



- ✓ Departmental Research Administration
- ✓ Financial Research Administration
- ✓ Fundamentals of Sponsored Project Administration
- ✓ Sponsored Project Administration Level II

## NCURA Brings Traveling Workshops to Your Campus!

**LOOKING FOR A COST EFFECTIVE WAY TO TRAIN A LARGE NUMBER OF CAMPUS PERSONNEL ABOUT EFFECTIVELY MANAGING SPONSORED RESEARCH? NCURA'S FOUR TRAVELING WORKSHOPS ARE AVAILABLE TO COME TO YOUR CAMPUS AT A DISCOUNTED REGISTRATION!**

In order to bring a workshop to your institution, you need to have a minimum of 60 participants. These can be attendees from your campus, system or a neighboring institution. You supply the workshop on-campus location, the meals and beverage breaks, and the necessary AV equipment and NCURA will provide the rest - a faculty, who are experts in the field, all workshop materials and a discounted registration fee. This is an incredibly cost effective way to educate a large number of people from your campus on the core principles of research administration.

**To schedule your campus session contact:**

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### ON CAMPUS WORKSHOPS HAVE INCLUDED:

Caltech, UCLA, California State University, University of Chicago, Cleveland Clinic, Emory University, University of Florida, Georgia Tech, Harvard University, University of Hawaii, Iowa State University, University of Kentucky, University of Maryland-College Park, Michigan State University, MIT, UPENN, SUNY Buffalo, Temple University, UTMB, University of Wisconsin-Madison, Vanderbilt University

# Workshops

## DEPARTMENTAL RESEARCH ADMINISTRATION WORKSHOP

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NCURA is proud to offer a new workshop geared specifically for the departmental administrator, the Departmental Research Administration Workshop (DRA). Administrators who work at the department and college level have unique challenges. Like central offices, we must have the knowledge of pre- and post-award functions. What distinguishes the departmental research administrator from other research support functions is being intimately involved with all facets of the administration process, daily interaction with faculty, as well as other departmental-specific responsibilities.

This two and one-half day program examines the foundations of research administration in the context of departmental administration – the transactional level. The program will concentrate on applying best practices to a department administrator's day-to-day activities. Topics included are:

- The unique role of the department research administrator
- Discussion of OMB Circulars A-21, A-110, and A-133
- Tools for successful department administration
- Pre-Award administration
- Management of the award
- Compliance issues
- Close-outs
- Audit

The DRA workshop is taught by department administrators who will share their real-life experiences. Central administrators will also contribute by explaining regulations and how actions taken to enforce policies and procedures may affect the livelihood and reputation of your institution.

## FINANCIAL RESEARCH ADMINISTRATION WORKSHOP

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The Financial Research Administration Workshop is a two and one-half day professional development opportunity that focuses primarily on the financial aspects of research administration. This workshop provides an in-depth look at financial compliance issues through a combination of lecture, case studies, review of Federal audit reports, and a discussion of best practices. The workshop presents the financial issues of sponsored programs management using a 'cradle-to-grave', award lifecycle approach, and discusses the impact of the financial issues at each stage of award management.

Whether you are a research administrator in a department, a post-award office, a combined sponsored programs office that supports pre- and post-award functions, or a pre-award office that wants to understand how their functions support the post-award functions, this program will help you help you, your institution, and your faculty. Attendees are encouraged to have a minimum of two years of sponsored projects administration experience.

## FUNDAMENTALS OF SPONSORED PROJECT ADMINISTRATION

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Individuals involved in sponsored projects administration are faced with a multitude of challenges: becoming knowledgeable about federal regulations and individual agency requirements, providing assistance to faculty, gathering information, administration of awards, and many other tasks. The purpose of this program is to provide participants with a broad overview of the various aspects involved in sponsored projects administration, including preparation and review of proposals; negotiation and acceptance of awards; financial and administrative management, closeout and audit, as well as the relevant compliance issues.

Our cornerstone two and one-half day program is intended primarily for the newcomer (less than 2 years experience) involved in sponsored projects administration at higher education institutions and affiliates, or for the individual who has worked primarily in only one area of sponsored projects administration and is seeking a broader view of the field. This session is targeted specifically to: proposal development personnel, sponsored projects administrators, grant and contract accountants, departmental administrators, research compliance administrators and others with newly acquired responsibilities in sponsored projects administration.

## SPONSORED PROJECT ADMINISTRATION LEVEL II

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For more experienced research administrators, NCURA created "Sponsored Project Administration: Level Two, Critical Issues in Research Administration" (commonly referred to as "SPA II"). This two and one-half day professional development program offers participants an opportunity for in-depth instruction in four core aspects of research administration: institutional compliance responsibilities, proposal creation and submission, contract and subaward review, and post award financial administration. Each of these topics will be explored through a combination of case study analysis and discussion.

SPA II differs from the Fundamentals of Sponsored Project Administration program in a number of important ways. Though Fundamentals is not a prerequisite to enrolling in SPA II, attendees are encouraged to have a minimum of three years of sponsored projects administration experience in order to understand and contribute to the discussion. Where Fundamentals provides a broad, sweeping overview of sponsored projects from "cradle to grave," SPA II takes a focused, in-depth view of a limited number of topics and issues. This approach enables the use of discussion and case studies to provide for greater audience participation. The Open Forum is another unique feature of SPA II where participants can pose questions and engage in lively discussion about virtually any aspect of research administration.

