus*

** Lead*

THURSDAY, MARCH 14, 2013

10:30 am – Noon ~ **CONCURRENT SESSIONS AND DISCUSSION GROUPS**

CONCURRENT SESSIONS continued

Medical/Clinical

PANEL: Negotiating and Implementing Master Clinical Trial Agreements

Program Level: Intermediate

A Master Clinical Trial Agreement (MCTA) articulates agreed-upon terms and conditions between a university and a sponsor which can then be used as a basis for future projects with that sponsor. It streamlines the approval process and lessens negotiation time since the majority of the terms and conditions have already been established. Our session will focus on the process of negotiating master agreements: how to approach sponsors, developing the team, and a thorough look at the pros and cons.

Learning Objectives:

- Participants will learn how to identify when a Master Clinical Trial Agreement is appropriate.
- Participants will understand who needs to be brought into the discussion from all sides.
- Participants will discover what the biggest obstacles to the negotiations are and how can these be managed or overcome.

Prerequisites: Working knowledge of clinical trial agreements.

Justine Gordon*, *Associate Director of Contracts and Grants, The Research Foundation for SUNY;* ***Leigh Gentilcore,*** *Clinical Trials Administrator, Stony Brook University;* ***Mont Brownlee,*** *Associate Director, Contracting, Johns Hopkins*

PUI – Predominantly Undergraduate Institutions

Faculty Development Gumbo: Best PUI Practices in One Pot

Program Level: Overview

Research and other forms of scholarship can easily fall into the periphery at a PUI, where teaching is undoubtedly the focal point of faculty efforts. With this notion in mind, research administrators at PUIs have an added charge to cultivate their faculty's grantsmanship efforts. This session will explore PUIs' evolving efforts to make grant seeking and writing both attractive and accessible to faculty. Panelists will discuss the use of internal funding programs, innovative training programs, mentorship programs, relationship building, and other initiatives that aim to encourage a grant seeking culture at PUIs. Come ready to share and discuss the training and development ideas that your PUI institution is implementing!

Learning Objectives:

- Participants will be able to identify appropriate faculty development initiatives that can be implemented within the context of a predominantly undergraduate institution of varying size and type.
- Participants will be able to apply benchmarking to evaluate faculty development efforts from a variety of approaches.
- Participants will be able to implement techniques to market the development program offerings among the faculty.

Jillian Cawley*, *Assistant Director of Grants Development, The Richard Stockton College of New Jersey;* ***Jennifer Toll,*** *Training Specialist, Office of Sponsored Programs, Smithsonian InstitutionSmithsonian Institution;* ***Joseph Tomaras,*** *Associate Director, Office of External Grants, Bates College;* ***Kathy Young,*** *Director, Research and Sponsored Programs, Illinois State University*

Senior Management

Hot Topics/Open Forum for Senior Leaders

Program Level: Advanced

What's hot in the world of research administration? What is happening at other institutions that may concern your institution? Come to this session to learn what topics are sizzling and may need your immediate attention. Or which topics you can put on the back burner because their flame is flickering.

Learning Objectives:

- Participants will learn which research administration issues are auditors and IGs most interested in.
- Participants will learn which issues are at the forefront of discussion among senior research administrators.
- Participants will learn about topics and issues that affect their researchers and their universities.

Marianne Woods*, *Senior Associate Vice President for Research Administration, The University of Texas at San Antonio;* ***Kim Moreland,*** *Associate Vice Chancellor for Research Administration and Director, Research and Sponsored Programs, University of Wisconsin;* ***Susan Wyatt Sedwick,*** *Associate Vice President for Research and Director, Office of Sponsored Projects, The University of Texas at Austin*

**Lead*

THURSDAY, MARCH 14, 2013

10:30 am – Noon ~ **CONCURRENT SESSIONS AND DISCUSSION GROUPS**

DISCUSSION GROUPS

Compliance

Monitoring a P-Card Program for Better Financial Compliance

Like it or not P-Card's are a part of how universities do business. In sponsored projects financial operations we are once again asking the question: Is there a middle way between centralized and decentralized P-Card management?" With limited resources and personnel Georgetown University has been developing a transaction compliance program that uses risk categories and sampling to enforce adherence to policies and procedure. This presentation will describe the on-going challenge of managing a dynamic program yet maintaining a controlled environment by using data and communication to positively influence cardholder behavior. Issues to be covered: defining the compliance problem; developing a compliance strategy; building support; actively monitoring the program and continuous improvement.

Learning Objectives:

- Participant will learn what data resources are available from P-Card vendors that can be used to enhance compliance.
- Participant will learn how to monitor data received.
- Participant will learn how to effectively communicate to improve cardholder behavior.

Discussion Group Leader: ***James Reisert*,*** *Director of Sponsored Projects, Financial Operations, Georgetown University*

Departmental

Current Practices in the Organization of Departmental Pre-Award Staff: Is There a Middle Ground?

There are many ways to organize research administration at the departmental level – almost as many models as there are departments. We find ourselves juggling questions and theories: Pre- vs. Post-? Lifecycle? Department- vs. PI-Centric? Shared services vs. dedicated staff. Status quo vs. metrics driven staffing models. Come to this discussion group and share what is working– and, perhaps, not working – for you. See if colleagues are coming upon similar challenges and what successes they have had and maybe learn from their mistakes!

Learning Objectives: Share and gather ideas about the pre-award organizational model in your department.

Discussion Group Leaders: ***Karen Woodward Massey*,*** *Director of Education and Outreach, Harvard University, Faculty of Arts and Sciences;* ***Lisa Mosley,*** *Executive Director, Research Operations, Arizona State University;* ***Aimee Howell,*** *Manager, Office of Contract and Grant Accounting, University of Maryland Baltimore County*

Human Capital

Doing the Dance: Getting in Step with Your Partners in Research Administration

This session will be used to discuss the importance of building social capital across multiple levels of research administration. Discussion leaders will describe their own tactics for, and benefits from, investing time in relationship-building across departmental, college-level and central research administration, and will invite examples of both positive and negative experiences from participants. The goal of this session will be to talk through the challenges of working with and respecting different types of individuals, including the various responsibilities and personalities associated with tiered research administration at a single institution.

Learning Objectives:

- Participants will discuss the meaning of social capital, and the value building it can bring to daily interactions in research administration.
- Participants will identify methods for building and maintaining relationships across multiple levels of institutional administration.

Discussion Group Leaders: ***Christina Leigh Deitz*,*** *Grant Development Administrator, Maxwell School of Syracuse University;* ***Margaret Austin,*** *Associate Director, Syracuse University*

** Lead*

THURSDAY, MARCH 14, 2013

10:30 am – Noon ~ CONCURRENT SESSIONS AND DISCUSSION GROUPS

DISCUSSION GROUPS continued

Human Capital

Creating a PI Portal

Do your faculty yearn for clear, concise, real-time data about their proposals and awards? Do you wish there was one web-based system they could access from anywhere in the world that would give them this information at their fingertips? Based on specifications provided by their Faculty Advisory Committee (FAC), UCLA has designed a tool "by PIs for PIs." The PI Portal provides faculty members with an easy-to-access, near real-time view of the status of their research fund accounts. PIs are able to drill into each account and access additional detail, including individual expenditures and transaction descriptions and real-time proposal status information and personnel reports that allow PIs to view payroll detail by project. The PI Portal has been met with great enthusiasm across UCLA's campus. Piloted in late 2010, it has now been fully deployed campus-wide.

Learning Objectives:

- Participants will understand how to involve faculty in a meaningful way to develop tools especially for them.
- Participants will learn some of the pitfalls associated with creating a tool geared toward faculty.
- Participants will view a demo of the current PI Portal and some of the upcoming enhancements to the tool.

Discussion Group Leaders: ***Marcia L. Smith****, *Associate Vice Chancellor, University of California-Los Angeles;* ***Jenna Lee,*** *UCLA RAPID Project Team Member, Huron Consulting Group;* ***Jackson Jeng,*** *Director, Office of Research Information Systems, University of California Los Angeles*

Noon – 1:15 pm ~ LUNCH

1:15 – 1:35 pm ~ SPARK SESSION

Spark Sessions are high energy, high deliverable offerings that get right to the good stuff!

Frenemies: Why They Cannot Live Without Each Other (Pre-award and Department)

Tolise C. Miles, *Senior Grants and Contracts Specialist, Office of Sponsored Programs, Children's National Medical Center*

1:15 – 2:30 pm ~ CONCURRENT SESSIONS AND DISCUSSION GROUPS

CONCURRENT SESSIONS

Compliance

Subrecipient Monitoring

Program Level: Intermediate

As our sponsors continue to encourage collaboration among our institutions, subaward activity is constantly increasing. As the prime, we are accepting the accountability for the activities of our subrecipients as well as maintaining the documentation of their compliance. This responsibility includes tasks that span pre-award, post-award, grant accounting, and audit. We will outline each of the actions required and provide best practices for oversight including checklists to help you, your department, central office, or institution, satisfy these important A-110 and A-133 requirements.

Learning Objectives:

- Participants will examine the responsibilities critical to the proper monitoring of recipients of subawards issued under federal grants and contracts.
- Focusing on federal regulations, this session will provide best practices and helpful tools to avoid potential risks and help ensure compliant and successful collaborations.

Prerequisites: Participants should have general understanding of compliance related to subaward policies and processes.

Vivian Holmes*, *Director, Sponsored Research, Broad Institute of MIT and Harvard;* ***Csilla Csaplar,*** *Department Manager, Geophysics, Stanford University*

**Lead*

THURSDAY, MARCH 14, 2013

1:15 – 2:30 pm ~ **CONCURRENT SESSIONS AND DISCUSSION GROUPS**

CONCURRENT SESSIONS continued

Departmental

Contracting Issues for the Departmental Research Administrator

Program Level: Advanced

Federal grants comprise the majority of awards received by universities, thus, we are generally accustomed to managing financial assistance awards. However, there are some key differences between financial assistance awards and procurement awards (contracts), and its easy to run into problems if we don't take these differences into account. The goal of this session is to identify the key differences that are important to departmental administrators. During this session we will look at the entire life-cycle of the award, including the RFP, proposal, award, and closeout.

Learning Objectives:

- Participants will be able to describe the standard components of a contract RFP, and their importance.
- Participants will be able to identify key reporting and management requirements in federal contracts.
- Participants will be able to explain the closeout process required under federal contracts.

David Mayo*, *Director, Sponsored Research, California Institute of Technology;* ***Samantha Westcott,*** *Manager, Sponsored Projects Team, The Saban Research Institute, Children's Hospital, Los Angeles*

Developing Research Initiatives

PRIMER: Preparing Industry Proposals and Budgets

Program Level: Basic

This session focuses on the unique challenges of research proposals and budgets for industry funded research for research administration offices:

- Should an institution's charges be fixed price or cost reimbursable? What are the advantages of either pricing scheme?
- What indirect cost rate is applicable?
- What should the institution's strategy be when the principal investigator has already starting negotiating a research agreement without submitting a proposal?
- What should be done when a check appears for a research study without a proposal having been submitted?
- Why is it important for the investigator to provide a specific statement of work (for IP or other potential dispute matters), and milestone/deliverable requirements?

Come prepared to join in this session's conversation as we share the secrets of success in working with industry proposals and budgets.

Learning Objectives:

- Participants will leave with a fundamental understanding of the challenges of industry proposals and budgets.
- Participants will leave with a fundamental understanding of the advantages and disadvantages of fixed price vs. cost reimbursable pricing schemes.
- Participants will share tips and practices to increase their efficiencies.

Prerequisites: Familiarity with industry proposals and budgets.

Scott B. Davis*, *Associate Director, Office of Research Administration, University of Oklahoma Health Sciences Center*

Federal and Funding Opportunities

NIH Update

Program Level: Update

This session covers the latest news from the National Institutes of Health including budget information, current policy topics, policy reminders, and updates on NIH eRA activities.

Learning Objectives:

- Participants will learn basic overview information on current NIH grants policy topics with a focus on new, emerging initiatives.
- Participants will be reminded of continuing grants policy topics.
- Participants will be provided updates on NIH eRA activities including eRA Commons and electronic submission of NIH grant applications.

Marcia Hahn*, *Director, Division of Grants Policy, OPERA, OER, NIH*

** Lead*

THURSDAY, MARCH 14, 2013

1:15 – 2:30 pm ~ **CONCURRENT SESSIONS AND DISCUSSION GROUPS**

CONCURRENT SESSIONS continued

Human Capital

Using Problem-Based Learning in Your Staff Development and Training

Program Level: Overview

Tired of killing people with your PowerPoints? The glazed look of incoherence at your staff meetings; feeling like you might as well do everything yourself? Maybe you should add problem-based learning (PBL) to your training classes or staff development. PBL is a learner-centered holistic approach to learning that helps participants hone critical thinking, social and communication skills. Using several exercises, you will experience the basics of problem-based learning (PBL) and leave with ways that you can implement PBL in your worklife.

Learning Objectives:

- Participants will understand the principles of PBL.
- Participants will understand the benefits of using PBL.
- Participants will be able to integrate PBL into staff training or staff development.

Sam Gannon*, *Manager, Education & Training, Vanderbilt University Medical Center*

Human Capital

PANEL: Peer Review Trends in Research Administration Communication and Education

Program Level: Overview

One of the greatest challenges in research administration today is how to effectively communicate within the research administration community. Communication is the area that most greatly impacts how efficiently research administration functions occur within an institution. One of the most critical areas of communication is education. Without effective communication of some type, broad education cannot occur. In a field of increasing complexity and frequent changes, it is essential that communication and education are strong areas of focus. In this session, NCURA Peer Reviewers will share some of the common challenges, struggles and successes seen at reviewed institutions. Recommended strategies for improving both communication and education will be shared.

Learning Objectives:

- Participants will gain an understanding of what are common education and communication challenges for research administrators today.
- Participants will gain ideas and strategies for improving communication within their institution.
- Participants will gain ideas and strategies for creative ways to provide educational and learning opportunities within their institutions.

Kerry Peluso*, *Associate Vice President for Research Administration, Emory University;* ***Marianne Woods,*** *Senior Associate Vice President for Research Administration, The University of Texas at San Antonio;* ***Denise McCartney,*** *Associate Vice Chancellor for Research Administration, Washington University in St. Louis*

International

Assessing and Managing Risk on International Projects

Program Level: Overview

Sponsored research has become a global enterprise, and with greater international research collaborations come greater institutional risks that are often unique and different than risks inherent in domestic research agreements. From compliance with federal laws that regulate academic exchanges and international collaborations, such as export and sanctions, antiboycott and foreign corruption regulations, to intellectual property, tax, and legal issues, these risks can frequently be identified at the pre-award phase of project development, and mitigated in the negotiation of the agreement. The presenters will discuss ways to identify red flags and risks in proposals and identify a variety of red flags associated with international research agreements (as well as omissions to watch out for), and discuss mitigation strategies.

Learning Objectives:

- Participants will be provided with an overview of institutional risks that are unique to international projects.
- Participants will learn how institutions are, by pre-award and other institutional policy and procedures, assessing and managing risk mitigation for international projects.

David Brady*, *Director, Office of Export and Secure Research Compliance, Virginia Polytechnic Institute and State University;* ***Janet Simons****, Director, Research Policy, Office of Research and Development, University of Maryland - Baltimore*

**Lead*

THURSDAY, MARCH 14, 2013

1:15 – 2:30 pm ~ **CONCURRENT SESSIONS AND DISCUSSION GROUPS**

DISCUSSION GROUPS

Departmental

Building Blocks to Budget Development via Faculty Relationships (B3DFR)

This roundtable discussion will allow the exchange of ideas of how to effectively work with different faculty members to create sound budgets while providing the quality of service that they expect. We will give examples of some challenges that we have faced in the college and our solutions. We invite participants to share their experiences and solutions.

Learning Objectives:

- Participants will learn how to identify investigator budgetary needs through listening and asking questions.
- Participants will learn that effective communication with investigator is crucial to a successful working relationship.
- Participants will learn that each investigator is unique in the manner that they work and therefore you must determine how best to communicate with each individual.
- Participants will learn that communication is a vital strategy in developing an accurate and defendable budget.

Discussion Group Leaders: ***Julie Townsend****, *Grants and Contracts Development Specialist, University of Illinois at Champaign;* ***Julie Hafermann,*** *Coordinator of Grants and Contracts, University of Illinois at Champaign*

Human Capital

After the Peer Reviews: Now What?

This session will provide an overview of how the University of California, Merced assessed and redesigned the campus-wide research administration model, moving from a centralized model to a School based model that is also aligned with research development services. Discussion Leaders will give an overview of how the assessments were used to identify strengths and weaknesses of the two models, discuss how the different roles and responsibilities were defined for all involved in the research enterprise, and demonstrate how the central offices can coordinate the research development and administration efforts and work together most effectively. Areas of interaction to be discussed will include assessment activities – internal and external, communication with faculty and administrators, creation of white paper, adoption of white paper, implementation of new model, and collaboration within the institution to further overall research objectives. Discussion Leaders will also discuss the experiences of the University of California, Merced in assessment of the effectiveness of its Research Development Services and Research Administration, with a particular focus on lessons learned from recently completed self-assessments and peer review assessments of the research enterprise as part of the overall UC Merced Senate-Administration Council on Assessment (SACA) institution-wide oversight and coordination of educational assessment activities, including annual assessments and periodic program reviews.

Learning Objectives: Participants will be able to describe the challenges and benefits associated with periodic assessment of the research enterprise.

Discussion Group Leaders: ***Susan Carter****, *Director, Research Development Services, University of California, Merced;* ***Thea Vicari,*** *Director, Sponsored Projects Services, University of California, Merced;* ***Autumn Salazar,*** *Director of Contracts and Grants Accounting, University of California, Merced*

Medical/Clinical

Working With and Learning More About Biomedical Research Foundations

In today's shrinking economic climate, the search continues for alternate funding sources for our research endeavors. In this session we will discuss key policies for grants administration, funding initiatives, specific goals and focus areas, and proposal requirements and development. Learn how to search and identify alternate funding sources.

Learning Objectives:

- Participants will gain an understanding of specific foundation funding priorities, strategic plans, and submission requirements.
- Participants will gain knowledge on working with foundations, search features, and grants administration.
- Participants will learn more about issues that come up with overhead and administrative costs.

Discussion Group Leaders: ***Cheryl Anderson****, *Director of Grants and Contracts , UT Southwestern Medical Center;* ***Tammy Banua,*** *Grants Manager, Global Programs, Bill and Melinda Gates Foundation*

** Lead*

THURSDAY, MARCH 14, 2013

1:15 – 2:30 pm ~ CONCURRENT SESSIONS AND DISCUSSION GROUPS

DISCUSSION GROUPS continued

PUI – Predominantly Undergraduate Institutions

F&A (aka Indirect) Cost Studies: Are You Moving from Short- to Long-Form or Just Want to Talk Documentation?

For those institutions that receive $10 million or more through Federal sponsored agreements in a fiscal year, you no longer qualify to calculate Facilities and Administrative (F&A) rates under the Simplified Method (Short Form). The move from short-form to long-form calculations is a major step that can only be accomplished through proper planning. This discussion will explore issues that have greatest impact on a long-form calculation and what studies and financial system coding you need to put in place to allow for proper calculation.

Learning Objectives:

- Participants will compare and contrast the steps of calculating F&A using short-form and long-form methodology.
- Participants will share institutional experiences in switching from short-form to long-form.
- Participants will discuss special studies and analyses that are required for long-form that are not required under short-form.

Discussion Group Leaders: ***Julie Jarvis****, *Director, Government Costing, University of Illinois at Urbana-Champaign;* ***Diane Winter,*** *Assistant Director, ICPSR and Director of Administration, University of Michigan-Ann Arbor*

2:30 – 2:45 pm ~ NETWORKING AND REFRESHMENT BREAK

2:45 – 3:25 pm ~ SPARK SESSIONS

Spark Sessions are high energy, high deliverable offerings that get right to the good stuff!

2:45 – 3:05 pm

USDA: What Indirect Cost Rate Do I Use?

Vincent Borleske, *Research Administrator, University of Wisconsin*

3:05 – 3:25 pm

FDP (Federal Demonstration Partnership) Phase VI Update

Susan Wyatt Sedwick, *Associate Vice President for Research and Director, University of Texas at Austin*

2:45 – 3:45 pm ~ CONCURRENT SESSIONS AND DISCUSSION GROUPS

CONCURRENT SESSIONS

Compliance

Export Controls: Graduate Studies at the School of Hard Knocks

Program Level: Advanced

"They want to do what?! With whom?! Where?!" Questions like these get sometimes alarming answers if you're an export compliance officer, or a Pre-award Administrator with export compliance responsibilities. But these questions always sound better to an export compliance officer than "They did what?! With whom?! Where?!" Take a trip with us through some lessons learned at the export control school of hard knocks. We'll look at export and sanctions issues that can arise in Pre-award, and are better dealt with then, rather than later on when compliance problem occurs. Using case studies involving Export Administration Regulations (EAR), International Traffic in Arms Regulations (ITAR), Foreign Asset Control Regulations (FACR), and Export and Import of Nuclear Equipment and Material/Assistance to Foreign Atomic Energy Activities Regulations, the session will explore actual compliance problems encountered, and how they were dealt with, from activities involving embargoed or sanctioned entities and countries to unanticipated consequences of taking export- restricted research, "side deals," fundamental research contracts that are not really fundamental research, and more.

Learning Objectives:

- Through case studies, participants will learn about problematic export and sanction issues that can arise in pre-award activities, and how they might be dealt with.
- Participants will be provided with examples of organizational structures and procedures which have been established to help deal with these issues at colleges and universities.

Prerequisites: Pre-award administrator experience dealing with export and sanctions related issues; and/or export compliance officer experience dealing with pre-award compliance issues.

David Brady*, *Director, Office of Export and Secure Research Compliance, Virginia Polytechnic Institute and State University*

**Lead*

THURSDAY, MARCH 14, 2013

2:45 – 3:45 pm ~ **CONCURRENT SESSIONS AND DISCUSSION GROUPS**

CONCURRENT SESSIONS continued

Departmental

Customer Service Issues for Departmental Research Administrators

Program Level: Basic

Customer service for the department research administrator is about the balance between being proactive and being preemptive. This session will discuss various ways to stay ahead of the game including keeping your faculty informed for decision-making while anticipating potential pitfalls, finding development opportunities as well as creating development opportunities, having an answer before they ask the question, being creative about making things happen. This is what makes a research administrator indispensable and highly valued in the department setting.

Learning Objectives: Participants will learn about proactive and preemptive customer service skills related to all aspects of research administration at the department level.

Lori A. Palfalvi*, *Research Administrator, Northwestern University*

Developing Research Initiatives

Research Metrics – the InCites and SciVal Approach

Program Level: Intermediate

Universities in Canada, the United States, and many other global research universities are under ever increasing pressure to demonstrate the impact and value of research. The traditional KPIs are no longer sufficient to demonstrate the impact especially in terms of "return-on-investment". Governments are continuing to fully expect research universities to demonstrate the impact of their investments using these advanced tools and methodologies. The presentation will explore how the University of British Columbia and Washington State University are using software tools to measure research impact using the InCites and SciVal tools in their programs. Collaborations with Thomson-Reuters and Elsevier have allowed us to create reports that demonstrate the utility of some of the bibliometric tools that are now available to provide powerful and easily accessible KPIs. The presentation will illustrate some of the reporting utility of the new tools, but also focus on how we implemented these tools into our everyday practice. Each of our universities share the desire to not only demonstrate the impact of research on a local level but also on a global scale. A challenge for a call to action to create an international group who will work collaboratively and provide continuity in disseminating this method on a consistent basis is well on its way to develop research impact KPIs/benchmarks to allow the community to understand, evaluate and compare the impacts of research, globally.

Learning Objectives:

- Participants will acquire a broad overview of the software packages (bibliometric tools) discussed.
- Participants will gain insights into potential research performance assessment strategies for your own organization.
- Participants will receive nuts and bolts information on planning, implementation, and utilization.
- Participants will obtain a global perspective on the use of research metrics worldwide.

Prerequisites: Familiarity with:

- Key performance indicators and performance measures.
- Scopus (Elsevier) and/or Web of Science (Thompson-Reuters) citation databases.
- The global ranking systems currently in place: Shanghai University, Times Higher Education, Leiden, etc.
- International government research assessment strategies: UK research assessment exercise, US STAR METRICS.

Dan Nordquist*, *Assistant Vice President/Director, Office of Grant and Research Development, Washington State University;* ***Martin Kirk,*** *Director Research Services, The University of British Columbia*

** Lead*

THURSDAY, MARCH 14, 2013

2:45 – 3:45 pm ~ **CONCURRENT SESSIONS AND DISCUSSION GROUPS**

CONCURRENT SESSIONS continued

Human Capital

PANEL: The Office has been Reorganized - Now What?

Program Level: Overview

Reorganization is one of those words that often make a research administrator's blood run cold. However, once the process is complete, an institution needs to be able to move forward and consider the challenge being offered as an opportunity for better customer service – both to our faculty and sponsors. This session will address reorganizations that were recently completed by two institutions and how the restructuring led to enhanced customer service.

Learning Objectives:

- Participants will be provided with examples of office reorganizations and the possible opportunities that can arise from them.
- Participants will learn about tools that can be developed to initiate enhanced customer service.

Robyn B. Remotigue*, *Assistant Director, Mississippi State University;* ***Tony Ventimiglia,*** *Associate Director, Education & Communication, Office of Sponsored Programs, Auburn University*

Human Capital

The Research Administration Improvement Network, TRAIN®

Program Level: Overview

This session details USF's innovative approach to building cutting-edge, state of the art competencies of its research community through an initiative called The Research Administration Improvement Network (TRAIN®). Learn how USF successfully implemented the TRAIN® initiative and its formula for maintaining enthusiasm and cross-disciplinary support and participation.

TRAIN®, created and sponsored by the Office of Research & Innovation and the Office of the Provost, addresses the professional development and training needs of USF's research administration community. TRAIN® implements standardized research-related business processes, best practices, and training curricula to enhance institutional efficiencies.

The result to date: tremendous! Through a combination of great branding, executive-level support, and positive change management, TRAIN® has brought together stakeholders and participants with vested interests in improving the research administration enterprise to provide clear objectives and career paths that motivate personnel, increase institutional effectiveness in managing extramural funding to reduce potential audit findings, and assure that USF is positioned optimally to address future regulatory and business changes.

"All aboard ... let's get everyone on track! This TRAIN® is leaving the station!"

Learning Objectives:

- Participants will learn how the University of South Florida (USF) has creatively designed and implemented a model initiative called The Research Administration Improvement Network, or TRAIN®.
- Participants will learn how this innovative approach cultivates strategic partnerships with key stakeholders and participants with vested interests in improving the research administration enterprise; minimize financial risk in award management, and in creating exciting new career-path opportunities for Department Research Administrators to include USF's Graduate Certificate in Research Administration (GCRA).

Pearl Bigfeather*, *Associate Vice President, Office of Research & Innovation, University of South Florida;* ***Robin Lynn Jones,*** *TRAIN® Facilitator, Office of Research & Innovation, University of South Florida*

**Lead*

THURSDAY, MARCH 14, 2013

2:45 – 3:45 pm ~ **CONCURRENT SESSIONS AND DISCUSSION GROUPS**

CONCURRENT SESSIONS continued

International

An Overview of EU Funding

Program Level: Overview

With the increase in International Funding applications globally everyone is looking for new sources of funding. There has been a huge increase in the number of awards given by the European Commission to US institutions over the past few years but the US institutions have been unable to obtain guidance in certain areas including Marie Curie Awards. Our session will clarify how you should monitor these types of accounts, the contracts that should be in place with the fellow and to envisage the importance of paying the fellow, the Euro amounts for certain cost categories. What is required when your account is audited and what are the procedures involved? There has also been some confusion over the terminology in contracts which we will try and assist with if anyone has any specific queries. Our presentation will give US institutions a better understanding of European Commission awards from a pre- and post-award perspective surrounding financial and contractual matters.

Learning Objectives:

- Participants will learn the processes involved in submitting an application and systems used.
- Participants will learn how to obtain a PIC Number.
- Participants will learn what is involved in financial reporting. Participants will learn audit procedures.
- Participants will learn about an update on Horizon 2020, the new Scheme to be introduced next year by the EC that replaces FP7.

Debbie Fitton*, *Research Business Manager, The University of Manchester;* ***Julie Thomson,*** *Faculty Research Account for MHS (Medical and Human Sciences), University of Manchester*

Medical/Clinical

Tools for Collaborative Proposals in the Biomedical Sciences

Program Level: Advanced

Choosing among the array of IT platforms that support clinical research can be daunting. With choices that include Clinical Research Management systems, IRB systems, Grants and Contract systems, Research Recruitment systems, and specialty systems such as Verify, which supports clinicaltrials.gov, it can be difficult to decide which are best suited to your institutional and or center needs. Technology by itself can't address every issue. Instead, it's important to establish a governance structure and a method for assessing interfaces that will adequately support research, reporting, and administrative requirements. This session will focus on how to conduct a needs assessment, as well as key points for implementation and change management to consider when selecting IT systems to support research.

Learning Objectives:

- Participants will learn how to conduct a needs assessment for IT platforms that support research. Participants will Learn how to involve key stakeholders to ensure that institutional needs are met.
- Participants will determine key issues to consider during the selection process.
- Participants will learn what to consider when conducting vendor evaluations and due diligence.
- Participants will learn how and when to select technology platforms to support large centers (CTSA, Cancer Centers, etc.).

Prerequisites: Advanced level of understanding of clinical trials. This session will build on standard operating procedures and best practices.

Beverly R. Ginsburg Cooper*, *Senior Vice President for Research, Dana-Farber Cancer Institute;* ***Tesheia Johnson,*** *Associate Director for Clinical Research, Yale School of Medicine, Chief Operations Officer, Yale Center for Clinical Investigation, Yale University*

DISCUSSION GROUPS

Compliance

Regulatory Compliance at a PUI: Process and Procedural Challenges at the Pre-award Stage

Discussion of how PUI pre-award personnel/offices juggle compliance issues to ensure institutional compliance with limited resources. IRB, IACUC and COI Pre-award compliance processes and procedures will be primary topics of discussion.

Discussion Group Leaders: ***Michael L. Nichols*,*** *Director, Office of Sponsored Programs, American University;* ***Teri Gulledge,*** *Research Administrator, Southern Illinois University Edwardsville*

** Lead*

THURSDAY, MARCH 14, 2013

2:45 – 3:45 pm ~ **CONCURRENT SESSIONS AND DISCUSSION GROUPS**

DISCUSSION GROUPS continued

Departmental

No GPS? No Map? No Problem! Navigating Your Career Path with Departmental Experience

There are tremendous career opportunities in research administration. The framework for most professional career ladders is defined within a central administration sphere and it is a challenge for many department administrators to successfully navigate professional growth opportunities because they must often create, find or carve out their own career paths. This discussion group will focus on how to take departmental experience to accelerate ones career. We will discuss how to network, both within the institution and beyond, what advantages the departmental experience gives you, and how to highlight these skills when building your resume and professional profile. Please come prepared with questions and shared stories for success and setbacks. Central administrators are welcome as well.

Discussion Group Leaders: ***Samantha Westcott*,*** *Manager, Sponsored Projects Team, The Saban Research Institute, Children's Hospital, Los Angeles;* ***Andrew Chase,*** *Corporate Director, Research Management and Finance, Partners Healthcare System*

Human Capital

How to Nurture Emerging Leaders in Your Institution

Leadership is the most important ingredient in the success of any organization, including sponsored program offices. We often talk about "growing leaders," but how does that really happen? We will discuss mentorship, formal leadership training programs, and their roles in succession planning. We will talk about ways to assess the readiness for someone to take on a leadership role, and how to identify potential future leaders of your organization and how to best invest in their success.

Learning Objectives:

- Participants will learn best practices in the research administration community to identify and grow new leaders.
- Participants will discover what are the biggest obstacles to succession planning and how these can be managed or overcome.
- Participants will share with each other insights on how to identify new leaders and how to help them develop decision-making and other skills that will help them succeed.

Discussion Group Leader: ***Kathleen Caggiano-Siino*,*** *Senior Director of Human Resources, The Research Foundation of the State University of New York*

International

Challenges in Managing a Globally Funded Portfolio

This is a follow-up discussion to a concurrent session earlier today.

Institutions are seeing more and more varied sources of funding as research collaborations expand beyond our national borders. Not only do we need to be able to support the international collaborations of our faculty, but many institutions are actively developing international sources of funding as concerns grow over the long-term viability of relying on traditional, domestic funding sources. This session will take a look at some of the challenges of managing a globally funded portfolio, including sources of funding, managing the relationship, managing the agreement, language, and legal concerns.

Discussion Group Leaders: ***David Mayo*,*** *Director, Sponsored Research, California Institute of Technology;* ***David Richardson,*** *Associate Vice President for Research Director of Sponsored Programs, Pennsylvania State University;* ***Tracey A. Swift,*** *Research and Innovation Services, University of South Australia, Mawson Lakes Campus*

**Lead*

THURSDAY, MARCH 14, 2013

3:45 – 4:00 pm ~ NETWORKING AND REFRESHMENT BREAK

4:00 – 4:20 pm ~ SPARK SESSION

Spark Sessions are high energy, high deliverable offerings that get right to the good stuff!

Research Administration Certification Program

Kim C. Carter, *Associate Director, Office of Sponsored Programs, The Ohio State University*

4:00 – 5:00 pm ~ CONCURRENT SESSIONS AND DISCUSSION GROUPS

CONCURRENT SESSIONS

Departmental

Department Administrators and the Pre-Award Office: Why All the Drama?

Program Level: Intermediate

The session will address the ongoing pre-award issues between central administration and department administrators. Will discuss institutional policies and procedures and how they are administered at the department level. Presenters will give an overview of the proposal process and suggest ways to improve the communication lines between the pre-award office and the departments.

Learning Objectives:

- Participants will be given learning tools to assist them on how to build a working relationship with pre-award and department administrators.
- Participants will learn how to put together a successful proposal.
- Participants will be able to share practices learned with faculty and staff.

Tolise C. Miles*, *Senior Grants and Contracts Specialist, Office of Sponsored Programs, Children's National Medical Center;* ***Danielle Brown,*** *Manager, Contracts & Grants, University of Maryland Baltimore;* ***Clairice Lloyd,*** *Grants and Contract Officer, Office of Sponsored Research, Georgetown University*

Developing Research Initiatives

How to Prepare and Plan Large Interdisciplinary Centers and Program Grants – What Do I Consider

Program Level: Advanced

Writing proposals for large interdisciplinary centers such as the CTSA, Cancer Centers, large center or program grants and disease specific research grants can be an overwhelming undertaking. Writing a successful proposal requires a coordinated planning effort of both time and resources. Appropriate input and a carefully planned strategy will put you on the right track to submitting a well crafted proposal. This interactive workshop will focus on creative ways of meeting deadlines, how to delegate responsibilities, how to utilize resources, establishing a review process and other steps necessary to help you write a winning proposal.

Learning Objectives:

- Participants will learn how to establish a timeline.
- Participants will learn how to define and delegate responsibilities.
- Participants will learn how to utilize resources.
- Participants will be able to establish an efficient review process.

Prerequisites: Advanced level of understanding of grant proposals. This session will build on project management skills and basic knowledge of grant writing.

Tesheia Johnson, *Associate Director for Clinical Research, Yale School of Medicine, Chief Operations Officer, Yale Center for Clinical Investigation, Yale University;* ***Beverly R. Ginsburg Cooper*,*** *Senior Vice President for Research, Dana-Farber Cancer Institute;* ***Thomas Fogg,*** *Executive Director for Operations, University of Rochester Clinical and Translational Science Institute;* ***Nicholas Gaich,*** *Assistant Dean, Clinical Translational Research Operations, Stanford Center for Clinical & Translational Education & Research, Stanford University*

* *Lead*

THURSDAY, MARCH 14, 2013

4:00 – 5:00 pm ~ **CONCURRENT SESSIONS AND DISCUSSION GROUPS**

CONCURRENT SESSIONS continued

Developing Research Initiatives

Team Science: Encouraging Collaboration

Program Level: Advanced

This session will address the important aspects of leadership, training, and tools for research administrators to advance effective cross-disciplinary research teams. This session will explore the challenges inherent in cross-disciplinary research teams and examine the critical role of leadership in the shepherding of this type of collaborative scientific endeavor. Discussion will focus on recent findings about leadership tasks and evidence-based training and tools to for enhancing cross-disciplinary collaboration.

Learning Objectives:

- Participants will learn techniques to overcome challenges in forming and working with interdisciplinary teams.
- Participants will learn best leadership practices and tools for team science.

Holly Falk-Krzesinski*, *Vice President, Global Academic Relations, Elsevier*

Federal and Funding Opportunities

National Science Foundation Update

Program Level: Update

This session is a comprehensive review of what is new and developing with the National Science Foundation's programs, policies, people and budgets. Participants will learn about changes affecting their institution and new programs of interest to researchers.

Learning Objectives:

- Participants will understand recent changes to NSF policies and procedures.
- Participants will learn about current and future budgets, agency priorities, and involvement in electronic initiatives including advances with Research.gov.

Jean Feldman*, *Head, Policy Office, Office of Budget, Finance and Award Management, National Science Foundation*

International

Intellectual Property Challenges in Globally Sponsored Research

Program Level: Overview

Globalization of research brings about enhanced challenges when negotiating disposition of rights to intellectual property in research agreements. Not only do the governing laws and associated regulations differ by country, but also the diverse cultures of the research sponsors outside of the U.S. affect their expectations and therefore the terms and conditions of the award. While there is a shared aim for discovery, dissemination, and application of knowledge, the strategies to accomplish this may vary greatly.

Learning Objectives:

- Participants will gain an understanding of the similarities and differences in the intellectual property laws and associated regulations.
- Participants will learn specific examples of intellectual property terms and the implications for acceptance will be addressed.
- Participants will learn strategies for reaching a mutually agreeable outcome will be discussed.

Alexandra McKeown*, *Associate Dean For Research Administration, Johns Hopkins Bloomberg School of Public Health;* ***Gregory C. Slack,*** *Director Research and Technology Transfer, Clarkson University;* ***George R. McGuire,*** *Chairman Intellectual Property and Technology Practice Group, Bond, Schoeneck & King, PLLC*

Medical/Clinical

Working with Biomedical Research Foundations: Partners in Research Administration

Program Level: Basic

Come join a lively discussion about the behind the scenes look into biomedical research foundations and discover tips and tricks for successful grant submissions. Find out how to better align yourself in a partnership that will assist with finding and marketing grant opportunities.

Cheryl Anderson*, *Director of Grants and Contracts , UT Southwestern Medical Center;* ***Tammy Banua,*** *Grants Manager, Global Programs, Bill and Melinda Gates Foundation*

**Lead*

THURSDAY, MARCH 14, 2013

4:00 – 5:00 pm ~ **CONCURRENT SESSIONS AND DISCUSSION GROUPS**

CONCURRENT SESSIONS continued

PUI – Predominantly Undergraduate Institutions

Typical Audit Findings at PUIs: A Proactive Approach to Avoiding Negative Findings

Program Level: Overview

Learn how to beat the heat when audit time rolls around. PUIs can use internal and external audits to their advantage by proactively identifying areas of weakness or concern and then using these findings to create policies and procedures that mitigate their risk. Since the complex world of compliance is particularly challenging for PUIs, they need strategies to reduce potential audit findings including knowing what areas are audit magnets and when solid policies and procedures (that are actually followed!) must be in place. This session will provide tips for PUIs on how to analyze potential audit risks and how to prioritize to make the best use of limited resources.

Learning Objectives:

- Participants will learn unique challenges PUIs face that impact audits.
- Participants will learn how to use audits to their advantage.
- Participants will learn how to be prepared for an audit.
- Participants will learn how to develop sound policies and procedures to protect the institution.

Carrie Brown*, *Director, Office of Research & Sponsored Programs, Stephen F. Austin State University;* ***Jennifer Hanlon,*** *Assistant Director, Stephen F. Austin State University*

DISCUSSION GROUPS

Developing Research Initiatives

Whether, When and How to Use a Professional Grant Writer

All successful grants require outstanding ideas, but large-scale or collaborative grants also require excellent teamwork, management plans, a coherent and unified voice, a comprehensive and persuasive budget narrative, and overall high-quality, compelling writing. A professional grant writer can provide these expert services that will enhance proposal competitiveness and success. This session will help participants to learn what a grant writer can and cannot do, and how to decide if grant writing help is justified, needed, ethical, and cost-effective. Participants also will learn strategies for finding a good grant writer and forming an efficient and functional grant-writing team.

Learning Objectives:

- Participants will be able to identify circumstances and the types of proposals that could benefit from using a professional grant writer.
- Participants will be able to describe characteristics of an expert professional grant writer and how to find such a person.
- Participants will be able to identify best practices and compensation issues in collaborating with a professional grant writer.
- Participants will understand potential pitfalls to avoid in working with a professional grant writers.

Discussion Group Leader: ***Michelle Schoenecker*,*** *Senior Technical Grant Writer, Univeristy of Wiscconsin-Milwaukee*

Federal and Funding Opportunities

Developing Large Center Proposals: Shared Experiences and Group Therapy

Leading the development of a large center proposal can be life altering - for the investigators and research administrators and research development staff. This session will be organized to allow the facilitators and participants to share effective practices and experiences and allow participants to ask questions to better prepare them for the development of these unique proposals.

Learning Objectives:

- Participants will learn how to develop a "big-picture" vision about the process involved in developing center proposals.
- Participants will learn about the many facets of center proposals.
- Participants will discuss the challenges to developing center proposals.
- Participants will learn to avoid mistakes that can arise when developing center proposals.
- Participants will share experiences and practices regarding center proposals.

Discussion Group Leaders: ***Alicia J. Knoedler*,*** *Associate Vice President for Research and Director of the Center for Research Program Development and Enrichment, University of Oklahoma;* ***Heather A. Morris,*** *Managing Director, Research Development Team, Texas Tech University*

** Lead*

THURSDAY, MARCH 14, 2013

4:00 – 5:00 pm ~ **CONCURRENT SESSIONS AND DISCUSSION GROUPS**

DISCUSSION GROUPS continued

PUI – Predominantly Undergraduate Institutions

Strategic Goal-Setting for a Small Pre-Award Office

It's not only about the actual dollars you bring in. Or at least it shouldn't be. The effectiveness of a pre-award sponsored programs office at a PUI can be assessed in many other ways and sometimes you need to get creative with your goal-setting. The goals should be "S.M.A.R.T." and allow you to achieve and promote minor successes along with the major ones. In addition to revenue-generating initiatives, Barry University's pre-award office has defined other quantitative and qualitative goals that are used to measure productivity and success. These goals focus on bringing in new investigators, disseminating funding announcements, conducting trainings, issuing publications, conducting satisfaction surveys and launching special projects. This session will be a lively discussion about goal setting at PUIs where we can share ideas about what works and what doesn't.

Learning Objectives:

- Participants will learn how to create goals for a pre-award office that are S.M.A.R.T.- Specific, Measurable, Attainable, Realistic and Timely.
- Participants will learn how to promote goal-related successes to the university community.
- Participants will use successes to gain support from administrators.

Discussion Group Leader: ***Patrick W. Lynch*,*** *Director, Office of Grant Programs, Barry University*

Senior Management

TOWN HALL: A Research Office on Mars? What Does Our Future Hold?

Research administration has changed significantly over the past several decades as the field has evolved. Where is it going in the future? How do we prepare? What skill sets will be needed? What will our world look like? Two research administration veterans and one technology expert will provide some ideas as we envision the future together.

Discussion Group Leaders: ***Virginia Anders*,*** *Director, Sponsored Projects Office, UC Santa Barbara;* ***Ann Pollack,*** *Assistant Vice Chancellor-Research, University of California-Los Angeles;* ***David Anders,*** *Senior Program Manager, Major Global Security Company*

6:00 pm ~ **DINNER GROUPS**

**Lead*

FRIDAY, MARCH 15, 2013

7:30 – 8:15 am ~ EARLY BIRD SESSION

PI Centric Support Pilot

Given the well-correlated relationship between frequency of submissions and frequency of funding for research-active faculty our goal is to increase the number of proposals submitted. We must work proactively and think creatively about how to bring PIs to the table, prepare competitive applications and get more grant proposals out the door.

- Thinking outside the box about where to find NEW grant opportunities, to identify them early (at the Clear Concept, BAA, or "Dear Colleague" pre-announcement), to pair them with research expertise and bring the most appropriate opportunities to the faculty/scientists.
- RIF-Reading is Fundamental! It is important to help faculty with all the pieces of the grant application. Coordination of proposal supporting materials, including compliance, budget development plans, and the like requires partnering with our PIs on the onerous (but important) stuff so they can concentrate on the project description and summary.
- We need to have strategies in place to promote competitive proposals going out the door – from proffing ☺, editing services, identifying in-house peer reviewers, and building rapport with the Program Director and Sponsor in advance of submission.
- "Early" is the new "on time" – we'll discuss why it is important to get the application submitted in advance of the deadline (window of opportunity).

Learning Objectives: Participants will learn strategies for promoting, nudging, pushing and pulling faculty to be more productive...writing more grants means winning more proposals as well as tips and tricks (checklists, meetings and email prompts) to stay on course and keep the team moving toward completion.

Sandra Justice*, *Sr. Research Administrator, Office of Research and Scholarship, University of South Florida-Tampa;* ***Michael Melanson,*** *USF College of Education, University of South Florida;* ***Denise Burgan,*** *USF College of Arts & Sciences, University of South Florida*

7:30 – 8:15 am

Continental Breakfast and Breakfast Roundtables

Join colleagues for breakfast and informal conversation at one of the designated roundtables.

Social Media in Research Administration
Dan Nordquist, *Assistant Vice President / Director, Office of Grant and Research Development, Washington State University*

Research Metrics
Holly Falk-Krzesinski, *Vice President, Global Academic Relations, Elsevier*

Research Administration Certification Program
Kim C. Carter, *Associate Director, Office of Sponsored Programs, The Ohio State University*

7:30 – 8:15 am

Community Defined Roundtables

Breakfast and discussion on topics designed by you! Look for the designated tables and join your colleagues at a topic of interest.

7:30 am – 3:30 pm

PRA Concierge
Participant Materials Pick-up
Exhibits Open

* *Lead*

FRIDAY, MARCH 15, 2013

8:30 – 9:30 am ~ **CONCURRENT SESSIONS AND DISCUSSION GROUPS**

CONCURRENT SESSIONS

Compliance

Pre-Award Issues Related to Research Involving Humans and Animals

Program Level: Basic

Research involving human or animal subjects requires approval by appropriate committees. These Committees, known as Institutional Review Boards (IRB) or Institutional Animal Care and Use Committee (IACUC) are mandated by regulatory and funding agencies. Committee approval is required for such research prior to the release of funds. This session will provide an overview of the regulations, the roles of the Committees and their roles and responsibilities related to sponsored projects.

Learning Objectives:

- Participants will gain an appreciation of the regulations governing research involving human or animal subjects and the role of committees in the oversight of this type of research.
- Participants will also understand the application of the regulations and oversight in proposal submission or in accepting awards.

Denise McCartney*, *Associate Vice Chancellor for Research Administration, Washington University in St. Louis;* ***Peter Dunn,*** *Research Integrity Officer, Purdue University*

Compliance

Increasing Fiscal Return and Mitigating Risk in Clinical Trials

Program Level: Intermediate

This session identifies pre-award processes and institutional approaches to increasing fiscal return and mitigating fiscal compliance risk for clinical trials. The ability to develop robust budgets and ensure billing compliance for clinical trials is a challenge for many sites. Poor fiscal forecasting and undefined billing compliance practices associated with clinical trials increases the risk of deficits and OIG investigations. Successful oversight of pre-award processes for clinical trials research mitigates institutional risk. Furthermore, guaranteeing adherence to CMS regulations is a struggle for many Academic Medical Centers. This session describes the strategies for covering true costs related to clinical trials research, illustrates techniques for avoiding false claims and evaluates academic case studies. This includes the following: identifying fiscal practices and establishing actions to ensure compliance oversight.

Learning Objectives:

- Participants will learn about the processes for fiscal oversight of clinical trials research.
- Participants will be able to recognize key tools for managing fiscal/regulatory activities related to clinical trials research.

Erika Stevens*, *Sr. Manager, Ernst and Young LLP;* ***Tina Noonan,*** *Director, Research and Regulatory Affairs, St. Vincent Health*

Developing Research Initiatives

Communicating with Research Faculty: Challenges, Strategies, and Tools

Program Level: Intermediate

You might have first-class resources to help your faculty find funding opportunities and develop their research. But these tools won't work unless faculty know about them and how to use them – a major challenge given the multiple demands on their attention. This session will feature practical strategies for engaging faculty in research development and funding activities, from getting them to open their funding alert emails to using blogs and other social media for training and communication. The focus will include identifying roadblocks and barriers as well as ways to get around them and examples of successful communication practices.

Learning Objectives:

- Participants will gain perspective on strategies for successfully communicating with faculty.
- Participants will learn about the advantages and pitfalls of common communication tools.

Rachel Dresbeck*, *Director, Research Communication & Development Services, Oregon Health & Science University;* ***Katie Wilkes,*** *Program Manager, Research Funding and Development Services, Oregon Health & Science University*

**Lead*

FRIDAY, MARCH 15, 2013

8:30 – 9:30 am ~ **CONCURRENT SESSIONS AND DISCUSSION GROUPS**

CONCURRENT SESSIONS continued

Developing Research Initiatives

PANEL: Growing a Research Development Infrastructure from the Ground Up

Overall strengthening of the research enterprise is a national priority. Universities increasingly face the need to establish research development resources in order to compete effectively for public and private research support. But, must you undertake the challenge alone? Seeking beyond your campus borders can be a viable approach to overcoming the obstacles of limited resources and experience. This session explores a collaborative model to establish and sustain the infrastructure to meet institutional research priorities through mentoring and off-site support. Join a panel of experienced research administrators in a discussion of the ins and outs of establishing and growing a proposal development unit from the ground up.

Learning Objectives:

- Participants will learn how one institution is addressing the challenges of building a proposal development unit.
- Participants will gain an awareness of the possibilities offered by collaboration across institutions in developing a robust research development infrastructure.
- Participants will learn creative ways to address the challenges of implementation in terms of gaining institutional buy-in, determining service levels, and staffing the unit.

Marisol Vera*, *Professor of Chemistry & Coordinator Proposal Development Unit, University of Puerto Rico-Mayaguez (UPRM);* ***Kathleen D. Grzech,*** *Associate Director, Proposal Development Office, University of Kentucky;* ***Jean L. Flagg-Newton,*** *Assistant Director, Division of Special Populations, NIH-Eunice Kennedy Shriver National Institute of Child Health and Human Development (NICHD);* ***Arlene J. Heredia,*** *Executive Officer, Proposal Development Unit, University of Puerto Rico-Mayaguez (UPRM)*

Human Capital

Managing Grant Opportunities

Program Level: Overview

In today's digital world, there are many ways for pre-award research grant administrators to find grant opportunities and disseminate them to specific faculty members. From manually searching through Grants.gov and FedConnect to purchasing automated software systems such as MyWebGrants and Grant Search Engine, there are many ways to find grants. But what are the best options for grant offices that serve only one small department, or serve an entire college or university? Do we need to know each faculty member's research in order to find the right opportunities? How do we distribute grant opportunities that faculty will read? And how can we track deadlines and streamline reminder processes without wasting valuable time? This session goes beyond identifying and learning how to use the most popular grant search engines and software tools. By focusing on the best practices of grant searching and dissemination, research administrators will learn effective ways to reduce the amount of time they spend searching and to streamline research tasks.

Learning Objectives:

- Participants will be able to determine the types of searching and dissemination strategies that work best for their institution.
- Participants will understand the importance of tracking deadlines to organize future grant searches.
- Participants will be able to implement specific strategies to save time, increase efficiency, and reduce frustration.

Michelle Schoenecker*, *Senior Technical Grant Writer, University of Wisconsin-Milwaukee*

** Lead*

FRIDAY, MARCH 15, 2013

8:30 – 9:30 am ~ **CONCURRENT SESSIONS AND DISCUSSION GROUPS**

CONCURRENT SESSIONS continued

International

International Funding Opportunities: Focus on Non-Governmental Sponsors

Program Level: Overview

International research and innovation has increasingly become the trend. Global collaboration - driven by excellence and geared towards answering societal needs and increasing economic productivity - has called upon research administrators to develop new strategies, in order to facilitate research. This session will focus on finding, soliciting and establishing international collaborations. This session will also explore the operational challenges that occur when facilitating international collaborations in terms of protecting IP, complying with laws/regulations and assessing risk. The Presenters will offer two case studies showcasing international collaborations - from inception to closeout - and will offer best practices that were learned through first hand experience.

Learning Objectives:

- Participants will develop a greater awareness of international funding opportunities.
- Participants will identify strategies for identifying international funding sources.
- Participants will learn best practices through real life experiences.

David Ngo*, *Manager, Office of Research and Sponsored Programs, University of Wisconsin-Madison;* ***Brian Korblick,*** *Manager, Huron Education*

Senior Management

What Keeps You Up At Night?

Program Level: Advanced

This senior level session will present a number of topics that keep the panelists up at night. For example, how much private use of institutional facilities is occurring that you don't know about? Are you concerned about consultants paid from sponsored awards who are also engaged in use of humans or animals? You've rolled-out the newest PHS FCOI policy and procedure, but do your investigators truly understand that it applies to them? How much project overlap is too much before you have concerns of duplicate funding? The panelists will present their concerns and what they have been able to do to mitigate those concerns at the institution. Please join us for what is sure to be a lively and hair-raising discussion.

Learning Objectives:

- Participants will be able to identify often unrecognized institutional risks associated with federal funding.
- Participants will be able to explain potential solutions to these risks.

David Mayo*, *Director, Sponsored Research, California Institute of Technology;* ***Marti L. Dunne,*** *Associate Vice Provost for Research Compliance, New York University;* ***Patricia Hawk,*** *Director, Office of Sponsored Programs, Oregon State University;* ***David Richardson,*** *Associate Vice President for Research, Director of Sponsored Programs, Pennsylvania State University*

DISCUSSION GROUPS

Departmental

Tips and Tools for the Successful Departmental Administrator

Looking for help or just a new idea? Then come to this session where we will learn from and share with each other. We'll share tools that worked (or didn't) and discuss why. Bring your own stories, strategies, and forms. What works? What doesn't? You'll go home with tools to help you work smarter and a list of new friends to serve as resources.

Discussion Group Leader: ***Diane Meyer*,*** *Proposal Manager, Iowa State University*

**Lead*

FRIDAY, MARCH 15, 2013

8:30 – 9:30 am ~ CONCURRENT SESSIONS AND DISCUSSION GROUPS

DISCUSSION GROUPS

Human Capital

Master of Research Administration (MRA) Programs

The panel will provide a brief presentation of three existing MRA programs. The discussion will include the significance of a graduate degree, the main differences between certifications and graduate degrees, and the common expectations for graduate students. Participants will have an opportunity to ask questions and discuss graduate program options.

Learning Objectives:

- Participants will discuss the significance of a MRA.
- Participants will explore 3 existing MRA programs:
  - What is the nature and structure of the program, credit hours, courses, and costs?
  - What is the admissions criteria and deadlines?
  - What is the enrollment goal and current enrollment?
  - What is the number, completion rates, demographics in the program?
  - What is the role of the advisory board?
  - What is the progress, problems, prospects?
- Participants will be able to distinguish between benefits and characteristics of training and academic programming.
- Participants will be have an opportunity to ask questions and discuss challenges of graduate school.

Discussion Group Leaders: ***Jo Ann Smith*,*** *Assistant Professor, Coordinator of the Master of Research Administration, University of Central Florida;* ***Alexandria Hartmann,*** *Enrollment Counselor, Graduate & Professional Programs, Emmanuel College;* ***Thomas E. Wilson,*** *Assistant Vice President for Research Administration, Rush University Medical Center*

International

Developing Research Management Leaders for a Global Research Environment

In the current environment of globalization it becomes even more important to develop leaders that can effectively manage complex issues and challenges and work in diverse settings. What types of environment, incentives, and commitments are required to support the next generation of leaders? This panel will present both U.S. and international perspectives and will discuss models for mentoring, training programs, creating pipelines for transition, and the key components for success. Audience participants will benefit from this panel by gaining an understanding of different types of models that can be adapted to small, medium and large institutions.

Discussion Group Leaders: ***Pamela Whitlock*,*** *Director, OSP, (Emeritus) and Educational Consultant, University of North Carolina at Wilmington;* ***Kathleen Larmett,*** *Executive Director, NCURA*

8:30 – 9:30 am ~ SPARK SESSIONS

Spark Sessions are high energy, high deliverable offerings that get right to the good stuff!

8:30 – 8:50 am

Working with Faculty Members in Proposal Development

Sam Gannon, *Manager, Education & Training, Vanderbilt University Medical Center*

8:50 – 9:10 am

Tips & Tools for Preparing NIH Budgets

Joyce Niejako, *Pre-award Grant Manager, Office For Sponsored Programs, University of Connecticut*

** Lead*

FRIDAY, MARCH 15, 2013

9:30 – 9:45 am ~ **NETWORKING AND REFRESHMENT BREAK**

9:45 – 10:45 am ~ **CONCURRENT SESSIONS AND DISCUSSION GROUPS**

CONCURRENT SESSIONS

Compliance

PANEL: Financial Conflict of Interest - We Met the Deadline for the PHS FCOI Regulations. . . Now What?

Program Level: Advanced

Integrity and objectivity in conducting research is an ongoing concern for federal agencies, state governments and institutions of higher learning. Nearly all institutions overhauled their programs during the last year to ensure compliance with the revised regulations, Responsibility of Applicants for Promoting Objectivity in Research for which PHS Funding is Sought (42CFR Part 50 Subpart F). This session will provide examples of how Institutions implemented policies and procedures for their FCOI programs and provide participants an opportunity to share additional approaches to the new PHS requirements such as: How did you triage the review of disclosures? What are the guidelines developed by your Committee or Institutional Official for determining Financial Conflicts of Interest? What process do you have in place for subcontracting? What are your training programs? What is your communication plan? How are you capturing disclosures for the continuing years of a grant? What are your success stories and what continues to be a challenge?

Learning Objectives:

- Participants will review the core changes of the PHS FCOI requirements and the continuing obligations associated with these changes.
- Participants will examine solutions and strategies used by other institutions to manage changes in their conflict of interest policies and procedures associated with the new PHS requirements.
- Participants will begin developing best practices for their institution's FCOI program.

Prerequisites: Participants are engaged in and knowledgeable about Financial Conflict of Interest (FCOI) policies and procedures on their campus.

Carpantato (Tanta) Myles*, *Director & Research Compliance Officer, Office of Research Compliance, The University of Alabama;* ***Brenda J. Seiton,*** *Assistant Vice President for Research Administration, Emory University*

Departmental

Small Business Research Funding Opportunities: Getting the Most out of the Pre-Award Process

Program Level: Basic

This session will identify what are Small Business Research Funding Opportunities. It will provide the insight into knowledge needed in order to propose a successful application; and, will provide the various roles who support the application process: Industry Partner, Principal Investigator, Grant Administrator, Office of Technology and Commercialization, Office of General Counsel and the department.

Learning Objectives:

- Participants will learn the details of a SBIR/STTR proposal submission from the perspective of a higher education sub-award institution.
- Participants will be able to describe the structure and submission guidelines for Phase I and Phase II SBIR/STTR grants.
- Participants will be able to identify the federal agencies that offer SBIR/STTR grant funding.
- Participants will be able to state the role of higher education sub-awards institutions in SBIR/STTR grants.
- Participants will be able to implement suggested Best Practices for negotiating higher education SBIR/STTR sub-awards.

Faith Goenner*, *Director of Financial Operations, University of Minnesota-Twin Cities;* ***Laura Olevitch,*** *Preaward Research Manager, University of Minnesota;* ***Courtney Frazier Swaney,*** *Assistant Director, University of Texas at Austin*

**Lead*

FRIDAY, MARCH 15, 2013

9:45 – 10:45 am ~ **CONCURRENT SESSIONS AND DISCUSSION GROUPS**

CONCURRENT SESSIONS continued

Federal and Funding Opportunities

Take the xTrain to NIH NRSA Success

Program Level: Update

This session will provide an overview of the xTrain module within the NIH eRA Commons website for electronic post-award management of trainee appointments on Institutional and Individual Training Grants, formally known as National Research Service Awards (NRSAs). Participants will be guided through the xTrain system with hands-on demonstrations of initiating pre- and post-doctoral trainee appointments, reappointments, amendments, terminations, and payback agreements. Strategies for successful management of the workflow within xTrain between administrators, trainees, and PD/PIs will be presented as well as tips and hints for overcoming common system "glitches."

Learning Objectives:

- Participants will understand the purpose and functionality of the xTrain module within the NIH eRA Commons website.
- Participants will be able to initiate and manage electronic pre- and post-doctoral trainee appointments, reappointments, amendments, terminations, and payback agreements within xTrain.
- Participants will learn best strategies for delegating workflow within xTrain and be introduced to common xTrain system "glitches" and tips for avoiding and conquering them.

Prerequisites:

- Participants should have basic experience with the NIH eRA Commons.
- Participants should be familiar with NIH Institutional and Individuals Training Grants (NRSAs).

Kristine M. Kulage*, *Director, Office of Scholarship & Research, Columbia University School of Nursing;* ***Laureen Pagan,*** *Administrative Coordinator, Office of Scholarship & Research, Columbia University School of Nursing*

Human Capital

Leadership Succession Planning: Developing a Strategy

Program Level: Overview

The session will focus on developing a leadership succession strategy. Having a strategy is a valuable tool to grow future leaders and to ensure continuous development within a shifting market. Success by succession planning is an investment that leaders are recognizing as an important strategy with long term benefits. The following topics will be covered: 1) Assessment of Key Positions 2) Identification of Key Talent 3) Assessment of Key Talent 4) Generation of Development Plans 5) Development of Monitoring & Review.

Learning Objectives: The following learning objectives will be covered:

- Assessment of Key Positions
- Identification of Key Talent
- Assessment of Key Talent
- Generation of Development Plans
- Development of Monitoring & Review

Rosemary Madnick*, *Assistant Vice President, Research Administration, Los Angeles Biomedical Research Institute;* ***Nettie Nelms,*** *Director, Sponsored Projects Accounting, Los Angeles Biomedical Research Institute*

International

Glocalization: Assisting Researchers and Facilitating International Collaboration

Program Level: Overview

NSF Director, Subra Saresh stated, "Good science anywhere is good for science everywhere." Glocalization is a term introduced in the 1990s that describes the need for consideration of local conditions when dealing internationally. That imperative underpins the importance of international collaboration and the role research administrators play in making it happen. The myriad of issues faced in facilitating international collaboration goes beyond export controls. Taxation, audit oversight, subawards, foreign travel, and cultural issues all add to the complexity of supporting these relationships. The goal of this session is to provide practical information on these issues.

Learning Objectives:

- Participants will gain awareness of good practices and tools available to research administrators to expedite the subaward process such as the FDP Foreign Subaward Template.
- Participants will recognize the unique issues that can arise in foreign collaborations related to audit, payments, and taxation.
- Participants will discern the issues that require review for export controls compliance.

Susan Wyatt Sedwick*, *Associate Vice President for Research and Director, University of Texas at Austin*

** Lead*

FRIDAY, MARCH 15, 2013

9:45 – 10:45 am ~ **CONCURRENT SESSIONS AND DISCUSSION GROUPS**

CONCURRENT SESSIONS continued

PUI – Predominantly Undergraduate Institutions

TOWN HALL: Can We be Direct about Indirects?

Program Level: Overview

The professor doesn't want to contribute one nickel out of her budget to pay for university overhead expenses. The post-award office is mandating that the budget include the maximum amount of indirects allowed by the funder. The pre-award office is trying to keep both parties happy and get the proposal out the door! Sound familiar? "Indirect expenses," "facilities and administrative costs," "overhead" – call them whatever you want! But what are they? Should you always budget for them? What can recovered funds be used for? Does your institution have a federally-negotiated rate? If you track overhead expenses, how do you do it? Do you redistribute indirects or do they simply disappear into a black hole known as "the general fund?" Do pre- and post-award offices differ in their views on indirects? These are only some of the questions that will be tackled. Disclaimer: this session will not be led by a topical expert! Rather, it will be a facilitated discussion (led by a pre-award administrator) among colleagues to discuss what works and what does not. The conversation will focus on small, teaching universities with limited research portfolios.

Learning Objectives:

- Participants will learn how indirect expenses are handled at other institutions from both a pre- and post-award perspective.
- Participants will learn about "best practices" in the administration of indirect expenses.

Patrick W. Lynch*, *Director, Office of Grant Programs, Barry University*

Senior Management

Managing "Up" Tools and Strategies

Program Level: Advanced

This session will focus on strategies for "managing up" as a means to gain important professional experience and make yourself indispensable to the organization. The discussion will also include techniques for mentoring subordinates in this approach.

Learning Objectives: Participants will learn strategies for "managing up" including how to:

– increase your effectiveness, and make your work more enjoyable;
– get what you need from people who don't report to you;
– cope with micromanaging and conflict-aversive leadership;
– develop partnerships with your boss;
– establish a shared vision and commitment.

David Wynes*, *Vice President for Research Administration, Emory University*

DISCUSSION GROUPS

Compliance

International Research Issues

This discussion will focus on several compliance issues associated with participation in international research collaborations. Specific discussion topics will include technology control plans, IRB/IACUC compliance, and FCOI.

Discussion Group Leader: ***David Mayo*,*** *Director, Sponsored Research, California Institute of Technology*

**Lead*

FRIDAY, MARCH 15, 2013

9:45 – 10:45 am ~ CONCURRENT SESSIONS AND DISCUSSION GROUPS

DISCUSSION GROUPS continued

Medical/Clinical

How to Manage Large Interdisciplinary Centers and Programs – What Support Model or Structure will Work for My Institution

Once your center or program is funded, the real challenge begins. Meeting your goals requires a concerted and coordinated effort on the part of faculty and staff. You will need to determine the best support model or structure for your institution, establish an infrastructure that meets faculty needs, build management and faculty teams, and put a grant support structure in place. This interactive session will cover lessons learned from multiple programs to help you avoid pitfalls, leverage resources and maximize grant dollars.

Learning Objectives:

- Participants will be able to establish a support model.
- Participants will be able to establish an infrastructure to support your institution's needs.
- Participants will be able to build management and faculty leader teams.

Discussion Group Leader: ***Tesheia Johnson*,*** *Associate Director for Clinical Research, Yale School of Medicine, Chief Operations Officer, Yale Center for Clinical Investigation, Yale University*

PUI – Predominantly Undergraduate Institutions

Subrecipient Monitoring and FFATA for PUIs

Subrecipient Monitoring is an essential component of FFATA. What new steps should we be taking before we issue subcontracts? How do we monitor subrecipients? As PUI's what resources are available for us to meet these monitoring requirements? How do auditors review us to determine if we are adequately monitoring our subcontractors? What are the risk in non-compliance? What are the best practices? What factors affect our ability to successfully monitor subrecipients? These and other questions will be the topics for this discussion session. Participants will be encouraged to share their experiences, challenges and success at implementing business processes to meet these compliance requirements.

Discussion Group Leader: ***Josephine Barnes*,*** *Director, Office of Research and Projects, Southern Illinois University Edwardsville*

9:45 – 10:45 am ~ SPARK SESSIONS

Spark Sessions are high energy, high deliverable offerings that get right to the good stuff!

10:25 – 10:45 am

Quick: Get Them While They Are Young (Working with Junior Faculty)

Jo Ann Smith, *Assistant Professor, Coordinator of the Master of Research Administration, University of Central Florida*

10:45 – 11:00 am ~ NETWORKING AND REFRESHMENT BREAK

** Lead*

FRIDAY, MARCH 15, 2013

11:00 am – Noon ~ **CONCURRENT SESSIONS AND DISCUSSION GROUPS**

CONCURRENT SESSIONS

OMB Super Circular

Program Level: Update

This session will take advantage of the collective wisdom of those participating to discuss the ramifications of the Advanced Notice of Proposed Guidance (ANPG) issued in the Federal Register, Vol. 77 no.39 (FEBRUARY 28, 2012) and the subsequent final rules, if published by the PRA VII date. Topics include the combining of the OMB circulars and approaches for managing the super circular from the institutional perspective.

Learning Objectives: Participant will learn up-to-date information on any changes to the reform of Federal Policies, share institutional responses and approaches for implementation of this new circular.

Prerequisites: Knowledge of OMB Circulars, federal compliance initiatives and accountability standards.

Patricia Hawk*, *Director, Office of Sponsored Programs, Oregon State University;* ***David J. Mayo,*** *Director of Sponsored Research, California Institute of Technology;* ***David Richardson,*** *Associate Vice President for Research, Director of Sponsored Programs, Pennsylvania State University*

Compliance

PANEL: Implementing the New COI Rules – Six Months Later

Program Level: Advanced

In August 2011, the Public Health Service issued revised regulations on "Promoting Objectivity in Research." These significantly changed conflict of interest rules had to be implemented by August 24, 2012. They were intended to increase accountability, add transparency, enhance regulatory compliance and effective management of financial conflicts of interest and strengthen governmental compliance oversight. Implementation of these regulatory changes created a daunting challenge for many institutions. Panelists will talk about some of the challenges and obstacles their institutions faced in implementing the revised regulations. They will discuss the changes that had to be made to policy, procedures and/or processes in order to comply with the new requirements, and will share their experiences since August 24th.

Learning Objectives:

- Participants will understand the changes in the PHS FCOI requirements.
- Participants will examine challenges and obstacles to compliance experienced by other institutions.
- Participants will review best practices for implementing the required changes.

Ann Pollack*, *Assistant Vice Chancellor-Research, University of California-Los Angeles;* ***Elizabeth Boyd,*** *Associate Vice Chancellor, Ethics and Compliance, University of California, San Francisco;* ***Naomi Schrag,*** *Associate Vice President for Research Compliance in the Office of the Executive Vice President for Research, Columbia University*

Departmental

Subaward Monitoring for the Departmental Administrator

Program Level: Advanced

This session will discuss the responsibilities for subaward monitoring at the institutional, central office, department and PI levels. A comprehensive view will be provided along with detailed concerns surrounding the processes for subaward commitment, issuance, invoicing, payment and requirements. Subaward monitoring is a broad responsibility skill set for managing performance, compliance, risks and financial matters. Learn how to effectively work with PI's to balance subaward performance, deliverables and payments concerns. Examples for monitoring for subaward compliance and will be provided.

Learning Objectives:

- Participants will learn subaward processes and responsibilities.
- Participants will learn about departmental administrator concerns for monitoring subaward.
- Participants will learn about invoice review and subaward performance.

Jeremy Forsberg*, *Assistant Vice President for Research, University of Texas at Arlington;* ***David Ngo,*** *Manager, Office of Research and Sponsored Programs, University of Wisconsin-Madison;* ***Melanie Jacobs,*** *Senior University Grant and Contract Specialist, University of Wisconsin*

**Lead*

FRIDAY, MARCH 15, 2013

11:00 am – Noon ~ **CONCURRENT SESSIONS AND DISCUSSION GROUPS**

CONCURRENT SESSIONS continued

Developing Research Initiatives

TOWN HALL: Leveraging Development Resources and Relationships

Program Level: Basic

Forming a good working relationship with your institution's Development Office can offer interesting and unique opportunities. Presenters will briefly discuss collaborative projects that are developing and/or ongoing at their Universities and ask for success stories from participants.

Learning Objectives: Discussion Topics: What is a grant vs. a gift? What are the potential concerns with faculty using gifts to circumvent the proposal (and IDC) process? How are foundation grants managed at your institution – through development office or sponsored projects? How do you coordinate engagement with donors and sponsors between the sponsored project office and the office of development?

Sarah Panepinto*, *Director of Grant and Contract Services, University of Texas, Arlington;* ***Csilla M. Csaplár,*** *Department Manager, Geophysics, Stanford University;* ***Sinnamon Tierney,*** *Assistant Director, Departmental Research Administration, Sponsored Projects Administration, Portland State University*

Human Capital

We'll Wait a Few More Minutes: Starting Your Presentation with Pizzazz

Program Level: Overview

It's been turkey for lunch followed by a nice chocolate dessert, and your session begins the afternoon. How do you grab your audience's attention and energize the room? You start at the beginning, of course. But do you? Many expert presenters say that a successful presentation starts with a dynamic opening. Is it time for you to ditch the usual and try something unusual? Join us as we discuss strategies for making your presentation memorable from the start.

Learning Objectives: Participants will learn five techniques for getting their presentations off to a great start.

Diane Barrett*, *Research Administrator, University of Wisconsin-Madison;* ***Judy Fredenberg,*** *Director, Research and Sponsored Programs, University of Montana*

Medical/Clinical

Human Subjects Compliance Issues in Proposal Development

Program Level: Intermediate

Paying attention to all the moving parts of an application can sometimes be overwhelming. The goal of this session is to share specific ideas that will help research administrators maintain compliance with federal human subjects regulations. Particular emphasis will be paid to processes and relationships that you should develop to make your campus compliance efforts more successful.

Learning Objectives: To assist participants in developing processes and practices to ensure compliance with human subjects regulations.

Jason Wagoner*, *Associate Director, Sponsored Programs, Research Foundation of SUNY (Upstate Medical University);* ***Jamie Caldwell,*** *Director, Office of Research Services for the Health Sciences, Loyola University of Chicago at the Medical Center;* ***Beverly J. Morehouse,*** *Grants and Contracts Specialist, Stephen F. Austin State University*

Senior Management

Promoting and Sustaining the Research Environment

Program Level: Advanced

Declining funding, increased compliance burden, changing technology systems, faculty requests for bridge funding or other support, expanded requests for data and reporting, pressures to contribute to economic development – do any of these issues sound familiar? Many academic institutions are facing increasing challenges to their research portfolio, culture and environment. The panelists will discuss some of the issues and factors impacting our research programs and identify actions that are being discussed, proposed or implemented to sustain the research environment and promote the value of our research missions. Bring your ideas and institutional perspective and join in the discussions about our changing and evolving research environment.

Learning Objectives:

- Participants will gain an appreciation for the factors affecting their institutional programs.
- Participants will hear about some of the ideas being discussed or implemented to promote and sustain the research environment in the face of these growing challenges to the status quo.

Denise McCartney*, *Associate Vice Chancellor for Research Administration, Washington University in St. Louis;* ***Jerry Pogatshnik,*** *Associate Vice President for Research, Eastern Kentucky University;* ***Tony DeCrappeo,*** *President, Council On Governmental Relations*

** Lead*

FRIDAY, MARCH 15, 2013

11:00 am – Noon ~ CONCURRENT SESSIONS AND DISCUSSION GROUPS

DISCUSSION GROUPS

Federal and Funding Opportunities

SBIR/STTR Spells Challenge

The Bayh-Dole Act encouraged and proliferated the creation of and technology licensing to start-up companies many with strong ties to faculty, staff and even students. SBIR/STTR requirements are particularly dicey to manage given revised policies and emphasis on objectivity in research/conflict of interest. How does your institutional policy contribute to the effective management of these challenges? This discussion group will elicit strategies utilized by institutions.

Learning Objectives:

- Participants will gain an understanding of the special requirements for SBIR/STTR programs that are particularly onerous.
- Participants will explore strategies for identifying and managing conflicts arising from research relationships with small business sponsors.
- Participants will share ideas for how to minimize delays associated in negotiating compliant subawards with small business sponsors.

Discussion Group Leaders: ***Susan Wyatt Sedwick*,*** *Associate Vice President for Research and Director, University of Texas at Austin;* ***Faith Goenner,*** *Director of Financial Operations, University of Minnesota-Twin Cities;* ***Courtney Frazier Swaney,*** *Assistant Director, University of Texas at Austin*

Senior Management

Financial Considerations and Consequences

This session is intended to generate discussion regarding financial and other considerations and consequences surrounding the research and sponsored programs enterprise. Who are the key decision makers and what due diligence is conducted before committing to major capital outlays, multiyear contracts or the allocation of institutional resources? What about projects that require significant maintenance or other non-sponsored resources during and after the award has ended? How does your institution deal with losses due to sponsor bankruptcies or simply failure to pay? Who determines the distribution of F&A recovery? Join this discussion group to share your wisdom and experience with decisions that have widespread impact or long term financial consequences.

Discussion Group Leader: ***Susan Wilhelm*,*** *Director Sponsored Program Financial Administration, University of Louisville*

11:00 am – Noon ~ SPARK SESSIONS

Spark Sessions are high energy, high deliverable offerings that get right to the good stuff!

11:00 – 11:20 am

NCURA Collaborate: What Is It and How Do I Use It?

Stephanie Moore, *Community Curator, National Council of University Research Administrators*

11:20 – 11:50 am

Department Pre-Award: Network Building

Aimee Howell, *Manager, Office of Contract and Grant Accounting, University of Maryland Baltimore County;* ***Karen Woodward Massey,*** *Director of Education and Outreach, Harvard University, Faculty of Arts and Sciences*

Noon – 1:15 pm ~ LUNCH

**Lead*

FRIDAY, MARCH 15, 2013

1:15 – 2:15 pm ~ **CONCURRENT SESSIONS AND DISCUSSION GROUPS**

CONCURRENT SESSIONS

Departmental

T-32 Training Grants and the Department Administrator

Program Level: Update

This session will offer an overview of the T-32 training grants from the departmental administrator perspective. Both the pre- and post-award administrative responsibilities of T-32 awards are unique and require a great deal of data and organization. Guidance on proposal preparation basics as well as the ins and outs of the day to day management of these complex awards will be discussed.

Learning Objectives:

- Participants will receive guidance on submission of T-32 applications; forms completion, budget guidelines, and the significance of data required.
- Participants will learn the appointment and termination guidelines.
- Participants will gain knowledge in the post award administrative requirements of the T-32 award.

Glenda Bullock*, *Manager of Business Operations, Division of Hematology, Washington University;* ***Brenda Kavanaugh,*** *Assistant Director, Office of Research & Project Administration, University of Rochester*

Departmental

Multiple Electronic Systems – Who's Managing Who?

Program Level: Intermediate

Do you feel you're being managed by multiple electronic systems instead of using them to manage your work? How many steps/systems does it take to submit a proposal? To check your project account balance? To process a salary cost transfer? In this session we will discuss systems being used today and ways to help you navigate the ever-changing waters.

Learning Objectives: In this session participants will gain a better understanding of the numerous funding agency systems, as well as common financial and human resources systems employed at institutions in the US and will understand why a shadow system may be in use to track the status of submissions, project due dates, account balances, etc.

Jennifer Crockett*, *Director, Sponsored Projects Finance, Columbia University;* ***Tamara Hill,*** *Manager, Awards Management, University of North Carolina at Charlotte;* ***Jaynee Tolle,*** *Project Accountant, CTI Clinical Trial and Consulting Services*

Human Capital

Time Management Strategies: Proven Techniques for Successfully Increasing your Personal Productivity

Program Level: Overview

Do you feel like what economist Juliet Schor labeled the typical "Overworked American?" Are you caught in a time trap? Do you often feel you are carrying forward the most important tasks to tomorrow's list? Do you feel time pressure is killing your creativity? If you answered yes to any of these questions, this session is for you. Time is a scarce resource. Each day contains a set number of hours. How can you learn to make the most of them both at the office and at home? How can you ensure you make time for the things that matter most? Accomplish your goals and regain your sanity through successful time management. Time management is the art of arranging, organizing and budgeting one's time to gain control over finite time resources. Effective time management can offer many advantages. These include a decrease in wasted time, a reduction of work overloads, and increased individual productivity leading to higher personal satisfaction.

Learning Objectives:

- Participants will learn the difference between being efficient and effective.
- Participants will learn how to identify which tasks are the most important and, at the least, how to complete them according to your priorities.
- Participants will identify your "time robbers" and discover how to defeat them.
- Participants will become more strategic about delegating.
- Participants will receive tips for successfully "managing up" to minimize confusion about goals.
- Participants will focus on how to make time management a habit for yourself and your colleagues.
- Participants will learn how to be better in control of your time at work AND at home.

Alexandra Marmion Roosa*, *Director, Research and Sponsored Programs, Pepperdine University;* ***Sherrie Wagoner,*** *Sponsored Programs Officer, Research and Sponsored Programs, Pepperdine University;* ***Brett Leach,*** *Compliance Attorney, Research and Sponsored Programs, Pepperdine University*

** Lead*

FRIDAY, MARCH 15, 2013

1:15 – 2:15 pm ~ **CONCURRENT SESSIONS AND DISCUSSION GROUPS**

CONCURRENT SESSIONS continued

International

What Do Your Faculty Need to Know Before they Leave the Country?

Program Level: Overview

International travel to certain countries or with export controlled items or technology can put your faculty at risk of violating regulations that can result in both civil penalties and criminal violations. What are the limits of the "fundamental research exclusion" when your researcher leaves the US? Does the country of destination and area of research matter? Learn about the types of international travel destinations and activities outside the US that can put your faculty and researchers at risk. How do you obtain the information you need to apply certain government exemptions that will allow your researchers to travel outside the US worry-free, prevent project delays or violations that can cause US Customs to seize their equipment or laptop? How do you convey important information to your faculty and researchers to keep them out of trouble before they leave the country? What steps should you take to obtain the information you need from your researcher to arrive at the proper license or exception determination? Learn how to institute international travel process, tools and campus awareness that will help keep your faculty and researchers out of trouble!

Learning Objectives:

- Participants will gain a better understanding about the regulations that apply and the limits of the fundamental research when faculty and researchers travel outside the US.
- Participants will be able to assess the risk based on country of destination and areas of research.
- Participants will learn about what type of information is needed and how to get the information from researchers to make a proper assessment.
- Participants will learn how to apply certain exemptions, develop processes and tools to help keep faculty and researchers stay out of trouble when traveling outside the U.S.

Adilia F. Koch*, *Director of Export Compliance, California Institute of Technology*

Medical/Clinical

Key Negotiation Issues and Strategies in Clinical Trials

Program Level: Advanced

This session focuses on strategies for successfully negotiating clinical trials with sponsors. The session will provide practical advice on the key issues institutions should consider when negotiating clinical trials and how to conduct negotiations to obtain the desired outcome. Key elements of the clinical trials agreement process, how to increase leverage, contract language to use/avoid, and helpful tips will be covered.

Learning Objectives:

- Participants will gain helpful hints to implement during negotiations with clinical trial sponsors.
- Participants will learn strategies for contract language surrounding budget and payment terms.
- Participants will learn about pitfalls to avoid during negotiations with sponsors.

Prerequisites: Advanced level of understanding of clinical trials. This session will build on standard operating procedures and best practices.

Jamie Caldwell*, *Director, Office of Research Services for the Health Sciences, Loyola University of Chicago at the Medical Center;* ***Nicholas Gaich,*** *Assistant Dean, Clinical Translational Research Operations, Stanford Center for Clinical & Translational Education & Research, Stanford University*

**Lead*

FRIDAY, MARCH 15, 2013

1:15 – 2:15 pm ~ **CONCURRENT SESSIONS AND DISCUSSION GROUPS**

CONCURRENT SESSIONS continued

PUI – Predominantly Undergraduate Institutions

TOWN HALL/PANEL: How Should Sponsored Programs be Organized at My Institution? Assessing Organizational Structure at a PUI

Program Level: Overview

A brief review of the PUI listserve shows us there are as many ways to organize the sponsored programs function as there are PUIs. What's the best structure for the sponsored programs function at your organization? That depends on many things – the culture on your campus, available resources to support the functions, the general type of research being performed (and looking into the future) – all leading to the concept the right structure for your organization is the one that best serves the needs of faculty administration, and the sponsors for each individual organization. Come join this interactive group to learn some issues to consider when evaluating your institution's structure and share your experiences of various organizational structures with other participants.

Learning Objectives:

- Participants will gain an expanded understanding of alternative structures for sponsored programs services.
- Participants will be provided information as to frequently encountered issues that arise when modifying an organizational structure.
- Participants will learn "tricks of the trade" from colleagues who have experienced and/or led a reorganization of the sponsored programs services.

Pamela Whitlock*, *Director, OSP, (Emeritus) and Educational Consultant, University of North Carolina at Wilmington;* ***Kathy Young,*** *Director, Research and Sponsored Programs, Illinois State University*

Senior Management

Research Compliance: Models for Managing

Program Level: Advanced

A "research compliance officer" or office wasn't a formal part of many sponsored program organizations 10-15 years ago. Now it's unusual not to have a separately defined compliance function within or complimentary to the research administration – pre- and/or post-award – activities. The definition of the compliance functions and responsibilities varies across institutions reflecting the unique research enterprise, organizational structure and relationship to external systems, e.g., state systems of each institution. The number and complexity of Federal regulations has been a major contributor as well. This discussion will take a very brief look back but focus on the design and implementation of compliance functions at universities. We'll offer two organizational models asking why the model was chosen – what institutional characteristics shaped the approach – and how it's working. We expect the participants to offer alternative models and explore what upcoming challenges may precipitate changes to the models in place.

Learning Objectives:

- Participants will gain an understanding of historical and current organizational models that incorporate compliance functions in different ways.
- Participants will examine how various factors – institutional characteristics and external organizational pressures – affect decision-making about how best to position the compliance function within various organizational structures.

Carol Blum*, *Director, Research Compliance and Administration, Council on Governmental Relations;* ***Peter Dunn,*** *Research Integrity Officer, Purdue University;* ***Ara Tahmassian,*** *Associate Vice President-Research Compliance, Boston University and Boston Medical Center*

** Lead*

FRIDAY, MARCH 15, 2013

1:15 – 2:15 pm ~ CONCURRENT SESSIONS AND DISCUSSION GROUPS

DISCUSSION GROUPS

Federal and Funding Opportunities

Planning for Open Government

This discussion group will focus on recent initiatives in Open Government and will provide an overview of the Federal Funding Accountability and Transparency Act (FFATA), and the pending Digital Accountability and Transparency Act (DATA). Participants will be able to share best practices for meeting current reporting requirements as well as plans for addressing additional requirements if the DATA initiative is passed.

Learning Objectives: Participants will gain a basic understanding of Open Government initiatives and share best practices/strategies.

Discussion Group Leaders: ***Lisa Mosely****, *Executive Director, Research Operations, Arizona State University;* ***Susan Wyatt Sedwick,*** *Associate Vice President for Research and Director, University of Texas at Austin*

Developing Research Initiatives

Crowd Funding – What is it? What to do with it?

Crowd funding is a recent phenomenon and has now hit university campuses. What does a university do with this type of fund raising – is it a sponsored project? a gift? what about compliance? Have you had experience with this type of award on your campus? Let's share information and we can look at a science fund and how it was handled on a University of California campus and see what issues this raises for all of us.

Discussion Group Leaders: ***Virginia Anders****, *Director, Sponsored Projects Office, UC Santa Barbara;* ***Ann Pollack,*** *Assistant Vice Chancellor-Research, University of California-Los Angeles*

Senior Management

Grant Writing – the Institutional and Individual Resource

The session will include a discussion of the types of support institutions provide to faculty for proposal development and the strategies institutions are taking to make effective use of these types of support. The discussion will also cover the needs of different types of institutions and offer examples of effective proposal support programs.

Discussion Group Leader: ***Ann McGuigan****, *Assistant Vice President for Research Development, Texas A&M University*

1:15 – 2:15 pm ~ SPARK SESSIONS

Spark Sessions are high energy, high deliverable offerings that get right to the good stuff!

1:15 – 1:35 pm

An Introduction to COGR – Council on Governmental Research

Tony DeCrappeo, *President, Council On Governmental Relations*

1:35 – 1:55 pm

PUI (Predominantly Undergraduate Institutions: Issues and Challenges

Martin Williams, *Director, Office of Sponsored Programs, William Paterson University*

2:15 – 2:30 pm ~ NETWORKING AND REFRESHMENT BREAK

**Lead*

FRIDAY, MARCH 15, 2013

2:30 – 3:30 pm ~ **CONCURRENT SESSIONS AND DISCUSSION GROUPS**

CONCURRENT SESSIONS

Compliance

Setting Standards for Proposal Development and Submission

Program Level: Intermediate

Do you ever receive a proposal close to the submission deadline with little time to complete a thorough review? Does your Institution clearly define the compliance elements that are reviewed by the central office prior to submission? As part of UCLA's research administration transformation, a group of central pre-award and department administrators was formed to review the proposal submission process and address concerns such as these. This session will discuss the outcome of this workgroup, including: minimum submission requirements for proposals, a definition of roles and responsibilities for central and department administrators, and best practices for proposal submission.

Learning Objectives:

- Participants will understand the challenges associated with the proposal submission process from both a department and central perspective.
- Participants will discuss best practices for proposal development.
- Participants will learn techniques for working collaboratively between central operations and campus departments.

Marcia L. Smith*, *Associate Vice Chancellor, University of California-Los Angeles;* ***Patti Manheim,*** *Director, Office of Contract & Grant Administration, University of California, Los Angeles*

Developing Research Initiatives

PANEL: Institutional Support for Strategic Initiatives

Program Level: Advanced

Success in securing funding for research projects is increasingly competitive and a strategic approach can support increased awards. How can you and your institution promote strategic research initiatives and support your faculty's research success? Panelists will discuss various means such as identifying national and global opportunities with agency related intelligence, orchestrating research forums, providing sponsor/solicitation specific workshops, developing proposal specific mentoring opportunities, and assisting with large scale proposal development. Participants should be prepared to be engaged and share their thoughts and experiences from their institutions to problem solve challenges and well as share their ideas to benefit the group at large.

Learning Objectives:

- Participants will gain knowledge about various means to provide support for strategic research initiatives at the unit (college) level and enterprise (university) level.
- Participants will be provided with ideas and strategies for supporting strategic initiatives at their institutions as well as problem solve challenges related to such initiatives.
- Participants will be given the opportunity to share ideas & challenges from their own institutions.

Stacy Esposito*, *Director, Research Advancement Engineering, Arizona State University;* ***Brigid Dineen,*** *Executive Director, Office of Knowledge Enterprise Development (OKED), Arizona State University;* ***Faye Farmer,*** *Associate Director, OKED Research Strategy, Arizona State University*

Federal and Funding Opportunities

PANEL: News and Information on the Department of Energy

Program Level: Update

Information will be presented about what is new at DOE with a focus on financial assistance and research.

Learning Objectives: Participants will leave the session with up-to-date information on research funding programs at the Department of Energy.

Jacqueline Kniskern*, *Director, Contract and Financial Assistance Policy Division, Department of Energy*

** Lead*

FRIDAY, MARCH 15, 2013

2:30 – 3:30 pm ~ **CONCURRENT SESSIONS AND DISCUSSION GROUPS**

CONCURRENT SESSIONS continued

Human Capital

Designing and Building Tools of the Trade: A Team-Approach to Creating a Research Administration Certificate Program and Dashboard

Program Level: Advanced

This session will discuss the development process for a sponsored projects certification course and a grants budget monitoring tool including a needs assessment, team development, implementation and evaluation. Additional topics to be discussed will include outreach to the campus community, faculty involvement and a presentation of the tools developed (i.e. a certification course and a sponsored projects dashboard that provides detailed financial information).

Learning Objectives: Participants will learn about the processes used by Auburn University to develop two tools for supporting sponsored projects administration. (1) A sponsored projects certification course for departmental administrators and (2) a sponsored projects dashboard that provides real time, detailed financial information to departmental administrators and faculty.

Robert Holm*, *Assistant Director of Sponsored Programs Education, Auburn University (formerly Institute for Research, Butler University);* ***Gina Bailey,*** *Assistant Director, Contracts and Grants Accounting, Auburn University;* ***Rodney Greer,*** *Director, Office of Research Innovation, College of Education, Auburn University*

PUI – Predominantly Undergraduate Institutions

Strategies for Effective Proposal Development at PUIs

Program Level: Overview

Research administrators at PUIs can find themselves involved in proposal development in a variety of ways. Depending on the size, characteristics, and missions of their institutions (and needs of their faculty), they typically must assess faculty members, grant preparedness and determine how best to work with them through all stages of proposal development. Come join colleagues for a lively discussion of herding faculty – some more enthusiastic and ready than others – toward the goal of submitting competitive and fundable proposals.

Learning Objectives:

- Participants will identify and evaluate effective strategies for assisting their faculty in developing successful proposals.
- Participants will discuss appropriate approaches for a range of situations.
- Participants will leave the session with new ideas to try on their own campuses.

Sally J. Southwick*, *Associate Director, Office of Sponsored Projects and Research, Keene State College;* ***Mickie Kreidler,*** *Director of Sponsored Programs, Dakota State University;* ***Kendra Mingo,*** *Associate Director, Office of Faculty Research and Resources, Willamette University;* ***Kelly DelFatti,*** *Director of Sponsored Research, Lewis & Clark College*

Medical/Clinical

PRIMER: Supporting the Clinical Research Lifecycle

Program Level: Basic

This session will focus on describing and evaluating models for supporting the entire research lifecycle. It will cover centralized and decentralized models that support institutional and investigator needs at all steps of clinical and translational research. The session will review pros and cons of each model in order to determine which one will be most effective for your institution.

Learning Objectives:

- Participants will understand the key areas needed to develop a support infrastructure.
- Participants will understand the pros and cons of each model.

Prerequisites: Advanced level of understanding of clinical trials and other approaches to clinical and translational science. This session will build on standard operating procedures, best practices and strategic planning principles.

Thomas Fogg*, *Executive Director for Operations, University of Rochester Clinical and Translational Science Institute;* ***Tesheia Johnson,*** *Associate Director for Clinical Research, Yale School of Medicine, Chief Operations Officer, Yale Center for Clinical Investigation, Yale University*

**Lead*

FRIDAY, MARCH 15, 2013

2:30 – 3:30 pm ~ **CONCURRENT SESSIONS AND DISCUSSION GROUPS**

CONCURRENT SESSIONS continued

Senior Management

PANEL: Where is My Research Agreement? A Demonstration of a Web-based CLICK Application to Track and Enable Research Agreement Review/Negotiation/Archiving

Program Level: Advanced

The objectives for My Research Agreement Place (MyRAP), were 1) to compliment our electronic proposal system with work process tools for review and negotiation of all research agreements (funded and non-funding) and 2) to provide PIs and administrators with a web-based view of the exact status of each agreement. The specification development process will be discussed and MyRAP will be demonstrated.

Learning Objectives: Pre-award staff seeking a way to enable the review/negotiation work process and to remove the PI's "black box" (where is my agreement?) will understand how to envision a web-based work process solution and link it to existing data, systems, processes and communication needs.

Prerequisites: Pre-award interest in expediting research agreement review and negotiation processes and archiving non-funding agreements is all that is required.

Michael B. Amey*, *Associate Dean, Research Administration, Johns Hopkins University School of Medicine;* ***Sue B. Tindall,*** *Web Site Designer, Research Environment Systems, Johns Hopkins University*

DISCUSSION GROUPS

International

International Exchange and Fellowship Opportunities

This discussion group will explore the initiatives for international fellowships and exchange programs including the NCURA International Fellowship. We will present program initiatives for you and your faculty and students. You will also be invited to share successful programs that have worked at your institution.

Discussion Group Leader: ***Thomas E. Wilson****, *Assistant Vice President for Research Administration, Rush University Medical Center*

Medical/Clinical

Catching it Early – Proposal Development Tools that Help Avoid Potential Human Subjects Issue

Identifying and appropriately documenting human subjects related research is imperative to continue a healthy compliance atmosphere on campus. The goal of this session is to share specific tools and resources that research administrators can utilize to more easily identify and manage issues related to applications.

Learning Objectives:

- Participants will learn best practices in identifying and appropriately documenting human subjects related research in a proposal being submitted to a sponsor.
- Presenters will identify the key regulations that require the adequate protections of human subjects.
- Participants will discover techniques to engage compliance offices in troubleshooting particularly difficult situations that can arise. At a minimum one case study will be shared with the audience.
- The presenters will provide resources/tools that research administrators can easily utilize to strengthen their existing compliance framework on campus.
- Presenters will identify key issues and pitfalls that all should be aware of.

Discussion Group Leaders: ***Jason Wagoner****, *Associate Director, Sponsored Programs, Research Foundation of SUNY (Upstate Medical University);* ***Jamie Caldwell,*** *Director, Office of Research Services for the Health Sciences, Loyola University of Chicago at the Medical Center*

* *Lead*

FRIDAY, MARCH 15, 2013

2:30 – 3:30 pm ~ **CONCURRENT SESSIONS AND DISCUSSION GROUPS**

DISCUSSION GROUPS continued

PUI – Predominantly Undergraduate Institutions

Pre-Award: a Post-Award Love Story – Building a Collaborative Relationship Between the Offices

At PUI's, pre-award and post-award people are often the same or perhaps work in the same office. Of course you love post-award – they are right next door! Or maybe never have to see the grant again after the notice of award. Ha! This session will examine scenarios in which pre- and post-award offices need to communicate at the pre-award stage in order to successfully facilitate the smooth transition from proposal to award.

Discussion Group Leaders: ***Teri Gulledge****, *Research Administrator, Southern Illinois University Edwardsville;* ***Trisha Simmons,*** *Grants and Contracts Accountant, Southern Illinois University Edwardsville*

3:30 pm ~ **CONFERENCE ADJOURNS**

**Lead*