FINAL PROGRAM as of 3/9/16

NCURA
supporting research...together™
National Council of University Research Administrators

PRE-AWARD RESEARCH ADMINISTRATION (PRA) CONFERENCE

Change, Challenge, Opportunity
BUILDING FOR THE FUTURE

March 9-11, 2016
New Orleans, LA
Dear Colleagues,

Welcome to the Sheraton, to historic New Orleans, Louisiana, and to NCURA’s PRA 2016! This meeting is your opportunity to collaborate, network, and learn from peers and leaders in Pre-Award Research Administration, and we hope you take advantage of all it has to offer!

Perhaps there is no better city to host PRA 2016 than New Orleans. Our meeting’s theme of Change, Challenge, Opportunity: Building for the Future is embodied in these very streets and in the jazz that echoes from the French Quarter’s clubs and cafés. Despite the winds and floods that tried to break the spirit of this city many years ago, New Orleans stood strong. While the recent change and related trials we have faced with Uniform Guidance pale in comparison, we have a similar resilient spirit as a research administration community – facing the challenges of changing regulations and increased competition for research funding. Together, we too stand strong in this ever-evolving environment.

There is a lot in store for you at this year’s PRA meeting! Our keynote speaker, Shari Harley, founder and President of Candid Culture, will share with us how it can be easier to tell the truth at work. With just a few simple tips, we will leave this conference with practical ideas that will improve our relationship skills and help us communicate effectively. Meeting attendees will also receive a complimentary copy of Shari’s book How to Say Anything to Anyone. This book will also be a great resource to help us cultivate our relationships and will offer practical tools to give and receive feedback.

Whether this is your first NCURA meeting or you have lost count of how many you have attended, we truly hope we exceed your expectations. We strongly encourage each of you to be active and engaged with your colleagues. Whether new or a veteran in our field, we each have something of great value to learn, and of even greater value to teach, in the time we are together here. Be sure to save some time for a bowl of gumbo, a plate of jambalaya, a po’ boy, and a few beignets!

We hope you enjoy your PRA 2016 experience!

Robyn Remotigue  
UNT Health Science Center at Fort Worth  
PRA 2016 Co-Chair

Laurianne Torres  
Duke University  
PRA 2016 Co-Chair
THANK YOU TO THE FOLLOWING SPONSORS FOR YOUR GENEROUS SUPPORT!

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Laurianne Torres, Duke University

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CPE INFORMATION FOR CERTIFIED PUBLIC ACCOUNTANTS

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 Credits (CPEs) to accounting professionals. Certified Public Accountants will need to complete a CPE credit form in order to receive CPE credits. CPE forms are available at the NCURA PRA Concierge Desk. Forms must be deposited in the CPE boxes located at the NCURA PRA Concierge Desk at the end of the conference. In accordance with the standards of the National Registry of CPE Sponsors, 50 minutes equals 1 CPE. Depending on the sessions and workshops you choose to attend, a maximum of 19 CPE credits can be issued for NCURA’s PRA Conference. Field of study available is Specialized Knowledge and Applications (S).

CPE Credits will be available for concurrent sessions, workshops and senior level forums. Discussion Groups, Spark Sessions and the Keynote Address are not eligible for CPE credits.

MAXIMUM CREDITS AVAILABLE:
11 CPEs: Conference Only
15 CPEs: Conference + Half Day Pre-Conference Workshop
19 CPEs: Conference + Full Day Pre-Conference Workshop

Please Note: All Continuing Professional Education Credits (CPEs) will be issued by April 15th, 2016.

REGISTRATION

Registration is available at www.ncura.edu and is available to any individual engaged in the administration of sponsored programs in a college, university, or teaching hospital. Please Note: Learning objectives for each session will be noted in the conference program. Please consult the session descriptions for program level details. The only prerequisite for meeting attendance is current involvement in university sponsored research programs. There is no advanced preparation required to attend sessions. This conference is a “group-live” offering. For information regarding administrative policies and refund, please contact our office at 202-466-3894.

OTHER INFORMATION

NCURA 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.

CEU INFORMATION FOR ALL PARTICIPANTS

NCURA will be offering CEUs for the PRA Conference and workshops. The Continuing Education Unit (CEU) is a nationally recognized unit designed to provide a record of an individual’s continuing education accomplishments. Please note, CEUs are calculated based on the standard formula of 1 CEU = 10 contact hours.

MAXIMUM CREDITS AVAILABLE:
13 Hours of Education: 1.3 CEUs: Conference Only
16 Hours of Education: 1.6 CEUs: Conference + Half Day Pre-Conference Workshop
19 Hours of Education: 1.9 CEUs: Conference + Full Day Pre-conference Workshop

Please note: All Continuing Education Units (CEUs) will automatically be sent to all registrants of the conference by April 15, 2016.

SESSION DEFINITIONS

PRE-CONFERENCE WORKSHOPS (WS) 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 – 70 attendees.

SENIOR LEVEL FORUMS (SF) are 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 Pre-Conference Workshops and the Senior Forums are the only sessions taking place on March 9. There is an additional fee for Pre-Conference Workshops and Senior Forums.

CONCURRENT SESSIONS are formal presentations that may 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.

CASE STUDIES: Participants will discuss real-life experiences and learn how colleagues handled like situations.

SPARK SESSIONS: These 15 – 20 minute, high energy, high deliverable offerings will get right to the “good stuff,” and you will be able to check out multiple topics in each time slot.

OVERVIEW OF SESSION PROGRAM LEVELS

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.

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.

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.
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### The 10th Annual Meeting for Pre-Award Research Administrators

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WORKSHOP 1:  PRE-AWARD BASICS
Program Level: Basic
As research administrators, we play a key supportive role in assisting
principal investigators to navigate their research projects through the
various phases in the sponsored projects lifecycle. The pre-award
phase of the lifecycle encompasses the development, institutional
review and submission of proposals to external sponsors, as well as
the negotiation and acceptance of sponsored research awards. Within
the landscape of the pre-award phase, research administrators are
consistently challenged with ever-changing rules and regulations
related to a myriad of topics, including proposal submission, conflict
of interest, and use of animals in research and export controls. In this
workshop, we will delve into the general regulations governing
sponsored research and apply them in the context of case studies.
We will also explore many of the key pre-award processes, as well as
examine key compliance areas that affect sponsored research during
the pre-award phase of the sponsored projects lifecycle.

Learning Objectives
After completing this workshop, participants will be able to:
• Articulate the various stages and activities associated with the pre-
  award phase of the sponsored projects lifecycle.
• Communicate, interpret and apply the general regulations applicable
to sponsored research in the context of the pre-award phase.
• Identify the various elements of a proposal and describe their
  purpose and importance.
• Discuss the key compliance areas that impact the pre-award phase.

Lindsey Demeritt**, Associate Director, Sponsored Research, University
of Texas at Austin
Jennifer Cory, Director of Research, Pediatrics, Stanford University
Lisa Mosley, Executive Director, Research Operations, Arizona State
University

WORKSHOP 2:  DEPARTMENT ADMINISTRATOR’S BOOT CAMP
Program Level: Basic
Departmental Pre-Award Research Administration seems to be
learn-as-you-go and always in a very short time frame, thanks to proposal
deadlines. If you look at an RFP for NIH or NSF and are overwhelmed
or find yourself nodding off to OMB, then we can help! This full-day
workshop will dive into all Department Research Administrators
(DRAs) pre-award aspects: examining the role we serve in research
portfolio management, understanding the funding landscape and
sponsor/recipient relationships, developing successful proposals and
budgets, identifying resources on campus, and establishing tools for
effective life-of-the-project management. We will also discuss
important federal and institutional policies that underpin and govern
research, as well as some key award terms and how to navigate them.
The session will be highly interactive and is designed to provide real-life
examples, fundamental knowledge, tools for handling all manner of
situations, tips for establishing your own research administration support
network, and strategies for supporting your faculty and effectively
managing your research portfolio. Participants will be encouraged to
describe what is effective and share tools and solutions that work.

Learning Objectives
• Participants will learn to recognize potential budget areas that may
  require future monitoring and documentation.
• Participants will learn ways to anticipate or clarify potential post-award
  questions or issues.
• Participants will gain a broad understanding of award issues from the
  perspective of the departmental administrator.

Heather Offhaus*, Director, Medical School Grant Review & Analysis,
University of Michigan-Ann Arbor
Csilla Csaplár, Director of Administration and Finance, Geophysics,
Stanford University
Jill Tinchers, Executive Director, Office of Research Administration,
University of Miami

WORKSHOP 3:  POST-AWARD PLANNING FOR THE
PRE-AWARD ADMINISTRATOR
Program Level: Basic
This workshop is designed for Research Administrators interested in
thinking ahead to post-award when searching for funding opportunities
and developing proposals. Participants in this workshop will have the
opportunity to engage in a meaningful discussion of pre-award activities
with a focus on topics that typically arise in post-award. The conversation
will span beyond pre-award and across award implementation, closeout
and audit, and will foster an award lifecycle approach. We will explore
how to think about post-award topics such as cost share, administrative
salaries, overhead, effort, vendors vs. subs, internal billings, IRB & IACUC,
participant support, reporting, payroll etc. when reading through
funding solicitations and putting together proposals.

Learning Objectives
• Participants will learn keywords to watch for in program solicitations.
• Participants will learn to recognize potential budget areas that may
  require future monitoring and documentation.
• Participants will learn techniques in building a strong budget
  justification to avoid future post-award questions.
• Participants will learn ways to anticipate or clarify potential post-award
  questions or issues.

Charlotte Gallant**, Senior Project Specialist, Harvard University

* Lead Presenter
The terms and conditions expressed in federal awards. This workshop is designed to provide attendees important information on the changes incorporated in the Uniform Guidance, how these changes impact existing institutional policies, federal sponsor guidelines, and thus bring into effect the Uniform Guidance as required by OMB. The release of the Uniform Guidance and agency implementations impacts existing institutional policies, federal sponsor guidelines, and the terms and conditions expressed in federal awards. This workshop is designed to provide attendees important information on the changes incorporated in the Uniform Guidance, how these changes impact research administration policies and procedures, and familiarize them with the Uniform Guidance and agency implementations.

In December of 2014, the joint interim final rule was released, implementing for all Federal award-making agencies the Uniform Guidance. This rule is necessary in order to incorporate into regulation how these changes impact research administration policies and procedures, and familiarize them with the Uniform Guidance and agency implementations.

WORKSHOP 4: UNIFORM GUIDANCE – IT’S HERE. IT’S NOW

Program Level: Basic
To deliver on the promise of a 21st-Century government that is more efficient, effective and transparent, the Office of Management and Budget (OMB) has streamlined the Federal Government’s guidance on Administrative Requirements, Cost Principles, and Audit Requirements for Federal awards. This streamlining initiative is called the Uniform Guidance and was released on December 26, 2013.

In December of 2014, the joint interim final rule was released, implementing for all Federal award-making agencies the Uniform Guidance. This rule is necessary in order to incorporate into regulation and thus bring into effect the Uniform Guidance as required by OMB.

The release of the Uniform Guidance and agency implementations impacts existing institutional policies, federal sponsor guidelines, and the terms and conditions expressed in federal awards. This workshop is designed to provide attendees important information on the changes incorporated in the Uniform Guidance, how these changes impact research administration policies and procedures, and familiarize them with the Uniform Guidance and agency implementations.

Learning Objectives:
- Participants will be provided with an overview of the Uniform Guidance.
- Participants will be provided with a hands on walk through approach to understanding the structure of the Uniform Guidance.
- Participants will review agency implementations and impacts.
- Participants will highlight and discuss the major impacts on the recipient community.
- Participants will share recipient implementation strategies.
- Participants will explore real life case scenarios related to the Uniform Guidance.
- Participants will exchange implementation tools and training materials.

Denise Clark*, Associate Vice President for Administration and Chief of Staff, Division of Research, University of Maryland, College Park
Ann Holmes, Assistant Dean, College of Behavioral and Social Sciences, University of Maryland, College Park
Rebecca Hunsaker, Assistant Director of Research Administration, University of Maryland, College Park

WORKSHOP 5: COMPLIANCE 101: WHAT YOU NEED TO KNOW ABOUT IRB, IACUC, IBC AND COI

Program Level: Basic
Are you new to the world of compliance and looking to understand the basics? This workshop will provide an introduction to the primary areas of the compliance landscape: Institutional Review Board (IRB), Institutional Animal Care and Use Committee (IACUC), Institutional Biosafety (IBC), and Conflicts of Interest (COIs). The interactive workshop will include case studies, discussions, lessons learned and exercises to help understand the regulations governing these areas that are the cornerstones of non-financial compliance.

Learning Objectives:
- Participants will be able to identify how the areas intersect with Research administration and the research enterprise;
- Participants will gain an understanding of common research compliance issues; and
- Participants will be able to identify project activities that may require a compliance review.

Rosemary Madnick*, Executive Director, Office of Grants and Contracts Administration, University of Alaska Fairbanks
Robyn Remotigue, Research Manager, School of Public Health, University of North Texas Health Science Center at Fort Worth

WORKSHOP 6: BASICS OF CONTRACT DRAFTING AND NEGOTIATION WITH INTELLECTUAL PROPERTY

Program Level: Basic
The legal terms of a contract for sponsored research can be complex and contain a multitude of competing concerns. With so many moving parts in a contract, it can be very challenging to comprehensively assess and address all of the legal, financial, programmatic, and administrative obligations to satisfy both parties – a challenge that is faced by all universities with all sponsor types. This workshop will use a combination of lecture, examples, and interactive exercises to help attendees hone their skills at breaking down a contract into its primary components to address the issues that need to be resolved. The workshop will provide techniques to spot troublesome clauses and redraft them. Intellectual property clauses by sponsor type will be reviewed and discussed. The workshop will also address how to communicate positions persuasively and effectively during negotiations to achieve desired outcomes and build successful relationships.

Learning Objectives:
- Participants will gain perspective in understanding the unique challenges in review and negotiation of contract terms.
- Participants will learn best practices for drafting and redrafting contracts clauses to meet the needs of the parties.
- Participants will learn to communicate positions effectively and persuasively during difficult contract negotiations.

Nancy Lewis*, Director, Sponsored Projects, University of California-Irvine
Kevin Stewart, Associate Director, Industry Contracts, University of California, Santa Barbara

* Lead Presenter
WORKSHOP 7: CHANGE MANAGEMENT
Program Level: Advanced
Change is the only constant. That statement certainly holds true for research administration. Whether it is dealing with large scale transformations such as implementation of the Uniform Guidance or an enterprise grants management or financial system, or the more incremental process of adjusting our policies, procedures and practices to the iterative regulatory environment that has become commonplace in our profession, the challenges can be daunting. Being adept at managing change can make or break a leader. Considerations that will be specifically explored are identification of stakeholders, cultural and human aspects, and preparing for the unexpected. This workshop will use an interactive approach to illustrate good practices as evidenced in current literature and the collective experience of both the facilitators and participants.

Learning Objectives
• Participants will be able to identify the stakeholders for change management and the roles different types of stakeholders play.
• Participants will explore good practices in managing change.
• Participants will be able to formulate a plan for change management.

Susan Sedwick*, Consulting Associate, Attain, LLC
Diane Barrett, Director, Office of Sponsored Programs, Colorado State University

WORKSHOP 8: TRAINING PROGRAMS 101: ENGAGE, DEVELOP, AND IMPLEMENT!
Program Level: Overview
Providing educational opportunities for faculty, staff and students related to sponsored programs is critical for many reasons, including ensuring compliance with federal regulations. However, in many situations, it is done on a case-by-case basis (if at all…) and may not necessarily meet the needs of the stakeholders involved. This workshop will address the basics of establishing a training program at your institution focusing on three pillars of activity: engaging the stakeholders; developing the appropriate program; and implementing the program successfully. This will be an interactive workshop targeted for individuals considering a program for their institution.

Learning Objectives
• Participants will learn what should be considered before a training program is initiated.
• Participants will learn about specific tools available when developing a program.
• Participants will learn about ways to market and advertise their program.

Anthony Ventimiglia*, Director, Office of Proposal Services and Faculty Support, Auburn University
Samuel Gannon, Manager, Education & Training, Vanderbilt University Medical Center

SENIOR LEVEL FORUM 9: ADVANCED TOPICS IN RESEARCH ADMINISTRATION AND COMPLIANCE - STONE SOUP STYLE
Program Level: Advanced
The stone soup fable is told as a lesson on cooperation when faced with adversity. The lesson translates well in the context of research administration where we must often develop ourselves by developing each other. Participants will be encouraged to add their own ingredients to the stone soup with examples, perspectives and opinions on some of the most intriguing current events from the past year. Topics will range from recent audit findings, faculty exit/transfer issues and internal controls assessments - to dual use research and changes to the Common Rule. Join us for a sincere and intimate discussion, where there will be something for everyone. Yum!

Learning Objectives
• Participants will develop an appreciation for differing perspectives, interpretations and opinions on complicated, unresolved issues facing research administration.
• Participants will see how research compliance intersects with research administration and how they can work together efficiently.

Prerequisite: Participants should have the ability to articulate oneself in a comprehensible manner and a proficient familiarity with the common terms and acronyms used in the administration of research.

Jeff Seo*, Executive Director for Research Integrity and Compliance, Harvard Medical School
Pamela Caudill, Chief of Research and Administrative Operations, Harvard Medical School

* Lead Presenter
**WORKSHOP 10: NIH PRACTICUM: A BEGINNER’S GUIDE TO NIH**

Program Level: Basic

The National Institutes of Health is this nation’s medical research agency, and as such, is the largest source of funding for medical research in the world. More than 80% of NIH’s budget goes to more than 300,000 research personnel at over 2,500 universities and research institutions. Many of those research partners consider NIH their “gold standard” and develop their policies and procedures with NIH requirements in mind. If you work or will work in an institution whose research portfolio includes NIH funding, it is in your best interest to understand how this federal agency works. This workshop will present the fundamentals of NIH including how to find opportunities for NIH funding; how to apply for those opportunities once you find them; the NIH review and award process; and how to interact with NIH electronically. If you are new to the world of NIH, this workshop is for you.

**Learning Objectives**

Participants will leave this workshop with a general understanding of:

- NIH Institutes and Centers
- Roles and responsibilities at NIH
- NIH funding mechanisms
- How to find NIH funding
- How to interpret an NIH Funding Opportunity Announcement
- The basics of how to apply for NIH funding
- An overview of the NIH peer review process
- How to interpret an NIH award
- Interacting electronically with NIH

*Brenda Kavanaugh*, Associate Director, Office of Research and Project Administration, University of Rochester

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**WORKSHOP 11: UNIFORM GUIDANCE FOR THE EXPERIENCED RESEARCH ADMINISTRATOR**

Program Level: Intermediate

To deliver on the promise of a 21st-Century government that is more efficient, effective and transparent, the Federal Government has streamlined its guidance on Administrative Requirements and Cost Principles for Federal awards. This streamlining initiative is called the Uniform Guidance and was released on December 26, 2013.

The release of the Uniform Guidance and agency implementations impacts existing institutional policies, federal sponsor guidelines, and the terms and conditions expressed in federal awards. This advanced session is designed to provide administrators with the opportunity to share implementation strategies and discuss real life case studies. This workshop is designed for the more experienced research administrator and especially for those in decision making positions. The workshop will be structured as interactive, with case studies driving the discussions.

**Learning Objectives**

- Participants will be provided with an interactive, stimulating discussion of the Uniform Guidance impact.
- Participants will be provided with insight into the transactional level changes to the cost principles which are reasonable, allocable and allowable.
- Participants will review a funding opportunity template and agency deviations.
- Participants will discuss vendor versus subrecipient determination criteria.
- Participants will highlight technical and financial reporting requirements.
- Participants will share subrecipient monitoring strategies.
- Participants will assess the agency variations of implementations and subsequent impacts.
- Participants will explore real life case scenarios using recent investigations and audits.

**Prerequisite:** Participants should have a working knowledge of sponsored research projects.

*Denise Clark*, Associate Vice President for Administration and Chief of Staff, Division of Research, University of Maryland, College Park

*Ann Holmes*, Assistant Dean, College of Behavioral and Social Sciences, University of Maryland, College Park

*Dennis Paffrath*, Assistant Vice President for Sponsored Programs Administration, University of Maryland, Baltimore

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*Lead Presenter*
WORKSHOP 12: BUILDING RELATIONSHIPS THROUGH EFFECTIVE COMMUNICATION: LEARN TO CONNECT WITH OTHERS

Program Level: Overview

Effective communication consists of conveying information both verbally and non-verbally. For research administrators, your audience could be anyone – faculty, co-workers, central offices or departments – at any time. The key to effective communication is engaging your audience and being able to translate non-verbal signals that go along with the words you are sending and receiving, and using that to get what you need out of the exchange. Using hands-on methods including case studies, this workshop will explore all avenues of how to build successful relationships by teaching how to communicate effectively with different personalities in different situations in the research administration workplace.

Learning Objectives
• Participants will learn how to extend the olive branch to foster good relations.
• Participants will realize the difference between a working relationship and providing customer service.
• Participants will understand that “It’s not us, it’s them” could really be “us.”
• Participants will be able achieve positive results by using the techniques, methods and practices provided as part of their daily routine.

Tolise Miles*, Training Development Specialist, University of Colorado
Anne Albinak, Senior Administrative Manager, The Johns Hopkins University Whiting School of Engineering
Rosemary Madnick, Executive Director, Office of Grants and Contracts Administration, University of Alaska Fairbanks

WORKSHOP 13: FEDERAL CONTRACTING

Program Level: Advanced

This workshop will take participants deeper into the intricacies of federal contracting to examine issues that come into play after the contract has been executed by the institution. Topics covered will include: applicability of OMB Circulars or the Uniform Guidance to contracts; often overlooked reporting and prior approval requirements; dealing with stop-work and termination; issues associated with being a federal subcontractor; contract disputes and privity. Participants will also delve into a number of timely issues, including the revised “super” clauses on property and patents rights.

Learning Objectives
• Participants will be able to explain when OMB Circulars or the Uniform Guidance apply to federal contracts.
• Participants will learn to identify various types of reporting and prior approval requirements.
• Participants will be able to describe a contractor’s rights and obligations in the event of stop-work or early termination.
• Participants will be able to explain a contractor’s rights and obligations during a contract dispute.

Prerequisite: A solid understanding of the FAR and of federal contracting principles is necessary in order to achieve the full benefits of participation in this workshop.

David Mayo*, Director of Sponsored Research, California Institute of Technology

WORKSHOP 14: CLINICAL TRIALS

Program Level: Advanced

This workshop will delve into the elements of successfully conducting clinical trials. It will focus on navigating the complex and constantly changing regulatory environment governing research, building an adequate infrastructure to support clinical research and strategies for institutional oversight to mitigate risk. Topics covered will include establishing processes and work flows to ensure regulatory compliance; how to navigate the HHS-proposed changes in the rules for protecting human subjects; developing an infrastructure that reduces the administrative burden on investigators, increases efficiency and reduces timelines; and working across the institution to leverage expertise in order to facilitate streamlined and effective oversight of clinical research. It will also cover creating an infrastructure to respond to the NIH clinical research RFAs that are increasingly focused on large, multicenter studies.

Learning Objectives
• Participants will be able to determine key elements involved in a robust clinical research enterprise.
• Participants will learn how to effectively navigate regulatory requirements.
• Participants will learn how to create an infrastructure to support clinical research.
• Participants will learn strategies for institutional oversight of clinical research.

Prerequisite: Participants should have an advanced level of understanding of clinical trials. This session will build on standard operating procedures and best practices.

Tesheia Johnson*, Associate Director of Clinical Research for Yale School of Medicine, COO, YCCI, Yale University
Jamie Caldwell, Associate Vice Chancellor for Research Administration, University of Kansas Medical Center and Executive Director, University of Kansas Medical Center Research Institute

* Lead Presenter
WORKSHOP 15: SUBRECIPIENT MONITORING - BUILDING OR ENHANCING YOUR INTERNAL CONTROLS

Program Level: Intermediate
This workshop will focus on the life cycle of subawards and the federal regulations governing subrecipient monitoring. Participants will examine roles and responsibilities to assist participants in developing and/or maintaining a compliant program and explore best practices for this complex shared responsibility. This interactive workshop will provide comprehensive tools to newcomers or the more experienced through discussions, case studies and sharing of tips.

Learning Objectives
• Participants will examine the Uniform Guidance requirements for subrecipient monitoring.
• Participants will identify key roles and responsibilities in subrecipient monitoring.

Prerequisite: Participants should possess basic knowledge of subrecipient monitoring.

Debra Murray*, Assistant Director, Compliance, University of Maryland
Mary Schmiedel, Associate Dean for Research Administration & Director, Office of Sponsored Programs, Main Campus Research Services Center, Georgetown University

WORKSHOP 16: THE ALPHABET SOUP OF NIH TRAINING AND CAREER DEVELOPMENT AWARDS

Program Level: Overview
Part of the stated mission of the National Institutes of Health (NIH) is to “develop, maintain, and renew scientific human and physical resources that will ensure the Nation’s capability to prevent disease.” Ruth L. Kirschstein National Research Service Awards (Kirschstein-NRSA) training grants and fellowships are awarded to support pre-doctoral and post-doctoral research training to help ensure that a diverse and highly trained workforce is available to carry out the Nation’s biomedical, behavioral and clinical research agendas. Institutional Kirschstein-NRSAs (T awards) are awarded to domestic institutions that have the facilities and qualified faculty to provide research training programs in several scientific specialties. Individual Kirschstein-NRSA Fellowships (F awards) are awarded to individuals enrolled in doctoral degree training as well as to promising postdoctoral individuals with the potential to become productive, independent investigators in scientific health-related research fields. Career Development Awards (K awards) are awarded to provide support and “protected time” for an intensive, supervised career development experience leading to research independence. The successful attainment of any one of these NIH training/career development awards is honorable, and the pre- and post-award administrative responsibilities are unique. This workshop will offer an overview of the administration of NIH training and career development awards from proposal preparation to closeout. We will also discuss the use of X-Train, the online interface where authorized users electronically process the required paperwork associated with Kirschstein-NRSA training grants and Fellowships. This workshop is brought to you by the letters F, K, T and X!

Learning Objectives
• Participants will learn the importance of the specialized information included in an Institutional NRSA proposal and where within their institution such information may be acquired.
• Participants will learn the requirements of the NRSA fellowship proposal to allow them to assist pre-doctoral and post-doctoral trainees with the preparation of these fellowship proposals.
• Participants will learn the post-award administrative requirements for NIH, NRSA, and K awards.
• Participants will learn about the nuances of K awards.
• Participants will learn the basic appointment and termination functions of the X-Train System.

Brenda Kavanaugh*, Associate Director, Office of Research and Project Administration, University of Rochester
Glenda Bullock, Director of Research and Business Administration, Divisions of Hematology, Rheumatology, Allergy & Immunology, Washington University in St. Louis

* Lead Presenter
WORKSHOP 17: EXPORT CONTROLS: ASSESSING YOUR COMPLIANCE PROGRAM AND RESPONDING TO NON-COMPLIANCE FINDINGS

Program Level: Advanced
Export controls reform has provided some much needed relief but some proposed revisions may complicate compliance challenges in other ways. Good compliance programs uncover non-compliance issues on an infrequent basis, and thus most institutions are unsure how to respond. This workshop will walk through the steps of assessing compliance at your institution even if you have a good program in place and what steps to take if you find a problem.

Learning Objectives
• Participants will be able to identify the essential elements of a good export compliance program.
• Participants will learn to design an audit program to assess the efficacy of your export controls program.
• Participants will understand the steps to take when non-compliance is discovered.

Prerequisite: Participants should have an advanced knowledge of export controls.

Susan Sedwick*, Consulting Associate, Attain, LLC
David Ivey, Export Controls Counsel, University of Texas at Austin

WORKSHOP 18: INTEGRATING AND ENHANCING RESEARCH DEVELOPMENT AT PUIs

Program Level: Overview
When institutions make a commitment to support faculty in an effort to increase the number of quality proposals submitted to external sponsors, they sometimes call this “research development” and assign the function to the sponsored programs office. Most predominantly undergraduate institutions (PUIs) do not establish a research development office separate from the sponsored programs office, but rather formalize and expand functions in the pre-award office to focus more on research development. But, what is research development for PUIs? How can we maximize the services and expand typical pre-award services to meet the needs of a PUI? How can we engage and leverage other offices and resources on campus with the process? Getting faculty to develop ideas, teams, and their thinking about projects early is critical to developing proposals with higher chances of success. Are you looking to find new and creative options for providing faculty support and resources for outreach and proposal development? This workshop will provide examples and suggestions of activities and programs that typically comprise research development. We will discuss alternative organizational structures, roles, and responsibilities for integrating and enhancing the research development function at the PUI. We will highlight resources for: increasing faculty awareness of funding opportunities; increasing faculty collaboration and team development; and, strengthening support to motivate faculty to seek outside funding at a PUI while often carrying a heavy teaching and advising load. Bring your ideas, examples, and success stories to share with the group. This workshop will be interactive, using small and larger group discussion to share experiences and knowledge.

Learning Objectives
• Participants will be able to define the term “research development.”
• Participants will be able to cite examples of positions that blend research development and proposal development.
• Participants will understand how blended positions at PUIs are different from separate, full-time research development roles at research intensive institutions.
• Participants will be able to identify approaches, resources, and models within and beyond the sponsored programs office to enhance research development.
• Participants will list activities typically associated with research development.
• Participants will be able to identify specific strategies or next steps to enhance research development at their home institutions.

Pam Whitlock*, Director, Office of Sponsored Programs, University of North Carolina at Wilmington (Emeritus)
Pamela Napier, Director, Office of Sponsored Programs, Agnes Scott College
Kris Monahan, Director of Sponsored Research and Programs, Providence College

* Lead Presenter
AGENDA

THE 10TH ANNUAL MEETING FOR PRE-AWARD RESEARCH ADMINISTRATORS

TUESDAY MARCH 8

4:00 – 6:00 PM
PRA CONCIERGE
PARTICIPANT MATERIALS PICK-UP

WEDNESDAY MARCH 9

7:30 AM – 5:00 PM
PRA CONCIERGE
PARTICIPANT MATERIALS PICK-UP

8:30 AM – 5:00 PM
PRE-CONFERENCE WORKSHOPS AND SENIOR LEVEL FORUMS
(ADDITIONAL FEE REQUIRED TO ATTEND)

NOON – 1:30 PM
PRE-CONFERENCE WORKSHOP NETWORKING LUNCHEON
FOR FULL DAY SESSION PARTICIPANTS, FACULTY AND EVALUATORS

5:30 – 6:15 PM
NETWORKING WINE AND CHEESE RECEPTION
### COMPLIANCE

<table>
<thead>
<tr>
<th>Concurrent Sessions</th>
<th>Discussion Groups</th>
<th>Case Studies</th>
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<tbody>
<tr>
<td><strong>10:15 – 11:30 am</strong></td>
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<td><strong>2:45 – 3:45 pm</strong></td>
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<tr>
<td>The Life and Times of a Subaward</td>
<td>Pre-Award &amp; Internal Controls</td>
<td>Compliance</td>
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<td>Research Administration According to Sheldon Cooper</td>
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<th><strong>4:00 – 5:00 pm</strong></th>
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<tr>
<td>Research Misconduct</td>
<td>Visitors on Campus – Collaborations and Concerns</td>
<td>Creating Cross-functional Process Diagrams and Standard Operating Procedures</td>
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### DEPARTMENTAL

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<tr>
<td>Strategic Planning for the Department Administrator</td>
<td>Shadow Dancing: Getting Your Shadow System in Step</td>
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<tbody>
<tr>
<td>A Day in the Life of Pre-Award Administrator: Central Office Perspective</td>
<td>Identifying and Understanding Problematic Grants and Contracts Language for the Department Administrator</td>
<td>Budgeting 101: A Holistic Approach</td>
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### FEDERAL

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<td><strong>4:00 – 5:00 pm</strong></td>
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<tr>
<td>2 CFR 200 – Uniform Guidance, the Sophomore Year</td>
<td>Challenges Facing Primarily Undergraduate Institutions in Implementing the Uniform Guidance</td>
<td>Federal</td>
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<td>NSF Update</td>
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<td>COGR Washington Update</td>
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**VIRTUAL SESSION:** Implementation of Public Access, What Have We Learned

**Technical Changes and FAQs on the Uniform Guidance: Campus Perspectives**
# Agenda

## The 10th Annual Meeting for Pre-Award Research Administrators

### Thursday | March 10, 2016

### Sessions by Track

#### International

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<tr>
<th>Time</th>
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<tr>
<td>10:15 – 11:30 am</td>
<td>Global Research Administration Strategies: Working with International Partners</td>
<td>1:00 – 2:15 pm</td>
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<td>Horizon 2020: Internationalization Framework for US Universities to set Foot in Europe</td>
<td>4:00 – 5:00 pm</td>
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<td>1:00 – 2:15 pm</td>
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<td>International Contracting Issues</td>
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<td>NCURA’s International Research Fellowship Opportunities</td>
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#### Medical/Clinical

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<td>10:15 – 11:30 am</td>
<td>Getting your Ducks in a Row: Compliance at the Pre-Award Stage</td>
<td>10:15 – 11:30 am</td>
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<td>PCORI (Patient-Centered Outcomes Research Institute): Overview of Application Process</td>
<td>2:45 – 3:45 pm</td>
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<tr>
<td>1:00 – 2:15 pm</td>
<td>Setting up Multi-Site Agreements: The Transition from Thinking of Satellite Sites as Subcontracts to Vendors</td>
<td>Reviewing, Revising or Retooling SOPs in Clinical Research Regulatory Management</td>
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<td>Alternative Funding Opportunity: OnPAR</td>
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<td>2:45 – 3:45 pm</td>
<td>Clinical Trial Budgeting – It’s Not Magic</td>
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<td>4:00 – 5:00 pm</td>
<td>Giving Clinical Research “Context” in a Grant Administrator World</td>
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#### Predominantly Undergraduate Institutions (PUI)

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<tr>
<td>10:15 – 11:30 am</td>
<td>Proposal Preparation and Evaluation Planning: Key Considerations for Successful Integration</td>
<td>1:00 – 2:15 pm</td>
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<td>Strategic Planning at the Pre-Award Phase for Non-Research Intensive Institutions</td>
<td>The Insider’s Scoop on the NCURA Peer Review for PUIs: Peer Reviewers and Institutions Share Their Insights</td>
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<tr>
<td>2:45 – 3:45 pm</td>
<td>New to a PUI? Moving from Surviving to Thriving</td>
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<td>4:00 – 5:00 pm</td>
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### Professional Development

**Concurrent Sessions**

- **10:15 – 11:30 am**
  - Formulas for Communicating Effectively with Others: It’s Not Always Them; Sometimes it’s Us!

- **1:00 – 2:15 pm**
  - So You Think You Want to be a Consultant

- **2:45 – 3:45 pm**
  - Bottom Up Collaborative Approach to Pre-Award Process Improvement

- **4:00 – 5:00 pm**
  - Practical Leadership in Research Administration: Applying the Five Practices of Exemplary Leadership

**Discussion Groups**

- **10:15 – 11:30 am**
  - Becoming a Research Administration Leader: Strategies for Developing Yourself for a Leadership Position

- **2:45 – 3:45 pm**
  - So You Think You Want to be a Consultant (Follow-up to concurrent session, “So You Think You Want to be a Consultant” held at 1:00 pm)

- **4:00 – 5:00 pm**
  - Encouraging a Research-Active Faculty

### Research Development

**Concurrent Sessions**

- **1:00 – 2:15 pm**
  - Research Infrastructure and the NIH BRAD Award: Proposal Development to Implementation

- **2:45 – 3:45 pm**
  - Preparing the Content Experts: Best Practices in Grantsmanship Skills Development

- **4:00 – 5:00 pm**
  - Benefit Analysis for Grants: Key Considerations in Producing Meaningful Assessments

**Case Studies**

- **1:00 – 2:15 pm**
  - Professional Development
**Agenda**

**Thursday | March 10, 2016**

**6:15 AM**
NCURA FUN RUN AND POWER WALK

**7:30 AM – 5:00 PM**
PRA CONCIERGE
PARTICIPANT MATERIALS PICK-UP
EXHIBITS OPEN
NCURA CONNECT

NCURA Connect offers a relaxed environment where attendees can unwind for a minute, while receiving the latest information about NCURA programs. Swing by the Lounge to recharge and meet peers who are a part of your social and professional network and build valuable relationships. #NCURAPRA #CollaborateNCURA

**7:30 – 8:15 AM**
CONTINENTAL BREAKFAST
BREAKFAST ROUNDTABLES
Measuring Success and Tracking Pre-Award Metrics: What are They and How Should We be Tracking?
Jennifer Harman*, Director of Sponsored Programs and Faculty Research, Nazareth College of Rochester
Laney McLean, Sponsored Research Administrator II, Florida State University

Research Administrators Without Borders
David Lynch*, Interim Vice President, Research Operations, Children’s Hospital of Oakland, Research Institute
Cecilia Björkdahl, Project Manager, Karolinska Institutet

How eRA Systems Work, What They Can (and Can’t) Do for an Institution
Roger Wood*, Associate Vice President, Product Management, InfoEd Global

Global Outreach and Partnering
Janet Simons*, Director, Research Policy, University of Maryland Baltimore
Jeffrey Newman, Director, Contract & Research Administration, Vanderbilt University

You Are Stronger Than You Think: Recognizing and Combatting “Imposter Syndrome”
Jennifer Lawrence*, Manager, Business-Finance, School of Mind, Brain & Behavior, University of Arizona

**8:15 – 9:45 AM**
KEYNOTE ADDRESS
Shari Harley, founder and President of Candid Culture Shari Harley, author of the book How to Say Anything to Anyone, is known globally as an engaging, funny, content-rich business speaker. Her international training firm, Candid Culture, is making it easier to tell the truth at work. Shari is bringing candor back to the workplace. A former HR practitioner and operations leader, Shari’s practical approach has led her to speak and train in Singapore, Thailand, Malaysia, India, Dubai and Australia. From ‘Making Meetings Work’ and ‘Delegating Better’ to ‘Managing Your Career’ and ‘Saying Anything to Anyone,’ Shari’s tips are sure to delight and inform in a real, direct and very funny way. Get a complimentary copy of Shari’s book “Say Anything to Anyone,” signed by Shari, after the keynote address.

**9:45 – 10:15 AM**
NETWORKING AND REFRESHMENT BREAK

* Lead Presenter
CONCURRENT SESSIONS

COMPLIANCE

THE LIFE AND TIMES OF A SUBAWARD
Program Level: Intermediate

We will work through the process of subawarding from Pre- to Post-through closeout, narrowing in on the responsibilities for the PI, Departmental Administrator and Sponsored Projects Office at each stage. We will discuss subrecipient determinations and monitoring under Uniform Guidance, and best practices for the pass-through entity.

Learning Objectives
- Participants will understand the difference between subrecipient and contractor.
- Participants will develop an understanding of the roles throughout the subaward process.
- Participants will understand Uniform Guidance directives regarding subrecipient monitoring.
- Participants will outline ideas to improve efficiency from step to step.

Prerequisite: Participants should have a basic understanding of what a subaward is and the processes at their institutions.

Kari Vandergrust*, Sponsored Projects Administrator, University of Oregon
Carrie Chesbro, Sponsored Projects Training Manager, Post-Award, University of Oregon
Megan Dietrich, Engineering Research Administrator, Team Lead, Engineering Research Administration, Stanford University

COMPLIANCE

RESEARCH ADMINISTRATION ACCORDING TO SHELDON COOPER
Program Level: Advanced

"The Big Bang Theory" is one of the most successful shows on television, and while the general public finds the show to be hilarious, those of us in research administration understand the comedy on a deeper level. That level is what we call reality. The antics of Drs. Cooper, Hofstadter, Koothrappali, and Mr. Wolowitz have made us all cringe on numerous occasions. From inappropriate use of government property to poor stewardship of sponsor funds, this session will highlight many of their on screen policy violations and incidents of noncompliance while also examining the actual, real life regulations involved.

Learning Objectives:
- Highlight the on screen scenarios that are related to research administration.
- Explain the real world policy and regulation violations committed.
- And examine the long term consequences should violations take place within our institutions.

Prerequisite: In order to make the connection to the regulation violations presented, attendees should have an understanding of a wide base of research administration topics, such as cost principals and compliance areas.

David Smelser*, Assistant Director of Sponsored Programs, Office of Sponsored Programs, University of Tennessee
Justo Torres, Director, Office of Contracts and Grants, North Carolina State University
Anthony Ventimiglia, Director, Office of Proposal Services and Faculty Support, Auburn University

DEPARTMENTAL

STRATEGIC PLANNING FOR THE DEPARTMENT ADMINISTRATOR
Program Level: Advanced

Are you new to a department? Have you been asked to look at short and long term planning and goals? Are you trying to figure out where to start? We’ve all been tasked, whether directly or indirectly, to some extent with “how do we do this better/faster/cheaper/at all?” As a departmental administrator, the goalposts seem to always be moving, but yet the requirements have become more focused on providing stellar customer service while managing a book of business that needs to demonstrate good internal controls and processes. In this session we will explore the challenges and opportunities associated with starting a new departmental unit, expanding the one you’ve got, or simply just looking at short and long term planning. We will discuss what items to look for, how to identify your advocates, and how to present solutions rather than problems.

Learning Objectives
- Participants should leave this session with a broad stroke understanding of short and long term planning, critical decision making, and how to identify your needs to present the best solutions.

Lindsey Demeritt*, Associate Director, Sponsored Research, University of Texas at Austin
Kris Monahan, Director of Sponsored Research and Programs, Grants and Sponsored Projects, Providence College

* Lead Presenter
GLOBAL RESEARCH ADMINISTRATION STRATEGIES: WORKING WITH INTERNATIONAL PARTNERS

Program Level: Overview

Research opportunities have expanded rapidly to regularly include international sites and collaborators. These partnerships include legal, cultural, and practical issues our research administration offices are constantly learning to address. The presenters will share their experiences and strategies related to international agreements and establishing global partnerships. Participants are urged to bring and share their own challenges and issues they’ve encountered as our research opportunities grow beyond our borders.

**Learning Objectives**

- Participants will learn key elements of international collaborations including implications and challenges we have met and successfully resolved.

*Jennifer Ponting*, Director of Pre-Award Services, Harvard University  
*Megan Moore*, Grants and Contracts Officer, Harvard University

GETTING YOUR DUCKS IN A ROW: COMPLIANCE AT THE PRE-AWARD STAGE

Program Level: Basic

In our new reality of large interdisciplinary proposals, dwindling resources, and increasing regulations, the role of pre-award personnel is more important than ever. Pre-award personnel are uniquely positioned to shape proposals that result in successful post-award administration. In this session we will present common post-award compliance problems and give strategies to help pre-award personnel address these at proposal stage before they become issues.

**Learning Objectives**

- Participants will learn about common post-award compliance pitfalls and learn suggested techniques for avoiding post-award compliance problems.
- Participants will learn suggested techniques for improving communication between pre and post-award personnel in a centralized grants office.
- Participants will learn suggested techniques for improving communication with PIs and unit administrative staff.
- Participants will learn suggested techniques for viewing award terms through a business process lens.

*Andrea Ward Ross* *, Assistant Executive Dean for Research, Ohio State University Main Campus  
*Karla Gengler-Nowak*, Director, College of Medicine, Ohio State University  
*Aimee Nielsen-Link*, Director, Health Sciences Office, Ohio State University

PCORI (PATIENT-CENTERED OUTCOMES RESEARCH INSTITUTE): OVERVIEW OF APPLICATION PROCESS

Program Level: Overview

This session will cover how to apply to the Patient-Centered Outcomes Research Institute (PCORI). Special attention will be paid to choosing the correct funding opportunity, submitting a responsive application, and the merit review process. The speaker will also address PCORI’s requirements for patient engagement in research and PCORI’s legislative mandate for the dissemination of research findings.

**Learning Objectives**

- Participants will hear an overview of PCORI, its source of funding, and enabling legislation.
- Participants will learn how to select the correct PCORI funding announcement (PFA).
- Participants will learn how to include patients and other stakeholders as part of the research team.
- Participants will understand PCORI’s application process, requirements, and online application system.

*James Hulbert*, Pre-Award Manager, Contracts Management and Administration, Patient-Centered Outcomes Research Institute (PCORI)  
*Enas Areiqat*, Associate Director, Contracts Management & Administration, Patient-Centered Outcomes Research Institute (PCORI)
10:15 – 11:30 AM  
CONCURRENT SESSIONS, DISCUSSION GROUPS, CASE STUDIES & SPARK SESSIONS

CONCURRENT SESSIONS CONTINUED

PREDOMINANTLY UNDERGRADUATE INSTITUTIONS

PROPOSAL PREPARATION AND EVALUATION PLANNING: KEY CONSIDERATIONS FOR SUCCESSFUL INTEGRATION
Program Level: Overview
The relationship of evaluation and grant-funded activity is evolving, creating the need for new patterns of interaction between the principal investigator(s) and the project evaluator from the point of concept development on. Specific articulation and representation of the nature of the proposed innovation is a central tenet of the new orientation for federally funded grant projects. This includes patterns for denoting the theoretical basis of the initiative, the general and local maturity of the proposed undertaking, and past evidence of effectiveness, moving evaluators and investigators beyond typical formative and summative evaluation of program implementation and outcomes. Evaluators and project teams must, therefore, collaborate in project design and proposal writing, assessing the rigor and quality of existing evidence of effectiveness, designing means of studying innovations, and integrating “programmatic,” “research,” and “evaluation” functions necessary for a compelling proposal and successful project. This presentation will describe key considerations in and helpful patterns for the evolving relationship between project teams and evaluators from the point of project conception to close-out. Concepts shared will be scaled to address the needs and concerns of institutions with little, moderate, and substantial Office of Sponsored Programs support.

Learning Objectives
Participants will learn about key considerations for collaboration between proposal development/project teams and external evaluators, suggested patterns for addressing these key considerations at multiple points from concept development to close out, and means of scaling the patterns to meet the needs of a variety of circumstances and institutions.

Michael Preuss*, Grant Consultant, Hanover Research Council
Judy Kelley, Director, West Texas Office of Evaluation and Research
Kirk Knestis, Chief Executive Officer, Hezel Associates

PROFESSIONAL DEVELOPMENT

FORMULAS FOR COMMUNICATING EFFECTIVELY WITH OTHERS: IT’S NOT ALWAYS THEM; SOMETIMES IT’S US!
Program Level: Overview
Are you often finding yourself in a back and forth dialog with a colleague that frustrates you? Do you feel your words get lost in translation when you are speaking with faculty and staff? Are you asking yourself, “Why can’t I get my point across?” If you are, you are not alone. We will discuss the art of communicating by using our emotional intelligence to better understand and manage how we interact with others. We will focus on hot button issues, stress management, conflict resolution and self-awareness to help us improve our communication skills. This interactive session encourages participants to ask questions as well as share their own experiences.

Learning Objectives
• Participants will learn how to communicate effectively with their colleagues and faculty through exploring aspects of emotional intelligence.
• This session will provide communication tools and techniques that will assist you throughout your research administration career, whether as an individual contributor or a leader.

Denise Moody*, Senior Director of Research Compliance, Research Administration Services, Faculty of Arts and Sciences, Harvard University
Tolise Miles, Training Development Specialist, University of Colorado at Boulder
DISCUSSION GROUPS

COMPLIANCE
PRE-AWARD & INTERNAL CONTROLS
“Getting it Right From the Start” Internal Controls must be communicated to the pre-award team in an effort to provide knowledge and develop proposals to meet both sponsor and institutional requirements. This session will review how pre-award staff can improve the accountability of internal controls.

Jennifer R. Camp*, Associate Director, Office of Sponsored Programs, Georgia Institute of Technology

MEDICAL/CLINICAL
MANAGING THE BIO-MEDICAL RESEARCH ENTERPRISE
This discussion group will focus on the complexities of managing the research infrastructure at an Academic Medical Center and Hospitals.

Jamie Caldwell*, Associate Vice Chancellor for Research Administration, University of Kansas Medical Center

PROFESSIONAL DEVELOPMENT
BECOMING A RESEARCH ADMINISTRATION LEADER: STRATEGIES FOR DEVELOPING YOURSELF FOR A LEADERSHIP POSITION
There are many different career paths in research administration. This discussion session provides people with an opportunity to discuss the different paths that they have traveled and ask questions of others about their paths. Topics will include strategies for developing yourself for a leadership position in the field of research administration as well as a discussion on the different types of career tracks available within the field.

Kerry Peluso*, Associate Vice President for Research Administration, Office of Sponsored Programs, Emory University

CASE STUDIES: Each session in the case study track will consist of facilitators leading the group through relevant real-life scenarios to utilize problem-based learning. In this learn by doing session participants will delve deeper into problems that arise in the daily life of a Departmental Research Administrator and use critical thinking to address/solve a particular problem. This approach will enable participants in understanding how to handle situations that may arise in the office.

DEPARTMENTAL
CASE STUDY: DEPARTMENTAL

Timothy Schailey*, Director, Research Administration, Thomas Jefferson University

SPARK SESSIONS: 15 – 20 minute, high energy, high deliverable offerings will get right to the “good stuff.”

10:15 – 10:35 am
QUICK FIXES FOR DEPARTMENTAL ADMINISTRATORS
Anne Albinak*, Assistant Director of Finance, Johns Hopkins University

10:45 – 11:05 am
IDENTIFYING AND UNDERSTANDING PROBLEMATIC GRANTS AND CONTRACTS LANGUAGE FOR THE DEPARTMENT ADMINISTRATOR
Geraldine Pierre*, Grants & Contracts Manager, Health, Law, Policy and Management, Boston University School of Public Health

11:15 – 11:30 am
NCURA EVENT APP – LEARN HOW TO BUILD YOUR ITINERARY AND FIND NETWORKING OPPORTUNITIES. MAKE SURE TO DOWNLOAD THE APP BEFORE THE SESSION!
Kati Barber*, Director of Meetings, National Council of University Research Administrators

* Lead Presenter
CONCURRENT SESSIONS

COMPLIANCE
RESEARCH MISCONDUCT
Program Level: Advanced

This session is intended to provide the audience with a holistic view of research misconduct within academic institutions of higher learning. The emerging trends, information, cases, corrective actions, and need for a seamless institutional response will be discussed as being vital in reducing institutional risks and personal liability. The role of research administrators in understanding and acting on information of noncompliance will be instrumental in all of our collective successes.

Learning Objectives
• Research misconduct will be defined.
• Participants will hear an overview of research misconduct policy and associated processes.
• Participants will review research misconduct issues, cases, and current trends.
• Participants will discuss institutional impacts of research misconduct.
• Participants will hear an overview of grants/contracts responsibilities related to research misconduct.
• Participants will discuss trends and next steps for research administrators.

Robert Nobles*, Assistant Vice Chancellor for Research, Office of Research and Engagement, University of Tennessee
Jeff Seo, Executive Director for Research Integrity and Compliance, Harvard Medical School

DEPARTMENTAL
A DAY IN THE LIFE OF PRE-AWARD ADMINISTRATOR: CENTRAL OFFICE PERSPECTIVE
Program Level: Basic

This session will focus on the daily operations of the Pre-Award Administrator and how important managing the ever changing daily responsibilities is to being successful on the job. From being the liaison between the PIs, Departmental Staff and Sponsors to formal/informal training and relationship building, the Pre-Award Administrator wears many hats. This along with their other duties can be challenging. We will explore and discuss various ways to prioritize responsibilities, manage workflow and build and maintain good relationships with internal and external customers.

Learning Objectives
• Participants will learn and discuss the various aspects of a research administrator’s daily activities.
• Participants will discuss best practices on how to effectively manage the responsibilities of a research administrator.
• Participants will be provided with resources for creating positive experiences as a research administrator at the central level.

Katie McKeon*, Contract Manager, University of Maryland, College Park
Danette Boone, Research Administrator, University of Maryland, College Park

FEDERAL
2 CFR 200 – UNIFORM GUIDANCE, THE SOPHOMORE YEAR
Program Level: Update

On December 19, 2014, 28 Federal agencies adopted the 2 CFR 200 Uniform Guidance in their own set of regulations, making the Uniform Guidance requirements effective to all Federal awards granted on or after December 26, 2014. This guidance – a sweeping consolidation of decades of OMB circulars, guidance, and the “common rule” on grants management – replaced ALL the OMB Grant Circulars and changed the landscape how grants are awarded, administered and audited for ALL types of grantees (State and local governments, Tribal governments, nonprofit organizations and colleges & universities). The Guidance has now been new effective and applicable for one year.

This session will include a brief history, a highlight of the changes and their impact on your institution, the Frequently Asked questions during the first year of implementation and some best practices during the “Freshman” year.

Learning Objectives
• Participants will gain insight into the development of the Uniform Guidance.
• Participants will understand the highlights of key changes in grant requirements.
• Participants will learn about the potential impact on institution grant management systems.
• Participants will learn about some early implementation issues.
• Participants will hear about some best practices for implementation.

Gilbert Tran is unable to join us in New Orleans. He presented this session live via webcast at the FRA conference on Tuesday, March 8. We will be playing the prerecorded session during this time.

* Lead Presenter
CONCURRENT SESSIONS CONTINUED

INTERNATIONAL
HORIZON 2020: INTERNATIONALIZATION FRAMEWORK FOR US UNIVERSITIES TO SET FOOT IN EUROPE
Program Level: Overview
Participants will learn about the possibilities of using Horizon 2020 as a strategic tool to foster their internationalization strategy in Europe. We will discuss the structure and specificities of the EU’s Horizon 2020 program from the perspective of US universities.

Learning Objectives
• Participants will hear about first-hand experiences of an US university pursuing funding from Horizon 2020, including practical tips.
• Participants will learn about upcoming opportunities within Horizon 2020.

Damian Borowski*, Regional Manager Central and Eastern Europe, LNE Group GmbH
Jennifer Ponting, Director of Pre-Award Services, Harvard University

MEDICAL/CLINICAL
SETTING UP MULTI-SITE AGREEMENTS: THE TRANSITION FROM THINKING OF SATELLITE SITES AS SUBCONTRACTS TO VENDORS
Program Level: Intermediate
It seems to be a prerequisite to develop a catchy title that can be turned into an acronym to describe a multi-site trial, but there are many more aspects! Contractual considerations, financial finagling, and political discussions abound. This session will address many of the challenges related to the structuring, proposing, and ramping-up over multiple institutions. While focusing on the perspective of the financial/contracting coordinating center, we will walk through reasonable ways to propose financial reimbursement plans across sites, site participation in the proposal process, and approaches to agreements, providing insight to both centers and individual sites participating in trials. Attend and walk through the major issues.

Learning Objectives
• Participants will be able to identify potential financial model(s) for proposing and administering multi-site trials.
• Participants will understand opportunities to refine development of a trial budget.
• Participants will learn to describe approaches to negotiating site reimbursements and invoicing approaches.

Prerequisite: A general understanding of multi-site clinical trials.

Heather Offhaus*, Director, Medical School Grant Review & Analysis, University of Michigan-Ann Arbor
Valerie Stevenson, Administrative Director, Neurological Emergencies Treatment Trials (NETT), University of Michigan Health System

MEDICAL/CLINICAL
ALTERNATIVE FUNDING OPPORTUNITY: OnPAR
Program Level: Overview
So, your proposal wasn’t funded. Good news! You can submit your unfunded application to OnPAR for a second chance to get funded! OnPAR, or Online Partnership to Accelerate Research, is a global public – private partnership. The goal of OnPAR is to match quality biomedical research projects, unfunded by NIH, with research priority areas of interest of private foundations, pharmaceutical and biotech companies, and venture capital funds.

Learning Objectives:
• Participants will understand OnPAR funding mechanism.
• Participants will understand eligibility requirement and how to apply.
• Participants will learn who are OnPAR partners and funding members.

Prerequisite:
• Participants should have an understanding the NIH and other funding agencies application and review process.
• Participants should have an understanding of private biomedical foundation and pharmaceutical grants and contract mechanism.
• Participants should have an understand institutional technology transfer policies.

Martin Dueñas*, Director, Leidos Health Research Management Practice

PROFESSIONAL DEVELOPMENT
SO YOU THINK YOU WANT TO BE A CONSULTANT
Program Level: Overview
Most of us have occasionally wondered what it would be like to be a consultant. What does it take? Would I like working from home? What about the travel? Do I have the skills needed? Do I have the temperament? Do I want to work for a company or be an independent? Come hear about and discuss the ins and outs with a panel of long-time research administrators who have made the jump to consulting.

Learning Objectives:
• Participants will learn about the various types of consulting jobs.
• Participants will learn about practical considerations of working alone or with a company.
• Participants will leave with a better understanding of the culture shift.

Diane Barrett*, Director, Office of Sponsored Programs, Colorado State University
Susan Sedwick, Consulting Associate, Attain, LLC
Cindy White, Consultant, University Research Administration (Emeritus)
CONCURRENT SESSIONS CONTINUED

RESEARCH DEVELOPMENT

RESEARCH INFRASTRUCTURE AND THE NIH BRAD AWARD: PROPOSAL DEVELOPMENT TO IMPLEMENTATION

Program Level: Basic

Research administrators work diligently to help faculty and staff to fulfill principal investigator roles and responsibilities for external funding. But what happens if sponsored offices seek external funding to further their missions? This session will review the NIH Biomedical/Biobehavioral Research Administration Development (BRAD) G11 Extramural Associate Research Development Award (EARDA) and one emerging institution’s development of the proposal and implementation of the award. Discussion will include how the Office of Research and Projects developed the proposal and devised a management plan. The session will also include information on the first two years of implementation and lessons learned.

DISCUSSION GROUPS

FEDERAL

CHALLENGES FACING PRIMARILY UNDERGRADUATE INSTITUTIONS IN IMPLEMENTING THE UNIFORM GUIDANCE

Discussion group regarding challenges facing PUIs in implementing the Uniform Guidance.

INTERNATIONAL

INTERNATIONAL CONTRACTING ISSUES

Developing and maintaining international relationships in support of research collaborations can be challenging, given the often misunderstood cultural, business and legal differences between the parties. This discussion session will explore some of the issues we face in this growing area of activity, as well as the solutions our institutions have come up with. Please join us with your questions (and solutions)!

PREDOMINANTLY UNDERGRADUATE INSTITUTIONS

THE INSIDER’S SCOOP ON THE NCURA PEER REVIEW FOR PUIs: PEER REVIEWERS AND INSTITUTIONS SHARE THEIR INSIGHTS

Sponsored program offices at PUIs invariably have to ‘do it all’ with little staff as we are tasked to provide broad ranging support for basic research development in addition to pre– and post–award management. But are we doing it well or at least well enough and how can we do better? What are our strengths and weaknesses and how should we prioritize limited resources to shore up weaknesses and improve services? The NCURA Peer Review Program was developed to assist institutions of all sizes to assess the effectiveness of their sponsored programs operations. The process may seem a bit daunting for PUIs, which often have small staffs. However, the experience is both rewarding and beneficial. We will discuss what to expect from a peer review and how to prepare, both from the perspective of the peer reviewers and PUIs who underwent a review. You are encouraged to ask questions, share experiences, and reflect on lessons learned from such administrative program reviews.

Learning Objectives

- Participants will learn about forging relationships to implement a plan for seeking and managing external funding in a sponsored office.
- Participants will learn to utilize programs for research infrastructure:
  - Leveraging funding opportunities both internally and externally;
  - Facilitating collaborations internally, regionally, and nationally.
- Participants will discuss lessons learned and best practices.

Teri Gulledge*, Research Administrator, Southern Illinois University Edwardsville
Susan Morgan, Associate Dean, Graduate School, Southern Illinois University Edwardsville

Roger Wareham*, Director, Grants Development, University of Minnesota, Morris

David Mayo*, Director of Sponsored Research, California Institute of Technology

Nancy Dufau*, Director, Office of Research & Sponsored Programs, Loyola University Maryland

* Lead Presenter
1:00 – 1:15 pm
GOING ROGUE: HOW TO HANDLE A WAYWARD PI
Natasha Stark*, Assistant Director, Pre-Award Services, Kennesaw State University

1:25 – 1:45 pm
GETTING YOUR PI’S TO YES: NEGOTIATING AGREEMENT TO TRANSFORM YOUR ORGANIZATION
Kevin Ferrell*, Solutions Consultant, Research Suite, University of New Mexico Main Campus

1:55 – 2:15 pm
A SURVIVORS GUIDE TO THE COMPLIANCE CONVERSATIONS: PREPARATION, ENGAGEMENT, AND SURVIVAL
Patrick Medina*, Director, Grants and Contract Services, Associate Director, Research and Sponsored Programs, University of Wisconsin-Madison
David Lynch, Consultant

2:15 – 2:45 pm
NETWORKING AND REFRESHMENT BREAK

2:45 – 3:45 pm
CONCURRENT SESSIONS, DISCUSSION GROUPS, CASE STUDIES & SPARK SESSIONS

CASE STUDIES: Each session in the case study track will consist of facilitators leading the group through relevant real-life scenarios to utilize problem-based learning. In this learn by doing session participants will delve deeper into problems that arise in the daily life of a Departmental Research Administrator and use critical thinking to address/solve a particular problem. This approach will enable participants in understanding how to handle situations that may arise in the office.

PROFESSIONAL DEVELOPMENT

CASE STUDY: PROFESSIONAL DEVELOPMENT
Tolise Miles*, Training Development Specialist, University of Colorado at Boulder
Anne Albinak, Assistant Director of Finance, Whiting School of Engineering, The Johns Hopkins University

SPARK SESSIONS: 15 – 20 minute, high energy, high deliverable offerings will get right to the “good stuff.”

LEARNING OBJECTIVES
• Participants will leave with an understanding of potential compliance issues associated with domestic and international campus visitors.
• Participants will discuss strategies for implementing review of prospective visitors.
• Participants will learn why and when an agreement such as a Visiting Scholar Agreement is used to manage these visits.

SOME KNOWLEDGE OF GRANTS, CONTRACT TERMS AND CLAUSES.

Geraldine Pierre*, Grants & Contracts Manager, Health, Law, Policy and Management, Boston University School of Public Health
Lori Benjamin, Senior Grant Administrator, Massachusetts General Hospital

* Lead Presenter
CONCURRENT SESSIONS CONTINUED

FEDERAL
NSF 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 institutions and researchers.

Learning Objectives
• Participants will understand recent and future changes to NSF policies and procedures.
• Participants will learn about current and future NSF budgets, agency priorities, and involvement in electronic initiatives including advances with Research.gov.
Jean Feldman*, Head, Policy Office, Division of Institution and Award Support, National Science Foundation

MEDICAL/CLINICAL
CLINICAL TRIAL BUDGETING – IT’S NOT MAGIC
Program Level: Advanced
Clinical trial budgeting is a key component to making sure a study is feasible from the very start. Budgets should be consistently organized across several categories. This session will review best practices and provides helpful tips on developing and negotiating budgets and payment terms with sponsors. Generally, industry sponsors are concerned with the total cost of conducting a project rather than the classification of costs. As a consequence, the structure of most clinical trial budgets differ from those of grant proposal budgets. Sponsor-provided budget templates are typically separated into up front costs, per patient costs, and items to be invoiced on an as needed basis. In our complex organizations putting together a clinical trial budget whether industry or federal, is a complex and time consuming process. This session will attempt to explore the budgeting process, tips and tricks and hopefully lead to a lively discussion where we can learn best practices from one another.

Learning Objectives
• Participants will explore the different types of budgets, how to build relationships and databases to aid in the budgeting process, what industry sponsors look for vs. federal sponsors and lessons learned during the process.
• Participants will discuss the key components needed, how to answer the age old comment “Your institution is more expensive than your peers.”
• Participants will learn what you should have at your finger tips to assist you in this iterative process of costing out clinical research.
Prerequisite: A basic understanding of clinical trials and the costing of them.
Denise Snyder*, Associate Dean for Clinical Research, Duke University
Lindsey Spangler, Director, Research Operations, Duke University School of Medicine

PREDOMINANTLY UNDERGRADUATE INSTITUTIONS
STRATEGIC PLANNING AT THE PRE-AWARD PHASE FOR NON-RESEARCH INTENSIVE INSTITUTIONS
Program Level: Overview
This session will cover pre-award strategic planning. While PUIs don’t have a research focus like other institutions do, there is still an expectation that faculty will engage in “scholarship” and a desire from on-high to increase award numbers. Unfortunately, awards don’t materialize out of thin air and are dependent on a healthy pool of competitive proposals – proposals that are a good fit for the PI and/or the institution that have a fighting chance of success based on that fit – going forth from the institution. What strategies can we employ to increase the size of this pool? We will look at some of these strategies and hopefully engage in a robust discussion about them.

Learning Objectives
• Participants will have a clear understanding of proposal fit and how it impacts proposal success.
• Participants will have a deeper understanding of how to engage in strategic planning at their institution.
Carolyn Elliott-Farino*, Executive Director, Office of Research, Kennesaw State University
Natasha Stark, Assistant Director, Pre-Award Services, Kennesaw State University
CONCURRENT SESSIONS CONTINUED

PROFESSIONAL DEVELOPMENT

BOTTOM UP COLLABORATIVE APPROACH TO PRE-AWARD PROCESS IMPROVEMENT

Program Level: Overview
Proposal development, a critical business function for any organization engaged in sponsored research, requires significant resources at the department, school, and central levels. If consistent practices are adopted, the research administration process becomes more efficient. This session will present a case study exploring how a workgroup of hands-on research administrators was created to address inconsistencies and implement process improvement. The participants were all actively involved with research administration on a daily basis and represented both schools and central administration. This was not a top-down model of change, but rather relied on the experience of the participants to identify solutions for improvement. The result was bottom-up approach that was successful and sustainable. This presentation will discuss the design of the group and its evolution. We will also cover how this group serves as a platform to identify areas for process improvement and the important role feedback loops have in influencing training. We will provide examples of lessons learned, outcomes, and future plans for collaboration. The session will also cover best practices and how to develop a similar working group at your institution.

Learning Objectives
• Participants will be presented with a sustainable model for pre-award process improvement that will provide examples for how to effect change at their own institutions.
• Participants will learn to identify the most challenging areas of the proposal development process and how to best approach these issues as a group.
• Participants will leave with tools and best practices to create a successful work group of their own.

Kelly Morrison*, Associate Director, Office for Sponsored Research, Northwestern University
Reid Wellensiek, Director of Research Administration, Weinberg College of Arts and Sciences, Northwestern University

RESEARCH DEVELOPMENT

PREPARING THE CONTENT EXPERTS: BEST PRACTICES IN GRANTSMANSHIP SKILLS DEVELOPMENT

Program Level: Intermediate
Grant writing is a learned skill. In the current increasingly competitive funding environment, it is more important than ever to ensure that junior investigators (and investigators new to grant writing) learn this skill well in order to present their innovative ideas effectively enough to be funded. Via case studies and examples collected from their experiences across a variety of organizations in the higher education, healthcare, and nonprofit arenas, the presenters will share best practices for helping content experts to develop and refine their grantsmanship skills. Participants will be asked to share strategies they use in their own organizations.

Learning Objectives
• Participants will be presented with a sustainable model for pre-award process improvement that will provide examples for how to effect change at their own institutions.
• Participants will learn to identify the most challenging areas of the proposal development process and how to best approach these issues as a group.
• Participants will leave with tools and best practices to create a successful work group of their own.

Paul Tuttle*, Director of Proposal Development, Sponsored Programs & Research, North Carolina Agricultural and Technical State University

DISCUSSION GROUPS

DEPARTMENTAL

SHADOW DANCING: GETTING YOUR SHADOW SYSTEM IN STEP
A good shadow system is one that anticipates your moves and provides the answers you and your PIs need when you need them. Explore ways to make your shadow system accessible and reliable.

Jennifer Lawrence*, Manager, Business-Finance, School of Mind, Brain & Behavior, University of Arizona

MEDICAL/CLINICAL

REVIEWSING, REVISING OR RETOOLING SOPs IN CLINICAL RESEARCH REGULATORY MANAGEMENT
During this Discussion Group we will review, analyze and discuss the importance and requirements of Standard Operating Procedures in Clinical Trials Management.

Jamie Caldwell*, Associate Vice Chancellor for Research Administration, University of Kansas Medical Center

* Lead Presenter
DISCUSSION GROUPS CONTINUED

PROFESSIONAL DEVELOPMENT

SO YOU THINK YOU WANT TO BE A CONSULTANT
(Follow-up to concurrent session, “So You Think You Want to be a Consultant,” held at 1:00 pm)

- Diane Barrett*, Director, Office of Sponsored Programs, Colorado State University
- Susan Sedwick, Consulting Associate, Attain, LLC
- Cindy White, Consultant, University Research Administration (Emeritus)

CASE STUDIES:
Each session in the case study track will consist of facilitators leading the group through relevant real-life scenarios to utilize problem-based learning. In this learn by doing session participants will delve deeper into problems that arise in the daily life of a Departmental Research Administrator and use critical thinking to address/solve a particular problem. This approach will enable participants in understanding how to handle situations that may arise in the office.

COMPLIANCE

CASE STUDY: COMPLIANCE

- Denise Moody*, Senior Director of Research Compliance, Research Administration Services, Faculty of Arts and Sciences, Harvard University

SPARK SESSIONS:
15 – 20 minute, high energy, high deliverable offerings will get right to the “good stuff.”

2:45 – 3:05 pm
ON MENTORING

- Samuel Gannon*, Manager, Education & Training, Vanderbilt University Medical Center

3:15 – 3:35 pm
LIMITED SUBMISSIONS

- Danielle McElwain*, Senior Sponsored Programs Administrator, University of South Carolina

3:45 – 4:00 PM
NETWORKING AND REFRESHMENT BREAK

CONCURRENT SESSIONS

COMPLIANCE

CREATING CROSS-FUNCTIONAL PROCESS DIAGRAMS AND STANDARD OPERATING PROCEDURES
Program Level: Overview
Also called Swimlane Diagrams, these tools help to identify who does what, when and where does it go when they’ve done their part. In this session, we will present the elements of constructing cross-functional process diagram and then creating the standard operating procedures that underlie each step of the process.

Learning Objectives
- Participants will learn the fundamentals of cross-functional diagrams.
- Participants will learn the fundamentals of standard operating procedures.
- Participants will learn how to apply them in real situations.

Prerequisite: Success with sudoku, crossword puzzles, mazes and other brain games, seriously!

- David Lynch*, Interim Vice President, Research Operations, Children’s Hospital of Oakland, Research Institute
- Patrick Medina, Director, Grants and Contract Services, Associate Director, Research and Sponsored Programs, University of Wisconsin-Madison

DEPARTMENTAL

BUDGETING 101: A HOLISTIC APPROACH
Program Level: Basic
In addition to reviewing the basic framework for budgeting sponsored research (OMB UG costing principles, categories of costs), we will also discuss the approach to developing a budget with a PI, and considerations to take into account when doing so. We will review some lessons learned from a former faculty member turned research administrator.

Learning Objectives
- Participants will gain an understanding of the nuts and bolts (rules) of building a budget and also the humanistic side of working with a PI on their likely least favorite part of a proposal application.

- Carly Cummings*, Assistant to the Dean - Research, College of Arts & Sciences, Mississippi State University

* Lead Presenter
CONCURRENT SESSIONS CONTINUED

**VIRTUAL SESSION**

**FEDERAL**

**IMPLEMENTATION OF PUBLIC ACCESS, WHAT HAVE WE LEARNED**

**Program Level: Update**

Representatives from DOE, NASA, NIH, and NSF will discuss their agencies’ plans to increase public access to the results of federally funded research. Their presentations will address the following:

- What is the requirement?
- What’s the current status of the initiative at an agency?
- How do we see these systems phasing in (for those that aren’t up and running yet) or evolving functions or capabilities?
- What should institutions do to prepare?
- What are the next steps or ways that institutions and individuals can contribute to the discussion?

Learning Objectives

Participants will be provided with an overview of the agencies’ plans, ways to stay current, and contact information.

Amy Friedlander*, Staff Associate, National Science Foundation

Louis Barbier, Associate Chief Scientist, NASA

Joanna Martin, DC Liaison, Office of Scientific and Technical Information, U.S. Department of Energy

J.P. Kim, NIH SBIR/STTR Program Manager & NIH Extramural Data Sharing Policy Officer, Office of Extramural Programs (OEP), Office of Extramural Research (OER), National Institutes of Health (NIH)

Neil Thakur, Special Assistant to the NIH Deputy Director for Extramural Research, National Institutes of Health

**FEDERAL**

**COGR WASHINGTON UPDATE**

**Program Level: Update**

The Council on Governmental Relations (COGR) represents 190 member universities and affiliated medical centers and independent research institutes on all matters that impact federally funded research - financial, compliance and administration, intellectual property and technology transfer, and regulatory reform. This session presented by the COGR President will cover current issues in research policy and regulation that are in play by OMB, OSTP, and any of the federal funding agencies, or that external groups - Congress, the National Academies, or the Government Accountability Office - have taken an interest in.

Tony De Crappeo*, President, Council on Governmental Relations (COGR)

**MEDICAL/CLINICAL**

**GIVING CLINICAL RESEARCH “CONTEXT” IN A GRANT ADMINISTRATOR WORLD**

**Program Level: Intermediate**

The goal of clinical research is to improve patient care. In order to do this, we need to understand clinical research and how to “right-fit” support clinician-scientists in achieving this goal. Wrapping resources around faculty and staff on the front end will lead to fewer problems post study implementation. Learn how to start the conversation with your faculty and seek out experienced clinical research staff who can help you plan for success.

Denise Snyder*, Associate Dean for Clinical Research, Duke University

Lindsey Spangler, Director, Research Operations, Duke University School of Medicine

**PREDOMINANTLY UNDERGRADUATE INSTITUTIONS**

**NEW TO A PUI? MOVING FROM SURVIVING TO THRIVING**

**Program Level: Overview**

Predominantly Undergraduate Institutions are uniquely interesting and challenging environments, particularly for someone transitioning from a more robust research administration infrastructure. Once the initial shock has worn off, what’s next? This session will discuss the vastly different culture and infrastructure of the PUI and how to leverage those challenges into strengths.

Kris Monahan*, Director of Sponsored Research and Programs, Grants and Sponsored Projects, Providence College

Paul Tuttle, Director of Proposal Development, Sponsored Programs & Research, North Carolina Agricultural and Technical State University

* Lead Presenter
**Professional Development**

**PRACTICAL LEADERSHIP IN RESEARCH ADMINISTRATION: APPLYING THE 5 PRACTICES OF EXEMPLARY LEADERSHIP**

Program Level: Overview

We all strive to be better leaders in our work-life, but what does that really mean in practical terms? This session will use Kouze’s and Posner’s Five Practices of Exemplary Leadership as a framework for building up leadership skills in the Research Administration profession. We will begin with a brief explanation of each of the practices: Model the Way, Inspire a Shared Vision, Challenge the Process, Enable Others to Act, and Encourage the Heart. We will then look closely at each practice in the context of our jobs as research administrators. We will explore which practices are best suited to the various opportunities that we encounter every day.

**Learning Objectives**

- Participants will gain a basic understanding of Kouzes and Posner’s Five Practices of Exemplary Leadership.
- Participants will have the opportunity to determine how to apply these practices in their positions as research administrators.

**Robyn Remotigue**, Research Manager, School of Public Health, Office of Sponsored Programs, University of North Texas Health Science Center at Fort Worth

**Rosemary Madnick**, Executive Director, Office of Grants and Contracts Administration, University of Alaska Fairbanks

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**Research Development**

**BENEFIT ANALYSIS FOR GRANTS: KEY CONSIDERATIONS IN PRODUCING MEANINGFUL ASSESSMENTS**

Program Level: Advanced

Understanding potential for and actual benefit from funded projects is increasingly important in research administration and grant management. While fiscal return on investment (ROI) is a direct assessment, it is not the most appropriate measure. Many key inputs cannot be integrated into grant ROI calculation and many proposals produce benefits without garnering an award. Further, benefits accrued through the grant process, ‘soft’ ROI elements, are rarely considered in meaningful ways. The presenters will describe key considerations noted in the general scholarly and research administration literature for fiscal ROI calculation in respect to grants and other forms of assessing the benefits derived from grant activity. This will include systems developed by researchers to project potential and analyze actual benefit, and suggested approaches for compiling, cataloging, and comparing institutional benefit derived from grant processes and funded projects.

**Learning Objectives**

- Participants will learn several patterns for assessing benefit from grant activity.
- Participants will learn the distinctions between fiscal and ‘soft’ ROI.
- Participants will learn considerations derived from the general scholarly literature and that of research administration important to assessing the potential or real benefit of grants.
- Participants will learn several means of incorporating the measures discussed into institutional assessment of benefits derived from grant activity and funded projects.

**Prerequisite:** Participants should have a general understanding of the concept return on investment and the notion of measuring outcomes of projects individually and collectively.

**Michael Preuss**, Grant Consultant, Hanover Research Council

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**Discussion Groups**

**FEDERAL**

**TECHNICAL CHANGES AND FAQs ON THE UNIFORM GUIDANCE: CAMPUS PERSPECTIVES**

Technical changes were issued in late summer of 2015 along with new FAQs. While most expect the Guidance to stabilize, higher education institutions continue to press for clarifications and revisions especially in the procurement and subrecipient monitoring requirements. This session will provide a forum for dialogue among institutions regarding their implementations as a followup to the concurrent session update from OMB. Questions to be considered will be how institutions are dealing with the procurement requirements specifically the micropurchase requirements and subrecipient risk assessments and monitoring.

**Learning Objectives**

- Participants will learn several patterns for assessing benefit from grant activity.
- Participants will learn the distinctions between fiscal and ‘soft’ ROI.
- Participants will learn considerations derived from the general scholarly literature and that of research administration important to assessing the potential or real benefit of grants.
- Participants will learn several means of incorporating the measures discussed into institutional assessment of benefits derived from grant activity and funded projects.

**Mary Schmiedel**, Senior Research Compliance Officer, Main Campus Research Services Center, Georgetown University

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* Lead Presenter
DISCUSSION GROUPS CONTINUED

INTERNATIONAL
NCURA’S INTERNATIONAL RESEARCH FELLOWSHIP OPPORTUNITIES
Have you ever wanted the opportunity to view research administration through a different lens? Are you curious about how our profession translates across international boarders? Would you like to bring a guest into your institution who can explore with you and your colleagues, variations in research administration experiences? If so, please join us for a discussion about the NCURA Global Fellowship program.

Amanda Snyder*, Acting Co-Director, Office of Sponsored Programs, University of Washington

RESEARCH DEVELOPMENT
ENCOURAGING A RESEARCH-ACTIVE FACULTY
Discussion will begin with an overview of factors that influence faculty research productivity, including characteristics and culture of the institution and supporting resources. The introduction will draw on research literature on this topic, and participants will explore how their role as research administrators encourages faculty research activity. Participants will be invited to share information about research development programs at their institutions, the role of research administrators in these programs, and how the programs have evolved over time.

Rodney Greer*, Director, Research Program Development and Grants, Auburn University
Anthony Ventimiglia, Director, Proposal Services & Faculty Support, Auburn University

CASE STUDIES: Each session in the case study track will consist of facilitators leading the group through relevant real-life scenarios to utilize problem-based learning. In this learn by doing session participants will delve deeper into problems that arise in the daily life of a Departmental Research Administrator and use critical thinking to address/solve a particular problem. This approach will enable participants in understanding how to handle situations that may arise in the office.

FEDERAL
CASE STUDY: FEDERAL

Dennis Paffrath*, Assistant Vice President for Sponsored Programs Administration, University of Maryland, Baltimore

SPARK SESSIONS: 15 – 20 minute, high energy, high deliverable offerings will get right to the “good stuff.”

4:00 – 4:20 pm
TIPS TO MAXIMIZE YOUR ENERGY AND TIME
Julie Guggino*, Director, Research & Sponsored Programs, Central Washington University

4:30 – 4:50 pm
BRING A NCURA TRAVELING WORKSHOP TO YOUR CAMPUS!
Stephanie McJury*, Senior Meetings Manager, National Council of University Research Administrators

6:00 PM
DINNER GROUPS

* Lead Presenter
### Compliance

#### Concurrent Sessions

- **8:15 – 9:45 am**
  - To Cost Share or Not to Cost Share: Changes, Impacts and Process
  - What is a General Ledger “ERP” System, and Why Should Sponsored Programs Offices Care?

- **10:15 – 11:30 am**
  - Science & Money

- **1:00 – 2:15 pm**
  - How to Develop and Incorporate FISMA-Compliant Computing Environments in Research Proposals
  - Managing Risks of Collaboration Compliance (IACUC, IBC) Across Institutions

#### Discussion Groups

- **8:15 – 9:45 am**
  - Hot Topics, Technical Changes, and FAQs on the Uniform Guidance

- **1:00 – 2:15 pm**
  - How to Communicate Compliance Issues to Faculty

### Departmental

#### Concurrent Sessions

- **8:15 – 9:45 am**
  - How to Manage Centers Once You Have Them

- **1:00 – 2:15 pm**
  - Get Your TASKs in ORDER: Creating a Task Order Budget for Multiple Federal Award Contracts
  - Managing Complex Subcontracts at the Proposal Stage: Strategies in Getting the Documents You Need, When You Need Them

#### Discussion Groups

- **8:15 – 9:45 am**
  - Shared Service in the Pre-Award Environment

- **1:00 – 2:15 pm**
  - Tips on Preparing Multi-Institutional Proposals, or How to Make a Complicated Job Easier

### Federal

#### Concurrent Sessions

- **10:15 – 11:30 am**
  - **VIRTUAL SESSION:** Introduction to the Foundation for Food and Agriculture Research

- **1:00 – 2:15 pm**
  - **VIRTUAL SESSION:** NIH Update
  - ARPA E

#### Discussion Groups

- **2:45 – 3:45 pm**
  - Public Access: Campus Implementations
Change, Challenge, Opportunity: BUILDING FOR THE FUTURE

Sessions by Track

INTERNATIONAL

**Concurrent Sessions**
- 8:15 – 9:45 am: International Subawards: Big Easy, or House of Blues?
- 1:00 – 2:15 pm: Develop & Implement Successful International Collaborations

**Discussion Groups**
- 10:15 – 11:30 am: International Subawards: Big Easy, or House of Blues? (Follow-up to concurrent session, “International Subawards: Big Easy, or House of Blues?”, held at 8:15 am)

**Case Studies**
- 2:45 – 3:45 pm: International

**Case Studies**
- 10:15 – 11:30 am: Medical/Clinical

MEDICAL/CLINICAL

**Concurrent Sessions**
- 10:15 – 11:30 am: Indemnification: It’s Not Me, It’s You
  - PCORI’s Engagement in Research Requirements and Engagement Related Funding Opportunities… a Discussion

**Discussion Groups**
- 1:00 – 2:15 pm: Indemnification: It’s Not Me It’s You (Follow-up to concurrent session, “Indemnification: It’s Not Me, It’s You,” held at 10:15 am)

**Case Studies**
- 10:15 – 11:30 am: Medical/Clinical

PREDOMINANTLY UNDERGRADUATE INSTITUTIONS (PUI)

**Concurrent Sessions**
- 8:15 – 9:45 am: Seed Funding: A Successful Case Study
- 10:15 – 11:30 am: Is My Institution Ready for an eRA System?
- 1:00 – 2:15 pm: Proposal Operations: Considerations for Large and Small Institutions Alike
- 2:45 – 3:45 pm: The One Person Sponsored Research Office

**Discussion Groups**
- 10:15 – 11:30 am: Pulling Together: Developing Teams to Prepare Large and/or Complex Proposals
- 2:45 – 3:45 pm: Shifting the Culture: Ways to Increase the Visibility and Support of Externally Sponsored Research at PUIs

**Case Studies**
- 8:15 – 9:45 am: Predominantly Undergraduate Institutions
## Professional Development

### Concurrent Sessions

<table>
<thead>
<tr>
<th>Time</th>
<th>Session</th>
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<tbody>
<tr>
<td>8:15 – 9:45 am</td>
<td>Formalized Education: Pursuing the Masters in Research Administration</td>
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<tr>
<td>10:15 – 11:30 am</td>
<td>Being an Introvert in an Extroverted World</td>
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<tr>
<td>1:00 – 2:15 pm</td>
<td>Enhancing Professional Development Through Training Program Initiatives</td>
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### Discussion Groups

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<td>Practical Leadership in Research Administration: Applying the Five Practices of Exemplary Leadership (Follow-up to concurrent session, “Practical Leadership in Research Administration: Applying the Five Practices of Exemplary Leadership,” held Thursday at 4:00 pm)</td>
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### Case Studies

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<td>1:00 – 2:15 pm</td>
<td>Research Development</td>
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## Research Development

### Concurrent Sessions

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<tr>
<td>8:15 – 9:45 am</td>
<td>Interactive Real-Time Budget Development</td>
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<tr>
<td>10:15 – 11:30 am</td>
<td>Best Practices Panel on Managing Funding Opportunities</td>
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<td>1:00 – 2:15 pm</td>
<td>Working in Perfect Harmony: Sponsored Programs Offices and Development Offices</td>
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<td>2:45 – 3:45 pm</td>
<td>Know Your Audience: Understanding Review Panels</td>
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<td>Iterate to Evolve: How the Cloud is Improving Research Administration</td>
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### Discussion Groups

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<td>10:15 – 11:30 am</td>
<td>Developing Development Opportunities for Faculty—What’s Been Tried, What’s Worked and What has Been Learned</td>
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<tr>
<td>2:45 – 3:45 pm</td>
<td>Quality Over Quantity: Developing, Incentivizing, and Showcasing Good Works</td>
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### Case Studies

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NCURA FUN RUN AND POWER WALK

7:30 – 8:15 AM
CONTINENTAL BREAKFAST
BREAKFAST ROUNDTABLES

Metrics
Gary Whitney*, Managing Director, Huron Consulting Group

Compliance: The Dilemma of Mitigating Risks While Reducing Burden
Denise Moody*, Senior Director of Research Compliance, Research Administration Services, Faculty of Arts and Sciences, Harvard University

Time and Energy Management
Julie Guggino*, Director, Research & Sponsored Programs, Central Washington University

Strategies for a Successful eRA Implementation
Melinda Cotten*, Director, Office of Sponsored Research, Rice University

Global Collaboration
Amanda Snyder*, Acting Co-Director, Office of Sponsored Programs, University of Washington

CONCURRENT SESSIONS

CONCURRENT SESSIONS, DISCUSSION GROUPS, CASE STUDIES & SPARK SESSIONS

CONCURRENT SESSIONS

COMPLIANCE
TO COST SHARE OR NOT TO COST SHARE: CHANGES, IMPACTS AND PROCESS
Program Level: Intermediate
We will work through the process of cost sharing from Pre to Post through closeout, narrowing in on recent updates for pre-award compliance: changes under Uniform Guidance, impacts at your institution and optimizing processes.

Learning Objectives
- Participants will review cost share cradle to grave process.
- Participants will discuss the effect of Uniform Guidance on funding opportunities.
- Participants will discuss the impact of Uniform Guidance at your institution.
- Participants will understand compliance, including what to do when a funding opportunity clashes with Uniform Guidance.
- Participants will discuss the impact of decisions made at the pre-award stage on post-award administration.

Prerequisite: Participants should have a basic understanding of the different types of cost share and requirements at your institution.

Kari Vandergust*, Sponsored Projects Administrator, University of Oregon
Carrie Chesbro, Training Manager, Post-Award, University of Oregon
Megan Dietrich, Team Lead, Engineering Research Administration, Engineering Research Administrator, Stanford University

COMPLIANCE
WHAT IS A GENERAL LEDGER “ERP” SYSTEM, AND WHY SHOULD SPONSORED PROGRAMS OFFICES CARE?
Program Level: Basic
This presentation will review the basics of an ERP’s system and why these systems are important to Sponsored Programs. The session will review how automating the transfer of data to your ERP and data warehouse can improve business processes and reporting. Having a basic understanding of eRA and ERP systems is essential for report development.

Learning Objectives
- Participants will understand the basics of report development.
- Participants will understand the basics of ERP’s.
- Participants will understand what a data warehouse is and how it is used.
- Participants will understand what is information from eRA systems, ERP’s and options for transferred to a another system or data warehouse.

Anita Mills*, Senior Solutions Consultant, Evisions
David Schultz, Director, Sponsored Programs Finance Administration and Compliance, University of Louisiana at Lafayette

* Lead Presenter
CONCURRENT SESSIONS CONTINUED

DEPARTMENTAL
HOW TO MANAGE CENTERS ONCE YOU HAVE THEM
Program Level: Advanced

Research centers are very unique. Often times the centers are comprised of faculty and staff from several different departments all working toward the same research interest. Managing research centers can often be a challenging experience. This session will delve into the intricacies of working with all parties involved to effectively manage the center’s daily operations while keeping the departments happy and following all applicable guidelines and regulations.

Learning Objectives
• Participants will understand the importance of up-front agreement on where the center’s faculty will submit their applications and who will manage the funds.
• Participants will gain insight on how working with departments on compliance and grant activity is essential in managing research centers.

Prerequisite: Basic knowledge of funding guidelines and compliance.

Glenda Bullock*, Director of Research and Business Administration, Divisions of Hematology, Rheumatology, Allergy & Immunology, Washington University in St. Louis
Alicia D. Turner, UFIT Business Relationship Manager, University of Florida

INTERNATIONAL
INTERNATIONAL SUBAWARDS: BIG EASY, OR HOUSE OF BLUES?
Program Level: Overview

Are you responsible for planning or issuing international subawards? If so, then you know they have the potential for interesting twists and turns. Starting with the proposal and moving through effective subaward drafting and management, we will provide tips, tools, and examples from experiences working with our investigators and their collaborators around the world. We will delve into risk assessment, compliance, communication, and other key issues. After this session we hope your experience will be more “Big Easy” than “House of Blues.”

Learning Objectives
• Participants will discuss challenges and strategies related to compliance, communication, and monitoring international subrecipients.
• Participants will learn specific examples of agreement terms that address key circumstances that are unique to international subawards.
• Participants will understand how Uniform Guidance affects international subrecipients.

Janet Simons*, Director, Research Policy, University of Maryland, Baltimore
Amanda Snyder, Acting Co-Director, Office of Sponsored Programs, University of Washington

PREDOMINANTLY UNDERGRADUATE INSTITUTIONS
SEED FUNDING: A SUCCESSFUL CASE STUDY
Program Level: Overview

One of the struggles we often face as a Predominantly Undergraduate Institution is faculty being able to have the time and resources to gather preliminary data to strengthen their research project prior to submitting to an external sponsor. This session will provide information about the best practices which have been used at Radford University in order to have an effective seed grant program. Through a case study, participants will walk away learning how to manage a successful seed grant program which will benefit their faculty in reaching their research objectives as well as helping their universities strengthen their research mission.

Learning Objectives
• Participants will gain insight into setting up a successful seed grant program at a predominantly undergraduate institution.
• Participants will learn key elements necessary to manage a seed grant program.
• Participants will discover how a seed grant program helps PUI faculty be successful at securing external funding.
• Participants will become familiar with RU’s internal peer review committee and the support they provide by offering feedback and suggestions to strengthen applications.

Thomas Cruise*, Director of Sponsored Programs and Grants Management, Radford University
Ginger Williams, Proposal Development Manager, Radford University

* Lead Presenter
CONCURRENT SESSIONS CONTINUED

**PROFESSIONAL DEVELOPMENT**

**FORMALIZED EDUCATION: PURSUITING THE MASTERS IN RESEARCH ADMINISTRATION**

Program Level: Overview

The pursuit of a graduate degree requires a significant investment in time, energy, and cost. Aside from potentially paving the way for greater earning power, a graduate degree can also assist an individual in the transition from one career to another both within the profession and beyond. While a graduate program in research administration will provide an opportunity to explore theories about any facet of the profession, your ability to think critically is of paramount importance to ensure academic success within a program. This session will provide participants with an opportunity to acquire a further understanding of the commitment needed in order to be successful, but also learn about the various institution’s that offer graduate degrees in research administration while highlighting their respective costs and curriculums.

**Learning Objectives**
- Participants will have a further understanding regarding the demands placed against the time of a prospective graduate student.
- Participants will identify ways in which a graduate degree can be pursued while simultaneously managing other aspects of life.
- Participants will utilize information identified within the session to make a more informed decision regarding a graduate program that may be best suited for you.
- Participants will possess a greater understanding of the demands that are placed against the time of a graduate student.

**Prerequisite:** Participants should have a basic knowledge of the research administration profession.

**Timothy Schalley**, Director, Research Administration, Thomas Jefferson University

**RESEARCH DEVELOPMENT**

**INTERACTIVE REAL-TIME BUDGET DEVELOPMENT**

Program Level: Basic

This is an introductory course on the budget preparation process for sponsored projects. In this interactive presentation, participants will be given a scenario including a project description and application guidelines. Using these tools, participants will develop a budget in pairs or small groups based on best practices of budget development.

**Learning Objectives**
- Participants will understand the basic guidelines for developing a budget.
- Participants will capture the minimum budget requirements described in a funding announcement.
- Participants will construct a basic budget for a funding announcement.

**Tonjia May**, Director, Budget Services, Research Services and Project Management, North Carolina A&T State University

**Natalie Teagle**, Director of Contracts and Grants, Division of Research & Economic Development, North Carolina A&T State University

**DISCUSSION GROUPS**

**DEPARTMENTAL**

**SHARED SERVICE IN THE PRE-AWARD ENVIRONMENT**

Emory has been working under this model for over two years now and we would like to share our experiences with other who are either just starting or considering moving to this model.

**Bill Lambert**, Assistant Dean for Research Administration, Rollins School of Public Health, Emory University

**Dean Surbey**, Associate Dean, Administration Finance, Rollins School of Public Health, Emory University

**FEDERAL**

**HOT TOPICS, TECHNICAL CHANGES, AND FAQs ON THE UNIFORM GUIDANCE** (Follow-up to concurrent session, “2 CFR 200 – Uniform Guidance, the Sophomore Year,” held Thursday at 1:00 pm)

**Mary Schmiedel**, Senior Research Compliance Officer, Main Campus Research Services Center, Georgetown University

**PROFESSIONAL DEVELOPMENT**

**PRACTICAL LEADERSHIP IN RESEARCH ADMINISTRATION: APPLYING THE FIVE PRACTICES OF EXEMPLARY LEADERSHIP** (Follow-up to concurrent session, “Practical Leadership in Research Administration: Applying the Five Practices of Exemplary Leadership,” held Thursday at 4:00 pm)

**Robyn Remotigue**, Research Manager, School of Public Health, Office of Sponsored Programs, University of North Texas Health Science Center at Fort Worth

**Rosemary Madnick**, Executive Director, Office of Grants and Contracts Administration, University of Alaska Fairbanks

* Lead Presenter
Science is replete with many types of financial interests and eliminating them is not a realistic option. Scientists, sponsors, and institutions can have financial interests related to the outcome of research. In this session, we will discuss some of the problems that these financial interests can cause as well as some approaches to minimize their impact on scientific integrity.

**Learning Objectives**
- Participants will learn about different types of financial interests.
- Participants will understand ways that financial interests may adversely impact scientific integrity.
- Participants will review some factors that can be examined to determine whether financial relationships are likely to enhance, undermine, or have an impact on the credibility of research.
- Participants will review some approaches designed to minimize or mitigate the impact of financial interests on scientific integrity.

Kacey Strickland*, Director of Research Compliance, Mississippi State University  
Carpantato Myles, Director of Research Compliance, University of Alabama

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**CASE STUDIES:** Each session in the case study track will consist of facilitators leading the group through relevant real-life scenarios to utilize problem-based learning. In this learn by doing session participants will delve deeper into problems that arise in the daily life of a Departmental Research Administrator and use critical thinking to address/solve a particular problem. This approach will enable participants in understanding how to handle situations that may arise in the office.

**PREDOMINANTLY UNDERGRADUATE INSTITUTIONS**  
CASE STUDY: PUI  
Martin Williams*, Director, Office of Sponsored Programs, William Paterson University

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**SPARK SESSIONS:** 15 – 20 minute, high energy, high deliverable offerings will get right to the “good stuff.”

- **8:15 - 8:35 am**  
  CLOUD TECHNOLOGIES FOR MORE EFFICIENT PROPOSALS  
  Alex Cunha*, Research Suite Team Lead, Evisions

- **8:45 - 9:05 am**  
  SETTING UP AN IRB AS A NON-US ORGANIZATION  
  Cecilia Björkdahl*, Project Manager, Karolinska Institutet

- **9:15 - 9:35 am**  
  TOP 10 THINGS EVERY NEW RESEARCH ADMINISTRATOR SHOULD KNOW  
  Tricia Callahan*, Director, Proposal Development, Miami University
CONCURRENT SESSIONS CONTINUED

VIRTUAL SESSION

FEDERAL
INTRODUCTION TO THE FOUNDATION FOR FOOD AND AGRICULTURE RESEARCH
Program Level: Update

Dr. Sally J. Rockey, who became the inaugural executive director of the Foundation for Food and Agriculture Research in September 2015, will give an overview of the Foundation’s initial programming, provide a preview of programming currently under development, and discuss her vision for the future of the foundation.

The Foundation for Food and Agriculture Research was established by the 2014 Farm Bill to build unique partnerships to fund innovative research in food and agriculture. The Foundation is committed to bringing diverse groups together around today’s challenges in food and agriculture. One of the Foundation’s most important partners is represented by today’s co-presenter; part of the Foundation’s mission is to complement and further the work of the USDA.

MEDICAL/CLINICAL
INDEMNIFICATION: IT’S NOT ME, IT’S YOU
Program Level: Advanced

An in-depth discussion of the types of indemnity required, and the justification, for both commercially funded and nonprofit funded research agreements. This presentation will address investigator and sponsor initiated trials, basic research studies as well as what you should be indemnifying.

Learning Objectives
• Participants will understanding one-way sponsor indemnity vs. standard mutual indemnity; and, indemnity for projects involving drugs and devices vs. results and IP only.
• Participants will have a clear understanding of what provisions should be included in any indemnity clause.

Prerequisite: A basic understanding of the distinction between investigator initiated and sponsor initiated study requirements. A basic understanding of indemnification.

Nicole Leonard*, Director, Research Administration, Johns Hopkins University School of Medicine, The Johns Hopkins University
Carlos Braxton, Associate Director, Office of Research Administration, The Johns Hopkins University

MEDICAL/CLINICAL
PCORI’S ENGAGEMENT IN RESEARCH REQUIREMENTS AND ENGAGEMENT RELATED FUNDING OPPORTUNITIES...A DISCUSSION

PCORI’s funding opportunities include unique requirements that many investigators have not previously encountered. In addition to rigorous science, PCORI applicants must demonstrate meaningful and active engagement of patients and other stakeholders as partners on the research team. In this session you will learn about how PCORI defines engagement, tools we have created for applicants and awardees to facilitate engagement, and lessons learned in engagement from our current portfolio. The mechanics of submitting applications that include engaged partners will be discussed, including how to budget appropriately for engagement, how to compensate partners, and how to incorporate patient and other stakeholder partnerships into your research team. Additionally, you will hear about some of PCORI’s engagement funding opportunities; these are awards geared specifically toward the creation of research partnerships and building research capacity among patients and other stakeholders.

Learning Objectives
• Participants will understanding one-way sponsor indemnity vs. standard mutual indemnity; and, indemnity for projects involving drugs and devices vs. results and IP only.
• Participants will have a clear understanding of what provisions should be included in any indemnity clause.

Prerequisite: A basic understanding of the distinction between investigator initiated and sponsor initiated study requirements. A basic understanding of indemnification.

James Hulbert*, Pre-Award Manager, Contracts Management and Administration, Patient-Centered Outcomes Research Institute (PCORI)
Suzanne Schrandt, Deputy Director, Patient Engagement, Patient-Centered Outcomes Research Institute (PCORI)
CONCURRENT SESSIONS CONTINUED

PREDOMINANTLY UNDERGRADUATE INSTITUTIONS
IS MY INSTITUTION READY FOR AN eRA SYSTEM?
Program Level: Overview

There are many considerations when contemplating a new electronic grants management system. When is the timing right? Do I need outside help? What does my RFP need to include? What are my internal IT requirements? How much time and resources might it need? When do I communicate with whom? What can I expect? Come learn from a panel of PUIs who have recently implemented an electronic system for the first time and what they learned in the process.

Learning Objectives
• Participants will discuss an overview of the process.
• Participants will learn pitfalls to avoid.
• Participants will discuss what to consider when writing an RFP.
• Participants will learn realistic timelines you can expect.

Diane Barrett*, Director, Office of Sponsored Programs, Colorado State University
Deborah Shaver, Director, Office for Sponsored Programs, University of Idaho
Anne Schauer, Director of Research & Sponsored Programs, Miami University

PROFESSIONAL DEVELOPMENT
BEING AN INTROVERT IN AN EXTROVERTED WORLD
Program Level: Overview

Being an introvert in an extroverted world can lead to challenges as you interact with colleagues, friends and, adapt to a society that is rooted in extroversion. And, our extroverted friends and colleagues can be a resource to us, if we let them. This session will explore the myths and misunderstandings about introverts and extroverts. We will provide information on how introverts feel about issues and why extroverts react the way they do. We need to understand one another to best appreciate (and leverage) our differences.

Learning Objectives
• Participants will learn about the misconceptions of introverts and extroverts, followed by the facts.
• Participants will learn how to embrace their personality and to channel their strengths.

Amanda Snyder*, Acting Co-Director, Office of Sponsored Programs, University of Washington
Danielle Brown, Manager, Sponsored Programs Administration, University of Maryland, Baltimore

RESEARCH DEVELOPMENT
BEST PRACTICES PANEL ON MANAGING FUNDING OPPORTUNITIES
Program Level: Intermediate

In the current environment of extreme competition for funding, it seems faculty members are submitting more applications than ever before. This makes our role as pre-award research administrators harder and busier with all the sponsors, guidelines, subcontracts, deadlines and more. The rapidly evolving sponsor policies and submission portals makes it even more difficult. In this panel session, some pre-award superstars will discuss and share their best practices in managing funding opportunities, including communication tips, information collection and distribution methods and electronic tools.

Learning Objectives
• Participants will learn best practices for managing funding opportunities.
• Participants will gain an understanding of how to organize for success.
• Participants will learn how to communicate funding opportunity information to researchers.
• Participants will learn how developing good habits will help in becoming a pre-award superstar.

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

* Lead Presenter
DISCUSSION GROUPS

INTERNATIONAL
INTERNATIONAL SUBAWARDS: BIG EASY, OR HOUSE OF BLUES? (Follow-up to concurrent session, “International Subawards: Big Easy, or House of Blues?,” held at 8:15 am)
Participants will share best practices, ask questions about your international collaborations and subawards, and discuss strategies for communicating with and monitoring our global partners.

Janet Simons*, Director, Research Policy, University of Maryland, Baltimore
Glenda Bullock, Director of Research and Business Administration, Divisions of Hematology, Rheumatology, Allergy & Immunology, Washington University in St. Louis

PREDOMINANTLY UNDERGRADUATE INSTITUTIONS
PULLING TOGETHER: DEVELOPING TEAMS TO PREPARE LARGE AND/OR COMPLEX PROPOSALS
This discussion will focus on how best to create a dynamic team to prepare large and/or complex proposals. Topics will include selecting the right team members, developing timelines, assigning tasks, and avoiding common pitfalls. Tips on shepherding the team to an on-time submission will also be discussed.

Julie Guggino*, Director, Research & Sponsored Programs, Central Washington University

RESEARCH DEVELOPMENT
DEVELOPING DEVELOPMENT OPPORTUNITIES FOR FACULTY—WHAT’S BEEN TRIED, WHAT’S WORKED AND WHAT HAS BEEN LEARNED
There are as many ways to guide faculty development as there are faculty. This discussion group will start with some information on faculty development programs that range from 6 weeks to 2 years. The group will then discuss what they have tried, what has worked and what paths others may want to avoid. Participants are encouraged to share their experiences, concerns and strategies, including compensation strategies and gaining institutional support.

Jennifer Harman*, Director of Sponsored Programs and Faculty Research, Nazareth College of Rochester

CASE STUDIES: Each session in the case study track will consist of facilitators leading the group through relevant real-life scenarios to utilize problem-based learning. In this learn-by-doing session participants will delve deeper into problems that arise in the daily life of a Departmental Research Administrator and use critical thinking to address/solve a particular problem. This approach will enable participants in understanding how to handle situations that may arise in the office.

MEDICAL/CLINICAL
CASE STUDY: MEDICAL/CLINICAL

David Ngo*, Assistant Vice President, Sponsored Programs Administration, University of Texas Southwestern Medical Center at Dallas

SPARK SESSIONS: 15 – 20 minute, high energy, high deliverable offerings will get right to the “good stuff.” Topics to be announced.

10:15 – 10:35 am
TO CHART AND SLIDE DESIGN TIPS FOR BETTER REPORTS
Michel Guillet*, Business Development, Juice Analytics

10:45 – 11:05 am
BEYOND FACEBOOK: SOCIAL MEDIA AND THE SPONSORED RESEARCH OFFICE
Heather Johnston*, Associate Director & Information Coordinator, Miami University

11:15 – 11:30 am
TAKING A PI’S PERSPECTIVE ON PROPOSAL DEVELOPMENT
Carly Cummings*, Assistant to the Dean - Research, Mississippi State University

* Lead Presenter
CONCURRENT SESSIONS

COMPLIANCE

HOW TO DEVELOP AND INCORPORATE FISMA-COMPLIANT COMPUTING ENVIRONMENTS IN RESEARCH PROPOSALS
Program Level: Overview
Due to increased cybersecurity concerns throughout the world, research sponsors are including more stringent requirements for working with restricted data. There is a notable increase in the number of grants and contracts requiring the university to implement specific privacy and security safeguards for data and information systems as mandated by federal (HIPAA, FISMA, NIST, FERPA, GLBA, ITAR, Privacy Act), state and/or local law, industry sanctioned (PCI-DSS), university policies (i.e. UF Privacy Office, Security Office) or agreements (i.e. Data Use Agreement, Business Associate Agreement, etc.). This session will provide a high-level overview about how to identify proposals that work with restricted or regulated data, and once identified, how to build and market an enterprise computing environment to enable research projects using restricted or regulated data. The presentation is designed for non-technical audiences with the desire or need to understand how to develop and market a computing environment to support proposals that work with restricted or regulated data.

DEPARTMENTAL

GET YOUR TASKS IN ORDER: CREATING A TASK ORDER BUDGET FOR MULTIPLE FEDERAL AWARD CONTRACTS
Program Level: Intermediate
The Federal Government has increased the use of task-based contracts. You may have noticed that many researchers are submitting proposals under larger multi-awarded contracts. What do you need to know about these types of contracts? What are they looking for? If a budget is a budget, are they all created the same way? Not exactly... In this session we will explore the realm of multiple award contracts and how to create task order budgets derived from the scope of work for a particular project. We will examine the different types of contracts that can be awarded and how to develop task order budgets to streamline the costs associated with specific projects. We will consider the roles of the pre-award department office as well as the pre-award central office.

Learning Objectives
• Participants will hear a non-technical overview of the Federal Information Security Management Act (FISMA) and corresponding IT standards and guidelines from the National Institute of Standards and Technology (NIST).
• Participants will discuss key factors to consider when developing a FISMA-compliant computing environment for academic research, including lessons learned from the UF implementation.
• Participants will hear strategies for marketing research resources for inclusion in proposal budgets and research resource sections.

Alicia D. Turner, UFIT Business Relationship Manager, University of Florida

Danielle Brown*, Manager, Sponsored Programs Administration, University of Maryland, Baltimore
Mary Schmiedel, Senior Research Compliance Officer, Main Campus Research Services Center, Georgetown University
Libre McAdory, Division Manager, University of Maryland, Baltimore

FEDERAL

NIH UPDATE
Program Level: Update
This session is a comprehensive review of what is new and being developed within the National Institute of Health’s (NIH) programs, policies, and budgets. Participants will learn about the newest updates to NIH’s budget and compliance initiatives and how their respective institutions will be affected. Upon completion of the presentation, participants will have the opportunity to ask questions about the new and existing policies and procedures.

Learning Objectives
• Participants will learn about NIH’s budget priorities.
• Participants will learn about the evolution of new policies and compliance initiatives.
• Participants will gain insight into current issues at NIH.

Prerequisite: Participants should come with a basic knowledge of NIH.

Shellie Wilbur*, Special Assistant to the Director, Office of Policy for Extramural Research Administration, OER, National Institutes of Health, HHS (Participating via Web from Washington, DC)

* Lead Presenter
CONCURRENT SESSIONS CONTINUED

INTERNATIONAL
DEVELOP & IMPLEMENT SUCCESSFUL INTERNATIONAL COLLABORATIONS
Program Level: Overview

In today’s complex world there are ever increasing demands upon research management professionals. As a result, there is a need to aggregate and simplify information and processes that facilitate global collaborations. This session will focus on strategies to develop successful collaborations, including a discussion of: reasons to collaborate; challenges to collaboration; planning strategies; and time management. The session will also address financial considerations, compliance, the benefit of pre-submission agreements, and the necessity of defining roles and responsibilities.

Learning Objectives
• Participants will be able to outline strategies to facilitate global collaborations.
• Participants will be able to recognize potential roadblocks to global collaborations.
• Participants will be able to describe post-award issues associated with global collaborations.

David Mayo*, Director of Sponsored Research, California Institute of Technology
Denise Wallen, Research Officer & Senior Fellow, University of New Mexico

PREDOMINANTLY UNDERGRADUATE INSTITUTIONS
PROPOSAL OPERATIONS: CONSIDERATIONS FOR LARGE AND SMALL INSTITUTIONS ALIKE
Program Level: Overview

As funding becomes more difficult to obtain, institutions continue to pursue new ways to try to obtain funding. Often the end result is that researchers are asked to submit more proposals. This means that proposal operations must continue to evolve to meet the ever increasing needs of the institution and researchers. This session will focus on proposal operations at UT Southwestern (“the gold standard”) and Miami University (a PUI). Presenters will compare and contrast operations to support finding funding, writing a more successful proposal, proposal development and proposal submission. Participants will learn about strategic and tactical tips that can help any institution succeed with their proposal operations.

Learning Objectives
• Participants will discuss how to incorporate professional development opportunities within a well-rounded training program.
• Participants will learn outlining options for training program initiatives.
• Participants will learn how to analyze which options are best for your institution.
• Participants will have a better understanding of how to implement a training program with limited funding and resources.

Tamara Gabrus*, Senior Proposal Manager, Office of Research & Commercialization, University of Central Florida
Ginny Pellam, Senior Contract Manager, University of Central Florida

PROFESSIONAL DEVELOPMENT
ENHANCING PROFESSIONAL DEVELOPMENT THROUGH TRAINING PROGRAM INITIATIVES
Program Level: Overview

This session’s primary focus is to outline training program initiatives that can be implemented organically in a diverse institutional setting. By fostering a well-rounded program that can go beyond simply developing the administrator’s wealth of knowledge you will also encourage the Research Administrator’s professional development. Options provided, will assist in navigating the limitations of funding with limited resources as well as promote a Research Administrator’s participation in their own training direction.

Learning Objectives
• Participants will be able to identify ways in which operations can be maximized for communication throughout the lifecycle of an award.
• Participants will be able to compare operations for finding funding, support of proposal writing, and proposal development/submission between their own institutions, UT Southwestern, and Miami U (a PUI).
• Participants will be able to identify places in their proposal operations to improve efficiencies.

Tamara Gabrus*, Senior Proposal Manager, Office of Research & Commercialization, University of Central Florida
Ginny Pellam, Senior Contract Manager, University of Central Florida

* Lead Presenter
CONCURRENT SESSIONS CONTINUED

RESEARCH DEVELOPMENT
WORKING IN PERFECT HARMONY: SPONSORED PROGRAMS OFFICES AND DEVELOPMENT OFFICES
Program Level: Advanced
In small institutions, sponsored programs activity is often handled by people in the development office, and if not, there is sometimes a tug-of-war between the two offices to determine who gets to “count” an award. This session will cover a variety of topics essential to understanding the many interactions that take place between research administrators and development offices. Starting with a discussion of the differences between award types – gifts, grants, and contracts – we will look at the most common financial and legal implications that need to be considered when working with our advancement colleagues. This will be an interactive session aimed at answering questions and sharing information.

Learning Objectives
• Participants will gain insight into the often complex relationship between research administration and advancement offices.
• Participants will learn how to navigate toward a more effective working relationship by gaining an understanding of financial and other issues that are most important to stakeholders in each area.

Pamela Napier*, Director, Office of Sponsored Programs, Agnes Scott College
Anne Schauer, Director of Research & Sponsored Programs, Miami University

DISCUSSION GROUPS

COMPLIANCE
HOW TO COMMUNICATE COMPLIANCE ISSUES TO FACULTY
Do you ever feel like your job is all about balancing spinning plates? Research administration really is a balancing act between trying our best to be supportive to our faculty members and also help them stay in compliance. Communicating compliance issues is much more than how much red tape we can string up on our campuses. It certainly isn’t about saying “no” all the time, but how do we communicate these issues without creating hurdles and building barriers. In this discussion group, we’ll talk about effective strategies for communicating not only compliance messages, but also difficult messages. We’ll use some examples from the human and organizational development literature and may even do some role playing. By the end of the discussion, participants will be more confident of their ability to hold difficult conversations and communicate compliance issues to faculty members and have supportive resources to use when they return to the institutions.

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

DEPARTMENTAL TIPS ON PREPARING MULTI-INSTITUTIONAL PROPOSALS, OR HOW TO MAKE A COMPLICATED JOB EASIER
In this session, participants will share key tips for successfully completing multi-institutional, multi-discipline proposals.

Deborah Epps*, Research Coordinator, Medical College of Wisconsin

MEDICAL/CLINICAL
INDEMNIFICATION: IT’S NOT ME IT’S YOU (Follow-up to concurrent session, “Indemnification: It’s Not Me, It’s You,” held at 10:15 am)

Nicole Leonard*, Director, Research Administration, The Johns Hopkins University School of Medicine
Carlos Braxton, Associate Director, Office of Research Administration, The Johns Hopkins University

* Lead Presenter
CASE STUDIES: Each session in the case study track will consist of facilitators leading the group through relevant real-life scenarios to utilize problem-based learning. In this learn by doing session participants will delve deeper into problems that arise in the daily life of a Departmental Research Administrator and use critical thinking to address/solve a particular problem. This approach will enable participants in understanding how to handle situations that may arise in the office.

RESEARCH DEVELOPMENT
CASE STUDY: RESEARCH DEVELOPMENT

Danielle McElwain*, Senior Sponsored Programs Administrator, University of South Carolina
Anthony Ventimiglia, Director, Office of Proposal Services and Faculty Support, Auburn University

SPARK SESSIONS: 15 – 20 minute, high energy, high deliverable offerings will get right to the “good stuff.”

1:00 – 1:20 pm
TELL ME ABOUT YOURSELF: TAILORING JOB INTERVIEW QUESTIONS FOR BETTER HIRES
Amanda Snyder,* Acting Co-Director, Office of Sponsored Programs, University of Washington

1:30 – 1:50 pm
STAFF ENGAGEMENT
Kacey Strickland*, Director of Research Compliance, Mississippi State University

2:00 – 2:15 pm
MAXIMIZING YOUR NCURA MEMBERSHIP
Emily Ainsworth*, Coordinator of Membership and Volunteer Services, National Council of University Research Administrators

CONCURRENT SESSIONS

COMPLIANCE
MANAGING RISKS OF COLLABORATION COMPLIANCE (IACUC, IBC) ACROSS INSTITUTIONS
Program Level: Advanced
As investigators reach out to form collaborative projects across institutions, those responsible to assure institutional compliance with applicable federal policies and regulations must also collaborate to achieve the right mix of shared information and appropriate understanding of risk. This session will describe the various agreements used to achieve institutional collaborations across human, lab animal and Recombinant or Synthetic Nucleic Acids work.

Learning Objectives
• Participants will receive examples, templates used to achieve oversight compliance while fostering important collaborative relationships across institutions.
• Participants will learn the questions that central research administrative offices might ask one another while embarking on these agreements and collaborative opportunities.

Prerequisite: Participants should have an understanding of the various types of federal assurance documents that correspond to IRB, IACUC and IBC responsibilities.

Janet Allen*, Senior Director of Research Compliance & Services, Baylor College of Medicine
Kirstin M. Rochford, Director, Office of Research Policies, Compliance and Committees, Division of Research, University of Houston

* Lead Presenter
CONCURRENT SESSIONS CONTINUED

DEPARTMENTAL
MANAGING COMPLEX SUBCONTRACTS AT THE PROPOSAL STAGE: STRATEGIES IN GETTING THE DOCUMENTS YOU NEED, WHEN YOU NEED THEM
Program Level: Intermediate
The Department of Defense and Department of Energy are increasingly expecting principal investigators to collaborate with other universities and industry partners through subcontracting. These subcontracts add a layer of complexity when responding to funding opportunities requiring complex budgets and administrative components. This discussion group will focus on strategies in obtaining fully compliant subcontractor documents in a timely and organized fashion resulting in the submission of a responsive proposal to the sponsor.

Learning Objectives
• Participants will gain a high level understanding of what ARPA-E does.
• Participants will learn about ARPA-E’s selection and monitoring processes.
• Participants will gain insight in how faculty, who may be unfamiliar with ARPA-E, can engage with the agency.

Kelley Hall*, Senior Research Advancement Administrator, School for Engineering of Matter, Transport & Energy, Arizona State University
Joelina Peck, Research Advancement Manager, Arizona State University

FEDERAL
ARPA E
Program Level: Update
This session provides an overview of the Advanced Research Project Agency – Energy (ARPA-E). The session will focus on the agencies unique approach to funding and accelerating technologies that could fundamentally change the way we use, generate and store energy and the emerging areas of interest in the energy sector. Participants will learn about ARPA-E’s program development and the organization’s project selection and monitoring processes.

Learning Objectives
• Participants will gain a high level understanding of what ARPA-E does.
• Participants will learn about ARPA-E’s selection and monitoring processes.
• Participants will gain insight in how faculty, who may be unfamiliar with ARPA-E, can engage with the agency.

Shane Kosinski*, Director of Research Compliance, Department of Energy

MEDICAL/CLINICAL
FAST TRACK: THE EARLY CAREERIST GUIDE TO CLINICAL RESEARCH ADMINISTRATION
Program Level: Basic
This session will introduce those interested in clinical research administration to the concepts and practical aspects of the various roles and responsibilities. It includes a discussion of how to get started, to develop strong mentoring relationships, and build the knowledge needed to be successful in this career path. In addition, opportunities for certification will be explored.

Learning Objectives
• Participants will be able to define the regulatory agencies involved in clinical research and their interactions.
• Participants will be able to describe the roles of administrators in supporting clinical and translational research.
• Participants will learn map a potential career path for yourself as an individual and think about some potential mentors.
• Participants will weigh the pros and cons of certification in clinical research and set career milestones for the coming year or two.

Nora Yin*, Associate Consultant, Huron Consulting Group

PREDOMINANTLY UNDERGRADUATE INSTITUTIONS
THE ONE PERSON SPONSORED RESEARCH OFFICE
Program Level: Overview
Whether you believe that “one is the loneliest number,” or that you are “one, singular sensation,” when you are a one-person office, your view of life in a sponsored programs office is vastly different from that of most of the people attending this conference. This highly interactive session will offer you a chance to exchange ideas and best practices with others who understand your daily life. And if you are contemplating a move to an institution where you will be the only sponsored programs professional, this session will give you a chance to prepare for the differences you’ll encounter. Bring your business cards to exchange.

Learning Objectives
• Participants will be able to state best practices for one-person offices.
• Participants will be able to list at least three resources that will help them succeed.
• Participants will be able to plan ways to connect with other offices on campus to effectively extend the reach of their office.

Pamela Napier*, Director, Office of Sponsored Programs, Agnes Scott College

* Lead Presenter
CONCURRENT SESSIONS CONTINUED

RESEARCH DEVELOPMENT
KNOW YOUR AUDIENCE: UNDERSTANDING REVIEW PANELS
Program Level: Intermediate
Participants will learn about both general and specific aspects of the proposal review process, including the different review processes used by major federal and private sponsors. Participants also will receive “talking points” that can be used to facilitate discussions with faculty members about preparing competitive proposals.

Learning Objectives
• Participants will understand the review process generally.
• Participants will understand the review process used by major sponsors (federal and foundation).
• Participants will learn talking points to facilitate conversations with faculty members about proposals.

Prerequisite: Participants should have a basic understanding of the grant application process.

Pollyanne Frantz*, Executive Director, AASCU Grants Resource Center

RESEARCH DEVELOPMENT
ITERATE TO EVOLVE: HOW THE CLOUD IS IMPROVING RESEARCH ADMINISTRATION
Program Level: Overview
The Cloud affords greater capabilities, capacity, cost savings, and control for more than just email and photo sharing. Learn how modern design and continuous delivery can improve the full scope of research administration.

Alex Cunha*, Research Suite Team Lead, Evisions

DISCUSSION GROUPS

FEDERAL
PUBLIC ACCESS: CAMPUS IMPLEMENTATIONS
Discussion on how universities are/should be implementing the new Federal Public Access Policy. Participants will be invited to share strategies on how it is being implemented at their institution. Other models will also be shared.

Raquel Horlick*, Research & Instruction Librarian, Sciences, Howard-Tilton Memorial Library, Tulane University
Keith Pickett, Web Resources and Education Librarian, Rudolph Matas Library of the Health Sciences, Research Support, Tulane University

PREDOMINANTLY UNDERGRADUATE INSTITUTIONS
SHifting THE CuLTURE: WAYS TO INCREASE THE VISIBILITY AND SUPPORT OF EXTERNALLY SPONSORED RESEARCH AT PUIs
This discussion group will provide an opportunity to share with others activities to increase the visibility of Sponsored Programs (both the office and faculty achievements). Join the group and discover new ideas and activities other PUIs utilize to “spread the word” about their activities and highlight faculty achievements across their campuses. Expect an interactive sharing of issues we face in educating our campuses about what we do and why. From celebrating faculty successes to ensuring other offices understand the necessity of some of our special challenges, this will be a lively discussion.

Pam Whitlock*, Director, Office of Sponsored Programs, University of North Carolina at Wilmington (Emeritus)
DISCUSSION GROUPS CONTINUED

RESEARCH DEVELOPMENT
QUALITY OVER QUANTITY: DEVELOPING, INCENTIVIZING, AND SHOWCASING GOOD WORKS
It’s not just a matter of getting proposals written and out the door, it’s also about ensuring that our institutions are submitting quality proposals. Come share your ideas for incentivizing faculty and staff to work early and often with their sponsored research offices, along with ideas on programs for developing and showcasing the good works in which our faculty and staff are engaged.

CASE STUDIES: Each session in the case study track will consist of facilitators leading the group through relevant real-life scenarios to utilize problem-based learning. In this learn by doing session participants will delve deeper into problems that arise in the daily life of a Departmental Research Administrator and use critical thinking to address/solve a particular problem. This approach will enable participants in understanding how to handle situations that may arise in the office.

INTERNATIONAL CASE STUDY: INTERNATIONAL
Jeffrey Newman*, Director, Contract & Research Administration, Division of Sponsored Research, Vanderbilt University

SPARK SESSIONS: 15 – 20 minute, high energy, high deliverable offerings will get right to the “good stuff.”

2:45 – 3:05 pm
SECRETS TO BEING A GOOD BOSS
Robyn Remotigue*, Research Manager, School of Public Health, University of North Texas Health Science Center at Fort Worth

3:15 – 3:35 pm
10 THINGS I WISH I KNEW BEFORE IMPLEMENTING AN eRA SYSTEM
Anne Schauer*, Director of Research & Sponsored Programs, Miami University

3:45 PM
CONFERENCE ADJOURNS