

# REGISTRATION FORM

Name \_\_\_\_\_

Name on Badge \_\_\_\_\_

Title \_\_\_\_\_

Institution/Organization \_\_\_\_\_

Street Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Email Address \_\_\_\_\_ Web Address \_\_\_\_\_

Special Needs: \_\_\_\_\_

I would like a Vegetarian or Kosher Meal:  Vegetarian  Kosher

In case of an emergency, please contact (Provide Name and Contact Phone Number): \_\_\_\_\_

## MEETING REGISTRATION

On or before 5/31/2007

After 5/31/2007

NCURA Member:	<input type="checkbox"/> \$450	<input type="checkbox"/> \$500	\$ _____
Non-member:	<input type="checkbox"/> \$540	<input type="checkbox"/> \$590	\$ _____
NCURA Membership Dues (optional)	<input type="checkbox"/> \$155	<input type="checkbox"/> \$155	\$ _____

**SUBTOTAL \$ \_\_\_\_\_**

## WORKSHOP REGISTRATION (Thursday, July 12, 2007 1:00- 4:30 pm)

### Workshop Fee: \$120 per workshop

- Workshop #1 (WS1): Grants.gov Bootcamp
- Workshop #2 (WS2): Preparing a Wrinkle Free Proposal
- Workshop #3 (WS3): Pre-award Fundamentals
- Workshop #4 (WS4): Contract Negotiation
- Senior Level Seminar #5 (SLS5): Strategic Planning and Reinventing your Office of Sponsored Programs
- Senior Level Seminar #6 (SLS6): Senior Administration Training in Research & Scholarship: Building Faculty Participation in Sponsored Research

**TOTAL CONFERENCE AND WORKSHOP FEES \$ \_\_\_\_\_**

## PAYMENT INFORMATION

- Check enclosed
- Credit card (please circle one): Visa    MasterCard    American Express    Federal I.D. # 52-1721115
- Personal Card     Corporate/University Card

Card Number \_\_\_\_\_ Expiration Date \_\_\_\_\_

Printed Name of Card Holder \_\_\_\_\_

Signature of Card Holder \_\_\_\_\_

**PRA II MEETING CANCELLATIONS:** All cancellations must be made in writing and received by NCURA office by **June 27, 2007**. Fax, e-mail and telephone cancellations cannot be accepted. An administrative fee of \$50.00 will be assessed on all cancellations. Cancellations after **June 27, 2007** and no-shows are not eligible for refunds.

**PRA II WORKSHOP CANCELLATIONS:** All cancellations must be made in writing and received by NCURA office by **June 27, 2007**. Fax, e-mail and telephone cancellations cannot be accepted. An administrative fee of \$25.00 will be assessed per workshop/senior level seminar. Cancellations after **June 27, 2007** and no-shows are not eligible for refunds.

**PRA AND WORKSHOP/SENIOR LEVEL SEMINAR TRANSFER POLICY:** 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