

NCURA FUNDAMENTALS OF SPONSORED PROJECT ADMINISTRATION FACULTY

It takes a well-rounded, experienced research administrator to be a faculty member on an NCURA fundamentals faculty team. The three-member faculty team includes expertise across the broad areas of pre-award, post-award, and various other areas of grants development and research management.

As a presenter, NCURA faculty must have not only a depth of experience in research administration, but also personality, charisma and a sense of humor. In addition, they must be knowledgeable about a variety of topics, and this knowledge must be conveyed to an audience with varying levels of expertise. The presenter must understand the broader picture of how research administration fits into the structure of the university and how research management policies, regulations and practices have evolved. He/she must have interacted with faculty, university committees, the federal government and auditors sufficiently to provide the audience with real life experiences. He/she must also have had experiences working in a decision-making capacity in order to present to the audience the complexities of the job. He/she must have experience in one or more of the following areas: pre-award, post-award, governmental regulations, compliance issues, and a variety of other issues affecting research administration.

Beyond being a senior research administrator, the most important requirement is to be a good communicator, teacher and presenter. Presenters should be able to couple their experience/expertise with the topics presented.

Examples of Topic Areas Covered:

Pre-Award Faculty

Legal Framework of Sponsored Projects

Pre-Award: Research Administration Services

Proposal Submission and Review

Negotiation and Award

Special Types of Awards and Provisions

Electronic Research Administration, including Fastlane, NIH Commons and the Federal Commons

Distinguishing among Gifts, Grants, Contracts, Purchase Orders,

Subcontracts, and Subawards

Proposal Preparation, Including Salary/Consulting Caps and NIH Modular Grants

Federal Demonstration Partnership and Expanded Authorities

Compliance areas, such as Responsible Conduct of Research (RCR), Misconduct in Science, Conflict of Interest

Special Considerations in Award Management (e.g., intellectual property issues, data access and ownership)

Clinical Trials and the Health Sciences/Medical Issues

Data Ownership and Privacy Issues

Financial Faculty

OMB Circular A-21

OMB Circular A-110

OMB Circular A-133

Federal Acquisition Regulations

The position is a three-year commitment, with 3-4 sessions per year around the country. Workshop sessions are 2 1/2 days. NCURA provides an honorarium for each workshop taught and reimburses for your travel costs.

For inquiries contact:

Marc Schiffman

NCURA Assistant Executive Director

202-466-3894

schiffman@ncura.edu