ARE YOU TAKING FULL ADVANTAGE OF YOUR NCURA MEMBERSHIP?

Your membership benefits include:

- **Access to our professional networking site Collaborate.** Collaborate is the home to our listservs, communities, discussions, and resource libraries. This is a great place to connect with other research administrators, discuss hot topics, share best practices, and stay ahead of the curve in the administration for research.

- **Automatic membership** into one of our eight regions connects you with other research administrators in your area.

- **Volunteering** gives you the opportunity to establish a strong network of peers, to acquire new skills and experiences, to help guide the future of NCURA, and to help advance the field of research administration.

- **NCURA Magazine’s e-Xtra** is a compilation of the very latest news and must-read information sent directly to your inbox each Monday.

- NCURA members who enroll in the **JHU online Master of Science in Research Administration Program** will receive a 10% discount.

- **Exclusive member pricing** for all NCURA meetings, conferences, education, and bookstore purchases.

- **Free postings to NCURA’s Career Center** (a savings of $300 per posting) as well as access to all current job listings.

- Access to NCURA’s **Member Directory**.

- Access to community discussions, resource libraries, blog postings, and **Volunteer Central** on Collaborate.

- Access to both current and past issues of the **NCURA Magazine**, published six times a year.

- **Members-only access** to educational videos from meetings and conferences including full session videos.

One cannot underestimate the power of engaging with other research administrators to create new and innovative solutions to the challenges they face at their institutions. NCURA gives its members the opportunity to harness that power. NCURA membership is an essential resource at every point in your research administration career.
YouTube TUESDAY

NCURA produces 2-3 minute videos on diverse research administration topics and posts them on our YouTube channel each Tuesday. Institutions are welcome to use these videos in their on-campus training programs. With over 1,100 subscribers and over 330,000 views on the channel since its July 2011 inception, this is a resource we encourage you to check out! Find us at http://www.youtube.com/user/ncura1959

NCURA GLOBAL

NCURA Global seeks to be the foremost provider of professional development, knowledge, and leadership in the global research administration and research management community. We serve all NCURA members in the International Region and all U.S. members who are involved in global research administration. In addition, NCURA Global advances the overall NCURA mission by promoting research administration as a profession on a worldwide basis. We do this by providing a global network of support and collaboration for our members, offering professional development through top-notch research administrators and managers, and partnering with sister organizations to build the requisite infrastructure for the global research enterprise.

GROW YOUR NETWORK

Find the colleague that you need by searching in our online Member Directory by area of expertise and responsibility. Make sure that you have updated your profile so that your colleagues can find you too!

“Collaborate is my “GO TO” tool...when I have a question and I need an answer fast, I can count on my Collaborate peers to give me the answers quickly and offer additional feedback as well.”

Erica Gambrell, Coordinator of Research Services, The University of Alabama

WHO ARE RESEARCH ADMINISTRATORS AND WHAT IS NCURA?

The research administrator works with dedicated and brilliant researchers and scholars who often are on the cutting edge of their field and with the government and private sponsors that require stewardship for the funding they provide. NCURA is the professional home to 7,000+ research administrators, and we foster innovative and collaborative education and networking as we support research...together.

Not a member yet? Join today at www.ncura.edu!
NCURA HOSTS 3 NATIONAL MEETINGS A YEAR

Annual Meeting of the Membership

The annual meeting of the membership is held in August each year in Washington, DC. Over 2,000 of our 7,000+ members attend.

We begin with a full day of workshops and senior level seminars which are a supplemental training program open to all registrants of the annual meeting. This in-depth, targeted training and professional development includes offerings from those new to the profession to our most senior level members.

We then embark on two and a half days of presentations, discussions, open forums and networking opportunities spanning all areas of research administration including, but not limited to, Pre-Award, Post-Award, Compliance, Departmental, Intellectual Property, Contracts, International, Predominantly Undergraduate Institutions, Electronic Research Administration, and Medical Center/Hospital Issues. Attending the annual meeting gives our members the opportunity to participate in sessions over a full range of topics to support their need for information in a variety of areas.

This annual reunion of the membership also includes our Sunday dinner, Tuesday evening event, dinner groups, regional networking events and numerous volunteer activities that create the opportunities for you to meet and connect with your colleagues and create your peer network.

In addition to the education and networking opportunities the annual meeting of the membership provides, our sponsor and exhibitor partners will be available to share information on the products and services to support you and your institution.
Financial Research Administration (FRA)
The community of those engaged in the financial administration for research was brought together in 2000 for a special topic conference on post-award issues. This community has come together each year since for their own conference which has grown from 300 participants in the year 2000 to over 1,000 in 2016.

This conference travels to a new location each year and is held between February and late March. NCURA members enjoy a discounted registration fee, and the conference is open to all members of the research administration community.

Pre-Award Research Administration (PRA)
In 2006, the NCURA Board of Directors unanimously agreed to offer a Pre-Award Research Administration (PRA) Conference.

The vision for this conference is to create an annual PRA Conference complementing the existing FRA (Financial Research Administration) annual conference.

This conference of over 600 participants travels to a new location each year and is held back-to-back with the FRA conference noted above. NCURA members enjoy a discounted registration fee, and the conference is open to all members of the research administration community.

NCURA MEETING DATES
Annual Meeting
58th Annual Meeting: August 7 – 10, 2016 ~ Washington, DC
59th Annual Meeting: August 6 – 9, 2017 ~ Washington, DC
60th Annual Meeting: August 5 – 8, 2018 ~ Washington, DC

PRA
March 8 – 10, 2017 ~ San Diego, CA

FRA
March 11 – 13, 2017 ~ San Diego, CA

“NCURA keeps you one step ahead of the curve.”
Tom Wilson
Assistant Vice President/
Senior Research Administrator,
Rush University Medical Center (Emeritus)
LEVEL I: Fundamentals of Sponsored Project Administration
Individuals involved in sponsored projects administration are faced with a multitude of challenges: becoming knowledgeable about federal regulations and individual agency requirements, providing assistance to faculty, gathering information, administration of awards, and many other tasks. The purpose of this program is to provide participants (this program is intended primarily for the newcomer – less than 2 years experience) with a broad overview of the various aspects of sponsored projects administration, including preparation and review of proposals, negotiation and acceptance of awards, financial and administrative management, closeout and audit, as well as the relevant compliance issues.

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

Financial Research Administration Workshop (FRA)
The Financial Research Administration Workshop focuses primarily on the financial aspects of research administration. This workshop provides an in-depth look at financial compliance issues through a combination of lecture, case studies, review of Federal audit reports, and a discussion of best practices. The workshop presents the financial issues of sponsored programs management using a cradle-to-grave award lifecycle approach, and discusses the impact of the financial issues at each stage of award management.
I greatly enjoyed the dynamic employed by the presenters, who were all clearly collegial and comfortable with each other’s differing styles. The depth and breadth of their knowledge and passion for the subject matter was clear, yet they were still accessible and entertaining.”

Michael Gouin-Hart
Grant Developer, Spectrum Health Hospitals

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

This program examines the foundations of research administration in the context of departmental administration – the transactional level. The program will concentrate on applying best practices to a department administrator’s day-to-day activities.

NCURA Workshops: Global Edition
NCURA currently offers the following workshops globally:

- Level I: Fundamentals of Sponsored Project Administration
- Level II: Sponsored Project Administration, Critical Issues in Research Administration (SPA II)
- Financial Research Administration

For information on how you can bring this workshop to your country, please send your request to NCURAglobal@ncura.edu

Export Controls Workshop
This NCURA workshop will introduce the primary U.S. export control regulations and explain how they apply to an academic environment. With this understanding, helpful tools and exercises will be introduced which will show participants how to identify export controls risk at their institutions and then how to establish an effective program to manage this risk.

Research Administration: The Practical Side of Leadership Workshop
For many involved in sponsored programs administration, moving into a management position is a goal. While a wealth of information is available on leadership, this workshop is focused on the practical aspects of leadership in the research administration profession. The workshop will be valuable for managing your career path to reach your goal, for enhancing your existing leadership skills, or for building strengths as a senior research administrator.

This workshop will broadly concentrate on the following areas as they relate to research administration:

- leadership and management
- education and communication
- goal and priority setting

UPCOMING WORKSHOP DATES

May 16-18, 2016 ~ Washington, DC
Host Hotel: Georgetown University Hotel and Conference Center
- Level I: Fundamentals of Sponsored Project Administration Workshop

June 27-29, 2016 ~ Chicago, IL
Host Hotel: The Drake Hotel
- Level I: Fundamentals of Sponsored Project Administration Workshop
- Departmental Research Administration Workshop
- Financial Research Administration Workshop
- Export Controls Workshop

Registration now open!
NCURA 8 Week Online Tutorials -
Learn at Your Own Pace!

These primers are intended for those new to each area or who have had very limited exposure.

**Primer on Clinical Trials**
The course will focus on key administrative, financial, and regulatory issues that arise in planning, funding, conducting, and closing-out clinical trials.

**Primer on Federal Contracting**
Since Federal contracts are very different from federal grants, we have developed a thorough overview of this complex process.

**Primer on Subawards**
This online tutorial is focused on subcontracting programmatic effort under federal grants and other financial assistance awards. “Subcontracting” and “third party agreements” cover a wide variety of activities. The course has been divided into a series of lessons that deal with aspects of the subaward crucial to the Research Administrator.

**Primer on Intellectual Property in Research Agreements**
This online introductory course is designed for university personnel working in contracts and grants, sponsored research and technology transfer offices. Its goal is to provide a basic background in issues of intellectual property management and practice in analyzing and drafting research and licensing agreements.
Webinars
Check out NCURA’s outstanding Video Webinars!

✓ The Right Metrics: Choosing, Measuring and Evaluating Metrics to Drive Performance Success in Your Office
✓ Is it a Gift or a Grant and other Critical Funding Mechanisms Your Staff Should Know
✓ Save Your Institution Millions: Mitigating Institutional Risk of Research Misconduct
✓ Going Global: What Your Institution Needs to Know about Managing Research Without Borders
✓ Crowd Funding: An Enormous Opportunity at Your Fingertips
✓ Creating the Cohesive Team Your Office Needs to Thrive

Check out these and more at onlinelearning.ncura.edu

Here’s what people are saying about our webinars:

“The presenters were excellent!”

“Thank you, I learned some important concepts that I had not even considered!”

“I really love the NCURA webinars!”

Life Cycle Series
Research Administration in its many varied facets continuously evolves, and most universities and colleges are challenged to keep up with the increasingly complex, ever-changing environment. Perhaps the most compelling of these challenges is how institutions will create and sustain a knowledgeable professional workforce – research administrators who not only understand the new rules and regulations, but can also apply this knowledge in a fast-paced environment.

NCURA has developed a unique approach to meeting this challenge, offering a new video webinar series, with a twist. The Life Cycle of the Award Series is designed to offer institutions options in providing professional growth opportunities for grant managers and research administration personnel.

Format: The series can be viewed as live video webinars, and/or as a recorded training tool for institutions to build customizable training programs for grant managers at all levels.

This new companion Workbook will include multiple examples of forms, policies, case studies, and recommendations for using other NCURA resources available to the membership.

Life Cycle Series
✓ The Toolbox for Research Administrators
✓ Proposal Development – 3 Part Series
✓ Pre-Award / Budgeting – 3 Part Series
✓ Award Negotiation and Acceptance – 3 Part Series
✓ Award Monitoring/Award Management
✓ Compliance

Available at onlinelearning.ncura.edu

“NCURA provides what I have found invaluable in becoming the person and professional that I am today.”

Judy Fredenberg, Director, Research and Sponsored Programs, University of Montana
Publications

Need to expand your knowledge but have a limited training budget? Visit the NCURA Store for more information on these affordable resources!

- A Primer on Clinical Trials for the Research Administrator, Second Edition
- Cost Accounting Standards
- Compensation – Personal Services: Managing and Reporting Effort
- Establishing and Managing an Office of Sponsored Programs at Non-Research Intensive Colleges and Universities, Third Edition
- The Role of Research Administration, Third Edition
- Circular A-21 Mini-Guide
- Circular A-110 Mini-Guide
- Circular A-133 Mini-Guide
- OMB Uniform Guidance Desk Reference
- Regulation and Compliance: A Compendium of Regulations and Certifications Applicable to Sponsored Programs
- Sponsored Research Administration: A Guide to Effective Strategies and Recommended Practices

Research Management Review (RMR)—NCURA’s Online Scholarly Journal

As the online scholarly journal for the National Council of University Research Administrators, the RMR is concerned with the broad range of issues affecting the administration of research and the changing research environment at the national and international levels. The RMR provides a forum for the dissemination of knowledge about the study and practice of the research administration profession.
NCURA Magazine

NCURA’s magazine is published six times a year with cutting edge pieces on management, perspectives on federal policy written by members and non-members, and the latest information and explanations on topics of interest to research administrators. NCURA Magazine’s Monday’s e-Xtra, a supplement to the Magazine, provides timely and important information for NCURA members in an easy to read, brief format sent directly to your inbox each week.

Fellowship Program

The Fellowship program has two underlying objectives: (i) the training of research administrators, and (ii) enhancing U.S. and foreign research collaboration. This program is intended to reduce barriers to international research administration and create an administrative environment conducive to international collaboration.

The program will provide an opportunity for U.S. research administrators to travel to research organizations abroad and immerse themselves in a program of mutual learning and knowledge exchange.

Peer Review Program

Are you looking to enhance your sponsored programs operation or to engage leadership in a discussion about research administration? In a confidential process similar to an academic program review, NCURA matches a team of senior research administrators to your institution. The review uses National Standards that represent the core and vital functions of sponsored programs regardless of size and type of institution. After reviewing background materials you provide, the Reviewers conduct 360-degree interviews with institutional stakeholders during a site visit. At the completion of the review, the institution receives a detailed written report that provides valuable feedback addressing program strengths and areas for improvement. Use the peer review for risk management/compliance, enhanced faculty service, operational efficiencies, business process improvement, and improved communications.

“NCURA is the best organization for developing those relationships that are going to get you through a career in research administration.”

Cindy Hope, Assistant Vice President for Research & Director, Sponsored Programs, The University of Alabama

Peer Advisory Services

Research Administration Planning is geared to institutions that would like assistance in conceptualizing the process for developing new or revised policies, procedures, and management structures, in the context of U.S. based best practices. The focus assists the institution in integrating commitments for extramural funding and conceptualizing and strategizing longer-term plans for establishing a solid foundation for research administration.

Focused Analysis brings to you senior research administrator expertise to analyze a specific research administration function drawn from the National Standards and to provide an analysis based on U.S. best practices.

Directed Education brings the senior research administrator’s expertise to provide targeted education at your institution in an area that is critical to helping you build a solid research administration infrastructure and to manage risk. The directed education is tailored to your specific topic or need.

“NCURA’s was the most detailed and thorough external review we have received. It was objective, incisive, and provided recommendations the university will act on to improve our research administration.”

Vice President for Research, Research University

Coming Soon: On-demand downloadable publications