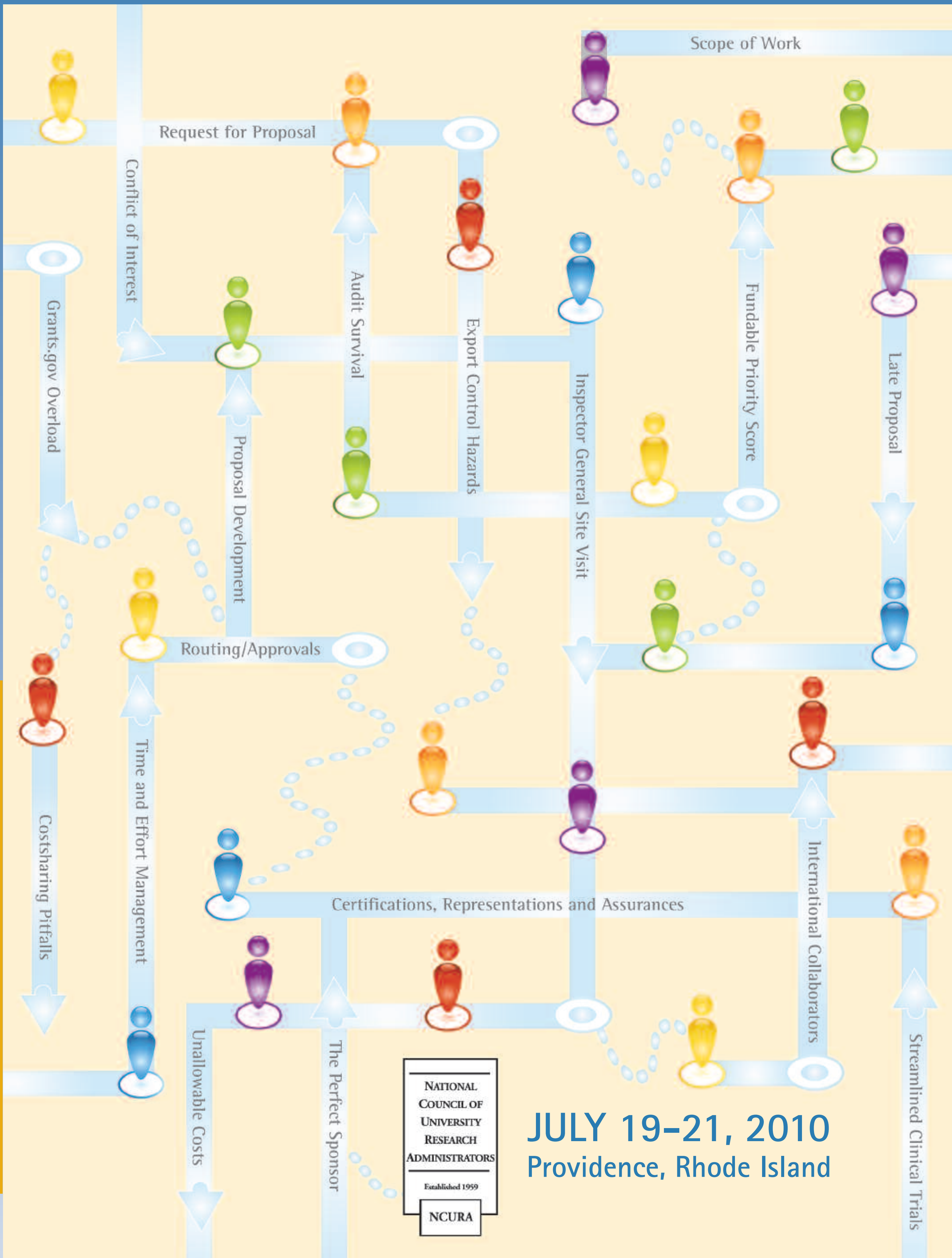
Pre-Award Research Administration 4 Conference

Proactive Research Administration

FINAL PROGRAM



National Council of University Research Administrators
Established 1959
NCURA

JULY 19–21, 2010
Providence, Rhode Island

Welcome!

PRA is back by popular demand! After a one-year hiatus, NCURA is bringing back its Pre-Award Research Administration conference. Most of us have come to realize that the components of pre-award: a properly matched sponsor; a well-developed budget; and a proposal narrative which is responsive to agency guidelines and regulatory compliance, all set the stage for fewer problems in the post-award arena. More and more, we are seeing pre- and post-award as one continuing process where the hand-off between the two units must be coordinated and seamless.

The theme for PRA4 flows from this notion that a PRO-ACTIVE pre-award research administrator is the best line of defense against an audit finding. In keeping with that concept, we will kick off our conference with Tales of the Audit told by colleagues who have experienced them firsthand. The take-home lessons will be the steps pre-award folks can take to avoid problems once a project is underway. We have pictured our profession as a game board with the various squares being the pitfalls we encounter every day. The goal of this conference is to provide the skill set to pre-emptively avoid those pitfalls as we advance around the board.

PRA4 begins with 6 workshops which are being led by the faculty who have received the highest evaluations from all of you. And the topics they have chosen are the most relevant to our day-to-day operations: Responsible Conduct of Research; Legal/Contractual Issues; Cost Sharing; Care and Feeding of PIs; Post-award Issues for Pre-award Administrators; and the ever popular, OMB Circulars. For our senior level PRAers, there will be a Forum with a panel representing a wide range of research institutions incorporated into our regular concurrent sessions.

Our day and a half conference consists of a variety of types of offerings including the traditional 90 minute slots mixed with shorter sessions. And we will have concurrent sessions, discussion groups, as well as breakfast roundtables. In addition to the tracks you are accustomed to seeing for our usual constituencies, we have added one called, "Soup to Nuts". This is a basic track which will give the new research administrator a taste of the various areas one needs to master in our field. Taking the sessions sequentially will provide attendees with a kind of mini-Fundamentals experience.

Our game board vision reminds us that life can never be all work and no play. And therefore we have chosen a wonderful setting for PRA4. Providence, Rhode Island is home to some of the best restaurants, artists, retail and service establishments worldwide. And don't miss Water Fire, the award-winning sculpture installed on the three rivers of downtown Providence, with its one hundred sparkling bonfires. Finally, Providence is the gateway to summer destinations such as Cape Cod and Block Island, so when you leave the conference you can spend a few days on the best ocean beaches in the country.

Marti Dunne
Marti L. Dunne
New York University

Brian Squilla
Brian N. Squilla
University of Pennsylvania

NCURA wishes to thank the following partners for their generous support!

YEAR LONG GOLD PARTNERS

Elsevier

Huron Consulting Group

YEAR LONG SILVER PARTNERS

ATTAIN, LLC

Baker Tilly

Information Technology Works, Inc., IT Works

PRA 4 PARTNER

InfoEd International

CPE Information

Please Note: Learning objectives, program level and any prerequisites/advanced preparation requirements for each session are noted in the conference program. This program is a "group-live" offering.

CPE Credits will be available for concurrent sessions, workshops and senior level seminars. Discussion groups are not eligible for CPE credits.

Registration

Registration is available to any individual engaged in the administration of sponsored programs in a college, university, or teaching hospital. If you have any questions, concerns or complaints regarding this conference please contact:
Tara E. Bishop, NCURA Associate Executive Director,
202-466-3894 or bishop@ncura.edu

NCURA is accredited by the National Registry of CPE Sponsors. This program is administered by the National Association of State Boards of Accountancy (NASBA)* to sponsor and award Continuing Professional Education (CPE's) to accounting professionals.

In accordance with the standards of the National Registry of CPE Sponsors, 50 minutes equals 1 CPE. Depending on the sessions you choose to attend a maximum of 14.5 CPE credits can be issued for NCURA's PRA conference.

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

National Registry of CPE Sponsors
150 Fourth Avenue North, Suite 700
Nashville, TN, 37219-2417
Web site: www.nasba.org

Conference Program Committee

Chairs
Marti L. Dunne, *New York University*

Brian N. Squilla, *University of Pennsylvania*

Contracts/Compliance Track
Jeff Richardson, *University of Maryland College Park*

Susan W. Sedwick, *University of Texas at Austin*

Departmental Track
Samuel Dilanni, *University of Pennsylvania*

Tricia L. Callahan, *Miami University*

PUI Track
Beth Seaton, *Western Illinois University*

Cindy White, *Belmont University*

Federal Track
Jean Feldman, *National Science Foundation*

Regina H. White, *Brown University*

Medical Track
Jamie Caldwell, *Loyola University of Chicago at the Medical Center*

F. Edward Herran, *Consultant*

Soup to Nuts Track
Michele M. Codd, *Vanderbilt University*

Erica H. Kropp, *University of Maryland Center for Environmental Science*

Speaker Care
Denise J. Clark, *University of Maryland College Park*

Senior Level/Open Forum Track
Penny E. Cook, *Yale University*

Marianne R. Woods, *University of Texas at San Antonio*

Discussion Group Track
Tammy J. Custer, *Cornell University*

Heather M. Offhaus, *University of Michigan–Ann Arbor*

Ronald F. Polizzi, *Thomas Jefferson University*

Workshop Track
Richard P. Seligman, *California Institute of Technology*

Christa C. Johnson, *Southern Illinois University at Edwardsville*

Monday, July 19, 2010

9:00 am – 5:00 pm
Registration and Information Desk Open
Grand Ballroom Foyer

1:00 – 4:30 pm	WORKSHOPS (lunch is on your own) *This is a supplemental training program and requires pre-registration and an additional fee.*

Workshop locations were emailed to workshop attendees.

Workshop #1 Spinning the Wheel of Responsible Conduct of Research. Where Does the Research Administrator Land?

A solid RCR program is designed to promote integrity in the research arena and discourage research misconduct and questionable practices. Oversight of a Responsible Conduct of Research program is a responsibility shared by the Principal Investigator and the Administrator. While each discipline and type of research may emphasize different aspects of educational components, there are core topics essential for all areas of research including: Authorship and Peer Review; Data Management and Intellectual Property; Conflict of Interest; Mentorship; Collaborative Research and Scientific Misconduct. But what do those subject areas mean to us as research administrators? Where do we fit in when it comes to the monitoring and oversight of RCR programs? This workshop focuses on the background and intent of the core components and how we as research administrators play a role in carrying out an effective Institutional-wide program.

Program Level: Intermediate

Learning Objectives:

- Participants will obtain an overview of the federal RCR requirements.
- Participants will gain an understanding of the core components of a sound RCR program.
- Participants will gain insight into the roles and responsibilities of research administrators versus researchers in RCR.

Prerequisites: Fundamental understanding of sponsored programs administration

Workshop Faculty: ***Denise J. Clark,*** *Assistant Vice President for Research Administration and Advancement, University of Maryland College Park;* ***Brian N. Squilla,*** *Director of Administration & Finance, Pathology & Laboratory Medicine, University of Pennsylvania*

Workshop #2 It All Begins in Pre: Good Karma and the Path to Post-award Harmony

The purpose of this workshop is to answer those questions every Pre-awarder and Department Administrator want to know:

"What does Post-award do? And how does it impact me? "

OR....

"Why is it Post-award acts like this is my fault?"

"What are they doing over there that makes them so cranky?"

Pre-award specialists who are savvy about the end-to-end nature of most policies and regulations can provide that "ounce of prevention" for the institution and the PI when it comes to financial compliance and other duties we think of as "post-award."

This session will introduce the various aspects of post-award administration that should be in the domain of every participant in the sponsored project life-cycle, including award set-up and management; direct costs and F&A costs; cost transfers; financial reporting; close-outs; audits; and the always popular topic – effort reporting. We will address how these topics cross the boundaries of pre-award and post-award, spending interactive time on how you can give more value-added assistance to your faculty and departmental colleagues.

An extra added bonus will be the glow of good feelings and understanding of our post-award partners.

Program Level: Intermediate

Learning Objectives:

- Participants will learn basic concepts of post-award administration.
- Participants will develop a stronger grasp of how policies and procedures for managing sponsored projects apply and affect the entire grant life-cycle.
- Participants will gain insights in how to anticipate post-award problems and address them before awards are made.

Prerequisites: Basic research administration knowledge

Workshop Faculty: ***Diane Barrett,*** *Associate Dean of Research, School of Ecology, University of Wisconsin-Madison;* ***Cynthia Hope,*** *Assistant Vice President, Office for Research, The University of Alabama;* ***Cindy White,*** *Director, Office of Sponsored Programs, Belmont University*

Monday, July 19, 2010 (continued)

1:00 – 4:30 pm	WORKSHOPS (CONTINUED)

Workshop #3 Legal Issues in Pre-award Administration

Can I Get an Honorary Law Degree for This?

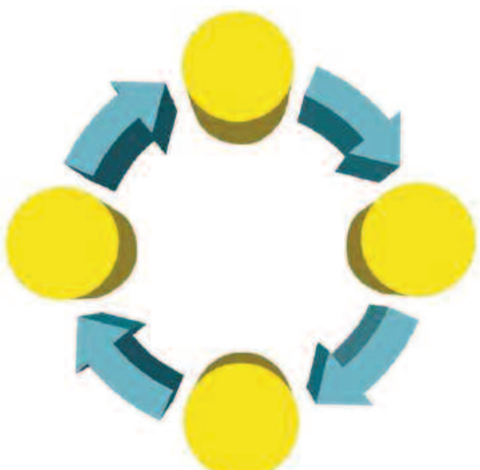
Pre-award administrators are expected to understand, interpret, negotiate and filter legal jargon every day. They are also expected to alert other divisions and offices on campus about legal issues that affect their Universities. Why isn't there a good cheat sheet to help pre-award administrators pinpoint the legal hurdles that often times the University Counsel's office doesn't notice or understand? This workshop will review typically-seen legal issues, such as troublesome clauses, as well as new legal issues that have recently developed, which may impede the speed of the negotiation process with Federal grants, foundation grants and subcontracts. Insights into best practices for interpreting these legal issues and negotiating with sponsors will also be discussed.

Program Level: Basic

Learning Objectives:

- Participants will learn to quickly spot the legal issues in contracts that affect their University and how to negotiate the topics, including sample language that has been used in contract negotiations.
- Participants will learn when University Legal Counsel must be involved in the pre-award process.
- Participants will learn more in-depth information about laws and regulations and how they are being implemented and interpreted by various Universities.

Workshop Faculty: ***Marianne R. Woods****, Senior Associate Vice President for Research Administration, The University of Texas at San Antonio;* ***Alexandra A. McKeown****, Associate Dean for Research Administration, Johns Hopkins Bloomberg School of Public Health;* ***Lauren Wilson****, Senior Associate Director, Office of Sponsored Programs, The University of Alabama*



Workshop #4 Cost Sharing on Sponsored Projects: Why No Good Deed Goes Unpunished

This workshop provides an in-depth, detailed review of the issues surrounding cost sharing on sponsored projects, primarily grants funded by federal agencies. The workshop presents the definitions of cost sharing, including: voluntary; mandatory; voluntary committed; and voluntary uncommitted. The Office of Management & Budget (OMB) clarification of the cost sharing requirements of Circular A-21 will also be examined. The workshop includes a review of the types of costs that qualify for cost sharing and the requirements for documenting and reporting cost sharing. The relationship between cost sharing, effort reporting, and indirect cost rates will be analyzed and discussed. Recent audits conducted by the National Science Foundation (NSF) Inspector General will be reviewed. The workshop includes case studies concerning various aspects of cost sharing.

Program Level: Intermediate

Learning Objectives:

- Participants will understand what constitutes cost sharing.
- Participants will acquire an understanding of the applicable federal policies, including expectations for reporting and record keeping.
- Participants will learn how cost sharing impacts Facilities & Administrative (F&A) rates.

Prerequisites: Pre-award and/or post-award intermediate level personnel or those re-examining cost sharing policies and practices at their institution.

Workshop Faculty: ***Richard P. Seligman****, Associate Vice President for Research Administration, California Institute of Technology;* ***Marti L. Dunne****, Associate Vice Provost for Research Compliance and Administration, New York University*

Workshop #5 OMB Circulars: An Overview

The OMB Circulars are the foundation on which institutions build their policies and procedures. Additionally, both internal and external auditors base their judgments on how effective we are in being good stewards of sponsored funds. Understanding these regulations is the key to success for all research administrators. This workshop will focus on the basics of OMB Circulars A-21, and A-122, the Cost Principles, A-110, the Administrative Principles and A-133, the Audit Principles. The presenters will use examples from their own experiences to demonstrate the practical application of the regulations and will share tips on interpreting these seemingly complex rules.

Program Level: Basic

Learning Objectives:

- Participants will gain general knowledge of the circulars including what costs are allowed to be charged to contracts and grants, an understanding of the minimum administrative requirements of managing awards and what auditors are looking for when they perform reviews.
- Participants will use the circulars to examine real life issues in research administration.
- Participants will understand the basics of the Facilities and Administrative (F&A) rate calculation. This knowledge will allow them to understand what the F&A rate is paying for at their institutions.

Workshop Faculty: ***Ann M. Holmes****, Assistant Dean, Finance & Administration, University of Maryland College Park;* ***Betty A. Farbman****, Associate Director, Office of Sponsored Programs, New York University*

Monday, July 19, 2010 (continued)

1:00 – 4:30 pm	WORKSHOPS (CONTINUED)

Workshop #6

The Care and Feeding of Faculty Members

Were it not for faculty members writing grant proposals, there would be no research administrators. Sometimes we act as if we have forgotten that simple truth and view faculty members almost as adversaries, rather than as the basis of our profession. This workshop is designed to help research administrators better understand faculty members and their role in research and use that understanding to design offices that provide high quality customer service. The workshop will examine "A Day in the Life" of busy, high-intensity, research-oriented faculty members to learn more about their time limitations, competing interests, role expectations, motives, and performance standards. From that understanding the group will develop strategies for making research administrators essential partners in research, offering services that enhance productivity, improve efficiency, build mutual respect, and maintain an environment conducive to the conduct of high quality research.

Program Level: Overview

Learning Objective:

- Participants will better understand faculty members and their role in research and use that understanding to design offices that provide high quality customer service.

Prerequisites: This workshop is for those offering pre-award services centrally or within a department, center or institute and is suitable for those at every level of experience.

Workshop Faculty: *Robert P. Lowman, Associate Vice Chancellor for Research, The University of North Carolina at Chapel Hill*

5:15 – 6:00 pm

Welcoming Reception

AQUA

Welcome to PRA 4! Come join us for networking and an opportunity to meet colleagues from other institutions as we embark on this PRA 4 experience.

Tuesday, July 20, 2010

7:00 am – 5:00 pm
Registration and Information Desk Open
PRA 4 Exhibits
Cyber Café
Grand Ballroom Foyer

Cyber Café brought to you by InfoEd International

7:30 – 8:30 am
Continental Breakfast
Sessions/College

8:30 – 10:00 am | PLENARY SESSION

Tales of the Audit – Part 1 | *Marquis*
IT ALL STARTS WITH THE PROPOSAL. Though it should come as no surprise to research administrators, this series of audits gave new support to the notion that what goes into the proposal, particularly in terms of PI effort commitments, cost sharing, foreign travel, subrecipient collaborations and equipment, really does matter. If this is not handled properly, serious problems can arise down the road when the post-award phase is in full bloom. This session will present some of the key findings from various audits and will also include a discussion of the "lessons to be learned" for those who have not yet been audited and for those who haven't been audited recently. You will hear all perspectives, from the central administrator to the departmental administrator and understand how we are all in this together.

Presenters: *Denise J. Clark, Assistant Vice President for Research Administration and Advancement, University of Maryland College Park; Richard P. Seligman, Associate Vice President for Research Administration, California Institute of Technology; Michele M. Codd, Assistant Director, Institute for Software Integrated Systems, Vanderbilt University; Nancy Daneau, Assistant Director, Administrative and Operations Management, Office of the Vice President for Research, Research Foundation of SUNY at Stony Brook*

10:00 – 10:15 am
Refreshment Break
Grand Ballroom Foyer

10:15 – 11:45 am | CONCURRENT SESSIONS

Departmental

***Chute or Ladder?* The Art of Cost Sharing** | *Angel*
Program Level: Intermediate

Like the popular childhood board game Chutes and Ladders, mastering the art of administering cost sharing has a lot of back and forth and just when you think you are about to conquer the game – you are thrown another setback. While rather a simple concept, cost sharing compliance requires constant monitoring and due diligence on behalf of both the pre-award and post-award administration. Please join this session to understand the basics of cost sharing and hear how to win the game from both a small and large institutional perspective.

Learning Objectives:
- Participants will walk away with a fundamental understanding of the various kinds of cost sharing.
- Participants will hear how cost sharing is perceived and practiced at both a small and large institution.
- Participants will better understand how to successfully administer and monitor cost sharing.

Prerequisites: Participants should have a basic understanding of what cost sharing is. Participants should be able to distinguish between mandatory and voluntary cost sharing.

Presenters: *David Richardson**, Associate Vice President for Research, Pennsylvania State University; Judy Fredenberg, Director, Research and Sponsored Programs, University of Montana*

It's Not a Trivial Pursuit: The Importance of Strong Communications between Pre, Post and Department Administrators | *Benevolent*
Program Level: Overview

In this session, we will discuss the goals and perspectives of the various departments and strategies to help increase better communication in order to work toward the common goal of supporting research.

Learning Objectives: Have a better understanding of strategies to have a better working relationship with colleagues in different research offices in order to accomplish your research administration goals.

Presenter: *Jennifer Shambrook**, Director, Grant & Contract Management Office, St. Jude Children's Research Hospital*

* Lead Presenter

Tuesday, July 20, 2010 (continued)

10:15 – 11:45 am	CONCURRENT SESSIONS (CONTINUED)

Federal

NIH Update | *Canal*

Program Level: Overview

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

Learning Objectives:

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

Presenter: ***Marcia L. Hahn********, *Director, Division of Grants Policy, Office of Policy for Extramural Research Administration, OER, NIH, DHHS*

Predominantly Undergraduate Institutions

Don't be *Clueless*: How to Demystify Foundation Funding | *Sessions*

Program Level: Basic

Most grant proposals are rejected because they are not a good match with the grantmaker. Often grantseekers do not realize the importance of learning about and understanding a potential funder and send proposals to it that do not fit. But how do you tell what funders want?! Think of each grantmaker as having a distinct personality – they have subjects that most interest them, they have specific beliefs about how community problems should be solved, they see the world in set ways. You increase your likelihood of funding if what you propose is a good match with the grantmaker's point-of-view. But not all grantmakers approach philanthropy in the same way, so you must determine who each funder is individually. If you are listening, the grantmaker's prepared materials and the actual grantmaking they do will tell you who it is. This should affect what you submit, what you emphasize in your proposal, and how you present your ideas. Join in an interactive session to: 1) figure out if what you are proposing to a potential funder is a fundable project, 2) learn how to conduct a search for potential grantmakers, 3) determine the elements of a good match, 4) understand how to read between the lines of the grantmaker's material, and 5) find the "hook" – the unshakeable connection between one's project and a prospective funder.

Learning Objectives:
Beginners will gain starting skills and those with intermediate or advanced foundation grantseeking experience will learn a different approach more likely to assure success. Attendees will know how to search for foundation funders, how to determine if a particular foundation is a good match for their proposed projects, and how to frame their proposal accordingly.

Presenter: *Deborah Koch*, Director of Grants, Springfield Technical Community College*

Senior

Guess Who? It's the Internal Auditor | *Smithfield*

Program Level: Advanced

Research administrators can collaborate with their internal audit function to increase the value of the work on both sides. By understanding the audit process, the roles of external and internal audits, and gaining insight of what are the key audit issues facing research administration, you may align research administration efforts to be more effective. This session will include tips on working with your internal auditors to:

- Gain an understanding of how the audit works, their standards and how they may affect you;
- Inform their view of risks and opportunities of the work you do;
- Become partners in achieving high quality research administration;
- Hear the hot issues in administration of Federal awards.

Learning Objectives: Tools and techniques for communicating with your internal auditors, doing self-testing and monitoring, applying risk management.

Prerequisites: Attendees should have an understanding of post-award compliance

Presenters: *Tammy Raccio*, Associate Director, Internal Audit, Yale University;* ***Michael Bowers,*** *Associate Director for Business & Technology Audit Services, MIT Audit Division;* ***Michael Monaghan,*** *Director of Financial, Operational & Compliance Audit, Harvard University*

* Lead Presenter

Tuesday, July 20, 2010 (continued)

10:15 – 11:45 am CONCURRENT SESSIONS (CONTINUED)

Soup to Nuts

Go for Launch: Proposal Support | *Reprisal/Britannia*

Program Level: Basic

Proposal development is one of the key functions of any pre-award office. While the role of a research administrator is not to serve as a content expert, there are many ways that we can assist our faculty in producing more effective proposals. These include providing professional development programs for proposal preparation and submission, assistance with preparing budgets, and coordinating activities required for submission of a successful proposal. This session will examine successful programs and strategies for proposal development from the perspectives of central administration and departmental administration at large research institutions, and from predominantly undergraduate institutions.

Learning Objectives:

- Participants will understand the essential functions of a pre-award office in proposal development.
- Participants will gain insights into successful faculty development programs.

Presenters: ***Robert P. Lowman****, *Associate Vice Chancellor for Research, University of North Carolina at Chapel Hill;* ***Paul Tuttle***, *Proposal Development Officer, Office of Sponsored Programs, University of North Carolina at Greensboro*

10:15 – 11:45 am CONCURRENT SESSIONS IN A DISCUSSION GROUP SETTING

Contracts and Compliance

Your Ace in the Hole: The Art of the Exception Letter in Responding to RFPs | *College*

Program Level: Intermediate

Proposal review can be challenging and stressful and when a proposal is in response to a BAA or RFP or the proposal comes with a sample contract to review it adds extra burdens to the pre-award administrator. In a perfect world, pre-award administrators would have ample time to review RFPs, BAAs, and sample contracts to identify any problematic terms or conditions. In the real world, administrators have little time to devote to exception letters. This session will explore the important issues to include in an exception letter, such as acceptable award type, publication rights, indemnification, etc. The use of a "blanket" exception letter under tight deadlines will also be discussed.

Learning Objectives:

- Participants will learn the importance of writing an exception letter for contract proposals.
- Participants will learn techniques for writing exception letters when there is little time to review the BAA, RFP or sample contract.
- Participants will identify issues to stress in an exception letter that are important to award negotiations.

Prerequisites: Understanding of institutional policies and procedures as they relate to the administration of sponsored programs such as academic freedom and State laws.

Presenter: ***Jill Frankenfield****, *Contract Manager, Office of Research Administration and Advancement, University of Maryland College Park*

Medical

Eliminating *Aggravation*: Streamlining Clinical Trials | *Defiance/Republic*

Program Level: Intermediate

This session will focus on ideas for streamlining clinical trial initiation including:

- best practice;
- proper staffing;
- selecting the most appropriate trials for your institution;
- negotiation tips for frequently-contested contract topics such as indemnification and subject injury;
- tips for getting better budget terms, higher per patient amounts and increasing your collections; and,
- reducing negotiation time.

Learning Objectives: This will be an interactive discussion and an opportunity to share ideas with colleagues.

Prerequisites: Attendees should have experience in a central office or department initiating clinical research projects, and a general knowledge of clinical research.

Presenter: ***Suzanne Liv Page****, *Clinical Research Initiation Services, University of Miami School of Medicine*

11:45 am – 1:15 pm

Lunch

Lunch will be served in Marquis and AQUA

* Lead Presenter

Tuesday, July 20, 2010 (continued)

1:15 – 2:30 pm CONCURRENT SESSIONS

Departmental

Mastermind: The Tools and Tips for Survival for Departmental Administrators | *Canal*

Program Level: Basic

Mastermind - a puzzle game requiring Abstract strategy, mental skill, logic, and deduction , and maybe even a little luck . Does that sound like the skills needed by a successful departmental administrator? Oh, yes, we forgot a tight-rope walker, straddling a narrow and often precarious line. And a miracle worker! On the one side, the departmental administrator represents the Principal Investigator in accomplishing the scope related to his/her project. The PIs expect the departmental administrator to "get things done." On the other side, she/he also represents the institution and must ensure that all activities are in compliance with the many rules and regulations which govern sponsored activities. To survive, a departmental administrator must be versatile yet a team builder - be proactive; know the rules and regulations; maintain collegial and successful relationships with the sponsors, PIs, and the central administrators; effectively communicate with all the scientific needs while ensuring compliance; prioritizing workload to ensure you get it ALL done.

Learning Objectives:
- Participants will obtain tools and tips on how to be a successful departmental administrator.
- Participants will learn techniques for dealing with PIs and central administrators.
- Participants will gain an understanding of the importance of effective communication amongst sponsor, PI, department and central administration.

Presenters: ***Jill Frazier Tincher****, *Director, Medical Research Administration and Office of Research Education & Training, University of Miami School of Medicine;* ***Susan Zipkin****, Director, Research Finance Radiology Research, Brigham & Women's Hospital;* ***Pamela B. Whitlock****, Director, Office of Sponsored Programs (emeritus), University of North Carolina at Wilmington*

Federal

NSF Update | *Benevolent*

Program Level: Overview

This session will be a comprehensive review of what is new and developing with the National Science Foundation's programs, policies, people, and budgets.

Learning Objectives:
- Participants will learn about changes affecting their institution and new programs of interest to their researchers.
- Participants will have an understanding of recent and upcoming changes to NSF policies and procedures including the American Recovery and Reinvestment Act.
- Participants will receive updates to NSF involvement with government-wide grants streamlining initiatives including advances with Research.gov.

Presenter: ***Samantha Hunter****, Policy Specialist, Policy Office, Division of Institution & Award Support, National Science Foundation*

Predominantly Undergraduate Institutions

The Importance of Faculty Development at PUIs | *College*

Program Level: Basic

This concurrent session will provide departmental and central perspectives on how to succeed and survive as a departmental administrator.

Learning Objectives: Participants will learn how the needs of faculty researchers at PUIs may differ from those at research institutions and how to employ some faculty development tools to assist the faculty at their home institutions.

Presenters: ***Beth Seaton****, Director of Sponsored Projects, Western Illinois University;* ***Gustav Benson****, Director, Sponsored Programs, Eastern Kentucky University;* ***Pamela Napier****, Associate Director, Office of Sponsored Programs, Western Kentucky University*

Soup to Nuts

Connect 4: Bringing the Pieces Together for Proposal Preparation | *Angel*

Program Level: Basic

This session will explore the elements for preparing a great proposal. We will discuss areas where faculty often make mistakes and how research administrators can help them bring the pieces together. Special attention will be given to coordination with other parts of the organization to assure that regulatory and institutional policy issues are not forgotten. Attendees should come ready to discuss their own best practices and insights into bringing the pieces together.

Learning Objectives:
- Participants will understand the essential components of a proposal.
- Participants will understand the nuts and bolts of how to build a proposal
- Participants will learn methods for testing a final draft of a proposal prior to final submission.

Presenters: ***Penny E. Cook****, Director, Strategic Research Initiatives, Yale University;* ***Eva Faling****, Assistant Director, Office of Sponsored Projects, Brown University*

* Lead Presenter

Tuesday, July 20, 2010 (continued)

1:15 – 2:30 pm | CONCURRENT SESSION IN A DISCUSSION GROUP SETTING

Medical

Checkmate: The Intricacies of Effort Reporting at Medical Schools | *Smithfield*

Program Level: Basic

Many differences and complexities exist in the administration of research programs in a clinical setting compared with those in a traditional university environment. This session will explore some of these differences and expand on issues related to academic medical centers and clinically based research programs. For example, universities often complain that it is difficult for institutions to account fully for the time spent by physician scientists because the boundaries associated with teaching, research, and patient care are blurred. Moreover, these activities are accounted for differently by specific federal agencies. This session will cover topics such as appointment letters, the definition of institutional base salary, clinical practice plans, affiliated vs. non-affiliated hospitals, what constitutes 100% effort, distinguishing between clinical effort and clinical trial effort, how to manage effort commitments on K Awards, VA appointments, and Medicare time reporting. This session is designed to facilitate dialogue among the participants.

Learning Objectives:

- Gain knowledge about compensation and effort reporting requirements within academic medical centers and clinically based research programs.
- Articulate federal guidance that governs faculty appointments at academic medical centers with a focus on guidance applicable to University-VA joint appointments and how this is implemented at research institutions.
- Assist hospital and clinically based administrators in better understanding the administrative and regulatory environments.
- Gain a better understanding of what is involved in the management of a comprehensive effort reporting program and provide the opportunity to discuss participant practices and experiences.

Prerequisites: Practical experience in managing complex faculty appointments (including practice plans and VA appointments), the research portfolio, and the effort reporting process for physicians and researchers in academic medical centers.

Presenters: ***Bruce W. Elliott****, *Director, Office for Sponsored Research, Chicago Campus, Northwestern University;* ***Matthew Staman****, Managing Director, Higher Education Consulting, Huron Consulting Group*

1:15 – 2:30 pm | SENIOR FORUM

Senior Forum

Maximizing the Research Investment

Room location was emailed to all pre-registered attendees.

Pre-registration is Required, No additional fee

(Session will be continued 2:45 – 3:45 pm)

Program Level: Advanced

The ever-changing regulatory environment creates a menacing compliance challenge for those charged with university research compliance resulting in a real life Dungeons and Dragons experience. The current onslaught and uncertainty is far from the harmonization we have sought. This interactive session will allow participants to have input on the topics in advance of the conference to ensure participant concerns are met. The panelists represent a wide range of research institutions which are both public and private and emerging and intensive in size. How will our institutions build systems to reduce the burden on our faculty and administrative offices to effectively address additional mandates with an end result of maximizing the research investments made by our sponsors and institutions?

Learning Objectives:

- Gain insights on emerging and expanding federal research compliance requirements.
- Consider approaches to addressing those requirements.
- Explore the future of the regulatory environment affecting research at universities.
- Understand how universities collectively work to effect public policymaking.

Prerequisites: Attendees ideally have policy-making responsibilities at their institutions and a knowledge of federal regulatory requirements.

Presenters: ***Cindy White****, *Director, Office of Sponsored Programs, Belmont University;* ***Regina H. White****, Associate Vice President, Research Administration, Brown University;* ***Susan W. Sedwick****, Associate Vice President for Research and Director, Office of Sponsored Projects, The University of Texas at Austin;* ***Ara Tahmassian****, Vice President for Research Compliance, Boston University*

* Lead Presenter

Tuesday, July 20, 2010 (continued)

1:15 – 2:30 pm **DISCUSSION GROUPS**

Contracts and Compliance

Connecting All the Dots: It Takes a Campus to Build a Strong Compliance Program | *Defiance/Republic*

Many export control issues at universities can be monitored by the Central Research Administration or Sponsored Programs Office, such as submission of proposals and negotiation of awards; however, in many cases export control regulations can impact activities beyond the scope of the Central Office. It is important to establish relationships and assign responsibilities at both the Departmental and Central Offices to adequately address issues impacted by export controls, such as international travel, visitors to campus, international collaborations and shipping of research items. In this session participants will be asked to share their challenges in dividing the responsibilities of monitoring export controls and the group will discuss best practices in ensuring compliance with export control regulations.

Discussion Group Leader: *Rachel Graves, Director, Research Compliance Training/ Export Control, University of Texas at San Antonio*

Senior

Stacking the Deck – Strategic Planning for Successful, Large, Interdisciplinary Initiatives | *Sessions*

This discussion group will explore pro-active, strategic ways to plan for large, interdisciplinary initiatives and proposals. We will discuss strategies to create and implement a supportive campus infrastructure to assist faculty in pursuing these major awards; strategies for building stronger relationships with Federal funding agencies and Federal Labs; strategies for building partnerships that are often critical to success when competing for larger funding opportunities; and ways to provide resources needed to respond to major funding programs. This session describes research development tactics that can be used by senior research administrators to support faculty including: early identification of funding opportunities, facilitating teams of faculty from various disciplines, providing incentive programs to encourage pursuit of major funding opportunities, providing briefings on new Federal programs, high level review of proposals prior to submission, ways to catalyze new cross campus research initiatives, and many more.

Discussion Group Leader: *Ken Gertz, Associate Vice President, University of Maryland College Park*

2:30 – 2:45 pm
Refreshment Break
Grand Ballroom Foyer

2:45 – 3:45 pm **CONCURRENT SESSIONS**

Contracts and Compliance

Screening Proposals for Export Control Issues: It's no Empty *Guesstture* | *Benevolent*

Program Level: Intermediate

Export control issues continue to be a challenge for research administrators and early detection of possible issues is the key. In this session we will discuss how to effectively screen proposals to identify "red flags" such as publication restrictions, foreign national exclusions, and the involvement of technology that may be export controlled. Examples of practices used in some institutions will be provided.

Learning Objectives:
- Participants will learn to identify red flags in RFPs/proposals that may lead to export control issues.
- Participants will discuss best practices in screening proposals for export control issues.
- Participants will gain an understanding of risk assessment tools to decide if it is even best to submit a proposal.
- Participants will discuss strategies moving forward when a proposal contains red flag issues.

Prerequisites: Understanding of the fundamental principles of Export Control Laws and academic freedom principles.

Presenter: *David M. Dunbar*, Export Compliance Officer, University of Maryland, Office of Research Administration and Advancement*

* Lead Presenter

Tuesday, July 20, 2010 (continued)

2:45 – 3:45 pm	CONCURRENT SESSIONS (CONTINUED)

Departmental

Managing Effort: *Truth or Consequences* | *Marquis*

Program Level: Intermediate

Compensation costs are the most significant budget category for most sponsored projects and the commitment of effort in research proposals is both challenging and perilous. The rules governing effort commitments, effort reporting, and effort certification are complicated and confusing, especially for investigators who are not well informed about the federal requirements. Careful review of research proposals at the pre-award stage can greatly reduce the risk of post-award problems, including making "promises we can't keep." But there are other preventive measures that pre-award administrators can take to ensure that effort commitments are realistic and understood by those committing their time. This session will explore some of the pitfalls associated with effort on sponsored projects, including cost sharing, over-commitments, extra compensation, summer salary, and administrative salaries. The presenters will offer proactive strategies for mitigating these compliance risks and fulfilling our effort commitments.

Learning Objectives: Participants will better understand the impact of effort commitments on the resulting award and its associated compliance requirements. This greater understanding will enable them to educate their faculty about the consequences of an effort commitment at the time of proposal.

Prerequisites: Fundamental understanding of the concept of effort commitment to sponsored projects.

Presenters: ***Brenda Kavanaugh****, *Assistant Director, Office of Research and Project Administration, University of Rochester;* ***Patrick Fitzgerald,*** *Associate Dean for Research Administration, Faculty of Arts and Sciences, Harvard University;* ***Patrice Carroll,*** *Associate Director, Office of Sponsored Projects, Brown University*

Predominantly Undergraduate Institutions

Bingo! Moving from a PUI to an ERI | *Sessions*

Program Level: Intermediate

In an Emerging Research Institution (ERI), where many resources are focused on proposal development, activities are growing far faster than the infrastructure. Regardless of how a university's sponsored project enterprise is formatted, all proposal development processes have key functions and considerations that follow basic principles. In an ERI, these functions are increased with additional requirements in the pre-award stage for data collection, management, and analysis. This session will provide a brief overview of the components of proposal development at an emerging research institution, using The University of Texas at El Paso as an example. Further, this overview will provide ideas on what other institutional resources could be developed and or engaged to make pre-award functions and proposal submissions more efficient and compliant. As we all know, it is hard to manage our sponsored projects in the post-award stage, and most importantly, obtain and manage appropriate data for Tier I reporting, if pre-award does not have adequate tools and knowledge needed for all aspects of proposal development.

Learning Objectives: Participants will learn the critical items to consider when assisting in the development of a proposal, what and how data should be obtained and captured for an ERI, and who must be part of proposal development. Participants will also gain a better understanding of how and when to engage available institutional resources during proposal development.

Prerequisites: Participants should have a minimum of 2 years central office experiences for the "reporting requirements", and at least 1 year departmental experience.

Presenter: ***Manuela Dokie****, *Associate Director and Compliance Officer, Office of Research and Sponsored Projects, The University of Texas at El Paso*

Soup to Nuts

Perfection: Finding the Best Funding Opportunity | *Canal*

Program Level: Basic

It is rare that researchers at some point in their careers do not need help finding funding sources and you may be the one they turn to. Where do you begin when trying to find a good funding opportunity match for your faculty? This is an area that has its own resources to be aware of and its own tricks of the trade, such as getting to the most useful key words when doing a search. Then there is the question of how to best communicate that information – much of which is deadline driven. Brought to you by seasoned research administrators, this session will provide you with the resources and tools needed to get the job done. Discussion will include some lessons learned - what has generally worked well and what has not.

Learning Objectives: Participants will gain an understanding of the various resources as well as some strategies and approaches to finding funding that "fits".

Presenters: ***Anne S. Geronimo****, *Director for Research Development, University of Maryland College Park;* ***Charna Howson,*** *Director of Sponsored Programs, Appalachian State University*

* Lead Presenter

Tuesday, July 20, 2010 (continued)

2:45 – 3:45 pm — CONCURRENT SESSIONS IN A DISCUSSION GROUP SETTING

Federal

DARPA | *College*

Program Level: Overview

This session will provide an overview of the Defense Advanced Research Projects Agency.

Learning Objectives:

- Participants will learn about what DARPA is and what changes have occurred
- Participants will learn about DARPA's contributions and roles for national and economic security
- Participants will learn about how a research scientist can do business with DARPA.

Presenters: ***Alexandra A. McKeown****, *Associate Dean for Research Administration, Johns Hopkins Bloomberg School of Public Health;* ***Alanna M. Mitchell****, Special Assistant for Strategic Analysis, Defense Advanced Research Projects Agency;* ***Leo Christodoulou****, Office Director, Defense Advanced Research Projects Agency*

Medical

They *Boggle* the Mind: Issues for Biomedical Institutions | *Smithfield*

Program Level: Overview

Abraham Flexner, in his 1910 Flexner report, called for medical schools to be integrated into university systems in order to ensure a solid foundation in science and research methodology. In reality, however, medical schools and academic units of main campuses are uniquely different animals, creating a host of challenges in creating and maintaining successful working relationships. With funders placing increased attention on multidisciplinary approaches to solving health-related problems, it bears investigating ways to foster more collaborative relationships between the biomedical and traditional arts and sciences research communities.

Learning Objectives:

Participants will understand and appreciate:

- The primary differences between biomedical and arts/sciences campuses with respect to research intensity, range of funding agencies, administrative resources, time and effort expectations.
- Strategies to break down barriers and encourage productive and collaborative working relationships to successfully secure sponsored funding.

Presenters: ***Sheila Lischwe****, *Director, Research Administration, Saint Louis University Medical Center;* ***Tim Atkinson****, Assistant Provost and Director, Sponsored Programs, University of Central Arkansas*

2:45 – 3:45 pm — SENIOR FORUM

Senior Forum

Maximizing the Research Investment

Room location was emailed to all pre-registered attendees.

Pre-registration is Required, No additional fee

Program Level: Advanced

Continued from the 1:15 - 2:30 p.m. time slot.

Presenters: ***Cindy White****, *Director, Office of Sponsored Programs, Belmont University;* ***Regina H. White****, Associate Vice President, Research Administration, Brown University;* ***Susan W. Sedwick****, Associate Vice President for Research and Director, Office of Sponsored Projects, The University of Texas at Austin;* ***Ara Tahmassian****, Vice President for Research Compliance, Boston University*

2:45 – 3:45 pm — DISCUSSION GROUP

Soup to Nuts

Rolling the Dice- How to Hire the Best Staff | *Defiance/Republic*

Have you ever hired someone thinking that s/he will be the perfect fit for a position and then discovered you might have made a mistake? Have you ever taken a chance on hiring someone you weren't quite sure about, only to have it turn out to be the best hire you've ever made? It seems that there is some alchemy to hiring people who can do the job and who work well within your existing office culture. In this discussion group, we will set the stage with information from the world of Human Resources about best practices. We will then discuss how we have made decisions, compromises, and found the right person, perhaps in an unlikely place.

Discussion Group Leader: ***Betty A. Farbman****, Associate Director, Office of Sponsored Programs, New York University*

3:45 – 4:00 pm

Refreshment Break

Grand Ballroom Foyer

* Lead Presenter

Tuesday, July 20, 2010 (continued)

4:00 – 5:00 pm	CONCURRENT SESSIONS

Departmental

Float Your Sub - Understanding the Subaward Process at the Pre-award Stage | *Marquis*

Program Level: Basic

You probably understand that subrecipients are a big responsibility but do you know why you might need more than just a budget and a letter of commitment at the proposal stage? If you aren't sure you have thought of all the potential problems you should be trying to avoid, join us for advice on and discussion of the issues that really can't wait until post-award. Topics will include risk assessment, subrecipient versus vendor and the basic requirements of monitoring. But, bring your questions and your own stories for an interactive opportunity for us to all learn from each other.

Learning Objectives: Participants will learn the basics of subrecipient risk assessment, where to access the requirements for subrecipient monitoring and tools for determining whether an entity is a subrecipient.

Presenters: ***Cynthia Hope****, *Assistant Vice President, Office for Research, The University of Alabama;* ***Manuela Dokie,*** *Associate Director and Compliance Officer, Office of Research and Sponsored Projects, University of Texas at El Paso*

Federal

Implementation of RCR Requirements at NIH and NSF | *Canal*

Program Level: Overview

This session will be a comprehensive review of the NIH and NSF of implementation of Responsible Conduct of Research requirements.

Learning Objectives: Participants will learn the differences and similarities between the two agencies' policies on RCR and how they impact and affect the proposer and awardee community.

Presenters: ***Rodney E. Ulane****, *NIH Research Training Officer, Office Extramural Programs, OER, NIH;* ***Samantha Hunter,*** *Policy Specialist, Policy Office, Division of Institution & Award Support, National Science Foundation*

Predominantly Undergraduate Institutions

Are you Living a Solitary Life? Developing Infrastructure in the Smaller Institution | *College*

Program Level: Intermediate

Whether your office is a one-, two-, or multi-person organization, most PUIs are administering sponsored programs "creatively." We rally troops who answer to other people. We hope the auditor is distracted by some personal issue. We wrangle with questions like "which position should I request?" and "what function could I justify successfully?" Then there is the delicate challenge of campaigning for another office to improve or expand its services. When the tensions aren't stressful enough for our liking, we might ask ourselves, "just how DOES an administrator suggest to the provost that promotion policy or F&A distribution is in need of an extreme makeover?" In this interactive session, we will swap solutions, share ideas that turned out to be dogs, and provide reactions to all our budding strategies for building effective and supportive infrastructure for scholarship and sponsored projects.

Learning Objectives:

- To expand our view of what infrastructure can entail at a PUI.
- To identify priorities among the many competing claims for our resources.
- To review strategies to communicate our message to campus decision makers and to recruit their advocacy.
- To analyze the relative advantages of different kinds of staff depending on your own strengths and functional gaps.

Prerequisites: Attendees should have a basic understanding of sponsored project administration functions, constituencies, infrastructure and risk.

Presenters: ***Christa C. Johnson****, *Associate Dean for Research, Southern Illinois University at Edwardsville;* ***Cindy White,*** *Director, Office of Sponsored Programs, Belmont University;* ***Joseph McNicholas,*** *Director of the Office for Research and Sponsored Projects, Loyola Marymount University*

Senior

Shuffle the Players - Deploying Your Resources to Restructuring Your Office | *Reprisal/Britannia*

Program Level: Advanced

With increasing electronic proposal development and submission tools, as well as management and tracking tools, we can now evaluate our office's workload and efficiency in ways not previously possible. Be prepared to discuss your current pre-award structure, the factors and tools in evaluating alternative structures and implementation and communication plans if your deck is shuffled.

Learning Objectives: Participants will walk away with evaluation factors and decision tools for evaluating their current structure and for implementing new structures.

Prerequisites: Attendees should have an interest in evaluating the structure of their operations and a willingness to ask why.

Presenter: ***Stephanie L. Gray****, *Managing Officer, Research and Sponsored Programs, University of Wisconsin-Madison*

* Lead Presenter

Tuesday, July 20, 2010 (continued)

4:00 – 5:00 pm — **CONCURRENT SESSIONS (CONTINUED)**

Soup to Nuts

Don't Sink Your *Battleship*: Compliance Before the Award | *Benevolent*

Program Level: Basic

A range of compliance issues that must be in place will be discussed: humans, animals, COI, safety, ITAR, etc. Common compliance topics that are in the news will also be discussed (cost transfers, salary certification). In addition, this session will give an overview of the common OIG findings and ways to work with your Internal Audit office about compliance-related issues.

Learning Objectives: Participants will learn the basics of common compliance issues and areas of which research administrators should be aware.

Presenters: *Kallie Firestone*, Senior Compliance Specialist, Massachusetts Institute of Technology; Timothy J. Gordon, Associate Audit Director, Risk and Compliance, Internal Audit, Massachusetts Institute of Technology*

4:00 – 5:00 pm — **DISCUSSION GROUPS**

Contracts and Compliance

Technology Transfer Basics: Spinning the *Wheel of Fortune* | *Defiance/Republic*

Do we really know what the Office of Technology Transfer does? How does technology transfer occur? Does your Technology Transfer Office and the Sponsored Programs Office work closely as a team in order to make sure the interests of the Institution and the Principal Investigator are protected? How is this being done? What are the issues? What works? What doesn't? If you are not quite sure or you just want to share some of your ideas, plan to join this discussion group.

Discussion Group Leader: *Ronald F. Polizzi, Associate Director, Office of Research Administration, Thomas Jefferson University*

Medical

Brain Quest: Data Sharing-Biomed Institutions | *Smithfield*

This discussion group will look back at the impact of HIPAA laws on research policies and discuss how campuses manage violations and how IRBs handle missing HIPAA authorizations. The underlying question will be, "Is the privacy law adding protections or hindering research?" The group will also take a broad view of the requirements concerning data sharing and PubMed requirements from the NIH. The underlying questions will be, "Have these external factors significantly changed the implementation of research policies at universities?" and "Do these policies help the advancement of science?"

Learning Objectives:

- Participants will learn how other institutions have handled external forces affecting research policies on campus.
- Participants will also learn about current dialogues concerning HIPAA implementation as well as what PubMed and Data Sharing mean to the research community.

Discussion Group Leader: *Timothy N. Atkinson, Assistant Provost and Director of Sponsored Programs, University of Central Arkansas*

Soup to Nuts

Be Numero *Uno*: Building the Strategic Research Office | *Sessions*

We're #1, we're #1. Okay, maybe we aren't but we sure can try to be. This discussion group will talk about how various Research offices are structured, training opportunities, and ideas of what could make your office more productive for you and the community you represent.

Learning Objectives: Participants will learn from other institutions what works and what doesn't, what to expect if a major change is made, how best to provide training for staff, along with tips and tricks to be the best in our field.

Discussion Group Leader: *Tammy J. Custer, Grant & Contract Officer, eRA Specialist, Cornell University*

5:30 – 6:30 pm

Ask the Experts

AQUA

Did you have a question you never got to ask (or were too shy to raise in a group setting) from the workshop or session you attended? Many of our faculty and presenters have agreed to be available during this networking event to address your questions/concerns one-on-one. Look for the ASK ME ribbons our faculty and presenters will be wearing.

6:30 pm

Dinner Group Rendezvous

Grand Ballroom Foyer

* Lead Presenter

Wednesday, July 21, 2010

7:00 am - 3:30 pm
Registration and Information Desk Open
PRA 4 Exhibits
Cyber Café
Grand Ballroom Foyer
Cyber Café brought to you by InfoEd International

7:30 – 8:30 am
Continental Breakfast
Sessions/College

7:30 – 8:30 am	BREAKFAST ROUND TABLE DISCUSSION GROUPS | *Sessions/College*
Contacting a Sponsor: Protocol, Nuance, Courtesy, Cultivation Knowing the who, when and how of contacting a sponsor is only overshadowed by the WHY, as in "why is this so important?" Breakfast mulling will be on how we best initiate, respect and maximize our relationships with colleagues on the "other side".	Facilitator: *Cindy White, Director, Office of Sponsored Programs, Belmont University*
Electronic Proposal Submission Bring your morning coffee while we discuss submitting proposals electronically.	Facilitator: *Tammy Custer, Grant and Contract Officer/eRA Specialist, Cornell University*
Current Issues in Clinical Trial Contracting Let's discuss your contract, its process (central vs. department), budget issues, and those difficult terms.	Facilitator: *Ronald Polizzi, Associate Director, Contracts, Thomas Jefferson University*
NCI and Cancer Center Hot Topics Come join this breakfast roundtable to discuss with your colleagues the latest hot topics from the perspective of your institution and from the perspective of NCI. Where will the new NCI director take research in the next 5 years?	Facilitator: *F. Edward Herran, Consultant*
Maximizing Professional Development Opportunities The group will explore ways to set career goals and to choose conference sessions to help build expertise to meet those goals.	Facilitator: *Susan W. Sedwick, Associate Vice President for Research, University of Texas at Austin*
Department Research Administrator *Jenga*: Managing All the Pieces of the Puzzle We will discuss the unique challenges that DRA's encounter in providing pre-award services and share our unique solutions.	Facilitators: *Michele M. Codd, Assistant Director, Institute for Software Integrated Systems, Vanderbilt University; Christina Grogan, Business Coordinator, Maryland Institute for Technology in the Humanities (MITH)*
Central and Departmental: Getting to Know One Another This breakfast roundtable discussion is for central and departmental administrators to get a better understanding of each other's roles and responsibilities in the grant life cycle.	Facilitators: *Sam DiIanni, Director, Administration and Finance, University of Pennsylvania; Tricia L. Callahan, Assistant Director, Office for the Advancement of Research & Scholarship, Miami University*

* Lead Presenter

Wednesday, July 21, 2010

7:30 – 8:30 am	BREAKFAST ROUND TABLE DISCUSSION GROUPS (CONTINUED) | *Sessions/College*

Home Office as an On Site Location

Telecommuting can work in administration and even in the lab. Come talk through the ins, outs, and "in another state."

Facilitator: ***Heather Offhaus**, Director, Grant Review & Analysis, University of Michigan - Ann Arbor*

Defining Leadership through Leadership Programs

Is a leadership program for you? If so, what are the benefits and how do you show the value added to your institution? Join a student from NCURA's 2010 Leadership Develoment Institute to explore the benefits of leadership programs.

Facilitator: ***Erin Bailey**, Senior Research Administrator, University of Buffalo*

Effort Reporting is a Pre-Award Issue

Effort commitments begin in the proposal. That's the place to get it right!

Facilitator: ***Richard P. Seligman**, Associate Vice President, Research Administration, California Institute of Technology*

Faculty Expectations vs. Administrator Expectations

How can faculty and university administrators better align their expectations to improve both the pre and post-award process.

Facilitator: ***Penny E. Cook**, Director, Strategic Research Initiatives, Yale University*

Faculty Challenges: Easing Faculty Burden

This roundtable will discuss challenges faced by faculty and the creep of faculty administrative research burden.

Facilitator: ***Marianne R. Woods**, Senior Associate Vice President for Research Administration, The University of Texas at San Antonio*

Accepting the Purchase Order Award

A simple unilateral purchase order award may be far from simple, so join this group to talk about the ways these often small awards can be complex.

Facilitator: ***Erica Kropp**, Interim Vice President for Administration, Director, Research Administration & Advancement, University of Maryland Center for Environmental Science*

Proposal Development Services

Come have a discussion of the scale and scope of pre-award services that support the development of proposals and proposal materials.

Facilitator: ***Christa C. Johnson**, Associate Dean for Research, Southern Illinois University Edwardsville*

Want to be a Speaker at a Future NCURA Conference?

Discuss the multiple ways one can volunteer to become a speaker for a NCURA meeting.

Facilitator: ***Denise J. Clark**, Assistant Vice President for Research Administration and Advancement, University of Maryland College Park*

* Lead Presenter

Wednesday, July 21, 2010 (continued)

8:30 – 9:30 am	PLENARY SESSION

Tales of the Audit – Part II

Marquis

IT ALL DEPENDS ON THE INTERVIEW. This session will provide real life case studies on how the audit interview process can go right or wrong. We'll share specific audit interview experiences and outcomes, some of which were favorable and some of which were not so favorable. Interviews can bear heavily on the conclusions and outcome of the audit and tips for interviewees will be provided.

Presenters: ***Denise J. Clark**, Assistant Vice President for Research Administration and Advancement, University of Maryland College Park; **Richard P. Seligman**, Associate Vice President for Research Administration, California Institute of Technology; **Michele M. Codd**, Assistant Director, Institute for Software Integrated Systems, Vanderbilt University; **Nancy Daneau**, Assistant Director, Administrative and Operations Management, Office of the Vice President for Research, Research Foundation of SUNY at Stony Brook*

9:30 – 9:45 am

Refreshment Break

Grand Ballroom Foyer

9:45 – 11:00 am	CONCURRENT SESSIONS

Contracts and Compliance

Don't Be *Sorry*: Understanding Compliance Requirements at the Pre-award Stage | *Benevolent*

Program Level: Overview

Research administrators are faced with providing assurances to sponsors of their institution's compliance with a number of federal regulatory requirements at the proposal stage and upon acceptance of an award. In recent years, these requirements have been lumped under the heading "research compliance" and many institutions have created positions that deal solely with issues related to regulatory compliance. However, the pre-award administrator must also be aware of these compliance requirements for proposal review. This session will provide an overview of research compliance topics/issues with an emphasis on the pre-award administrator. Topics will include what it means to sign documents attesting to compliance with regulations related to human subjects, laboratory animal welfare, conflict of interest, select agents/biohazards and scientific misconduct.

Learning Objectives:

- Participants will be introduced to the main topics associated with "non-financial" compliance.
- Participants will have a better understanding of what is behind the assurances that are made at the proposal stage.

Presenter: ***Debra Murphy****, Director, Research Integrity and Assurance, Office of Knowledge Enterprise Development, Arizona State University*

Departmental

Avoid *Jeopardy*: Designing a Budget that Survives the Real World | *Angel*

Program Level: Basic

This session addresses the challenges of designing a budget that withstands the award and management process. Discussion will center on the importance of proactive development of a financial plan during the proposal phase that translates easily and cleanly into your organization's accounting system and fits the PI's needs upon award. It will stress the necessity for clear, early communication among the budget developer, grants office, departmental administrators and the roles of several partners in project management.

Learning Objectives:

- Participants will gain an understanding of the importance of having a clear vision of the scope of work and needs of the faculty when designing the budget.
- Participants will gain an understanding of how critical it is to communicate across all partners (including sub award partners) during budget preparation.
- Participants will delve into the different partners that are vital to designing a budget that can survive meeting the objectives of the proposed work.

Presenter: ***Pamela B. Whitlock****, Director, Office of Sponsored Programs (emeritus), University of North Carolina at Wilmington*

* Lead Presenter

Wednesday, July 21, 2010 (continued)

9:45 – 11:00 am	CONCURRENT SESSIONS (CONTINUED)

Federal

What Pre-award Needs to Know about Federal Audits and NSF AMBAP Visits | *Canal*

Program Level: Overview

For the past several years, federal grant-making agencies have responded to an increased demand for oversight and transparency. The Government Performance Results Act (GPRA), OMB Circular A-123, the Federal Funding Accountability and Transparency Act (FFATA) each imposed new and evolving accountability requirements on federal agencies. More recently, the American Recovery and Reinvestment Act of 2009 (ARRA) has added additional transparency and reporting requirements. Come and learn how one agency has implemented a risk-based award portfolio monitoring approach to provide cost effective oversight of its award portfolio. Learn how that agency has been able to adapt existing monitoring tools to provide effective oversight of a growing award portfolio (up 12% with ARRA funding) with no additional funding for grant administration or monitoring.

Learning Objectives:

- What is an AMBAP site visit? What is a AMBAP desk review? What are the similarities and differences between site visits / desk reviews and audits?
- How is the NSF risk assessment developed? Understand how a risk assessment can be used to allocate limited monitoring resources (staff) to provide cost effective oversight of the riskiest parts of the grant portfolio.
- Gain insights into monitoring tools that can be deployed to provide different levels of oversight depending upon the comparative risk of the award or awardee.
- Learn how NSF adapted its successful risk assessment process and monitoring tools to provide additional oversight of its ARRA funded portfolio.

Presenter: ***Rosalind Jackson-Lewis****, *Project Director, Award Monitoring and Business Assistance Program Cost Analysis/Audit Resolution Branch, Division of Institution & Award Support, National Science Foundation*

Soup to Nuts

Put On Your Pokerface, It's Time to Negotiate - Award Acceptance at Your Institution | *Reprisal/Britannia*

Program Level: Basic

Yippee - the award has arrived! The PI is ready to begin, graduate students to be paid and equipment to order. But wait..the sponsor requires what?? Not all agreements need to be negotiated before acceptance, but many do. And just because an award is a grant or a seemingly simple agreement, it still needs to be read, reviewed and may even need some negotiated changes before your institution may accept it. So how do you make that initial determination and then work to get issues resolved as quickly as possible? The speakers will go over the basics of where you begin, provide some lists of points that often need to be negotiated and why – and then move on to different methods and techniques that are used to get the negotiations completed and the award in place.

Learning Objectives: Attendees will learn basic items that often need to be negotiated in university agreements as well as some different approaches that are often used in those negotiations.

Presenters: ***Erica H. Kropp****, *Interim Vice President for Administration, Director, Research Administration & Advancement,, University of Maryland Center for Environmental Science;* ***Joanne Scibilia****, Director, Office of Sponsored Programs, Boston College*

Medical

Grant Transfers- Change in Grantee Institutions- What's the Big Deal? | *College*

Program Level: Basic

In a time when grant funding across the country is very competitive, our faculty are changing institutions at a rapid pace. Have you ever wondered why the process can take so long? What are the implications for our universities? What if there are multiple PI's? This session will address these questions. We will also discuss how to facilitate and expedite the grant transfer process, whether you are transferring a grant from or into your institution. Please come prepared to share your institutional processes related to faculty departures.

Learning Objectives:

- Participants will delve into the different partners that are vital to designing a budget that can survive meeting the objectives of the proposed work.
- Participants will learn how to facilitate the transfer of awards into and out of their institutions.

Presenter: ***Jamie Caldwell****, *Director, Office of Research Services for the Health Sciences, Loyola University Chicago at the Medical Center*

* Lead Presenter

Wednesday, July 21, 2010 (continued)

9:45 – 11:00 am **DISCUSSION GROUPS**

Predominantly Undergraduate Institutions

Building a Better *Mousetrap*: Technology Solutions | *Defiance/Republic*

Data management is an important part of the day-to-day responsibilities of any research administrator. However, sponsored programs offices at smaller colleges and universities normally do not have sufficient resources or staff to implement "enterprise" database solutions. In this session, panelists will present examples of effective "home-grown" database tools that assist in proposal, award, budget, reporting and subcontract tracking and demonstrate how you might adopt similar solutions at your institution. Participants are encouraged to bring questions and examples of tools they use to help stimulate discussions.

Learning Objectives:

- Participants will gain insights into data management tools developed by small sponsored programs offices.
- Participants will explore ways of enhancing their own data management systems at minimal cost.

Discussion Group Leaders: *Gustav A. Benson, Director, Sponsored Programs, Eastern Kentucky University; Pamela Napier, Associate Director, Office of Sponsored Programs, Western Kentucky University*

Senior

Current Compliance Audits – How to Manage the *Risk* | *Sessions*

Learning that your project is going to be audited can be a stressful moment. Adding the burden of an audit's documentation requests, answering auditors' questions, and site visit logistics to our current workloads can be overwhelming. Is there a way to make the process less painful? What can we do to make our lives and the external auditors' lives easier during this process? Join your colleagues in sharing our experiences and ideas for setting manageable time lines, expectations, and data requests. Bring your suggestions for how we can effectively communicate our complex research projects and operations to external auditors with limited knowledge of sponsored projects.

Discussion Group Leader: *Robert C. Andresen, Assistant Director, Research and Sponsored Programs, University of Wisconsin-Madison*

Contracts and Compliance

Small Business Subcontracting Plans: Goals With An Eye on the Goalie!! | *Smithfield*

FAR Clause 52.219.9 mandates the development of a Small Business Subcontracting Plan for Federal Contracts. A comprehensive, realistic plan must be submitted as part of the response to the contract solicitation and is typically a part of the contract negotiations. The creation of the Small Business Subcontracting Plan includes the development of goals for purchases from qualifying small businesses. In order to "score winning goals", significant background work and preparation is required. In this session we will discuss best practices in the establishment of these goals, who needs to be involved, what the federal government may or may not accept and why supporting documentation for how your goals were established is important. Please bring your thoughts, questions and ideas to this discussion group as we examine the "playbook"!!

Discussion Group Leader: *Brenda Kavanaugh, Assistant Director, Office of Research and Project Administration, University of Rochester*

11:00 – 11:15 am
Refreshment Break
Grand Ballroom Foyer

* Lead Presenter

Wednesday, July 21, 2010 (continued)

11:15 am – 12:15 pm **CONCURRENT SESSIONS**

Contracts and Compliance

Do Not Go to Jail (Alone): Addressing New Compliance Requirements | *Angel*

Program Level: Overview

A key lesson learned in implementing systems to address reporting requirements associated with the American Recovery and Reinvestment Act of 2009 was the fact that the plethora of compliance requirements accompanying federal funding cannot be accomplished without the cooperation and assistance of departmental units as well as other administrative units on our campuses. This session will explore successful strategies utilized by institutions to "share the fun" with our colleagues in developing procedures to address these sometimes complex mandates such as eVerify, RCR, data security, etc..

Learning Objectives:

- Participants will understand how to analyze new compliance requirements to determine roles and responsibilities.
- Participants will assess risk to the university of non-compliance and strategize processes to mitigate the risk.
- Participants will identify strategies for building collaborative relationships across administrative units.

Presenters: ***Susan W. Sedwick****, *Associate Vice President for Research and Director, Office of Sponsored Projects, University of Texas at Austin;* ***Sarah White,*** *Director of Sponsored Research, Rice University*

Departmental

The *Domino* Effect: How Pre-award Actions Affect the Post-award Compliance World | *Benevolent*

Program Level: Intermediate

Keep those dominoes from falling the wrong way! Whether it is language choices in the justification, clear cost treatment in the budget, or a prospective effort plan, you can set the stage for post-award bliss in your pre-award actions. In this session, we will cover the leading causes of post-award headaches that may benefit from pre-award understanding and attention. Simple checks and reviews may make you the winner with your faculty in the long run!

Learning Objectives: By the end of this session, participants will be able to identify typical pre-award proposal preparation issues that will affect post-award execution of the project, and articulate solutions and tools to help with post-award issue prevention.

Prerequisites: Although no specific prerequisites are required, it may be helpful to have a general understanding of acronyms and basic cost principles.

Presenters: ***Heather M. Offhaus****, *Director, Medical School Grant Review & Analysis, University of Michigan-Ann Arbor;* ***Diane Barrett,*** *Associate Dean of Research, School of Human Ecology, University of Wisconsin-Madison*

Federal

A Walk Through the Preparation of a NIH Institutional Training Grant | *Canal*

Program Level: Overview

This session provides an overview of the policy and application requirements for submitting an Institutional Training Grant to NIH.

Learning Objectives:

- Participants will be provided an overview of the Kirschstein-NRSA policies that govern Institutional Training Grants.
- Participants will be provided an overview of the application requirements for an Institutional Training grant including information on the required data tables. This will include information on application requirements new in 2010 because of the transition to electronic submission.

Presenters: ***Marcia L. Hahn****, *Director, Division of Grants Policy, Office of Policy for Extramural Research Administration, OER, NIH;* ***Rodney E. Ulane,*** *NIH Research Training Officer, Office Extramural Programs, OER, NIH*

Federal/PUI

Don't Use a Ouija Board! Managing Restricted Submissions/Limited Competitions | *Smithfield*

Program Level: Overview

An increasing number of federal and private foundation funders are placing restrictions on the number of allowed applications. This puts universities in the position of having to decide on their candidates internally. Doing this in a timely, fair and transparent manner is a challenge we all face. How to decide? This session will focus on how to establish procedures and best practices that take the guesswork—and the Ouija Board—out of making these important decisions.

Learning Objectives:

- Participants will learn about the different types of limited competitions.
- Participants will learn about best practices, and common pitfalls, in the management of these opportunities.

Presenters: ***Anne Windham****, *Director, Research Opportunities, Brown University;* ***Susan Gomes,*** *Research Development Officer for Science, Harvard University;* ***Michael Kostyshak,*** *Assistant Director, Office of Sponsored Projects, Brown University*

* Lead Presenter

Wednesday, July 21, 2010 (continued)

11:15 am – 12:15 pm CONCURRENT SESSIONS (CONTINUED)

Predominantly Undergraduate Institutions

Go Fish: Small School in a Big Global Pond | *College*

Program Level: Overview

From differences in language, culture and expectations to regulatory issues such as export controls, building international collaborations, and projects can be tricky, especially for a research administrator in a small school with limited resources. Bring your experiences as we discuss important considerations and best practices for making international collaboration and projects work.

Learning Objectives:

- Participants will understand key considerations in developing international projects and collaboration for a PUI.
- Participants will be able to create a checklist of "things to consider" when reviewing and developing proposals with an international component.

Presenters: ***Kris A. Monahan****, *Director of Pre-Award Services, Wellesley Centers for Women, Wellesley College;* ***Elizabeth Demski***, *Grants and Foundation Relations Officer, Saint Anselm College*

Soup to Nuts

It's *Payday*! You've Got the Award, Now Manage It! | *Reprisal/Britannia*

Program Level: Basic

Soup to Nuts, Cradle to Grave, Lifecycle of an Award – these terms reflect the span and scope of responsibilities from award notification to record retention. This session will identify the roles and tasks you and your institution must have in place before you begin a sponsor-funded project. Key terms, policies, and critical information - what you need and where to find it. From federal regulations to helpful websites – join us for a fast and chronological view of award management, including account creation, salaries, monitoring expenses and managing the award through to closeout, record retention and audit.

Learning Objectives: This session will provide a chronological overview of the basic requirements for award management. Attendees can expect to understand overall roles and responsibilities and be provided with methods for identifying helpful resources for each stage of award management.

Presenters: ***Vivian Holmes***, *Assistant Director, Broad Institute of MIT and Harvard;* ***Gary Smith***, *Administrative Director, Research Administration, Massachusetts General Hospital*

11:15 am – 12:15 pm CONCURRENT SESSION IN A DISCUSSION GROUP SETTING

Medical

Maneuvering Through the *Labyrinth* of CTSAs & Cancer Centers | *Sessions*

Program Level: Intermediate

The concept for this session is to focus on understanding the models of collaborations between National Center for Research Resources funded CTSAs and National Cancer Institute's funded Cancer Centers and the practical solutions for dealing with the related complex granting issues. It is intended to be very interactive and provide participants with tools and solutions to address the problems they face within their institutions and centers.

Learning Objectives: Participants will gain knowledge about current collaborations between Cancer Centers and CTSAs; understand the levels of collaboration possible; grant rules associated with each award related to collaborative relationships; and methods for evaluation of the activities.

Prerequisites: Basic level of understanding of either the CTSA or Cancer Centers programs.

Presenter: ***Tesheia H. Johnson****, *Chief Operations Officer, Yale Center for Clinical Investigation, Yale University;* ***Chad A. Ellis***, *Deputy Director for Research, Yale Cancer Center, Yale University*

11:15 am – 12:15 pm DISCUSSION GROUP

Senior

Turnabout: Training Faculty in a Proactive Mode | *Defiance/Republic*

Do faculty really want to be "trained" or would they accept being "educated" in research administration instead? How do we get them interested and willing to accept educational opportunities? We will discuss opportunities at various institutions and the methods of encouraging the faculty to attend. In addition, we'll discuss topics/forums that are appropriate for faculty. Join us and bring information from your institution to share with others and/or your questions or dilemmas.

Discussion Group Leader: ***Lee G. McDaid***, *Assistant Director, Education and Development, Division of Sponsored Research, Vanderbilt University*

12:15 – 1:15 pm

Lunch

Lunch will be served in Marquis and AQUA

* Lead Presenter

Wednesday, July 21, 2010 (continued)

1:15 – 2:15 pm | **CONCURRENT SESSIONS**

Contracts and Compliance

All Aboard the Reading Railroad: How to Read and Understand an RFP/RFQ/BAA, Section Ks, and Reps and Certs | *Angel*

Program Level: Overview

Program announcements and solicitations come in varying formats posing daunting challenges for experienced as well as novice proposal specialists who are often working without adequate time for review and interpretation. This session will provide an overview of how to efficiently read and understand a solicitation, know when to alert a PI to exceptional requirements, and to understand what is needed to complete a Section K and other reps and certs toward timely and accurate completion and submission.

Learning Objectives:

- Participants will understand the differences between a BAA and RFP/RFQ.
- Participants will learn how to read BAA/RFP/RFQ and understand the information being requested.
- Participants will learn what to do when review of contractual terms are required.
- Participants will understand the purpose and requirements of a Section K and other reps and certs.
- Participants will learn how to recognize the implications of sign-off.
- Participants will gain problem-solving skills in addressing unusual certs and reps.

Presenter: *Elena Mota*, Coordinator of Research Information Services, Office of Sponsored Projects, University of Texas at Austin*

Departmental

***Stratego*: Roles and Responsibilities of Department Versus Central Administrators in the Proposal Process** | *Canal*

Program Level: Basic

Where does the proposal process start for a Departmental Research Administrator? What role does the Central Sponsored Programs office play in the process? The submission process varies from institution to institution, and often from department to department within institutions. Please join us for a lively discussion on the 'circle of life' from both the Departmental Research Administrator's and Central Sponsored Program's views!

Learning Objectives:

- Participants will become familiar with a typical proposal process from start to finish.
- Participants will increase awareness of their role in their institution and how it intertwines with the central roles.
- Participants will gain an understanding of how they can work to strengthen the work relationships with partners in the Departments and Central Administration.

Presenters: *Jennifer Crockett*, Budget Manager, Northeastern University; Tricia Callahan, Assistant Director, Office for the Advancement of Research & Scholarship, Miami University*

Federal

Energy and Environmental Initiatives | *College*

Program Level: Overview

An overview of the Department of Energy and its programs, with an emphasis on research programs.

Learning Objectives: Insight into the Department, its programs and opportunities for funding.

Presenter: *Jackie Kniskern*, Procurement Policy Analyst, Department of Energy*

Predominantly Undergraduate Institutions

Compliance - It's Not *Taboo*, It's Protecting the Public's Interest in Research | *Reprisal/Britannia*

Program Level: Basic

In a world of ever-increasing federal regulation and heightened concern about security and safety in research administration, it is important that an enlightening discussion of the regulations and issues surrounding the topic of compliance occur.

Learning Objectives: Participants will gain knowledge about the various pre- and post-award compliance activities required to satisfy all applicable federal regulations, including: training of key personnel, human subjects use & animal care, conflict of interest disclosure, export controls, effort reporting, use of rDNA, etc.

Presenters: *Robert Holm*, Director, Institute for Research and Scholarship, Butler University; Suzanne Rivera, Vice President for Research Administration, University of Texas Southwestern Medical Center at Dallas; Beth Seaton, Director of Sponsored Projects, Western Illinois University*

* Lead Presenter

Wednesday, July 21, 2010 (continued)

1:15 – 2:15 pm CONCURRENT SESSIONS (CONTINUED)

Senior

ARRA, the *Avalanche* of Reporting Requirements: Where Are We Now? | *Sessions*

Program Level: Advanced

Institutions of higher education moved mountains to process proposals and awards and meet the reporting requirements associated with funding under the American Recovery and Reinvestment Act of 2009. Most institutions accomplished that feat with existing staff and most will agree that streamlined procedures and systems are necessary to sustain the effort. Each quarter has brought new challenges with dealing with construction funding and auditors loom in our future. This session will provide insights into what is next in terms of ARRA surprises.

Learning Objectives:

- Gain insights on good practices for ongoing ARRA compliance;
- Obtain knowledge about potential ARRA audit concerns;
- Identify strategies for preparing for ARRA audits; and
- Understand the requirements for infrastructure reporting.

Prerequisites: Attendees should have knowledge of ARRA Reporting Requirements

Presenters: ***Susan W. Sedwick****, *Associate Vice President for Research and Director, Office of Sponsored Projects, University of Texas at Austin;* ***Mark C. Davis****, Vice President Higher Education & Non Profits, Attain, LLC*

Soup to Nuts

The Endgame: Understanding Closeout Requirements | *Benevolent*

Program Level: Basic

Learn how automated systems can help facilitate Closeout activities between the Closeout team, Faculty, and Departmental Administrators. Closeout is the process of documenting and assuring the fulfillment of the terms and conditions of the award. This session will focus on the roles and responsibilities of the players required for closeout, and the generally recognized principles and special areas of concern that are widely recognized in closing out a contract. Topics to be discussed will include the following: what reports are required to close a project (final technical, financial, subcontract, inventions statement, etc.); who is responsible for completing these reports; and tips and guidelines on archiving project information.

Learning Objectives:

- Participants will learn the organizational structures and players required for closeout, and the steps required to closeout different types of contracts.
- Participants will gain an understanding of the range of closeout documents required to complete a closeout .
- Participants will be provided tips on managing closeout electronically via an automated notification system.
- Participants will be provided an overview of the governmental electronic reporting sites.

Presenter: ***Sharon Rollow****, *Manager, Project Closeout and Reports, Office of Sponsored Programs, Georgia Institute of Technology*

1:15 – 2:15 pm CONCURRENT SESSION IN A DISCUSSION GROUP SETTING

Medical

It Only Feels like an *Operation*: Budgeting for Clinical Trials | *Smithfield*

Program Level: Basic

The concept for this session is to focus on understanding the clinical trials budgeting process and the practical solutions to manage the process and related granting issues. It is intended to be very interactive and provide participants with tools and solutions to address the problems they face within their institutions and centers.

Learning Objectives: Participants will gain knowledge about clinical trial budgeting and negotiation. We will discuss many areas of the clinical trial process and will learn about:

- Developing and managing a clinical trial budget and expenditures;
- Key negotiation issues that often arise in a clinical trial agreement;
- The roles and responsibilities played by institution and sponsor staff in the creation and management of clinical trials;
- Exploring institutional models to manage regulatory challenges such as research billing related to the budgeting process;
- Exploring electronic tools and solutions to manage clinical trials activities.

Prerequisites: Basic level of understanding of clinical trials.

Presenter: ***Tesheia H. Johnson****, *Chief Operations Officer, Yale Center for Clinical Investigation, Yale University*

* Lead Presenter

Wednesday, July 21, 2010 (continued)

1:15 – 2:15 pm **DISCUSSION GROUP**

Senior

No *Scrabbling* Needed: IRB Collaborations | *Defiance/Republic*

Managing multiple IRB reviews for one project – You know your institution's IRB approval is in place, but do you need other IRB approvals for the same project? Answer (be sure it's in the form of a question): What is "Sometimes"? Very good! Learn more about when and why multiple IRB reviews are necessary and how you can assist your faculty in reducing the number of IRB approvals they need to track through the life of their projects.

Discussion Group Leader: ***Dorinda E. Williams****, Director, Research Protections Office, Brown University*

2:15 – 2:30 pm
Refreshment Break
Grand Ballroom Foyer

2:30 – 3:30 pm **CONCURRENT SESSIONS**

Contracts and Compliance

A Community Chest of Approaches to Measure Science Impact: The STAR METRICS | *Reprisal/Britannia*

Program Level: Overview

ARRA reporting has meant that the burden of reporting the impact of federal investments has increased substantially. The STAR METRICS program is a broad partnership of OSTP, Federal Science and Technology funding agencies and universities to move from manual to automated reporting. But it goes beyond narrow measures of job creation. It utilizes existing administrative data from Federal agencies and their grantee institutions, and matches them with existing research databases on economic, scientific and social outcomes. As such, it aims to provide American taxpayers with precise and auditable information on the value of their investments.

Learning Objectives:

- Participants will Learn how to submit data on their institution to NIH.
- Participants will learn how to use STAR METRICS data for ARRA reporting on job creation.
- Participants will learn how to create customized reports of the impact of federal funding for federal, state and local stakeholders.
- Participants will learn how to engage their PIs in the automated reporting process.

Presenter: ***Julia Lane*****, Program Director, Science of Science & Innovation Policy, National Science Foundation*

Departmental

Mad Gab: Hot Topics in Departmental Administration | *Marquis*

Program Level: Overview

This session will discuss various topics in Departmental Administration as they relate to the current research environment. Attendees will have the opportunity to participate in many subject discussions. Although the session will be geared around current topics, the attendees are encouraged to participate and can also introduce topics that are not covered for discussion.

Learning Objectives:

- Participants will gain an understanding of current issues in departmental administration of sponsored awards.
- Participants will learn from presenters as well as attendees on how to address specific departmental issues.

Presenters: ***Christina Grogan*****, Business Manager, University of Maryland, Maryland Institute for Technology in the Humanities (MITH);* ***Jennifer Crockett****, Budget Manager, Northeastern University*

Federal

Is there Still $ for the Nonsciences? | *Benevolent*

Program Level: Overview

You really can find support, albeit small, for arts and humanities projects. This session will provide an overview of National Endowment for the Arts funding, from direct awards to those made through our 63 state and regional partners, and how you might decide where to apply. The Rhode Island Council for the Humanities will describe the flow down from the National Endowment for the Humanities to RICH and what that means for you.

Learning Objectives: Participants will learn about possible funding opportunities for the arts and humanities (nonsciences) of the National Endowment for the Arts and the [Rhode Island] Council for the Humanities. The NEA representative will also speak to opportunities with its State Arts Agency and Regional Arts Organization partners. Eligibility and competitiveness issues will be discussed. Participants will obtain a better understanding of the nationwide public arts and humanities connections.

Presenters: ***Nicki Jacobs*****, Director, Office of Grants & Contracts, National Endowment for the Arts;* ***Mary-Kim Arnold****, Executive Director, Rhode Island Council for the Humanities;* ***Randall Rosenbaum****, Executive Director, Rhode Island State Council on the Arts*

* Lead Presenter

Wednesday, July 21, 2010 (continued)

2:30 – 3:30 pm | CONCURRENT SESSIONS (continued)

Senior

Cat and Mouse: Issues with Bayh Dole | *Canal*

Program Level: Advanced

The Bayh - Dole Act has recently come under attack by people who want the act changed. This act is designed to commercialize university inventions created with federal funds. Is it working as Congress had envisioned? Does it need to be redesigned? Come to this session and discuss the act and its importance to the pre-award administrator.

Learning Objectives:

- To increase an understanding of the Bayh - Dole Act.
- To understand the implications of the act for the pre-award administrator.

Prerequisites: Attendees should have some familiarity with the purpose of the Bayh-Dole Act (bring your own copy). Familiarity with intellectual property terminology and provisions particularly as applied to sponsored research agreements is also required.

Presenters: *Elaine Brock*, Senior Associate Director, Division of Research Development and Administration, University of Michigan; Marianne R. Woods, Senior Associate Vice President for Research Administration, The University of Texas at San Antonio*

2:30 – 3:30 pm | DISCUSSION GROUPS

Contracts and Compliance

Trouble: Hot Topics in Contracting | *Defiance/Republic*

This discussion will seek to cover several current "hot topics" in contracting currently being faced by sponsored research offices.

Areas of discussion will likely include:

- How to negotiate and implement international agreements, with issues such as choice of law, international compliance, export controls and payment options.
- Research agreements which look like fee for service: how to handle issues such as IP, concerns on private business use, indemnification.
- Foundation grant agreements: looking more and more like a research agreement, including issues such as foundation control of intellectual property, foundation requirements of indemnification and other unreasonable terms.
- Metrics, metrics, metrics.

Learning Objectives

- Participants will identify the current contracting challenges.
- Participants will review how various offices are handling these challenges and best practices.

Discussion Group Leader: *Donald T. Deyo, Director, International Agreements and Export Control Licensing, Yale University*

Medical

COI is a Way of *Life*: Implementing and Monitoring | *Sessions*

It's hard to read the paper without seeing an article or inference about Conflict of Interest (COI). It's become a hot topic around the world, especially in this Proactive Research Administration arena. There are many benefits to joint and synergistic relationships involving academia and industry. While individuals and entities around the country recognize the needs for collaboration, we want to ensure we protect patients, preserve integrity and advance health. In the end, financial conflicts of interest entail a shared responsibility.

We welcome you to participate in this lively discussion as we discuss conceptually what qualifies as a conflict of interest, when a situation is assessed, what documentation is utilized, what action is taken at the institutional/sponsor level, as well as how institutions are becoming and remaining proactive in their management of conflict of interest situations.

Please come prepared with examples of COI situations, how they came to light, how the institution dealt with the situation, as well as tools (forms, training and online systems) utilized to more proactively manage this facet of research administration.

Intended Audience: Medical schools and institutions, as well as non-medical entities. Compliance officers, as well as pre- and post-award personnel.

Discussion Group Leader: *Jill Frazier Tincher, Director, Medical Research Administration and Office of Research Education & Training, University of Miami School of Medicine*

* Lead Presenter

Wednesday, July 21, 2010 (continued)

2:30 – 3:30 pm **DISCUSSION GROUPS**

Predominantly Undergraduate Institutions

Fostering the *Careers* of Our Next Generation of Scientists: RCR for Predominantly Undergraduate Institutions | *College*

Compliance with the National Science Foundation's new regulations for Responsible Conduct in Research (RCR) training and education has presented unique challenges for Predominantly Undergraduate Institutions. Because RCR training is an area of compliance that goes beyond sponsored projects administration into the areas of curriculum development, faculty affairs, and student education, it has become a particularly thorny and at times slippery administrative matter. An overview of the development of professional standards in the responsible conduct of research will be provided at the outset of the discussion, along with a review of available tools and resources. Participants will be asked to share their own institutional practices and problems with implementing a program in the responsible conduct of research.

Discussion Group Leader: *Christa C. Johnson, Associate Dean for Research, Southern Illinois University Edwardsville*

Soup to Nuts

How Did Your Trip Around the Game Board Go? | *Smithfield*

It's the end of the meeting and you just haven't gotten brave enough to ask that ONE question that you were sent to ask at the meeting. Join us in an end-of-the-meeting discussion group to exchange "anonymous" questions (and answers) so that you don't go home empty-handed. Come with questions and be prepared to participate in the answers... after all, we're all in it together!

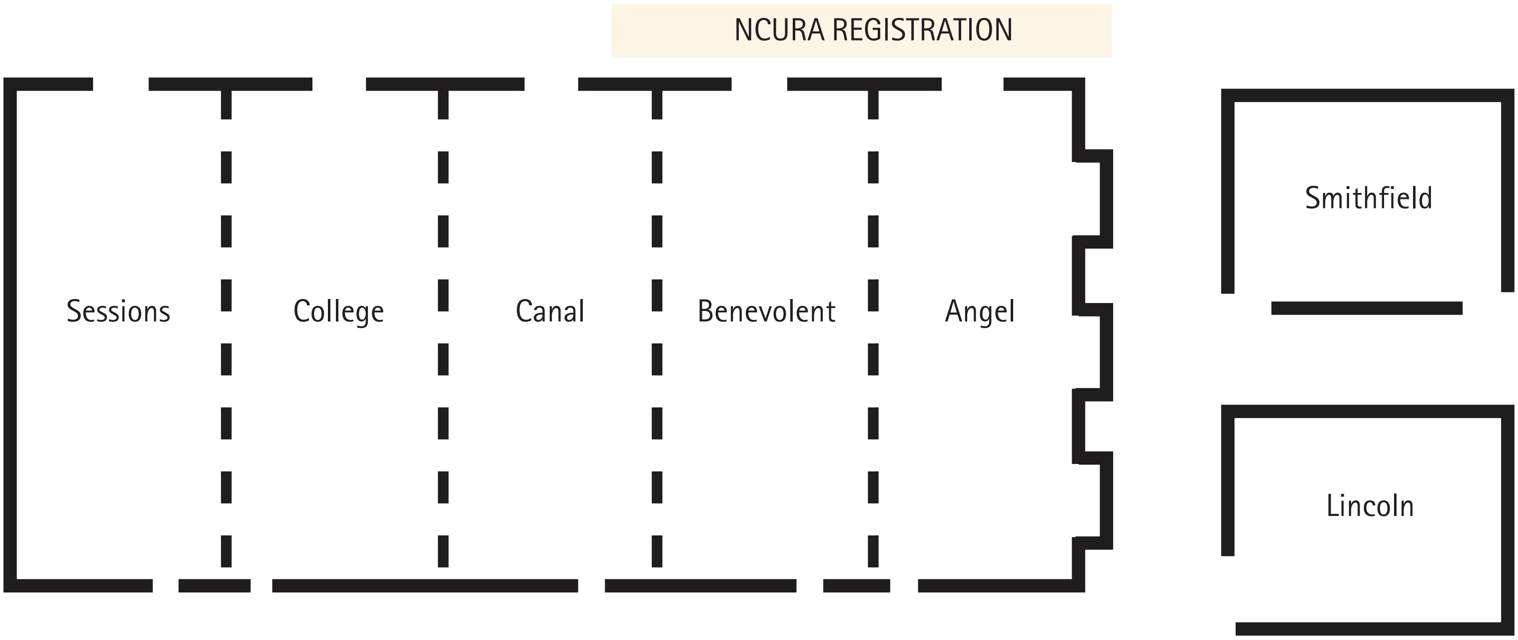
Discussion Group Leaders: *Debbie Newton, Director of Pre-award Services, The University of Tulsa; Matt L. Berry, Proposal Development Specialist, University of Oklahoma Norman Campus*

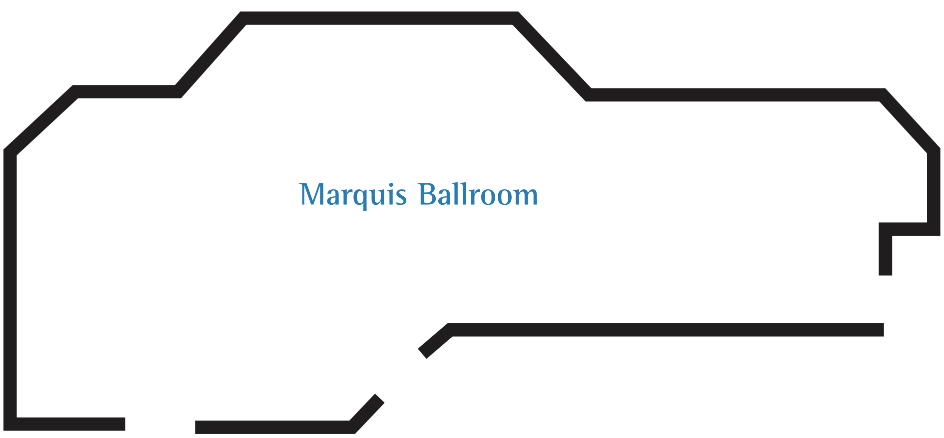
3:30 pm
Adjournment

* Lead Presenter

Lobby Level

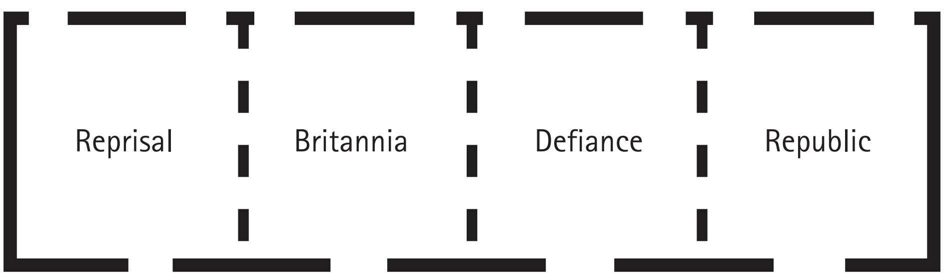
Grand Ballroom





Lower Lobby

Ocean State Ballroom



REGISTRATION

Pre-Award Research Administration 4 Conference

Proactive Research Administration

REGISTRATION FORM

JULY 19–21, 2010 | Providence Marriott Downtown, Providence, Rhode Island

Name ______________________________

Familiar/Nic Name for Badge (i.e., if your proper name is Stephen and your familiar name is Steve, you would put Steve in your "Nic" name field and leave Stephen in your first name field).

Title ______________________________

Institution/Organization ______________________________

Street Address | City | State | Zip

Phone | Fax

Email Address | Web Address

I have a disability that requires the following services: ______________________________

I would like a Vegetarian or Kosher Meal: ☐ Vegetarian ☐ Kosher

CONFERENCE REGISTRATION

		Early Bird	Received After June 4, 2010	
FULL CONFERENCE:	NCURA Member	☐ $485	☐ $535	$ ________
	Non-member	☐ $580	☐ $630	$ ________
TUESDAY ONLY:	NCURA Member	☐ $240	☐ $290	$ ________
	Non-member	☐ $290	☐ $340	$ ________
WEDNESDAY ONLY:	NCURA Member	☐ $240	☐ $290	$ ________
	Non-member	☐ $290	☐ $340	$ ________
	NCURA Membership Dues (optional):	☐ $155	☐ $155	$ ________

☐ SENIOR FORUM WITH THE FEDS, Tuesday, July 20, 2010. No additional fee. Pre-registered is required.

SUBTOTAL $ ________

WORKSHOP REGISTRATION (OPTIONAL) PRA 4

Workshops are optional training programs, open only to registrants of the conference. Workshops can only be added to your conference registration at an additional fee. Please indicate the workshop or senior level seminar number you wish to attend. Fee Schedule: 1 half day = $110

☐ Monday, July 19, 2010: Half Day, 1:00 p.m. – 4:30 p.m. # ________

SUBTOTAL $ ________

TOTAL CONFERENCE AND WORKSHOP FEES $ ________

PAYMENT INFORMATION

NCURA Federal I.D. # 52-1721115

☐ Check enclosed

CREDIT CARDS ACCEPTED EXCLUSIVELY ONLINE. Credit Card Payments will not be accepted via fax or mail. If you would like to pay by credit card, this must be done online at www.ncura.edu

NATIONAL COUNCIL OF UNIVERSITY RESEARCH ADMINISTRATORS
Established 1959
NCURA

PRA 4 Conference Cancellation Policy: All cancellations must be made in writing and received at the NCURA office by July 1, 2010. Fax, email and telephone cancellations will not be accepted. Cancellations after July 1, 2010 and no-shows are not eligible for refunds. An administrative fee of $50 will be assessed for meeting cancellations.

PRA 4 Workshop Cancellation Policy: All cancellations must be made in writing and received at the NCURA office by July 1, 2010. Fax, email and telephone cancellations will not be accepted. Cancellations after July 1, 2010 and no-shows are not eligible for refunds. An administrative fee of $25 will be assessed per workshop cancellation.

Substitutions: Registrants unable to attend may transfer their registration to another individual with prior notice to NCURA.

QUESTIONS? Contact NCURA at: 1225 19th Street, NW, Suite 850, Washington, DC 20036
Phone: (202) 466-3894 • Fax: (202) 223-5573 • E-mail: info@ncura.edu • Web Site: www.ncura.edu