

Departmental Research Administration (DRA) Workshop Faculty

Faculty members for the Departmental Research Administration (DRA) Workshop present in detail those issues faced by departmental administrators during the pre and post-award phases. The four-member team includes expertise across the broad areas of pre-award, post-award, compliance, cost, and other areas of grants and contract development and research management. Two faculty are a central office administrators and two are departmental administrators. This workshop delves into the transactions faced by departmental administrators on a daily basis. The faculty must, therefore, work as a team and integrate into its presentation case studies, vignettes, and real-world scenarios to illustrate ways to maintain good stewardship and manage risks.

As a departmental research administration faculty member, one must have an in-depth knowledge of pre and post award issues. The faculty should collectively bring together knowledge from a variety of institutional settings. In addition, faculty members must have the personality, charisma, sense of humor, willingness to role play, and an abundance of energy to keep up with this fast-paced workshop. The workshop includes case studies and interactive exercises; therefore, DRA faculty members must be capable facilitators to effectively guide participants, and concisely summarize the key points of the activities. DRA workshop faculty members must have proven presentation skills and be experienced in the delivery of research administration training programs. Each faculty member must have detailed knowledge on a broad spectrum of pre and post award issues with a variety of federal and non-federal sponsors. He/she must have interacted with faculty, researchers, university leadership and committees, the federal government and auditors to sufficiently provide participants with real life experiences. He/she must also have had experiences working in a decision-making capacity in order to present to participants the complexities of the job and institutional environments.

Each faculty member must be an experienced research administrator (departmental and/or central) who is also a good communicator and teacher. Throughout the workshop presentation, all members must be able to couple their experience and expertise with the topics presented.

Examples of Topics Covered:

- Reviewing Funding Announcements
- Proposal preparation and submission
- OMB Circular A-21
- Cost Accounting Standards
- OMB Circular A-110
- OMB Circular A-133
- Time and Effort Reporting
- Cost Sharing
- Recent Audits
- Allowability
- Subawards and Subrecipient Monitoring
- Financial Reporting and Award Closeout

The position is a three year commitment with 2-3 workshops per year around the country. Workshop sessions are 2 ½ days. NCURA provides an honorarium for each workshop taught and reimburses for your travel costs.