58th Annual Meeting

Experiencing Today
Envisioning Tomorrow

Washington, DC
August 7 – 10

2016

FINAL PROGRAM
as of August 3, 2016
Welcome

The AM58 Program Committee is busy putting the finishing touches on the 58th Annual Meeting program, Experiencing Today... Envisioning Tomorrow, scheduled for August 7-10, 2016, at the Washington Hilton. Don’t miss this exciting opportunity to reconnect with your colleagues and build knowledge that will help you in your work and career now and in the future. Register and make your travel plans now!

This year’s program features traditional half- and full-day pre- and post-conference workshops, senior forums, and a plethora of concurrent sessions, discussion groups, and spark sessions in fourteen different tracks for varying knowledge levels from basic to advanced. New this year are tracks for newcomers to the field and for current and aspiring managers, as well as certificate programs in several topical areas. See page 4 for a detailed listing of offerings. Ten federal agencies, OMB, COGR, and FDP are represented on the program. International sessions complement the domestic offerings and Office Hours are back by popular demand. Truly, AM58 offers something for everyone.

What makes NCURA meetings so great is that, in addition to excellent sessions, we have opportunities to push the boundaries of our general knowledge, examine our world from different perspectives, and connect with colleagues through specially planned events. This year, we offer four special events that are sure to interest and delight meeting-goers. Check them out on the next page.

Many thanks to the Program Committee and NCURA staff for putting together what promises to be a truly wonderful AM58 experience. See you in DC!

CHAIR AND NCURA VICE PRESIDENT
Barbara Gray, East Carolina University

CO-CHAIRS
Cindy Hope, The University of Alabama
Kris Monahan, Providence College

FOLLOW US @NCURA #NCURAANNUAL
SUNDAY EVENING – NIGHT OF MAGIC AND ILLUSION
Join your colleagues for a relaxed Dinner and a Night of Magic and Illusion featuring comedian, magician, and ventriloquist Andy Gross. One of the hottest corporate entertainers working today, Andy also performs at comedy clubs, Las Vegas venues, cruise ships, colleges, and performing arts theatres nationwide and has appeared on The Ellen Show and an NBC television special. His ad-libbing in stand-up routines has been compared to that of Don Rickles and Robin Williams, and his ventriloquist skills are impressive. Andy will be amazing us with his Split Man Illusions and by levitating a member of the audience!

MONDAY MORNING – DR. GERALDINE HAMILTON, CUTTING EDGE SCIENCE KEYNOTE
Following our annual NCURA awards presentation, Dr. Geraldine Hamilton, cell biologist and toxicologist, will challenge us to envision tomorrow as she presents the Keynote address, Organs-on-Chips: Predicting Human Physiology and Pathobiology. Dr. Hamilton’s career spans from pharma to academia to biotech start-ups. As a Lead Senior Staff Scientist at Harvard’s Wyss Institute, Dr. Hamilton directed the extensive Organs-on-Chips project, focusing on the development of new human-relevant cell-based models and their application to drug discovery. Now, as President and Chief Scientific Officer of Emulate, Inc., a successful spin-off company, Dr. Hamilton continues her work to further develop Organs-on-Chips technology as well as to drive and facilitate its adoption for commercial use. Her research offers a fascinating look into the future of drug discovery and testing.

MONDAY LUNCH – KELLY O’DONNELL, NBC CAPITOL HILL CORRESPONDENT, ON THE 2016 NATIONAL ELECTION
No NCURA meeting during a presidential election year would be complete without some comment on politics in America. Kelly O’Donnell, Capitol Hill Correspondent for NBC News, joins us for lunch, some political analysis, and some prognostications. A veteran of presidential politics, Ms. O’Donnell contributes regularly to the NBC Nightly News, TODAY, and MSNBC and appears as a panelist on Meet the Press and The Chris Matthews show.

TUESDAY EVENING – NIGHT AT THE NATIONAL MUSEUM OF AMERICAN HISTORY
See one of the Nation’s treasures as we enjoy a Night at the Smithsonian’s National Museum of American History. Bus transportation to and from the museum and an on-site light American fare will be provided. Members are encouraged to bring their families to enjoy this exclusive access to museum exhibitions. Ongoing exhibitions include, among others, America on the Move; American Enterprise; The American Presidency; American Stories; The Dolls’ House; Fantastic Worlds: Science and Fiction; The First Ladies; FOOD: Transforming the American Table; numerous exhibitions focusing on inventions; On the Water: Stories from Maritime America; The Price of Freedom: America at War; Stories on Money; and Spark!Lab, an interactive exploration space for children 6-12 years. A number of special exhibitions will be featured during August including a preview of the National Museum of African American History. Just like the program, there’s something for everyone at this museum! See page 132 for fees and additional information.

AFTERWARDS, COME BACK TO THE HILTON AND ENJOY DESSERT AND COFFEE DURING THIS “SWEET” NETWORKING EVENT!
CERTIFICATE PROGRAMS AVAILABLE AT THE 58TH ANNUAL MEETING IN THE FOLLOWING AREAS:

- CLINICAL
- COMPLIANCE
- DEPARTMENTAL
- INTERNATIONAL
- POST-AWARD
- PRE-AWARD
- NEW RESEARCH ADMINISTRATORS

DETAILED INFORMATION AVAILABLE AT WWW.NCURA.EDU
Saturday
August 6, 2016
4:00 – 7:00 pm
32 Registration
Welcome Lounge

Sunday
August 7, 2016
7:15 am – 5:00 pm
32 Registration
8:15 am – 4:30 pm
32 Workshops
(Additional Fee Required)
11:45 am – 1:00 pm
32 Workshop Luncheon for Full Day Session Participants, Faculty and Evaluators
1:00 – 5:00 pm
32 NCURA Marketplace
2:00 – 4:00 pm
32 Find Out About NCURA’s Financial Management Committee
6:15 – 7:00 pm
32 Reception
7:00 pm
32 Sunday Banquet and Entertainment
9:00 pm
32 Regional Hospitality Suites Open

Monday
August 8, 2016
6:15 – 7:15 am
38 NCURA Fun Run & Power Walk Boot Camp
7:15 am – 5:00 pm
38 AM58 Concierge Exposition 2016
Innovation Station NCURA Connect and Marketplace
7:15 – 8:00 am
38 Continental Breakfast and Breakfast Roundtables
8:15 – 9:45 am
39 Keynote Address and Presentation of Outstanding Achievement in Research Administration Award, Julia Jacobsen Distinguished Service Award, Joseph Carrabino Award, and Distinguished Educator Designation
9:45 – 10:15 am
41 Networking and Refreshment Break
10:15 – 11:45
41 Concurrent Sessions
46 Discussion Groups
49 Office Hours
50 Spark Sessions
50 Focus Group Session
11:45 am – 1:30 pm
50 Luncheon and Address by Kelly O’Donnell, NBC Capitol Hill Correspondent, 2016 Election
1:45 – 2:45 pm
51 Concurrent Sessions
56 Discussion Groups
60 Office Hours
60 Spark Sessions
2:45 – 3:00 pm
61 Networking and Refreshment Break
3:00 – 3:45 pm
61 Regional Business Meetings
3:45 – 4:00 pm
61 Networking and Refreshment Break
4:00 – 5:00 pm
61 Concurrent Sessions
68 Discussion Groups
73 Office Hours
73 Spark Sessions
5:30 – 7:30 pm
73 Zoo Walk
6:00 pm
73 Monday Evening Dinner Groups
9:00 pm
73 Regional Hospitality Suites Open

Tuesday
August 9, 2016
7:45 – 8:00 am
39 Continental Breakfast and Breakfast Roundtables
8:15 – 9:45 am
39 Keynote Address and Presentation of Outstanding Achievement in Research Administration Award, Julia Jacobsen Distinguished Service Award, Joseph Carrabino Award, and Distinguished Educator Designation
9:45 – 10:15 am
41 Networking and Refreshment Break
10:15 – 11:45
41 Concurrent Sessions
46 Discussion Groups
49 Office Hours
50 Spark Sessions
50 Focus Group Session
11:45 am – 1:15 pm
50 Luncheon and Address by Kelly O’Donnell, NBC Capitol Hill Correspondent, 2016 Election
1:45 – 2:45 pm
51 Concurrent Sessions
56 Discussion Groups
60 Office Hours
60 Spark Sessions
2:45 – 3:00 pm
61 Networking and Refreshment Break
3:00 – 3:45 pm
61 Regional Business Meetings
3:45 – 4:00 pm
61 Networking and Refreshment Break
4:00 – 5:00 pm
61 Concurrent Sessions
68 Discussion Groups
73 Office Hours
73 Spark Sessions
5:30 – 7:30 pm
73 Zoo Walk
6:00 pm
73 Monday Evening Dinner Groups
9:00 pm
73 Regional Hospitality Suites Open

Wednesday
August 10, 2016
7:30 am – Noon
138 Sessions-At-A-Glance
138 AM58 Concierge
141 Annual Business Meeting and Continental Breakfast
7:30 – 10:30 am
141 NCURA Connect and Marketplace
8:30 – 10:00 am
141 Find Out About NCURA’s Financial Management Committee
10:00 – 10:30 am
141 Adjournment
Thank You

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CLINICAL RESEARCH/CLINICAL TRIALS TRACK
Ben Prince, University of Massachusetts Medical School

COMPLIANCE TRACK
Denise Moody, Harvard University
Suzanne Rivera, Case Western Reserve University

CONTRACTING & WORKING WITH INDUSTRY TRACK
Jilda Garton, Georgia Institute of Technology

CURRENT AND ASPIRING MANAGERS TRACK
Kerry Peluso, Emory University
Rosemary Madnick, University of Alaska Fairbanks

DEPARTMENTAL TRACK
Csilla Csaplár, Stanford University
Robyn Remotigue, University of North Texas Health Science Center at Fort Worth

INTERNATIONAL TRACK
John Hanold, The Pennsylvania State University
Eva Björndal, Karolinska Institutet

POST-AWARD TRACK
Jeffrey Silber, Cornell University
Linda Bucy, Virginia Tech

PRE-AWARD TRACK
Georgette Sakumoto, University of Hawaii

PREDOMINANTLY UNDERGRADUATE INSTITUTIONS (PUI) TRACK
Tricia Callahan, Miami University
Stacy Riseman, College of the Holy Cross

REGULATORY UPDATES/FEDERAL TRACK
Jean Feldman, National Science Foundation
Richard Seligman, California Institute of Technology
Lisa Nichols, COGR

SENIOR LEVEL TRACK
Judy Fredenberg, University of Montana

SPONSORED PROGRAM DEVELOPMENT & FOUNDATIONS TRACK
Denise Wallen, University of New Mexico
Dave Usher, Kuali

THE NEW RESEARCH ADMINISTRATOR TRACK
Tolise Miles, University of Colorado at Boulder
Christa Johnson, Colorado State University

PRE-CONFERENCE WORKSHOPS
Susan Zipkin, University of New Hampshire
Pamela Napier, Agnes Scott College
Craig Reynolds, University of Michigan-Ann Arbor

Special thanks to Pam Whitlock, University of North Carolina at Wilmington (Emeritus) and Pat Green, Vanderbilt University for organizing and hosting the Map Out Your Meeting Program...helping new professionals have a great Annual Meeting Experience.
CPE Information for Certified Public Accountants

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 Credits (CPEs) to accounting professionals. Certified Public Accountants will need to complete a CPE credit form in order to receive CPE credits. CPE forms are available at the NCURA AM58 Concierge Desk. Forms must be deposited in the CPE boxes located at the NCURA AM58 Concierge desk at the end of the conference. In accordance with the standards of the National Registry of CPE Sponsors, 50 minutes equals 1 CPE. Depending on the sessions and workshops you choose to attend a maximum of 30.5 CPE credits can be issued for NCURA’s AM58 Conference. Field of study available is Specialized Knowledge and Applications (S).

CPE Credits will be available for concurrent sessions, pre-conference workshops and senior level forums. Discussion Groups, Sparks Sessions, Office Hours and the Keynote Address are not eligible for CPE credits.

MAXIMUM CREDITS AVAILABLE:
15.0 CPEs: Conference Only
18.5 CPEs: Conference + ½ Day Workshop
22.5 CPEs: Conference + Full Day of Workshops
26.5 CPEs: Conference + 1½ Days of Workshops
30.5 CPEs: Conference + 2 Days of Workshops

Please Note: All Continuing Professional Education Credits (CPEs) will be issued by September 7, 2016.

Registration

Registration is available at www.ncura.edu and is open to any individual engaged in the administration of sponsored programs in a college, university, or teaching hospital. Please Note: Learning objectives for each session will be noted in the conference program. Please consult the session descriptions for program level details. The only prerequisite for meeting attendance is current involvement in university sponsored research programs. There is no advanced preparation required to attend sessions. This conference is a “group-live” offering. For information regarding administrative policies such as complaint resolution and refund, please contact our office at 202-466-3894.

Other Information

NCURA 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 submitted to the National Registry of CPE Sponsors through its website: www.learningmarket.org.

Certificate Programs

Certificate Programs in the following areas will be available at the 58th Annual Meeting: Compliance, Clinical, Departmental, International, Post-Award, Pre-Award, New Research Administrator. Program details will be available May 15, 2016.

CEU Information for All Participants

NCURA will be offering CEUs for the Annual Meeting and Pre-Conference Workshops. The Continuing Education Unit (CEU) is a nationally recognized unit designed to provide a record of an individual’s continuing education accomplishments. Please note, CEUs are calculated based on the standard formula of 1 CEU = 10 contact hours.

MAXIMUM CREDITS AVAILABLE:
12.5 Hours of Education: Conference Only
15.75 Hours of Education: Conference + ½ Day Workshop
19.0 Hours of Education: Conference + Full Day of Workshops
22.25 Hours of Education: Conference + 1½ Days of Workshops
25.5 Hours of Education: Conference + 2 Days of Workshops

Please note: All Continuing Education Units (CEUs) will automatically be sent to all registrants of the conference by September 7, 2016.

Session Definitions

PRE-CONFERENCE WORKSHOPS (WS) are presentations, traditionally supported with PowerPoint and handouts that are taught by topic experts in a classroom style setting. These sessions have built in question and answer time and may have anywhere from 20 – 70 participants.

SENIOR FORUMS (SF) are intended for experienced participants in senior management positions. Current issues and basics are presumed known. No PowerPoint slides or handouts are used. Agenda topics should be known but discussion should dictate the length and depth of each topic. Session attendance is limited to encourage discussion and active participation by participants.

* Please note – The Workshops and the Senior Forums are the only sessions taking place on August 7. There is an additional fee for Workshops and Senior Forums.

CONCURRENT SESSIONS are formal presentations that have question and answer time built in. These sessions will have anywhere from 30 – 150 participants.

DISCUSSION GROUPS are facilitated sessions that are limited to 30 participants. Instead of formal presentations, the specific topics are discussed, and information is shared by the group’s participants.

OFFICE HOURS create an opportunity to obtain answers to questions by subject matter experts in a one-on-one setting.

SPARK SESSIONS are 15 – 20 minute, high energy, high deliverable offerings that will get right to the “good stuff,” and participants will be able to attend multiple topics in each time slot.

Session Program Levels

BASIC level sessions assume some fundamental research administration knowledge.

INTERMEDIATE level sessions assume basic knowledge, and the sessions introduce and develop topics that exceed basic knowledge. Sessions focus on building competency.

ADVANCED level sessions assume mastery of the subject and the sessions focus on in-depth knowledge or a broader range of topics. Sessions focus on mastering more difficult and complex scenarios.

OVERVIEW level sessions will provide a general review of a subject area from a broader perspective.

UPDATE level sessions will provide a general review of new developments.
### Full Day Pre-Conference Workshops
**Sunday, August 7, 2016 | 8:15 am - 4:30 pm**

| WORKSHOP 1 | The Basics: Pre-Award Fundamentals .......... 10 |
| WORKSHOP 2 | Post-Award 101: What You Need to Know to Be a Post-Award Research Administrator .......... 10 |
| WORKSHOP 3 | The Alphabet Soup of NIH Training and Career Development Awards .......... 11 |

### Half Day Morning Pre-Conference Workshops
**Sunday, August 7, 2016 | 8:15 - 11:45 am**

| WORKSHOP 4 | Uniform Guidance: The Basics (Part 1) .......... 12 |
| WORKSHOP 5 | Boot Camp on the Basics of Contract Drafting and Negotiations .......... 12 |
| WORKSHOP 6 | Intellectual Property for Research Administrators .......... 13 |
| WORKSHOP 7 | Building and Managing Budgets – The Basics .......... 13 |
| WORKSHOP 8 | A (Very) Beginner’s Guide to Proposal Writing .......... 14 |
| WORKSHOP 9 | Compliance Basics 101 (IRB, IACUC, IBC, COI): What You Need to Know .......... 14 |
| WORKSHOP 10 | Improving Process and Quality Management in Research Support Offices (RSO): A Recipe for Success .......... 15 |
| WORKSHOP 11 | F&A for PUs .......... 16 |
| WORKSHOP 12 | Effective Presentations .......... 16 |
| WORKSHOP 13 | A Workshop Designed to Put the Puzzling Pieces of Clinical Trials and Research Administration Together .......... 17 |
| WORKSHOP 14 | Subrecipient Risk Assessments: Processes, Procedures & Problem Solving (or Pitfalls) .......... 18 |
| WORKSHOP 15 | Managing Risks Through Internal Controls .......... 19 |
| WORKSHOP 16 | Career Evolutions: From Managing Grants to Managing Grant Managers .......... 19 |
| WORKSHOP 17 | Conscious Leadership .......... 20 |
| WORKSHOP 18 | International Workshop - US Institutions Pursuing/Managing Outside US Funding .......... 20 |

### Half Day Afternoon Pre-Conference Workshops
**Sunday, August 7, 2016 | 1:00 - 4:30 pm**

| WORKSHOP 21 | Uniform Guidance: The Basics (Part 2) .......... 22 |
| WORKSHOP 22 | Export Controls .......... 22 |
| WORKSHOP 24 | FISMA, NIST Standards & Regulated Data .......... 23 |
| WORKSHOP 25 | Fundamentals of Change Management .......... 24 |
| WORKSHOP 26 | The FAR and Federal Contracting .......... 24 |
| WORKSHOP 27 | Ancillary Research Agreements – MTAs, DUAs, NDAs, MOUs, BAAs, etc .......... 25 |
| WORKSHOP 28 | Crucial Conversations .......... 25 |
| WORKSHOP 29 | Other Duties as Assigned: Small Shop Research Administration .......... 26 |
| WORKSHOP 30 | Creating and Developing Effective Research Administration Education Programs for Your Institution .......... 26 |
| WORKSHOP 31 | Sponsored Audit Management .......... 27 |
| WORKSHOP 32 | Learning to Manage Oneself – A Critical Step to Success .......... 27 |
| WORKSHOP 33 | Post-Award Administration: Tools and Tips for Success Beyond the Basics for Departmental Research Administrators .......... 28 |
| WORKSHOP 34 | Getting the Most Out of Your Clinical Research Administration Program .......... 28 |
| WORKSHOP 35 | International Workshop - Non US Institutions Pursuing/Managing US Funding .......... 29 |
| SENIOR LEVEL FORUM 36 | Policies and Procedures - Artful, Useful, Effective, and (reasonably) Current .......... 30 |
| SENIOR LEVEL FORUM 37 | Structuring Your Office for Success .......... 30 |

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### Conference Workshop - FREE
**Wednesday | August 10, 2016 | 8:30 am - Noon**

**Horizon 2020 Workshop**

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### Post-Conference Workshop
**Thursday | August 11, 2016 | 8:30 am - 4:30 pm**

**Workshop 38 | NIH DAY CAMP: Grants Process 101**

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**58th Annual Meeting**

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**Experiencing Today ... Envisioning Tomorrow**

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**WASHINGTON, D.C. | August 7 - 10, 2016**
WORKSHOP 1
THE BASICS: PRE-AWARD FUNDAMENTALS
Program Level: Basic
As research administrators, we play a key supportive role in assisting principal investigators to navigate their research projects through the various phases in the sponsored projects lifecycle. The pre-award phase of the lifecycle encompasses the development, institutional review and submission of proposals to external sponsors, as well as the negotiation and acceptance of sponsored research awards. Within the landscape of the pre-award phase, research administrators are consistently challenged with ever-changing rules and regulations related to a variety of topics, including proposal submission, conflict of interest, use of animals in research and export controls, just to name a few. In this workshop, we will delve into the general regulations governing sponsored research and apply them in the context of case studies. We will also explore many of the key pre-award processes, as well as examine key compliance areas that affect sponsored research during the pre-award phase of the sponsored projects lifecycle.

Learning Objectives
• Participants will be able to articulate the various stages and activities associated with the pre-award phase of the sponsored projects lifecycle.
• Participants will be able to communicate, interpret and apply the general regulations applicable to sponsored research in the context of the pre-award phase.
• Participants will be able to identify the various elements of a proposal and describe their purpose and importance.
• Participants will be able to discuss the key compliance areas that impact the pre-award phase.

Scott Niles*, Grants and Contracts Administrator, Morehead State University
Riddick Smiley, Assistant Director, Sponsored Programs, East Carolina University
Kirsten Yehl, Administrative Director, Northwestern University

WORKSHOP 2
POST-AWARD 101: WHAT YOU NEED TO KNOW TO BE A POST-AWARD RESEARCH ADMINISTRATOR
Program Level: Basic
This workshop is a post-award focused step-by-step guide for newcomers to the profession, both in central offices and at the department level, illustrating an efficient and effective way to handle sponsored project administration, communicate with faculty, and make sure the project is successfully compliant. Specific points in the process are highlighted to show where the various rules and regulations are involved, and how they relate to our day to day work. Handouts will include: A written step-by-step guide for monthly reconciliation; a sample email communication to faculty to illustrate effective communication on policy or regulatory issues; and more.

Learning Objectives
• Participants will be able to effectively manage sponsored projects at the department or unit level.
• Participants will be able to effectively communicate with faculty on policy and regulatory issues.
• Participants will be able to identify and avoid common post-award pitfalls.

Jaime Petrasek*, Grants and Contracts Program Manager, Virginia Commonwealth University
Jennifer Shambrook, Director, University of Central Florida
WORKSHOP 3
THE ALPHABET SOUP OF NIH TRAINING AND CAREER DEVELOPMENT AWARDS
Program Level: Overview

Part of the stated mission of the National Institutes of Health (NIH) is ‘to develop, maintain, and renew scientific human and physical resources that will ensure the Nation’s capability to prevent disease.’ Kirschstein NRSA training grants and fellowships are awarded to support predoctoral and postdoctoral research training to help ensure that a diverse and highly trained workforce is available to carry out the Nation’s biomedical, behavioral and clinical research agenda. Career Development Awards (K awards) are awarded to provide support and ‘protected time’ for an intensive, supervised career development experience leading to research independence. While the successful attainment of any one of these NIH training/career development awards is honorable, the pre- and post-award administrative responsibilities are unique. This workshop will offer an overview of the administration of NIH training and career development awards from proposal preparation to closeout.

Learning Objectives
We will also discuss the use of x-TRAIN, an online management tool for appointments and terminations of trainees. The use of ASSIST to process competing applications and RPPR reports will be presented as will the use of xTRACT as a tool to create the multitude of statistical tables required for successful submission. This workshop is brought to you by the letters F, K, T and X!!!

Prerequisites: The desire for a challenge!

Brenda Kavanaugh*, Associate Director, Office of Research and Projects Administration, University of Rochester
Glenda A. Bullock, Director of Research and Business Administration, Division of Hematology, Rheumatology, Allergy and Immunology, Washington University in St. Louis
Elizabeth Brittan-Powell, Director, MPowering the State Joint Collaborations, University of Maryland, College Park
WORKSHOP 4
UNIFORM GUIDANCE: THE BASICS (PART 1)
Program Level: Basic
The Uniform Guidance is an essential tool for research administrators. It is important that we understand the administrative, costing, and audit requirements contained therein. This workshop is divided into two sessions. Session 1 will focus on the layout of the Guidance, its implementation, and the pre- and post-award administrative requirements. We will highlight topics such as subaward monitoring, closeout, and cost sharing, with special focus on agency implementation of these sections. While these workshops are primarily focused on the Uniform Guidance, we will discuss where the regulations have changed from the old circulars. We will be heavily referencing the Federal Register version of the Uniform Guidance (which will be provided to attendees), so please bring a highlighter.

Learning Objectives
• Participants will be provided with an overview of the Uniform Guidance.
• Participants will gain an understanding of the administrative requirements contained within the UG.
• Participants will be provided with a hands-on walk-through approach to understanding the structure of the UG.
• Participants will review agency implementations and impacts.

Prerequisites: Participants should have a working knowledge of sponsored research.

Ann M. Holmes*, Assistant Dean, College of Behavioral Sciences, University of Maryland, College Park, NCURA Distinguished Educator
Denise J. Clark, Associate Vice President for Administration and Chief of Staff, Division of Research, University of Maryland, College Park
Tim Reuter, Director, Post-Award Operations, Office of Sponsored Research, Stanford University

WORKSHOP 5
BOOT CAMP ON THE BASICS OF CONTRACT DRAFTING AND NEGOTIATIONS
Program Level: Basic
Are you new to contract review, drafting, and negotiations and would like to learn about the best ways to manage these activities? In this interactive session, the presenters will use the example of a corporate research agreement to examine the anatomy of a contract and key issues routinely raised in contract review and negotiation. They will also use a subaward to illustrate the essentials of drafting an agreement. Through this basic step-by-step review of all the elements of a contract with related examples and case studies, participants will have an opportunity to learn how to identify what is and what is not acceptable language, and how to rectify and redraft language to the satisfaction of both parties.

Learning Objectives
• Participants will learn about various contract mechanisms and how and when to use them.
• Participants will learn about drafting an agreement that meets the needs of both parties.
• Participants will learn how to identify the good, the bad and the ugly language in any type of agreement.

Janet B. Simons*, Director, Research Policy, University of Maryland, Baltimore
Marjorie Forster, Assistant Vice President for Research and Global Health Initiatives, University of Maryland, Baltimore (Emeritus)
WORKSHOP 7
BUILDING AND MANAGING BUDGETS - THE BASICS
Program Level: Basic
Hit the ground running— that’s what we all say, right?! But how does one ‘run’ when we haven’t learned to ‘scoot’ yet? In this workshop, we are going to start at the very beginning of budget development and work our way from estimates to managing the budget(s) of an active project(s). Bring your laptops, and make sure IT has loaded Excel onto it, as we are going to be hands on in our budget development and projection management. This session will focus on budget development, review, and management from inception to closeout, offering tools, insight, stories, and cautionary tales along the way. We will discuss very specific ‘how-to’s’ and will provide attendees with templates. Additionally, we will look at case studies, determination of allowable/allocable/reasonable and necessary, as well as differentiation between cost type (stipends vs support; subaward vs vendor; etc.)

Learning Objectives
• Participants will learn how to develop a budget using Excel.
• Participants will learn how to review budgets for problematic expenditure types and misunderstandings in allocation type.
• Participants will learn how to manage a budget from development through award closeout.

Prerequisites: Participants, please bring a computer with Excel.

Lindsey Demeritt*, Associate Director, Sponsored Research, University of Texas at Austin
Samantha J. Westcott, Sponsored Research Manager, Division of Physics, Mathematics and Astronomy, California Institute of Technology

* Lead presenter
WORKSHOP 8
A (VERY) BEGINNER’S GUIDE TO PROPOSAL WRITING
Program Level: Basic
Have you seen this grant opportunity? We should apply for it! When you hear something like that from your leadership, be advised that it’s not the ‘Royal We’ being referenced. Actually, YOU are going to write a proposal for external funding. Problem is, you’ve never done that before. Or maybe you’re working with a young faculty member who has never written a proposal before and your mission is to help that person land a research grant. In either case, you’re looking at a steep learning curve. Specially designed for PUI personnel, this workshop will take you through the process of writing a grant proposal, including all those things that have nothing (much) to do with actual writing, but can make your proposal stronger and more competitive. We’ll talk about (and have examples of) effective Need Statements, Research Questions, Logic Models, and Evaluation Plans. We’ll also talk about effective writing skills and key elements you should make sure find their way into your proposal.

Learning Objectives
• Participants will learn pre-writing issues to address before starting a proposal.
• Participants will learn how to formulate an effective Research Question or Need Statement.
• Participants will learn how to structure a research plan.
• Participants will learn how to use charts and visuals to complete a proposal.

Jeffrey Jay Ritchie*, Director of Sponsored Programs, Lewis University
Michelle Schoenecker, Senior Proposal Development Manager, University of Wisconsin-Milwaukee

WORKSHOP 9
COMPLIANCE BASICS 101 (IRB, IACUC, IBC, COI): WHAT YOU NEED TO KNOW
Program Level: Basic
Are you new to the world of compliance and looking to understand the basics? This workshop will provide an introduction to the primary areas of the compliance landscape: Institutional Review Board (IRB), Institutional Animal Care and Use Committee (IACUC), Institutional Biosafety (IBC), and Conflicts of Interest (COIs). The interactive workshop will include case studies, discussions, lessons learned and exercises to help understand the regulations governing these areas that are the cornerstones of non-financial compliance.

Learning Objectives
• Participants will be able to identify how the areas intersect with research administration and the research enterprise.
• Participants will gain an understanding of common research compliance issues.
• Participants will be able to identify project activities that may require a compliance review.

Rosemary E. Madnick*, Executive Director, Office of Grants and Contracts Administration, University of Alaska Fairbanks
Debra Barnes Murphy, Director, Knowledge Enterprise Development, Arizona State University
Robyn B. Remotigue, Research Manager, School of Public Health, University of North Texas Health Science Center at Fort Worth
WORKSHOP 10

IMPROVING PROCESS AND QUALITY MANAGEMENT IN RESEARCH SUPPORT OFFICES (RSO): A RECIPE FOR SUCCESS

Program Level: Advanced

Idea: Management skills are fundamental and critical to research managers, administrators, and faculty participating in complex projects – both domestic and global. The right project management and oversight and choice of management tools can make the difference between a successful project or one that is fraught with obstacles. However, coordinating and administering projects is a time consuming business. Research Support Offices at many institutions act as service points during the pre-award phase to support researchers and give them more time to focus on their core tasks. Research Offices often focus on processes, procedures and administrative support. Research Offices strive to be service oriented. This workshop will provide an opportunity to familiarize participants with processes and methods to make them even more efficient and effective and provide high quality service support.

Workshop Methods: The workshop will integrate individual/group exercises, discussions, and case studies. Participants will develop a familiarity and have the opportunity to use numerous project management templates. Individuals will be encouraged to share their own process experiences, so participants can compare approaches of different institutions and identify bottlenecks, and streamlining solutions. Small group exercises will provide an opportunity to develop process flow charts, discuss differences, similarities, and risks. Through a hands-on environment participants will develop ideas on how to improve processes, mitigate risks and increase ‘customer’ satisfaction. The emphasis of the workshop is on techniques, quality control issues and process streamlining to reduce workloads and errors while enhancing customer satisfaction. Participants will learn how to tackle goals, time, budget and daily obstacles in order to perform given objectives better. The workshop provides relevant tools, checklists, and templates for all process phases.

Learning Objectives
• Participants will learn the basics of process management, i.e. preparation, work phases, descriptions and flow charts, interface challenges, control.
• Participants will be able to create their own flow charts in groups, discuss and compare bottlenecks/obstacles.
• Participants will learn creative methods for avoiding bottlenecks and reducing risks.
• Participants will learn methods to increase ‘customer’ satisfaction (e.g. PI).
• Participants will design best practice ideas and measures.

Prerequisites: The workshop aims at encouraging the participants to discuss, network and exchange their knowledge and ideas, and to find creative solutions. Since we work on principles and principle considerations and strategies, the participants do not need software for the exercises. Paper and pencils will be sufficient. The workshop is beneficial to all professionals who work in research administration offices, both central and departmental. Participants should have a basic knowledge of handling projects or working in processes. Participants are welcome to discuss their own cases.

Susanne Rahner*, Managing Director, Yggdrasil
Denise A. Wallen, Research Officer & Senior Fellow, University of New Mexico
WORKSHOP 12
FREE EFFECTIVE PRESENTATIONS
Program Level: Basic
As a research administrator and NCURA member, you may often be called upon to explain issues surrounding sponsored research and the administration of grants and contracts. Yet these skills may be different than those necessary to serve effectively as NCURA discussion leaders, panelists, or workshop faculty. Integrating adult learning theory and techniques into presentations can make the difference between attendees surfing the Web on their smart phones or being fully engaged. This workshop will discuss effective presentation styles and techniques and explore the complexities of team presentations, particularly those that involve colleagues from other institutions and even around the globe. We also will clarify the different types of NCURA presentations and their varying roles and duties.

Learning Objectives
- Participants will learn presentation and training techniques tailored to adult learning.
- Participants will learn the various types of NCURA presentations and receive strategies for presenting in each venue.
- Participants will learn how to develop a presentation with multiple presenters and with colleagues from other institutions and around the globe.

Tricia L. Callahan*, Director of Proposal Development, Office for the Advancement of Research & Scholarship, Miami University
Sue Kelch, Senior Financial Specialist, University of Michigan-Ann Arbor
Simon Kerridge, Director, Research Services/Chair of ARMA, University of Kent

WORKSHOP 11
F&A FOR PUIs
Program Level: Advanced
There are three ways to calculate F&A: salaries and wages, short form TDC/MTDC, and long form MTDC. What are the differences between them, and which is the most appropriate for a PUI to use, based on their funding level, projected F&A recovery, and cost of the rate preparation? We will review these three methodologies and discuss the pros and cons of each, illustrated by examples of rate calculations using the different methodologies.

Learning Objectives
- Participants will be able to describe the three methodologies of F&A rate preparation and explain the differences between them.
- Participants will possess the knowledge necessary to determine which methodology is best for their institution.
- Participants should have an understanding of what F&A is and how it is applied on sponsored projects.

Carolyn Elliott-Farino*, Executive Director, Office of Research, Kennesaw State University
Mira Levine*, Manager, MAXIMUS Higher Education Practice
WORKSHOP 13
A WORKSHOP DESIGNED TO PUT THE PUZZLING PIECES OF CLINICAL TRIALS AND RESEARCH ADMINISTRATION TOGETHER

Program Level: Basic

Clinical trials are conducted in a variety of institutional settings, and if your organization is engaged in clinical trials it is likely that you face complex problems, issues and challenges on a regular basis whether you are a research administrator in a central sponsored projects office, in a medical school department, or in a teaching hospital or research institute. This interactive workshop will examine key administrative, contractual, financial, and regulatory issues that arise in the planning, funding and conduct of clinical trials, including:

- The unique complex regulatory environment for clinical trials
- The intricacies of developing a clinical trial budget, identifying start up costs, hidden costs and managing expenditures.
- Types of payment schedules and their impact on cash flow.
- Key negotiation issues that often arise in a clinical trial agreement.
- Identifying strategies for negotiating a successful trial agreement.
- Exploring institutional models to manage regulatory challenges such as research billing, financial disclosures and NIH clinical trials.
- Tools and solutions to manage the clinical trials enterprise.
- Closing-out clinical trials.

Learning Objectives

- Participants will gain an understanding of the nuances involved in developing and managing a clinical trial budget and project expenses.
- Participants will learn how to manage multifaceted issues that often arise in a negotiation of trial agreements.
- Participants will increase their knowledge in the review of key contract terms and their implications and gain confidence in the negotiation process with sponsors.
- Participants will learn about the complexities of managing clinical trials, study billing processes and how it relates to financial compliance.
- Participants will learn how clinical trials are closed-out and how to manage post-close-out institutional obligations and responsibilities.

Prerequisites: A basic working knowledge of clinical trials. This session will build on standard operating procedures and best practices

Lisa Benson*, Director, Research Administration and Sponsored Programs, Connecticut Children’s Medical Center
Patricia Travis, Associate Director, Clinical Research, Johns Hopkins University School of Medicine

* Lead presenter
SUBRECIPIENT RISK ASSESSMENTS: PROCESSES, PROCEDURES & PROBLEM SOLVING (OR PITFALLS)

Program Level: Intermediate

The Uniform Guidance has gifted us with many clarifications and some new freedoms, but also includes some additional and more prescriptive requirements. One of these areas is subrecipient monitoring, specifically in the area of risk assessment. During this session, attendees will learn the need for and application of risk assessments of subrecipients. This will include an assessment of the proposed entity and project. Participants will learn the appropriate questions to ask during the lifecycle of a subaward in order to assess risk. Discussions will take place addressing roles and responsibilities in central offices. The workshop will include a walk-through of the FDP RAQ documents (initial and annual) as examples. Troublesome real-life subrecipient scenarios will be used as examples, and attendees will discuss how to identify and address high-risk concerns.

Learning Objectives
- Participants will learn tools for conducting risk assessments at the time of subaward issuance and separately during the life of the award, using the FDP Risk Assessment Questionnaire as a model.
- Participants will review the sources of the requirements to conduct risk assessments and the risks associated with failing to do so.
- Participants will learn to utilize available data and tools to collect the necessary information to score or conduct risk assessment.
- Participants will examine sample institutional processes and procedures for collecting, conducting, and coordinating risk assessments.
- Participants will learn basic responses to identified risks, using real-life subrecipient scenarios.

Prerequisites: For research administrators who have already taken a general workshop on ‘subrecipient monitoring’ or have experience issuing subaward agreements.

Steven Carter*, Director, Office of Contract and Grant Administration, Scripps Institution of Oceanography, UCSD
Marcy Friedle, Subcontracts Grants Officer II, The Florida State University
Jennifer Rodis, Policy Analyst, University of Wisconsin-Madison
Stephanie F. Scott, Communications and Outreach Director, Sponsored Projects Administration, Columbia University in the City of New York

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By attending the NCURA 58th Annual Meeting in Washington, DC, August 7 – 10, 2016, you are eligible to receive up to 25.5 hours towards your CRA, Certified Research Administration hours.
WORKSHOP 15
MANAGING RISKS THROUGH INTERNAL CONTROLS
Program Level: Basic

The term Internal Control is repeatedly referenced in federal audits and in the Uniform Guidance, but what does it really mean? This workshop will de-mystify the term and provide an overview and a general framework that can be used to practically and reasonably assess and implement an Internal Controls program at your institution in order to mitigate risks.

Learning Objectives
• Participants will learn about the COSO Framework for Internal Controls.
• Participants will be introduced to strategies to assist in assessing and implementing Internal Control programs.

Roseann L. Luongo*, Associate Director, Training and Compliance, Harvard University
Jeff Seo, Director of Research Compliance, Harvard Medical School

WORKSHOP 16
CAREER EVOLUTIONS: FROM MANAGING GRANTS TO MANAGING GRANT MANAGERS
Program Level: Advanced

New managers often struggle with the difference between having been an excellent Research Administrator and their new reality of managing new employees and former peers. The purpose of this workshop is to reconcile the differences between managing grants and managing people through leveraging known tools of grants management, while recognizing the unique challenges facing new managers. The workshop will address common misconceptions new managers have about their roles as leaders, managers and mentors. Participants will discuss how their current skills can be used in management and will be given the tools to define their own management principles. We will examine what it means to have a management brand and how that philosophy is presented and received across the institution. The goal is to encourage new managers to think about management as a concept, and provide them with resources that they can utilize long after the session is over.

Learning Objectives
• Participants will develop their management brand, and define their philosophy.
• Participants will identify, address, and resolve common management mistakes.

Minessa Avril Konecky*, Manager of Operations, Beth Israel Deaconess Medical Center
WORKSHOP 18
INTERNATIONAL WORKSHOP - US INSTITUTIONS PURSUING/MANAGING OUTSIDE US FUNDING
Program Level: Overview
Managing awards from sponsors outside your home country can be simple, or it can be not as simple. While awards from international sponsors can be very similar to our domestic agreements, they are very often different when it comes to compliance. This workshop will talk about the similarities and differences, starting with proposal preparation/submission, negotiation and acceptance, and ending with closeout and audit. Strategies and best practices for grant management, including subrecipient monitoring, will also be discussed.

Learning Objectives
- Participants will gain an understanding of international sponsors’ funding opportunities, common contracting principles applied to international research grants, as well as best practices for award management and subrecipient monitoring.

Patricia A. Hawk*, Assistant Vice President, Office for Sponsored Research and Award Administration, Oregon State University
Eva Björndal, Team Leader Post-Contract and Financial Compliance, Karolinska Institutet
Martin Kirk, Director, Office of Research Services, University of British Columbia

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WORKSHOP 17
CONSCIOUS LEADERSHIP
Program Level: Overview
The volume of activity and change that pulses through our organizations and our days is high. The people in our organization can be the hardest part, or the best part of our jobs, depending on the leadership and communication style we bring into our organizations. Our chosen leadership and communication style can also have a direct correlation to our health and personal well-being. The new management imperative, Conscious Leadership, is the most efficient way for an organization to improve, create sustainable success and contribute to the well-being of the team. Conscious leaders are shifting from unconscious attitudes, behaviors and reactions to conscious attitudes, behaviors and reactions. We can break old patterns and build new ones. Join us for this half day workshop to learn techniques and practices that will support you in making the shift to a new way of leading and living.

Learning Objectives
- Participants will learn practices and techniques that can be employed to improve the productivity, sustainability and well-being of ourselves and our staff.
- The workshop will include hands on activities and simulations on: – giving and receiving feedback – listening practices – difficult conversations
- The workshop will also include an introduction to meditation to bring us to a more responsive, less reactive style.

Tara E. Bishop*, Deputy Chief Executive, National Council of University Research Administrators and Certified Meditation Instructor, Chopra Center University
SENIOR LEVEL FORUM 19
THE MAGIC OF METRICS: HOW TO UTILIZE METRICS TO DRIVE PERFORMANCE WITHIN YOUR OFFICE
Program Level: Advanced
Our offices face a constant demand to analyze our operations, assess the impact of environmental changes, prepare for the future, and drive performance by us and others. As we seek to support research and our researchers within our institutions, analytics can provide us with a very strong tool. However, if not strategically implemented, these can become more of a chore than a tool. This session will cover how to develop a metrics structure that will successfully support you and your institution in achieving your goals. Topics covered will include:

- Strategies to identify, organize, and prioritize the key research metrics to track.
- The steps to be followed as part of the process to develop a comprehensive metrics structure.
- Strategies for capturing and sharing these metrics.
- Strategies for communicating metrics and helping others to understand what the metrics reflect.
- How metrics can be used to increase performance by research administrators.
- How metrics can be used to encourage and increase faculty efforts to apply for research.

Learning Objectives
- Participants will understand how to develop a metrics structure for their organization.
- Participants will understand how to use metrics to drive performance within their organization.
- Participants will understand the common metrics typically tracked for research administration.

Prerequisites: Participants should have a high level of knowledge of research administration.

Kerry Peluso*, Associate Vice President for Research Administration, Emory University
Bill Lambert, Assistant Dean for Research Administration, Rollins School of Public Health, Emory University

SENIOR LEVEL FORUM 20
SHARED SERVICES IN A BOX: EVERYTHING YOU’LL NEED TO DIY IN YOUR SHARED SERVICES CENTERS
Program Level: Advanced
In this Senior Level Forum we will explore the proven methodologies developed over time and in several shared service transformations. We will share the tools to help move your departmental model to a shared model.

Learning Objectives
- Participants should have the information and tools to assess, design and implement a shared service operation for their institution.

Prerequisites: This Senior Level Forum would be for advanced participants only. A deep understanding of the entire research administration arc is required. Desired background would include some process improvement experience. Process improvement implementation also desired.

Tomas Pereira*, Senior Manager, Ernst and Young
F. John Case, Sr. Vice President for Operations and Chief Financial Officer, Morehouse School of Medicine
Bill Dracos, Associate Vice President for Administration and Chief Business Practice Improvement Officer, Emory University
WORKSHOP 21
UNIFORM GUIDANCE: THE BASICS
(PART 2)
Program Level: Basic
The Uniform Guidance is an essential tool for research administrators. It is important that we understand the administrative, costing, and audit requirements contained therein. This workshop is divided into two sessions. Session 2 will focus on the cost principles, audit requirements, and funding announcements. We will highlight topics such as the concept of allowability, administrative costs, computing devices, and other cost-related issues. While these workshops are primarily focused on the Uniform Guidance, we will discuss where the regulations have changed from the old circulars. We will be heavily referencing the Federal Register version of the Uniform Guidance (which will be provided to attendees), so please bring a highlighter.

Learning Objectives
• Participants will gain an understanding of the cost principles within the UG.
• Participants will learn what changes must be made in aw ard budgeting and management practices to ensure compliance.
• Participants will have a discussion regarding where institutions may need to change or implement policy based on this new guidance.
• Participants will review a funding opportunity template and agency deviations.
Prerequisites: Participants should have a working knowledge of sponsored research.

Erin E. Bailey*, Associate Director, Primary Care Research Institute, University at Buffalo
Timothy Schailey, Director, Research Administration, Thomas Jefferson University
Rebecca Hunsaker, Assistant Director of Research Administration, University of Maryland

WORKSHOP 22
EXPORT CONTROLS: EXPORT CONTROLS: UNDERSTANDING THE REGULATIONS AND NEGOTIATING CONTRACTS YOUR INSTITUTION CAN LIVE WITH
Program Level: Overview
This workshop will give research administrators an understanding of the export control regulations and the tools to recognize when they may apply to a sponsored research activity, to negotiate the least restrictive terms possible when dealing with troublesome language, and to communicate effectively with faculty and sponsors on export control issues. Focus will include federal prime, federal flow through, and industry sponsored research agreements. We will review broad agency announcements, requests for proposal and research agreement contract language to develop negotiation strategies through hands on activities. We will also discuss effective strategies to ensure compliance with the regulations without unnecessarily limiting access to the research from project initiation through close-out.

Learning Objectives
• Participants will have a better understanding of the U.S. export control regulations.
• Participants will be able to recognize contract and other agreement language that implicates potential export control issues.
• Participants will develop an understanding of how the contract language interplays with the underlying activity.
• Participants will develop skills to use institutional policies to negotiate out troublesome clauses related to export controls.
• Participants will be able to recognize when a project is export controlled and develop institutional strategies to promote compliance.
Prerequisites: Participants should have a basic understanding of U.S. export control laws, and of proposal submission and agreement negotiation.

Elizabeth Peloso*, Associate Vice Provost/Associate Vice President, Research Services, University of Pennsylvania
David Brady, Director, Export and Secure Research Compliance, Virginia Tech
Jillian Cawley, Contracts & Grants Accounting Manager, Stockton University
Jennifer Saak, Managing Director, Traliance LLC

* Lead presenter
WORKSHOP 24
FISMA, NIST STANDARDS & REGULATED DATA
Program Level: Advanced

Protecting research information and systems from unauthorized access, use, disclosure, disruption, modification, or destruction is a critical component to safeguarding research information and preventing financial loss or damage to the university's reputation. Protecting confidential information is not only a legal and business requirement, but is also an ethical requirement. Due to increased cybersecurity concerns throughout the world, research sponsors are including more stringent requirements for working with restricted data.

There is a notable increase in the number of grants and contracts requiring the university to implement specific privacy and security safeguards for data and information systems as mandated by federal (HIPAA, FISMA, NIST, FERPA, GLBA, ITAR, Privacy Act), state and/or local law, industry sanctioned (PCI-DSS), university policies (i.e. UF Privacy Office, Security Office) or agreements (i.e. Data Use Agreement, Business Associate Agreement, etc.). This session will cover the regulations and offer best practices in creating compliant environments.

Learning Objectives
- Participants will gain an understanding of the federal regulations governing research data and identify best practices in creating policies and environments to protect research data.

Stephanie L. Gray*, Assistant Vice President, Division of Sponsored Programs, University of Florida
Ron Ross, Computer Scientist, NIST Fellow, Project Leader, Computer Security, National Institute of Standards and Technology (NIST)
Alicia Turner, Sponsored Research Business Relationship Manager, Information Technology, University of Florida
WORKSHOP 25
FUNDAMENTALS OF CHANGE MANAGEMENT
Program Level: Intermediate
Change is the only constant. That statement certainly holds true for research administration. Whether it is dealing with large scale transformations such as implementation of the Uniform Guidance, an enterprise grants management or financial system, or the more incremental process of adjusting our policies, procedures and practices to the iterative regulatory environment that has become commonplace in our profession, the challenges can be daunting. Being adept at managing change can make or break a leader. Considerations that will be specifically explored are identification of stakeholders, cultural and human aspects, and preparing for the unexpected. This workshop will use an interactive approach to illustrate good practices as evidenced in current literature and the collective experience of both the facilitators and participants.

Learning Objectives
• Participants will be able to identify the stakeholders for change management and the roles different types of stakeholders play.
• Participants will understand the stages of change.
• Participants will utilize strategies for managing change.
• Participants will formulate a plan for change management.

Susan Wyatt Sedwick*, Consulting Associate, Attain, LLC
Courtney Swaney, Associate Director, University of Texas at Austin

WORKSHOP 26
THE FAR AND FEDERAL CONTRACTING
Program Level: Intermediate
This session will take participants deeper into the intricacies of the FAR to examine federal contracting issues that come into play after the contract has been executed by the institution. Topics covered will include: applicability of the Uniform Guidance to contracts; often overlooked reporting and prior approval requirements; payment, equipment, intellectual property and dealing with stop-work and termination.

Learning Objectives
• Participants will be able to explain the applicability of financial assistance regulations to FAR-governed contracts.
• Participants will be able to identify various reporting and prior approval requirements.
• Participants will be able to describe a contractor’s responsibilities under payment and intellectual property requirements.
• Participants will be able to explain a contractor’s rights and obligations in the event of stop-work or early termination.

Prerequisites: This is an intermediate level workshop and assumes that participants will have a basic understanding of what the FAR is and how it operates.

David J. Mayo*, Director of Sponsored Research, California Institute of Technology, NCURA Distinguished Educator
WORKSHOP 27
ANCILLARY RESEARCH AGREEMENTS—MTAs, DUAs, NDAs, MOUs, BAA$s, ETC.
Program Level: Basic
During the life cycle of a sponsored project, other documents besides the proposal and funding mechanism may be necessary. At proposal stage, you may want to enter into a Teaming Agreement or a Non-Disclosure Agreement. In the course of performing a sponsored project, it may become necessary to share information, data, materials, or other resources with a partner. What is the best way to accomplish the sharing of information? This workshop will examine the different types of ancillary research agreements, when and why they are necessary, problematic clauses, and negotiation tips and tricks.

Learning Objectives
• Participants will learn when an ancillary agreement may be necessary.
• Participants will learn problematic terms in ancillary research agreements.
• Participants will learn negotiation tips and tricks for ancillary agreements.

Prerequisites: Participants should have a basic understanding of research administration.

Charles Bartunek*, Associate Director, Johns Hopkins University Research Administration
Jill Frankenfield, Associate Director, Office of Research Administration, University of Maryland, College Park

WORKSHOP 28
CRUCIAL CONVERSATIONS
Program Level: Intermediate
In the dynamic world we work in full of change and personality, we need to be armed with communication techniques to successfully navigate all that we are asked to complete and support. We have to understand that conversations exist in multiple dimensions and that we have to be ‘listening’ to the entire conversation to remain nimble and guide toward the intended end goal while maintaining relationships.

Learning Objectives
• Participants will be able to identify when a conversation becomes crucial - the turning point.
• Participants will be able to describe and review our natural instincts for reaction to crucial conversations and the opportunities and challenges in understanding our reactions and recognizing the reactions of those engaged in the conversation with us.
• Once understanding when a conversation is crucial and the flow of the conversation, we will investigate how to define true goals and create an environment of trust and open dialogue.
• Participants will learn how we lead these conversations to conclusion and next steps and understand that positive next steps may not be what we went into the conversation trying to achieve.

Prerequisites: This will be geared to members in management or roles which require negotiation skills. Participants will need to be open to case studies and critically dissecting conversations, our personalities and how to identify the multiple forms that conversations exist in.

Randi Wasik*, Director of Finance and Administration, College of the Environment, University of Washington
Amanda Snyder, Associate Director, Office of Sponsored Programs, University of Washington

* Lead presenter
WORKSHOP 29
OTHER DUTIES AS ASSIGNED: SMALL SHOP RESEARCH ADMINISTRATION
Program Level: Overview
Research Administrators at Predominantly Undergraduate Institutions (PUIs) often find that their responsibilities consist primarily of that ubiquitous last line in job descriptions: ‘and other duties as assigned.’ We wear a variety of hats ranging from research development coordinator and grant writer to research compliance officer and IRB member. Managing these sometimes disparate activities requires a broad knowledge base and an ability to prioritize work based on institutional needs and risk. And, all of this work must be done within the context of ever-changing federal, state, and institutional regulations. Focused on individuals that work at a PUI with fewer than five research administrators on campus, this session will provide useful tools for managing the workload and staying current with funding and regulatory agencies’ guidance. This interactive workshop will also include opportunities for participants to share best practices and lessons learned from working in a small-shop research administration office.

Learning Objectives
• Participants will learn best practices for managing research administration activities in a small office.
• Participants will conduct a basic risk assessment to assist in planning and prioritizing their activities.
• Participants will identify at least three resources for staying current with changes in federal funding activities and related regulations.

Katie Marie Plum*, Director of Sponsored Projects, Angelo State University
Pamela Napier, Director, Office of Sponsored Programs, Agnes Scott College

WORKSHOP 30
CREATING AND DEVELOPING EFFECTIVE RESEARCH ADMINISTRATION EDUCATION PROGRAMS FOR YOUR INSTITUTION
Program Level: Overview
Building an effective research administration education/training program is an ongoing process. Whether you are just beginning or have an established training program changes in regulations, institutional policies, and electronic systems mean that we all have to remain engaged and adapt to an ever changing and increasingly collaborative world. In this workshop we will look at taking an enterprise level approach to creating, developing and implementing comprehensive education/training programs to help research administrators realize their potential and provide a knowledge base to retain talent and provide career development.

Learning Objectives
• Participants will be able to identify and assess resources.
• Participants will learn about different teaching methods and models.
• Participants will learn to build a program to maintain, develop and promote knowledge acquisition, skill sets, and retain talent.
• Participants will evaluate success beyond reaction.

Eileen Nielsen*, Director of Research Administration Education, Harvard T.H. Chan School of Public Health
Nicole Joyce, Research Administration Training Program Manager, University of California San Diego
WORKSHOP 31
SPONSORED AUDIT MANAGEMENT
Program Level: Intermediate
This workshop will provide an overview on different audit types, both internal and external, the different stages of an audit and how to best prepare for an audit. This workshop will address how to establish productive working relationships with auditors to help manage audit efficiencies, how to manage expectations and will cover some of the audit related changes for the Uniform Guidance.

Learning Objectives
- Participants will learn about the different stages of an audit.
- Participants will be introduced to strategies to increase audit efficiencies and add value to the process.
- Participants will gain insights into the Uniform Guidance impact on the Federal Single Audit.

Roseann L. Luongo*, Associate Director, Training and Compliance, Harvard University
Jeffrey A. Silber, Senior Director, Sponsored Financial Services, Cornell University
Corryne Swalls, Assurance Manager, PricewaterhouseCoopers

WORKSHOP 32
LEARNING TO MANAGE ONESELF – A CRITICAL STEP TO SUCCESS
Program Level: Advanced
To be a good manager one must learn to effectively maximize the performance of a team, but if you are not prioritizing your own workload, that becomes unreachable. Failing to be a successful self-manager runs the risk of losing valuable people, and decreasing the motivation of your existing staff. How can one lead others with self-management skills? In this session, we will explore key components to self-management and why it is critical to our professional development. We will cover vital areas such as stress management, conflict resolution, organizational cultures, self-awareness, channeling your creative self for problem solving, and other aspects of self-management.

Learning Objectives
Participants will learn how to reach goals and contribute to the success of your organization by understanding what your roles, responsibilities and keys to good management are. This workshop will provide tools and techniques that can be used in your day-to-day routine.

Tolise Miles*, Training Development Specialist, University of Colorado at Boulder
Vivian Holmes, Director, Sponsored Research, Broad Institute of MIT and Harvard
Lisa E. Mosley, Assistant Vice President, Research Operations, Arizona State University
Samantha J. Westcott, Sponsored Research Manager, Division of Physics, Mathematics and Astronomy, California Institute of Technology

* Lead presenter
WORKSHOP 33
POST-AWARD ADMINISTRATION: TOOLS AND TIPS FOR SUCCESS BEYOND THE BASICS FOR DEPARTMENTAL RESEARCH ADMINISTRATORS

Program Level: Intermediate

The most effective way to strategically manage a research institution is to empower the people on the front line. Department Research Administrators are the key to building a successful research organization and must have the necessary resources, skills, and training to accomplish the goals of their departments. This workshop will cover how to make sure that the financial research activities that take place at the departmental level are functioning properly. We will begin at the award stage, cover financial management including effort reporting, cost transfers, and account reconciliation, then finish up with compliance, ensuring that the Uniform Guidance is understood and applied properly. In addition, the participants will learn how to build and grow a working relationship with all levels of administration within their organization.

Learning Objectives
• Participants will obtain hands-on tools to manage the financial day-to-day activities of post-award administration.
• Participants will acquire an understanding of how to use their institution’s policies and procedures to establish guidelines within their department.
• Participants will be given electronic forms including: an account reconciliation worksheet, post-award trackers, budget templates and a compliance data sheet.
• Participants will gain exposure to a wide variety of financial compliance issues and learn best practices to do their job.

Anne Albinak*, Assistant Director of Finance, Johns Hopkins University
David Schultz, Director of Sponsored Programs Finance Administration, University of Louisiana at Lafayette

WORKSHOP 34
GETTING THE MOST OUT OF YOUR CLINICAL RESEARCH ADMINISTRATION PROGRAM

Program Level: Intermediate

This workshop will define the characteristics of a high-performing clinical research administration program while helping you assess where your program is in comparison and identify any areas for growth. Be prepared for group discussion, interaction, and team exercises that will provide you with tools to take back to your institution.

Learning Objectives
• Participants will be able to define the key characteristics of high performing clinical research administration programs.
• Participants will learn to compare and contrast their program to best practices.
• Participants will be able to list some concrete steps they can take in the coming weeks and months to improve their program.
• Participants will have a basic understanding of clinical trials and clinical research with an interest in the administrative aspects of the work.

Allecia A. Harley*, Associate Vice President, Clinical Research Administration, Office of Research Affairs, Rush University Medical Center
Thomas Bechert, Director, Research Administration Services, Huron Consulting Group
WORKSHOP 35

INTERNATIONAL WORKSHOP - NON US INSTITUTIONS PURSUING/MANAGING US FUNDING

Program Level: Overview

For the International Research Manager, understanding how to navigate the proposal and negotiation process is a key competence needed to effectively advise researchers on whether or not to apply for US funding, which strategies to use, and how to ensure a smooth and fruitful project.

This workshop will have a 3-part format, with an introductory presentation by an experienced US Grants officer, an overview of negotiation pain points and strategy by an experienced University Negotiator, followed by an interactive session on US Federal submissions and negotiation. Participants will acquire substantial expertise in US research funding and should be encouraged to bring a laptop or Tablet to work with during the workshop.

The presentation will cover an overview of US Federal regulations and their impact on research funding, the subcontracting process used by many US institutions, an overview of commonly required institutional registrations and directions on how to acquire such registrations (DUNS, OLAW, IRB etc.), and an understanding of why US institutions are hypersensitive concerning particular terms (e.g., intellectual property, public access, etc.) The workshop will provide insight into how to read and interpret Funding Opportunity Announcements (FOA; calls for proposals) primarily from the National institutes of Health (NIH), but due to the (relative) uniformity of FOA's, this knowledge will be applicable on other Federal funders, too. Finally, the workshop will assist with the identification of difficult points during the negotiation process and proven solutions specifically focusing on intellectual property, confidentiality and indemnification.

Learning Objectives

The objective of this workshop is to provide enough insight into how the US research funding system works to be able to provide researchers with competent guidance on applications and further to present an overview of common negotiation challenges and the strategies to overcome them.

Jennifer A. Ponting*, Director, Pre-Award Services, Harvard University
Brian Del Bono, Senior Contract and Grant Officer Office of Sponsored Research, Stanford University
Jaclyn Lucas, Sponsored Program Officer, Harvard University
SENIOR LEVEL FORUM 36
POLICIES AND PROCEDURES – ARTFUL, USEFUL, EFFECTIVE, AND (REASONABLY) CURRENT
Program Level: Advanced
Writing and implementing organization-wide policies and procedures can be a frustrating experience or a rewarding way to codify institutional mindset/promote compliance (and sometimes both!). Policy writers and implementers will learn tips and tricks to maximize the overall effectiveness of their policies and procedures. Topics include deciding what does and doesn’t need a policy, use of clear language, the essential elements to include, how to distinguish policy from procedure, how to identify the ‘right’ level of detail, and how to obtain advice about running the consultative gamut, enforcing policy, and policy maintenance and updating. Also covered will be ways to effectively communicate and use policy and procedure. Participants will have a chance to practice both crafting and improving policy language and recognizing good and bad policy language.

Learning Objectives
• Participants will gain an understanding of the various operational structures and how these structures impact best practices.
• Participants will learn how to structure a policy library.
• Participants will learn how to craft effective policy language.
• Participants will be able to advocate for strong buy and enforcement.

Prerequisites: The course is focused on those who need to write and implement policies and procedures rather than use them.

Pamela A. Webb*, Associate Vice President for Research, University of Minnesota
Gunta Liders, Associate Vice President for Research Administration, University of Rochester

SENIOR LEVEL FORUM 37
STRUCTURING YOUR OFFICE FOR SUCCESS
Program Level: Advanced
The functions performed by a research administration office, broadly defined, are essentially the same the world over. As research administrators, we assist our faculty in finding new sources of funding, we ensure our institutional standards remain intact as our researchers submit new requests for funding, and we negotiate and manage awards through their lifecycle, among many other activities. What is different across institutions is how we structurally and organizationally manage our offices. This workshop will focus on several organizational structures, how these structures work, and the impact of the various structures on operational best practices. Specifically, we will address the benefits, efficiencies, and challenges of the traditional pre-award and post-award structures along with associated work allocation models, plus look at other functions that have been more clearly defined in recent years, i.e., Research Development and Information Technology functions. We will examine why one structure may work at one institution, but not at another. Be prepared to share your organizational structures as well as your organizational challenges.

Learning Objectives
• Participants will gain an understanding of the various operational structures and how these structures impact best practices.
• We will address how physical space, institutional culture, size of operation staff, and/or needs of institutional researchers influence operational structures.
• We will investigate how technology and support services can impact an office structure.
• We will share why it is important to review and (possibly) revise operational structure from time to time.

Prerequisites: Experience in managing an office, organization, or functional service.

David Richardson*, Associate Vice Chancellor for Research and Director of Sponsored Programs, University of Illinois at Urbana-Champaign
Patricia A. Hawk, Assistant Vice President, Office for Sponsored Research and Award Administration, Oregon State University
Dan Nordquist, Associate Vice President for Research Operation and Support, Office of Grant and Research Development, Washington State University
REGISTRATION OPEN – NOTICE WILL BE SENT TO ALL ANNUAL MEETING REGISTRANTS

HORIZON 2020 WORKSHOP

This special workshop is brought to you by BILAT USA 4.0, which aims to strengthen research collaboration between the U.S. and the European Union. Horizon 2020 is the European Union’s €80 billion ($90 billion) research program. In addition to hands-on training in finding and applying for funding opportunities for U.S. institutions, this workshop for the first time will include U.S. research administrators (private and public universities) that have successfully applied for and received Horizon 2020 awards.

This is a free morning workshop on Wed, August 10th, 2016 (8:30 AM – 12 PM) that will answer all of your questions on Horizon 2020 and provide a chance to quiz research administrators with first-hand experience in dealing with European Commission grants.

1 The BILAT USA 4.0 project received funding from the European Union’s Horizon 2020 research and innovation programme under grant agreement No 692468.

WORKSHOP 38

NIH DAY CAMP: GRANTS PROCESS 101

Program Level: Overview

It’s summer…why let the kids have all the fun at camp? Put on comfy clothes and make some new friends during “NIH Day Camp: Grants Process 101”. Let our NIH camp counselors guide you through essential information and tools to better understand the NIH grants process, programs and policies. We’re putting the “Fun” in the “NIH Fundamentals.” You may not think of trying to understand the application forms, working in the eRA Commons or navigating the NIH websites as “fun,” but you’re in for a treat. NIH Program, Review, Policy, and Grants Management officials are offering a laid back day, filled with informative and interactive presentations, guidance, and an array of future NIH contacts for critical points in the grants process!

Learning Objectives
- Participants will gain a better understanding of policies and procedures affecting the NIH grants process from application to post-award.
- Participants will have the opportunity for personal interaction with NIH staff and be able to obtain insight and suggestions for managing research grants in an increasingly complex environment.

Cynthia Dwyer*, Regional Seminar Coordinator and Communications Specialist Office of Extramural Research (OER), National Institutes of Health
NIH staff including: Megan Columbus, Sally Amero, Nancy Emenaker, Rebecca Claycamp, Michelle Bulls, Diane Dean, Mike Lauer, Stefanie Harris, Sheri Cummins, Joe Schumaker, Megan Columbus, Nicole Garbarini
**SATURDAY ~ AUGUST 6, 2016**

4:00 – 7:00 pm  
**REGISTRATION**

**WELCOME LOUNGE**

**SATURDAY NIGHT FUN IN DUPONT CIRCLE!**

**PAINT AT ART JAMZ!**

*1728 Connecticut Avenue, NW*

Steps away from the Hilton Washington, Art Jamz in Dupont Circle has Freestyle sessions available on Saturday, August 6, 2016 at 6pm, 8pm, and 9:30pm. Our unique freestyle approach and social art studio and lounge setting enable the creation of awesome original art. We don’t tell you what to paint, but our team of creative enablers are trained to provide tips and guidance. To begin, book a 1.5 HR Studio Pass online. This includes studio access, use of paints, art materials and guidance. Canvases and drinks are purchased on location.

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**SUNDAY ~ AUGUST 7, 2016**

7:15 am – 5:00 pm  
**REGISTRATION**

8:15 am – 4:30 pm  
**WORKSHOPS** *(Additional Fee Required)*

11:45 am – 1:00 pm  
**WORKSHOP LUNCHEON** for full day session participants, faculty and evaluators

1:00 – 5:00 pm  
**NCURA CONNECT AND MARKETPLACE**

Visit NCURA Connect for all things NCURA! Complete your member profile and be entered in a drawing for a $100 American Express gift card, learn about NCURA’s member benefits, stock up on publications at the Marketplace, check out information on all of the professional development opportunities that NCURA provides, and much more! Stop by the Front Terrace to ensure you are getting the most out of your NCURA membership.

2:00 – 4:00 pm  
**FIND OUT ABOUT NCURA’S FINANCIAL MANAGEMENT COMMITTEE**

Connect with member’s from NCURA’s Financial Management Committee to learn about the role of committee, the activities of the members, and how to apply.

6:15 – 7:00 pm  
**RECEPTION**

If you enjoy a smaller networking opportunity, after you are served a refreshment in the Exhibit Hall, join your colleagues on the Terrace Level Networking rooms:

- New Research Administrators, First time Attendees & Aspiring Managers
- Pre-Award Administrators
- Post-Award Administrators
- Predominantly Undergraduate Institution Research Administrators
- International Research Administrators

7:00 pm  
**SUNDAY BANQUET AND ENTERTAINMENT BY ANDY GROSS**

Join your colleagues for a relaxed Dinner and a Night of Magic featuring comedian, magician, and ventriloquist Andy Gross. One of the hottest corporate entertainers working today, Andy also performs at comedy clubs, Las Vegas venues, cruise ships, colleges, and performing arts theatres nationwide and has appeared on The Ellen Show and an NBC television special. His ad-libbing in stand-up routines has been compared to that of Don Rickles and Robin Williams, and his ventriloquism skills are impressive. Andy will be amazing us with his Split Man Illusions and by levitating a member of the audience!

9:00 pm  
**REGIONAL HOSPITALITY SUITES OPEN**
MAY WE HELP YOU FIND YOUR MEETING ROOM?

SUNDAY: 7:30 – 8:15 AM and 12:30 – 1:00 PM

Let us help you navigate your way throughout the Annual Meeting! NCURA Volunteers are stationed in key locations around the hotel and are available to help you find your meeting room. Look for volunteers with signs “May I help you find your meeting room?” located at the bottom of the escalator on the concourse level; outside both exhibit doors near Columbia Hall; and, at the top of escalator on the lobby level.

MAP OUT YOUR MEETING

Saturday: 4:00 - 7:00 pm
Sunday: 10:30 am - 3:30 pm

Newer to the NCURA Annual Meeting and/or the Profession? Members are available to help you choose the sessions that will have the biggest impact for you.

NCURA is Your Onboarding Partner!

Video webinar series with companion workbook and resources for your institution’s training and onboarding programs.

- 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 (2 Part Series)
- Compliance (2 Part Series)

Interested in purchasing the complete Life Cycle Series? Simply add all 6 programs to your online cart to automatically receive a 10% DISCOUNT on your order!

All programs available on-demand at https://onlinelearning.ncura.edu/
# AGENDA

**Monday, August 8, 2016**

## CONCURRENT SESSION & DISCUSSION GROUPS BY TRACK

### CLINICAL RESEARCH/CLINICAL TRIALS

<table>
<thead>
<tr>
<th>CONCURRENT SESSIONS</th>
<th>DISCUSSION GROUP</th>
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<tbody>
<tr>
<td><strong>10:15 – 11:45 am</strong></td>
<td></td>
</tr>
<tr>
<td>CLINICAL TRIAL NEGOTIATION AND MANAGEMENT; WHAT EVERYONE NEEDS TO KNOW</td>
<td>1:45 – 2:45 pm</td>
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<tr>
<td>ENJOYING CLINICAL FACULTY IN THE RESEARCH ENTERPRISE</td>
<td>CLINICAL TRIAL AGREEMENTS: A ROUNDTABLE DISCUSSION</td>
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### COMPLIANCE

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<td>10:15 – 11:45 am</td>
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<tr>
<td>INSTITUTIONAL REVIEW COMMITTEES: HUMAN SUBJECTS (IRB), ANIMAL SUBJECTS (IACUC), AND RECOMBINANT DNA AND BIOLOGICAL MATERIALS (IBCS)</td>
<td>BUILDING YOUR YARDSTICK: DEVELOPING POLICY THAT “STICKS” IN YOUR INSTITUTION’S CULTURE</td>
</tr>
<tr>
<td>EFFECTIVE COMPLIANCE IN A SHIFTING REGULATORY ENVIRONMENT</td>
<td>1:45 – 2:45 pm</td>
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<tr>
<td><strong>1:45 – 2:45 pm</strong></td>
<td>WORKING IN A SHARED SERVICE CENTER ENVIRONMENT</td>
</tr>
<tr>
<td><strong>4:00 – 5:00 pm</strong></td>
<td>EXPORT CONTROLS - THE IMPACT OF EXPORT CONTROL REFORM ON THE INPUTS, CONDUCT, AND RESULTS OF RESEARCH ACTIVITIES</td>
</tr>
<tr>
<td><strong>4:00 – 5:00 pm</strong></td>
<td>TACKLING A COMPLEX BUSINESS PROBLEM</td>
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### CONTRACTING & WORKING WITH INDUSTRY

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<tr>
<td>UNDERSTANDING INTELLECTUAL PROPERTY ISSUES: A PRIMER FOR THE RESEARCH ADMINISTRATOR</td>
<td>10:15 – 11:45 am</td>
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<tr>
<td><strong>10:15 – 11:45 am</strong></td>
<td>TOP 10 NEGOTIATING ISSUES FOR NON-DISCLOSURE AGREEMENTS AND HOW TO RESOLVE THEM</td>
</tr>
<tr>
<td><strong>4:00 – 5:00 pm</strong></td>
<td>INTERNATIONAL AND MULTINATIONAL INDUSTRY AGREEMENTS</td>
</tr>
</tbody>
</table>
CONCURRENT SESSIONS

4:00 – 5:00 pm
LEADERSHIP AND HOW DO YOU FIT/MAKING THE LEAP INTO MANAGEMENT/ PREPARATION
MEDITATION 101/TRANSITIONING INTO STRATEGIC THINKING

DISCUSSION GROUPS

10:15 – 11:45 am
SUCCESSION PLANNING: SOMETHING THAT WE ALL NEED TO BE THINKING ABOUT
1:45 – 2:45 pm
THE T-SHAPED RESEARCH ADMINISTRATOR: MAXIMIZING YOUR EFFECTIVENESS/ TIPS & TOOLS FOR NEW AND ASPIRING RESEARCH ADMINISTRATION MANAGERS
4:00 – 5:00 pm
RAISING THE MORALE OF YOUR OFFICE

DEPARTMENTAL

CONCURRENT SESSIONS

10:15 – 11:45 am
A DAY IN THE LIFE OF A DEPARTMENTAL RESEARCH ADMINISTRATOR: MANAGING MULTIPLE PROJECTS, PIs AND YOUR TIME
1:45 – 2:45 pm
THE MULTIFACETED ROLE OF A DEPARTMENTAL RESEARCH ADMINISTRATOR

DISCUSSION GROUPS

10:15 – 11:45 am
HOW ARE DRAs HANDLING NEW REQUIREMENTS RE: IT SECURITY, DATA MANAGEMENT, ETC.
4:00 – 5:00 pm
PORTFOLIO OF TOOLS - CHECKLISTS AND TEMPLATES TO MAKE OUR JOBS EASIER

FEDERAL & REGULATORY UPDATES

CONCURRENT SESSIONS

10:15 – 11:45 am
ONR, AIR FORCE, ARMY MEDICAL RESEARCH AGENCY UPDATE
USDA/NIFA UPDATE
1:45 – 2:45 pm
FINAL REPORT OF THE NATIONAL ACADEMIES COMMITTEE ON FEDERAL RESEARCH REGULATIONS AND REPORTING REQUIREMENTS
NSF UPDATE
NIST/NOAA UPDATE
FEDERAL DEMONSTRATION PARTNERSHIP (FDP) EXPANDED CLEARINGHOUSE PILOT
4:00 – 5:00 pm
DEPARTMENT OF EDUCATION UPDATE

DISCUSSION GROUP

4:00 – 5:00 pm
PUBLIC ACCESS IMPLEMENTATION FROM AN INSTITUTIONAL PERSPECTIVE
CONCURRENT SESSIONS

10:15 – 11:45 am
MANAGING INTERNATIONAL SUBAWARDS: RISKS AND OPPORTUNITIES
1:45 – 2:45 pm
CULTURAL CHALLENGES WITH INTERNATIONAL GRANTS & CONTRACTS
MANAGING SPONSORED RESEARCH RISK IN AN INTERNATIONAL ENVIRONMENT
4:00 – 5:00 pm
ANATOMY OF “ECOSYSTEMS” FOR ENHANCING RESEARCH UNIVERSITY MANAGEMENT VIA RESEARCH-RELATED METRICS AND CROSS-ORGANIZATIONAL DESIGN
PRESENTATION TECHNIQUES IN AN INTERNATIONAL SETTING
GRANTS OFFICE STRUCTURES: A GLOBAL PERSPECTIVE

DISCUSSION GROUPS

10:15 – 11:45 am
INTERNATIONAL RESEARCH ADMINISTRATION AT PUIs
1:45 – 2:45 pm
WHO IS THE RESEARCHER OF TOMORROW?
4:00 – 5:00 pm
MAKING YOUR RESEARCHERS ATTRACTIVE FOR EXTERNAL FUNDING

POST-AWARD

CONCURRENT SESSIONS

10:15 – 11:45 am | POST-AWARD: FINANCIAL
THE ABCS OF AUDITS
1:45 – 2:45 pm | POST-AWARD: FINANCIAL
UNIFORM GUIDANCE: AN UPDATE ON MAJOR ISSUES
4:00 – 5:00 pm | POST-AWARD: FINANCIAL
ALL IS WELL THAT ENDS WELL: SUCCESSFUL PROJECT CLOSEOUT STRATEGIES

DISCUSSION GROUPS

10:15 – 11:45 am | POST-AWARD
REAL ADMINISTRATORS OF POST-AWARD
10:15 – 11:45 am | POST-AWARD
WHAT’S NEW WITH ALTERNATIVES TO TRADITIONAL EFFORT REPORTING?
1:45 – 2:45 pm | POST-AWARD
CUSTOMER SERVICE – KEEPING A CONSTANT VARIABLE IN AN EVER-CHANGING ENVIRONMENT
4:00 – 5:00 pm | POST-AWARD
ALLOWABLE, REASONABLE AND ALLOCABLE: DEFINING IT DEPENDS

PRE-AWARD

CONCURRENT SESSIONS

10:15 – 11:45 am
ACHIEVING ORDER FROM CHAOS

DISCUSSION GROUPS

1:45 – 2:45 pm
ACHIEVING ORDER FROM CHAOS (Follow-up to concurrent session, “Achieving Order from Chaos,” held at 10:15 am)
4:00 – 5:00 pm
PRE-AWARD COST SHARING THAT POST-AWARD CAN LIVE WITH
## CONCURRENT SESSION & DISCUSSION GROUPS BY TRACK

### PREDOMINANTLY UNDERGRADUATE INSTITUTIONS (PUI)

#### CONCURRENT SESSIONS
- 10:15 – 11:45 am
  - Q & A: STARTING AN OFFICE OF SPONSORED RESEARCH AT A PUI
- 1:45 – 2:45 pm
  - IS MY INSTITUTION READY FOR AN ERA SYSTEM?
- 4:00 – 5:00 pm
  - OMB UNIFORM GUIDANCE IMPLEMENTATION PLAN FOR PUI INSTITUTIONS

#### DISCUSSION GROUPS
- 10:15 – 11:45 am
  - STARTING FROM SCRATCH: DEVELOPING A RESEARCH OFFICE AT A PREDOMINANTLY UNDERGRADUATE INSTITUTION
- 1:45 – 2:45 pm
  - MAKING THE TRANSITION TO AN ERA: PUI TRIALS AND TRIBULATIONS
- 4:00 – 5:00 pm
  - FROM SURVIVING TO SUCCEEDING AT A PUI: 101

### SENIOR LEVEL

#### CONCURRENT SESSIONS
- 10:15 – 11:45 am
  - BEST PRACTICES FOR RESEARCH ADMINISTRATION POLICY & PROCEDURE REVIEW AND DEVELOPMENT
- 4:00 – 5:00 pm
  - THE ART OF CREATING MEANINGFUL COURSES AND TEACHING IN AN ONLINE MASTERS DEGREE PROGRAM IN RESEARCH ADMINISTRATION
  - HOT TOPICS FOR SENIOR ADMINISTRATORS

#### DISCUSSION GROUPS
- 1:45 – 2:45 pm
  - INTEROPERABILITY – A TECHNICAL OR A CULTURAL ISSUE?
- 4:00 – 5:00 pm
  - BUILDING A BODY OF SCHOLARSHIP IN RESEARCH ADMINISTRATION: WHERE ARE WE NOW AND WHERE ARE WE GOING?

### SPONSORED PROGRAM DEVELOPMENT & FOUNDATIONS

#### CONCURRENT SESSIONS
- 1:45 – 2:45 pm
  - FUNDING OPPORTUNITIES: BEST PRACTICES
- 4:00 – 5:00 pm

#### DISCUSSION GROUP
- 10:15 – 11:45 am
  - BEYOND THE RFP: DIVERSE METHODS FOR IDENTIFYING FUNDING

### THE NEW RESEARCH ADMINISTRATOR

#### CONCURRENT SESSIONS
- 10:15 – 11:45 am
  - LIFECYCLE OF AN AWARD
- 1:45 – 2:45 pm
  - WHAT EVERY NEW RESEARCH ADMINISTRATOR SHOULD KNOW
- 4:00 – 5:00 pm
  - LIFECYCLE OF A SUB: NAVIGATING YOUR SUB THROUGH THE ROUGH WATERS OF RESEARCH ADMINISTRATION

#### DISCUSSION GROUPS
- 10:15 – 11:45 am
  - NEW TO GRANTS AND SPONSORED PROGRAMS?
- 1:45 – 2:45 pm
  - MANAGING UP
- 4:00 – 5:00 pm
  - WHAT SHOULD EVERY RESEARCH ADMINISTRATOR KNOW BUT NO ONE EVER TELLS YOU?
6:15 – 7:15 am
NCURA FUN RUN & POWER WALK

7:15 – 8:00 am
CONTINENTAL BREAKFAST AND BREAKFAST ROUNDTABLES

FOCUSED ON THE FUTURE - MAXIMIZING AN INSTITUTION’S F&A RATE
Hank Kirschenmann*, Manager, Attain LLC

TEAM BUILDING TIPS
Jo Ann Smith*, Director, Master of Research Administration (MRA) and the Graduate Certificate in Research Administration Programs, University of Central Florida

UG SUBPART E COST PRINCIPLES: WHAT CHANGED?
David Schultz*, Director of Sponsored Programs Finance Administration, University of Louisiana at Lafayette

FOR YOUNG PROFESSIONALS - LESS THAN 5 YEARS IN THE PROFESSION
Robyn B. Remotigue*, Research Manager, School of Public Health, University of North Texas Health Science Center at Fort Worth

PRINCIPLES OF SUCCESSFUL MENTORING
Tony Onofrietti*, Director, Research Education, University of Utah

7:15 am – 5:00 pm
AM58 CONCIERGE
EXPOSITION 2016

INNOVATION STATION!
Creativity doesn’t have to be something you express only on the weekends or during off-time—it’s an essential part of anyone’s professional skill set! Not only does creativity lead you to innovative thinking, it inspires effective problem solving, new strategies, and fresh ideas.

Visit the innovation station to invest in some creativity time and get your brain ready for the interactive sessions and learning experience during the 58th Annual Meeting!

7:15 – 8:00 am
CONTINENTAL BREAKFAST AND BREAKFAST ROUNDTABLES

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KEYNOTE ADDRESS:
GERALDINE HAMILTON
builds organs and body parts on a chip - to test new, custom cures

Following our annual NCURA awards presentation, Dr. Geraldine Hamilton, cell biologist and toxicologist, will challenge us to envision tomorrow as she presents the Keynote address, Organs-on-Chips: Predicting Human Physiology and Pathobiology.

Dr. Hamilton’s career spans from pharma to academia to biotech start-ups. As a Lead Senior Staff Scientist at Harvard’s Wyss Institute, Dr. Hamilton directed the extensive Organs-on-Chips project, focusing on the development of new human-relevant cell-based models and their application to drug discovery. Now, as President and Chief Scientific Officer of Emulate, Inc., a successful spin-off company, Dr. Hamilton continues her work to further develop Organs-on-Chips technology as well as to drive and facilitate its adoption for commercial use. Her research offers a fascinating look into the future of drug discovery and testing.

OUTSTANDING ACHIEVEMENT IN RESEARCH ADMINISTRATION AWARD

Pamela A. Webb
Associate Vice President for Research, University of Minnesota

JOSEPH F. CARRABINO AWARD

Patricia Watts,
National Program Director, Air Transportation Centers of Excellence, Federal Aviation Administration

MAP OUT YOUR MEETING

Monday: 7:30 am – 8:30 am, 9:45 am – 11:45 am

Newer to the NCURA Annual Meeting and/or the Profession? Members are available to help you choose the sessions that will have the biggest impact for you.
8:15 – 9:45 am (continued)

PRESENTATION OF JULIA JACOBSEN DISTINGUISHED SERVICE AWARD
NCURA DISTINGUISHED EDUCATOR DESIGNATION

NCURA JULIA JACOBSEN DISTINGUISHED SERVICE AWARD

Glenda A. Bullock, Director of Research and Business Administration, Divisions of Hematology, Rheumatology, Allergy & Immunology, Washington University in St. Louis

Samantha J. Westcott, Sponsored Research Manager, Division of Physics, Mathematics and Astronomy, California Institute of Technology

Denise M. Moody, Senior Director of Research Compliance, Harvard University

Craig A. Reynolds, Director, Office of Research and Sponsored Projects, University of Michigan-Ann Arbor

Kris A. Monahan, Director of Sponsored Research and Programs, Providence College

NCURA DISTINGUISHED EDUCATOR DESIGNATION

Ann M. Holmes Assistant Dean, College of Behavioral and Social Sciences, University of Maryland College Park

Kim Moreland Associate Vice Chancellor for Research & Sponsored Programs, University of Wisconsin Madison

David J. Mayo Director of Sponsored Research, California Institute of Technology

Patrick W. Fitzgerald Associate Dean for Research Administration, Harvard University
CONCURRENT SESSIONS

CLINICAL RESEARCH/CLINICAL TRIALS
This session will also be of interest to participants interested in the following tracks: Contracting & Working with Industry; Departmental; Pre-Award: Financial; The New Research Administrator
Program Level: Basic

CLINICAL TRIAL NEGOTIATION AND MANAGEMENT: WHAT EVERYONE NEEDS TO KNOW
Are clinical trials becoming a bigger part of your research administration world? If that’s the case, this is an excellent session to learn about clinical trial essentials. Whether you are a department administrator or working in a central office, you will benefit from this session. We will examine a standard confidentiality agreement, often the first sign your faculty member is interested in participating in a clinical trial. We will also look at sample clinical trial agreements and determine how to negotiate important clauses with industry sponsors. Did you know that you can negotiate the budget the sponsor offers? It’s true. We will talk about how to determine actual costs and put together a budget that covers actual costs. Finally, we will look into invoicing and the importance of following up on payments and managing trial closeout. Come prepared with questions and your own clinical trial experiences.

Learning Objectives
• Participants will learn about clinical trial terms and budget negotiations.
• Participants will gain insight on tracking invoicing and payments as well as clinical trial closeouts.

Cheryl K. Williams*, Associate Director, Office of Research and Project Administration, University of Rochester
Anthony Beckman, Senior Research Administrator, Office of Research & Project Administration, University of Rochester

COMPLIANCE
This session will also be of interest to participants interested in the following tracks: Federal & Regulatory Updates; International; Pre-Award; Post-Award: Non-Financial; Senior Level
Program Level: Intermediate

EXPORT CONTROLS: APPLYING THE REGULATIONS TO INPUTS, CONDUCT, AND RESULTS OF RESEARCH ACTIVITIES
Export controls affect certain research activities in a variety of ways, some of which are often unintended, and may impose compliance requirements on inputs into research, research performance, and generated results. This session will explore methods to distinguish regulatory requirements applicable to fundamental research activities from export controlled research activities, including techniques to ensure that research inputs, performance and results are compliant. This session will provide practical tips and best practices via real-world examples of how to identify and de-conflict export control requirements applicable to various aspects of a research activity.

Learning Objectives
• Participants will be able to identify variables that constitute an “input,” “conduct” or “output” of a research activity as they relate to export controls.
• Participants will be able to identify export control requirements associated with these variables.
• Participants will have an understanding of how to implement sound compliance procedures to comply with export controls.

Prerequisite: This session is intended for individuals with some understanding of export control laws, regulations and sanctions including the EAR and the ITAR.

Michael Miller*, Export Control Officer, Office of Research and Project Administration, University of Central Florida
Kay Ellis, Director, University Export Control Program, University of Arizona
ADAY IN THE LIFE OF A DEPARTMENTAL RESEARCH ADMINISTRATOR: MANAGING MULTIPLE PROJECTS, PIs AND YOUR TIME

The departmental administrator is on the front line of research administration. On any given day you, the departmental administrator, can be expected to assist with proposal submissions – usually not within the optimal 10 day window – manage post-award activities such as sub-awards, cost transfers, Pcard purchases, travel, financial analysis, etc. all with multiple interruptions from faculty, the central office, the Dean’s office, and of course, email. How do you prioritize? How do you structure your day to complete tasks but allow flexibility for the many last minute emergencies? This session will offer best practices on how to organize multiple proposals and projects simultaneously, and then make measurable, encouraging progress on them all. Strategies for (i) efficiently prioritizing tasks, (ii) strategies for time-saving, and (iii) optimizing email communication will be highlighted. Bring your questions and tips for a lively discussion!

Learning Objectives
- Participants will learn tips to prioritize projects to maximize the breadth and depth of service provided to constituents.
- Participants will learn tips to structure their workday to make measurable progress on multiple projects, even last minute “emergencies.”
- Participants will learn how to optimize their use of email as a tool to organize projects (and avoid that feeling of despair when checking their inbox!).

Kay Gilstrap*, Grants & Contracts Officer III, Georgia State University
Jennifer Lyon Gardner, Director of Strategic Research Initiatives, University of Texas at Austin

DEPARTMENTAL

This session will also be of interest to participants interested in the following tracks:
Post-Award: Financial; The New Research Administrator

Program Level: Basic

UNDERSTANDING INTELLECTUAL PROPERTY ISSUES: A PRIMER FOR THE RESEARCH ADMINISTRATOR

Intellectual property (IP) is at the heart of the research enterprise. It is the fundamental product resulting from the work of our faculty and investigators. However, IP can take different forms (e.g. journal articles, software, medical devices) and depending on its form may be treated very differently. In this session we will review the basics of IP and IP protection, including patents, trademarks, copyrights and trade secrets. We will then discuss institutional policies on ownership of IP and how they may impact the relationship between Sponsored Programs and Technology Commercialization. Finally, we will discuss how various IP issues can affect grants and contracts, especially with industrial sponsors, and how best to address these issues when negotiating agreements. Questions and comments will be welcome.

Learning Objectives
- Participants will learn about the basic forms of intellectual property protection.
- Participants will learn about the patenting process.
- Participants will learn who owns intellectual property in the academic/research environment.
- Participants will learn how intellectual property impacts/intersects with research at academic/research institutions.
- Participants will learn how to address intellectual property concerns in grants/contracts.

Rafael Martin*, Associate Vice President for Research, University of Texas at Dallas
CONCURRENT SESSIONS CONTINUED

FEDERAL & REGULATORY UPDATES
This session will also be of interest to participants interested in the following tracks: Departmental; Pre-Award; Predominantly Undergraduate Institutions (PUI); Post-Award: Financial
Program Level: Update
ONR, AIR FORCE, ARMY MEDICAL RESEARCH AGENCY UPDATE
This session will provide participants with updates on research program funding opportunities, award administrative requirements, and DoD assistance policies.

FEDERAL & REGULATORY UPDATES
This session will also be of interest to participants interested in the following tracks: Departmental; Pre-Award; Predominantly Undergraduate Institutions (PUI); Post-Award: Financial
Program Level: Update
USDA/NIFA UPDATE
The National Institute of Food and Agriculture (NIFA) is an agency within the U.S. Department of Agriculture (USDA). Congress created NIFA through the Food, Conservation, and Energy Act of 2008. NIFA replaced the former Cooperative State Research, Education, and Extension Service (CSREES), which had been in existence since 1994. The Office of Grants and Financial Management (OGFM) supports NIFA’s mission of advancing food and agricultural science by administering grants, cooperative agreements, and other federal financial assistance with policy, funding, and oversight.

INTERNATIONAL
This session will also be of interest to participants interested in the following tracks: Post-Award: Financial
Program Level: Overview
MANAGING INTERNATIONAL SUBAWARDS: RISKS AND OPPORTUNITIES
Challenging situations and unique issues abound when dealing with international collaborations. Our investigators are eager to develop worldwide relationships, and we must support them while navigating legal, financial, and compliance risks and complications. To guide you in the right direction, the presenters will offer tips and resources for risk assessment and export compliance reviews, issuing an effective subaward, and subrecipient oversight strategies that balance monitoring and micromanagement. The more proactive we can be in managing the risks, the more we can achieve success and maximize opportunities for international collaboration.

Learning Objectives
• Participants will have tools and resources to identify potential compliance red flags, including legal issues, intellectual property, and export controls and sanctions, that may require action before the subrecipient can begin project work.
• Participants will learn how the Uniform Guidance affects international subawards and receive specific examples of agreement terms unique to international collaborations.
• Participants will understand effective strategies for monitoring international collaborators’ project work.

Janet B. Simons*, Director, Research Policy, University of Maryland, Baltimore
David Brady, Director, Export and Secure Research Compliance, Virginia Tech

Debbie Rafi*, Director, Indirect Cost Branch, University Business Affairs, Office of Naval Research
Representatives from Air Force, and US Army Medical Research Acquisition Activity to be announced

Maria Koszalka*, Division Director, Policy and Oversight, USDA

Learning Objectives
This session will provide participants with the opportunity to meet OGFM staff and learn more about NIFA and its financial assistance efforts.
Prerequisite: This session is intended to update participants on new USDA and NIFA policies.

Maria Koszalka*, Division Director, Policy and Oversight, USDA

Learning Objectives
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Maria Koszalka*, Division Director, Policy and Oversight, USDA
Post-Award: Financial
This session will also be of interest to participants interested in the following tracks: Compliance; Predominantly Undergraduate Institutions (PUI); Senior Level
Program Level: Basic

The ABCs of Audits
This session will review the Uniform Guidance audit requirements for recipients of federal awards and explain the purpose and practical use of OMB’s Compliance Supplement. The session will also outline practical steps to prepare for a federal audit.

Learning Objectives
- Participants will gain an understanding of program-specific and single audit requirements.
- Participants will understand the purpose and practical use of OMB’s Compliance Supplement.
- Participants will gain an understanding on how to prepare for a federal audit.

Douglas Backman*, Director, Compliance, University of Central Florida
Tim Reuter, Director, Post-Award Operations, Office of Sponsored Research, Stanford University
Linda Bucy, Assistant Vice President Finance and Controls, Virginia Tech

Pre-Award
This session will also be of interest to participants interested in the following track: Senior Level
Program Level: Advanced

Achieving Order from Chaos
Unfortunately, receiving last minute proposals is a common occurrence in sponsored projects offices. Often an institution’s culture and/or its leadership contributes to the chaos created by last-minute submissions. In such an environment, organizational resources become strained or even fail. In addition, last minute submissions rarely result in the best proposal being put forward. Rather, they may put the institution and/or the principal investigator at risk, take time and resources away from proposals that were received in a timely manner for review, and are often cited as a significant factor contributing to staff turnover. In this session, we will examine methods for creating a more organized, orderly, and fair process to ensure the timely review, approval and submission of proposals.

Learning Objectives
- Participants will learn about methods used to examine, analyze, streamline and achieve efficiency in organizational processes and procedures.
- Participants will gain an understanding of the importance of marketing and outreach when undertaking or leading procedural/process change.

Bruce Morgan*, Associate Vice Chancellor for Research Administration, University of California, Irvine
Nancy R. Lewis, Director, Sponsored Projects, University of California, Irvine
Patti Manheim, Director, Office of Contract and Grant Administration, UCLA

Predominantly Undergraduate Institutions (PUI)
This session will also be of interest to participants interested in the following tracks: Compliance; Pre-Award; Senior Level; Sponsored Program Development & Foundations
Program Level: Intermediate

Q & A: Starting an Office of Sponsored Research at a PUI
The panel will prompt participants by relating some of their experiences in finding the relevant policies on their PUI campuses, leading policy making across departments, participating in office to office training with other departments, reaching out to faculty to use the office for cradle to grave assistance with grants, and winning senior administrative support for your office.

Learning Objectives
- Participants will leave the panel discussion with their questions answered regarding starting up an Office of Sponsored Research at a PUI including:
  - learning practical strategies for finding and making needed policies related to grants administration.
  - discussing best practices for engaging in office to office training with other departments.
  - engaging faculty in pre- and post-award interactions with the new office.
  - winning senior administrative support for their office.
CONCURRENT SESSIONS CONTINUED

PREDOMINANTLY UNDERGRADUATE INSTITUTIONS (PUI)
This session will also be of interest to participants interested in the following tracks:
Compliance; Pre-Award; Senior Level; Sponsored Program Development & Foundations
Program Level: Intermediate
Q & A: STARTING AN OFFICE OF SPONSORED RESEARCH AT A PUI (CONTINUED)
We will then open the floor to questions related to starting an office of sponsored research at a PUI or continuing one with limited staff and a shoestring budget.

SENIOR LEVEL
This session will also be of interest to participants interested in the following track:
Current & Aspiring Managers
Program Level: Advanced
BEST PRACTICES FOR RESEARCH ADMINISTRATION POLICY & PROCEDURE REVIEW AND DEVELOPMENT
Developing policies that are clear, concise and easy to follow so all parties can be compliant can be challenging. This session will provide attendees the opportunity to walk through portions of the processes of policy development and implementation within a university setting. The session will also cover some of the major communication strategies related to policy implementation and changes, the difference between a policy and a process, as well as the importance of developing a policy monitoring process.

THE NEW RESEARCH ADMINISTRATOR
This session will also be of interest to participants interested in the following tracks: Departmental; Pre-Award; Predominantly Undergraduate Institutions (PUI); Post-Award: Financial; Post-Award: Non-Financial
Program Level: Basic
LIFECYCLE OF AN AWARD
As a new research administrator, whether assisting other administrators at the central level, or assisting faculty directly at the department level, it may be difficult at times to know where to turn on the award lifecycle roadmap. What terms translate into a roadblock or an exit ramp? What keeps you cruising through green lights? We aim to highlight some guideposts as you travel with an award from start to finish.

Prerequisite: Participants should have 1 or more years experience at a PUI.
Anne Sebanc*, Director of Faculty Grants, Whittier College
Pamela Napier, Director, Office of Sponsored Programs, Agnes Scott College
Pam B. Whitlock, Director, Office of Sponsored Programs, University of North Carolina at Wilmington (Emeritus)

Learning Objectives
• Participants will understand the key components of policy development, management and implementation.
• Participants will understand how policies can increase audit risk.
• Participants will be able to creating communication strategies around policy implementation and updates.

Prerequisite: Participants should have an understanding of research administration processes and the Uniform Guidance.
Dennis J. Paffrath*, Assistant Vice President for Sponsored Programs Administration, University of Maryland, Baltimore
Denise J. Clark, Associate Vice President for Administration and Chief of Staff, Division of Research, University of Maryland, College Park

Learning Objectives
• Participants will understand the implications of terms, such as prior approval, revised budget, exception letter, publication restrictions, and more.
• Participants will begin to identify when they should be the resource for information and when they need to seek guidance from others to fulfill their responsibilities.

Natalie Goodwin-Frank*, Director, Research Development & Administration, School of Engineering and Applied Science, Washington University in St. Louis
Cindy White, Consultant, University Research Administration
DISCUSSION GROUPS

**COMPLIANCE**
This session will also be of interest to participants interested in the following tracks: Pre-Award; Predominantly Undergraduate Institutions (PUI); Post-Award; Non-Financial; Senior Level

**BUILDING YOUR YARDSTICK: DEVELOPING POLICY THAT “STICKS” IN YOUR INSTITUTION’S CULTURE**
Policy is the yardstick by which we measure practice. Developing research policy demands thoughtful planning and careful strategy, with transparency and inclusiveness driving your stakeholder groups. But developing policy also requires consideration for your institution’s culture. What kind of yardstick will your institution accept, and how do you develop policy at your institution with an eye toward it’s culture? Join us as we discuss strategies that work, and those that don’t, with respect to differences in governance processes, review requirements, and your institution’s culture.

Matt Richter*, Compliance Manager, University of Wisconsin-Milwaukee

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**CONTRACTING & WORKING WITH INDUSTRY**

**TOP 10 NEGOTIATING ISSUES FOR NON-DISCLOSURE AGREEMENTS AND HOW TO RESOLVE THEM**

Universities and companies approach the exchange of confidential information with different expectations. Negotiation of a confidentiality agreement can require universities to educate companies as to what information they can protect, and how. This session will discuss the top 10 issues most likely to arise in NDA negotiations, including the marking requirement, policies on trade secrets, export control considerations, confidentiality term, governing law, and the Principal Investigator’s responsibilities. We will invite the audience to describe their own top issues and methods for resolution.

Rebecca Leamon*, Contracts Negotiator, University of Texas at Austin
Sarah Brandoff, Columbia University in the City of New York
Kelly Morrison, Director, Office for Sponsored Research, Northwestern University
Amanda Snyder, Co-Director, Office of Sponsored Programs, University of Washington

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**CURRENT & ASPIRING MANAGERS**

**SUCCESION PLANNING: SOMETHING THAT WE ALL NEED TO BE THINKING ABOUT**

Succession planning is not something that is reserved for those planning to retire. Rather, it is something that all managers should all be planning within our organizations. Whether a small or large organization, whether new or old to the profession, we need to understand the importance of planning for development and turnover. This discussion group will discuss the reasons for succession planning and strategies for how to accomplish it.

Kerry Peluso*, Associate Vice President for Research Administration, Emory University

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EXPERIENCING TODAY... ENVISIONING TOMORROW

WAshington, D C  | August 7 – 10, 2016

10:15 – 11:45 am  | EDUCATION SESSIONS

DISCUSSION GROUPS CONTINUED

DEPARTMENTAL
This session will also be of interest to participants interested in the following tracks: Compliance; Federal & Regulatory Updates; Post-Award: Non-Financial

HOW ARE DRA's HANDLING NEW REQUIREMENTS FOR IT SECURITY, DATA MANAGEMENT, ETC.

Protecting research information and systems from unauthorized access, use, disclosure, disruption, modification, or destruction is a critical component to safeguarding research participant information and preventing irreparable financial loss or damage to the organization’s reputation. Protecting confidential information is not only a business requirement, but is also a legal and ethical requirement. Join the data management discussion to hear about two complimentary approaches to addressing information security for research: 1) The University of Texas at Austin’s implementation of data use agreements for export control projects and other sensitive data that require written procedures for protecting restricted data; and 2) lessons learned from the University of Florida’s recent FISMA implementation and next steps for implementing a comprehensive information security program for academic research data, including NIST SP 800-171.

INTERNATIONAL
This session will also be of interest to participants interested in the following track: Predominantly Undergraduate Institutions (PUI)

INTERNATIONAL RESEARCH ADMINISTRATION AT PUIs

For predominately undergraduate and emerging research institutions, administering awards that are international in nature creates a unique set of challenges and required skill set. This discussion group will provide a forum to discuss best practices across the lifecycle of an internationally-focused sponsored project: from funding opportunities, to proposal development, to award negotiation & administration, to closeout, audit, & compliance concerns. Come with your ideas and experiences!

POST-AWARD

REAL ADMINISTRATORS OF POST-AWARD

Are you new to post-award? Are you tired of trying to figure out who can help? Well this is the session for you. This session will give you an inside perspective on understanding the players of post-award administration.

Susan Wyatt Sedwick*, Consulting Associate, Attain, LLC
Alicia Turner, Sponsored Research Business Relationship Manager, Information Technology, University of Florida

Justin Miller*, Director, Sponsored Programs Office, Ball State University

Rashonda Harris*, Associate Director of Post-Award Administration, Emory University
Derick Jones, Program Manager, Institute for Translational Genomics and Population Sciences, Los Angeles Biomedical Research Institute
Albana Cejne, Senior Associate Director, Research Accounting Services, Temple University
POST-AWARD
WHAT’S NEW WITH ALTERNATIVES TO TRADITIONAL EFFORT REPORTING?
The administrative burden placed on faculty and institutions performing research continues to be a major area of concern for the research enterprise at the federal and university level. Publications from the National Science Board (2014), National Academies of Sciences (2015), and the Federal Demonstration Partnership (Survey in 2005 and 2012) have reported or documented the extent in which the administrative burden placed on faculty can hinder the affordability and facilitation of science. One intent of the Uniform Guidance (2 CFR 200) was to address these burdens by streamlining policy requirements and focusing on research outcomes. Will universities adopt the changes available to them in the Uniform Guidance to help reduce research burden? This session will focus on the current and future landscape of regulatory reform and university initiatives to streamline and reduce administrative burden. Panelist will also discuss a funded research initiative.

David Ngo*, Assistant Vice President, University of Texas Southwestern Medical Center at Dallas
Jeremy A. Forsberg, Assistant Vice President of Research, The University of Texas at Arlington
Brian Korblick, Manager, Huron Consulting Group
Lisa E. Mosley, Assistant Vice President, Research Operations, Arizona State University

PREDOMINANTLY UNDERGRADUATE INSTITUTIONS (PUI)
This session will also be of interest to participants interested in the following tracks:
Departmental; Pre-Award; Post-Award: Financial; Post-Award: Non-Financial; Senior Level;
Sponsored Program Development & Foundations; The New Research Administrator
STARTING FROM SCRATCH: DEVELOPING A RESEARCH OFFICE AT A PREDOMINANTLY UNDERGRADUATE INSTITUTION
Many smaller institutions are moving from having the advancement office handle externally-funded projects toward the creation of offices of sponsored programs. This session will discuss why and how this should occur, in addition to ways to make the transition as seamless as possible.

Jeffrey Jay Ritchie*, Director of Sponsored Programs, Lewis University

SPONSORED PROGRAM DEVELOPMENT & FOUNDATIONS
This session will also be of interest to participants interested in the following tracks: Contracting & Working with Industry; Departmental; Pre-Award; Predominantly Undergraduate Institutions (PUI);
The New Research Administrator
BEYOND THE RFP: DIVERSE METHODS FOR IDENTIFYING FUNDS
Many research administrators identify funding opportunities through requests for proposals, funding database searches, and through established relationships with funders. But there are other ways to identify funding that move beyond the RFP. The speakers for this discussion group will review common funding search techniques, and then provide examples of

> continued on next page
DISCUSSION GROUPS CONTINUED

SPONSORED PROGRAM DEVELOPMENT & FOUNDATIONS
This session will also be of interest to participants interested in the following tracks: Contracting & Working with Industry; Departmental; Pre-Award; Predominantly Undergraduate Institutions (PUI); The New Research Administrator

BEYOND THE RFP: DIVERSE METHODS FOR IDENTIFYING FUNDS (CONTINUED)
non-traditional search methods used in their respective institutions. Such methods include: reverse searching (from award to funder), literature reviews, media searches, funder coalition identification, and discussions with program officers. Discussion group members will be invited to share their own examples, with a goal of identifying tactics from various institutions. This session will be geared towards new or smaller institutions/programs -- who may not be have access to numerous databases, or established relationships with funders -- and for unusual projects or topics not applicable for standard research grants.

THE NEW RESEARCH ADMINISTRATOR
This session will also be of interest to participants interested in the following tracks: Departmental; Pre-Award; Predominantly Undergraduate Institutions (PUI); Post-Award: Financial; Post-Award: Non-Financial

NEW TO GRANTS AND SPONSORED PROGRAMS?
Join this lively conversation where the lack of grants management experience is welcomed and discussed. Those in new leadership positions are invited to take this opportunity to share their challenges and survival skills. We all have much in common regardless of which type of institution we come from. Led by a sponsored program/research administrator who has had to learn how to administer sponsored programs at a state college "while flying the plane," participants will gain suggestions for how to find solutions to common problems and challenges.

OFFICE HOURS: Many participants are often tasked by their managers, researchers, and colleagues with finding an answer to a burning question at their institution. With the Office Hours sessions, we are creating an opportunity to obtain answers to those questions by subject matter experts in a one-on-one setting. The expert will be able to share their thoughts and advice directly with the individual. For participants, this is a great opportunity to learn, ask questions, and meet some of NCURA’s esteemed members. To reserve your spot, pre-register online. Registration opens July 5, 2016. Information will be sent to all registrants of the 58th Annual Meeting.

POST-AWARD: FINANCIAL
OFFICE HOURS: ASK THE EXPERTS: EFFORT REPORTING
10:15 – 11:45 am | EDUCATION SESSIONS

SPARK SESSIONS: 15 – 20 minute, high energy, high deliverable offerings that will get right to the “good stuff.”

10:15 – 10:35 am
LEADERSHIP AND TEAM DEVELOPMENT: NAVIGATING THE WORK LANDSCAPE
Twila Fisher Reighley*, Assistant Vice President of Research & Graduate Studies, Michigan State University

10:45 – 11:05 am
WRITING FOR NCURA MAGAZINE
David Smelser*, Assistant Director of Sponsored Programs, University of Tennessee

11:15 – 11:35 am
FOCUSBING ON THE FUTURE - MAXIMIZING AN INSTITUTION’S F&A RATE
Hank Kirschenmann*, Manager, Attain, LLC

11:45 am – 1:30 pm
LUNCHEON AND KEYNOTE ADDRESS BY KELLY O’DONNELL, NBC CAPITOL HILL CORRESPONDENT, THE 2016 ELECTION

LUNCHEON: 11:45 am – 12:45 pm
KEYNOTE ADDRESS: 12:45 – 1:30 pm

No NCURA meeting during a presidential election year would be complete without some comment on politics in America. Kelly O’Donnell, Capitol Hill Correspondent for NBC News, joins us for lunch, some political analysis, and some prognostications. A veteran of presidential politics, Ms. O’Donnell contributes regularly to the NBC Nightly News, TODAY, and MSNBC and appears as a panelist on Meet the Press and The Chris Matthews show.
CONCURRENT SESSIONS

COMPLIANCE
This session will also be of interest to participants interested in the following tracks: Clinical Research/Clinical Trials; Departmental; Pre-Award; Predominantly Undergraduate Institutions (PUI); Post-Award; Non-Financial; Senior Level; The New Research Administrator
Program Level: Intermediate

INSTITUTIONAL REVIEW COMMITTEES: HUMAN SUBJECTS (IRB), ANIMAL SUBJECTS (IACUC), AND RECOMBINANT DNA AND BIOLOGICAL MATERIALS (IBCs)
This session provides an overview of the basic elements of research compliance. Participants are encouraged to attend regardless of previous experience with the topic area. The intended audience includes those indirectly encountering these subjects, such as in sponsored programs, and those wishing to develop a compliance program at their institutions. Participants will be provided a working understanding of human subject, animal subject, and bio-safety regulations and laws. They will also be introduced to sample policies and procedures. Instruction will be through case studies and other interactive methods.

Learning Objectives
• Participants will be provided with an overview of the federal regulatory protection for human subjects, animal subjects and bio-safety.
• Participants will discuss some of examples of research studies that are covered by these regulations.
• Participants will outline specific approaches institutions through policies can take to ensure a compliance with the relevant regulations.

Ross Hickey*, Assistant Provost for Research, University of Southern Maine

DEPARTMENTAL
This session will also be of interest to participants interested in the following tracks:
Post-Award; Non-Financial; The New Research Administrator
Program Level: Intermediate

THE MULTIFACETED ROLE OF A DEPARTMENTAL RESEARCH ADMINISTRATOR
This session will provide an overview of the subject matter in which departmental research administrators (DRAs) need to be expert in order to effectively manage research. We will cover the role of a DRA, sponsored vs non-sponsored support for researchers, compliance issues, space and facilities, on-boarding, and more. We will explain how to review research portfolios in terms of sustainability, recognizing financial cliffs, planning for expansion of labs, how to supplement traditional methods of financial support. We will also discuss the fundamentals of working with faculty: helping them develop proposal plans, familiarizing them with the local and global research environments, and helping them navigate the multitude of compliance regulations associated with research.

Learning Objectives
• Participants will learn how to think broadly: the portfolio model vs the project-specific.
• Participants will learn how to plan strategically as research grows or shrinks.
• Participants will discuss questions to ask at various time points of the research life cycle.

Prerequisite: Participants should have an understanding of cost policy, pre- and post-award process and concepts and 3+ years in research administration.

Jennifer Cory*, Director of Research, Pediatrics, Stanford University
Csilla Csaplár, Director of Administration and Finance, Geophysics, Stanford University
FEDERAL & REGULATORY UPDATES
This session will also be of interest to participants interested in the following tracks: Compliance; Pre-Award; Predominantly Undergraduate Institutions (PUI); Post-Award: Financial; Post-Award: Non-Financial; Senior Level
Program Level: Update

FINAL REPORT OF THE NATIONAL ACADEMIES COMMITTEE ON FEDERAL RESEARCH REGULATIONS AND REPORTING REQUIREMENTS
By the time of this presentation, the committee of the National Academies identified in the title is expected to have completed its report, which has been developed in two parts. Part 1 was published on a fully-reviewed and approved basis in September 2015. Part 2, dealing with human participants in research, intellectual property and technology transfer, select agents and toxins, dual use research of concern, and export controls, is expected to be completed and issued in the next few months. This presentation will involve a brief summary of the main points of Part 1, but is intended mainly to cover the content of Part 2.

Learning Objectives
Participants will gain an understanding of a major report on the health and improvement of the research partnership between the federal government and academic institutions.

Larry R. Faulkner*, President, The University of Texas at Austin (Emeritus)
Harriet Rabb, Vice President, General Counsel, The Rockefeller University

FEDERAL & REGULATORY UPDATES
This session will also be of interest to participants interested in the following tracks: Departmental; Pre-Award; Post-Award: Financial
Program Level: Update

NSF UPDATE
This session is a comprehensive review of what is new and developing with the National Science Foundation’s programs, policies, people and budgets. Participants will learn about changes affecting their institutions and researchers.

Learning Objectives
• Participants will understand recent and future changes to NSF policies and procedures.
• Participants will learn about current and future NSF budgets, agency priorities, and involvement in electronic initiatives including advances with Research.gov.

Jean I. Feldman*, Head, Policy Office, Office of Budget, Finance & Award Management, National Science Foundation

FEDERAL & REGULATORY UPDATES
This session will also be of interest to participants interested in the following tracks: Departmental; Pre-Award; Post-Award: Financial
Program Level: Update

NIST/NOAA UPDATE
Participants will hear an overview of the processes and funding opportunities available at NIST and NOAA.

Learning Objectives
Allen Conway*, Branch Chief, Grants Management Division, NOAA
Robin Bunch, Grants Officer and Team Leader, National Institute of Standards and Technology (NIST)
CONCURRENT SESSIONS CONTINUED

FEDERAL & REGULATORY UPDATES
Program Level: Update

FEDERAL DEMONSTRATION PARTNERSHIP (FDP) EXPANDED CLEARINGHOUSE PILOT
This session will discuss the exciting project that FDP has been undertaking to assist research institutions with the requirements of subrecipient entity monitoring and risk assessment. The overall goal of this Pilot is to reduce administrative burden for both the Pass-Through Entity and the Subrecipient Entity. Information about the FDP Expanded Clearinghouse Pilot will be shared including information about the origin of the Pilot, steps taken to develop the current Pilot, future phases of the Pilot as well as information about how institutions can benefit from the Pilot, even if they are not part of it or an FDP member institution.

Learning Objectives
• Participants will understand the purpose, goals and schedule for the FDP Expanded Clearinghouse Pilot.
• Participants will learn how their institution might benefit from the FDP Expanded Clearinghouse Pilot, even if they are not an FDP member institution.
• Participants will learn the national efforts underway to reduce audit review burden related to subawards and subrecipient entity monitoring and risk assessment.

Lynette Arias *, Assistant Vice Provost for Research, Office of Research, University of Washington
Pamela A. Webb, Associate Vice President for Research, University of Minnesota

INTERNATIONAL
Program Level: Overview

CULTURAL CHALLENGES WITH INTERNATIONAL GRANTS & CONTRACTS
Academic research has become global like many other spheres of activities. While researchers within a scientific discipline usually speak the same language regardless of their origin/location, their research administration offices sometimes struggle to work efficiently at the international level. The presentation will address some of the challenges that research administration offices from various locations face in the context of international research and suggest some good practices and examples to make those collaborations fruitful not only for the researchers but also for the research administrators.

Learning Objectives
Participants will learn communication, diplomacy and negotiation skills.

Bella Blaher*, Grants Officer, The University of Melbourne
Fadia Homeidan, Director of Grants and Contracts and Technology Transfer, American University of Beirut
Cecilia Björkdahl, Project Manager, Grants Office, Central Administration (UF), UF, Karolinska Institutet
CONCURRENT SESSIONS CONTINUED

INTERNATIONAL
Program Level: Overview
MANAGING SPONSORED RESEARCH RISK IN AN INTERNATIONAL ENVIRONMENT
Colleges and universities across the country are increasing their international presence. As such institutions must manage a wide range of activities (and compliance) including international research activities, partnerships with foreign schools, and sourcing from foreign vendors, each of which can present unique challenges and risks to the school. In this global environment, research administrators, compliance administrators, and internal auditors need to be aware of the scope of their institution’s international operations and to work with management to support the evaluation and management of international risks and related processes and controls.

Learning Objectives
• Participants will discuss the various areas that can be impacted by increasing international presence.
• Participants will understand and incorporate current and emerging compliance and international risk considerations into assessment and monitoring plans.
• Participants will learn leading industry practices and tips related to monitoring and auditing international activities.
Ashley Deihl*, Senior Manager, Baker Tilly
Frank Bossle, Director, Baker Tilly

POST-AWARD: FINANCIAL
This session will also be of interest to participants interested in the following tracks: Compliance; Federal & Regulatory Updates; Predominantly Undergraduate Institutions (PUI); Senior Level
Program Level: Intermediate
UNIFORM GUIDANCE: AN UPDATE ON MAJOR ISSUES
The Uniform Guidance has been in effect since December 26, 2014, but there are still major questions about its interpretation and implementation. Universities continue to work with OMB and CoFAR on topics that have had an unexpected or detrimental impact on our management of sponsored programs. In some cases, there is simply confusion about what the UG says and how to apply it in everyday operations. In other instances, the language of the UG has created additional administrative burdens.

Learning Objectives
• Participants will discuss major issues in the Guidance and provide news on recent developments in the dialogue with Federal agencies and OMB.
• Participants will be provided with updates about the status of procurement, F&A rate negotiations, the Utility Cost Adjustment, subrecipient monitoring, and any other hot topics that arise.
Kim Moreland*, Associate Vice Chancellor for Research & Sponsored Programs, University of Wisconsin-Madison, NCURA Distinguished Educator
Patricia Hawk, Assistant Vice President, Office for Sponsored Research and Award Administration, Oregon State University
Craig Reynolds, Director, Office of Research and Sponsored Projects, University of Michigan-Ann Arbor

PREDOMINANTLY UNDERGRADUATE INSTITUTIONS (PUI)
This session will also be of interest to participants interested in the following tracks: Compliance; Departmental; Pre-Award; Post-Award; Financial; Post-Award: Non-Financial; Senior Level; Sponsored Program Development & Foundations
Program Level: Overview
IS MY INSTITUTION READY FOR AN ERA SYSTEM?
This session will provide an overview of issues to be considered in transitioning to an electronic Research Administrations (eRA) system. The session is designed to be highly interactive between attendees and facilitators.

Learning Objectives
• Participants will be able to identify and articulate common research administration challenges facing PUIs
• Participants will determine the possible value of an eRA system for sponsored program administration.
• Participants will acquire tips on how to evaluate solutions.
• Participants will discuss lessons learned as early adopters.
Deborah Shaver*, Director, Research Administration, University of Idaho
Diane Barrett, Director, Office of Sponsored Programs, Colorado State University
Stephen Williams, Assistant Director, Office of Research and Sponsored Programs, Wake Forest University

* Lead presenter
SPONSORED PROGRAM DEVELOPMENT & FOUNDATIONS
This session will also be of interest to participants interested in the following tracks: Departmental; Pre-Award; Predominantly Undergraduate Institutions (PUI); The New Research Administrator
Program Level: Intermediate
FUNDING OPPORTUNITIES: BEST PRACTICES
There are many ways for pre-award research grant administrators to find grant opportunities and disseminate them to specific faculty members. But what are the best options for grant offices that serve only one small department, or serve an entire college or university? Do we need to know each faculty member’s research in order to find the right opportunities? How do we distribute grant opportunities that faculty will read? And how can we track deadlines and streamline reminder processes without wasting valuable time? This session goes beyond identifying and learning how to use the most popular grant search engines and software tools. By focusing on the best practices of grant searching and dissemination, research administrators will learn effective ways to reduce the amount of time they spend searching and to streamline research tasks.

Learning Objectives
• Participants will be able to determine the types of searching and dissemination strategies that work best for their institution.
• Participants will understand the importance of tracking deadlines to organize future grant searches.
• Participants will be able to implement specific strategies to save time, increase efficiency, and reduce frustration.

Prerequisite: Participants should have a basic knowledge of research grant opportunities and how to search for them.

Michelle Schoenecker*, Senior Proposal Development Manager, University of Wisconsin-Milwaukee

THE NEW RESEARCH ADMINISTRATOR
This session will also be of interest to participants interested in the following tracks: Departmental; International; Pre-Award; Predominantly Undergraduate Institutions (PUI); Post-Award: Financial; Post-Award: Non-Financial; Senior Level
Program Level: Basic

WHAT EVERY NEW RESEARCH ADMINISTRATOR SHOULD KNOW
Pre-Award, post-award, compliance, eRA, and research misconduct: this list is only scratching the surface of knowledge that a new research administrator needs to comprehend. Add interactions with central administration, faculty and staff….what’s a newbie to do? Come join us as we walk through research administration: What is it? Why so many policies and regulations? How do I put it into practice? This session will cover proposal development, sponsored administration award management, closeout and other issues that a new administrator would need to know.

Learning Objectives
• Participants will understand what research administration is and isn’t.
• Participants will learn the main areas of importance in research administration that will help them to be an effective research administrator.
• Participants will learn how and where to find the information they need to do their job.

Anne Albinak*, Assistant Director of Finance, Johns Hopkins University
Tolise Miles, Training Development Specialist, University of Colorado at Boulder
DISCUSSION GROUPS

**CLINICAL RESEARCH/CLINICAL TRIALS**

This session will also be of interest to participants interested in the following tracks: Contracting & Working with Industry; Current & Aspiring Managers; Departmental; Predominantly Undergraduate Institutions (PUI); Post-Award: Financial; Post-Award: Non-Financial; The New Research Administrator

**CLINICAL TRIAL AGREEMENTS: A ROUNDTABLE DISCUSSION**

New to clinical trial agreements? Been out of the game a while? In this session, we will provide an overview of the “usual suspects” as well as sections of CTAs that get less attention. We will also offer negotiation strategies and tips. Participants are encouraged to bring real-world examples for discussion.

Heather Kubinec*, Principal Contract Officer, University of California, Irvine
Angie Karchmer, Industry Contract Officer, University of California, Irvine

**COMPLIANCE**

This session will also be of interest to participants interested in the following tracks: Contracting & Working with Industry; Federal & Regulatory Updates; International; Pre-Award; Predominantly Undergraduate Institutions (PUI); Post-Award: Non-Financial; Senior Level

**EXPORT CONTROLS - THE IMPACT OF EXPORT CONTROL REFORM ON THE INPUTS, CONDUCT, AND RESULTS OF RESEARCH ACTIVITIES (Follow-up to concurrent session "Export Controls: Applying the Regulations to Inputs, Conduct, and Results of Research Activities," held at 10:15 am)**

The discussion will explore how export control reform will potentially impact the inputs, conduct and results of both fundamental and export-controlled research activities. Come prepared with real-world examples and questions related to situations at your home institution.

Michael Miller*, Export Control Officer, University of Central Florida
Kay Ellis, Director, University Export Control Program, University of Arizona

**COMPLIANCE**

**WORKING IN A SHARED SERVICE CENTER ENVIRONMENT**

Are you currently working in a Research Administration Shared Service Center? Are you curious regarding the shared service center model? Come participate in a lively discussion regarding Shared Service Centers. We will discuss the different structures; as well as the advantages and disadvantages of working in these type of settings. Let’s explore the benefits of SSC and discuss common problems or concerns.

Tamara V. Hill*, Director, Research Administration Services, Emory University
Tonya Foster, Post-Award Administrator, Emory University
Julie Schneider, Pre-Award Manager, Research Administration Services - Basic Science, Emory University
**DISCUSSION GROUPS CONTINUED**

**CURRENT & ASPIRING MANAGERS**

This session will also be of interest to participants interested in the following track:

The New Research Administrator

**THE T-SHAPED RESEARCH ADMINISTRATOR:**

MAXIMIZING YOUR EFFECTIVENESS/TIPS & TOOLS FOR NEW AND ASPIRING RESEARCH ADMINISTRATION MANAGERS

A T-Shaped professional is a professional with well-rounded skills and deep disciplinary expertise. Becoming a T-Shaped research administrator and manager is a professional growth strategy that can bring pay-offs to both the individual and to the organization. In this session we will discuss key competencies for research administrators and managers that can serve as a useful professional development tool toward cultivating your T-Shape. In this session you will be challenged to broaden your competencies and deepen your expertise as you discuss professional development strategies with other like-minded research administrators and managers.

MaryJo Banasik*, Research Administration Manager,
Michigan State University

**INTERNATIONAL**

**WHO IS THE RESEARCHER OF TOMORROW?**

Science has become a global, multi-faceted enterprise in 2025. ‘Scientists’ are no longer just academically trained people stuck in laboratories or libraries, in some remote relationship with other specialized people in the field, but are more like modern day adventurers. The scientific process has become much faster and more interactive; it involves many more people from very different areas, with different backgrounds, than used to be the case in the early stages of the 21st century. The scientific landscape has exploded with the continuous exchange of trillions of megabytes of data between billions of people, involving top-level researchers as well as citizen scientists. Funding has become global and is distributed globally. What are the consequences for R&D, for innovation and for funding bodies? What are options for actions? Where are the pitfalls and challenges for research managers and administrators? How can we prepare ourselves already now?

Annika M. Glauner*, Senior Scientific Adviser & Group Leader Knowledge Transfer | International Research Programs, ETH Zurich / University of Zurich
Bryony Jane Wakefield, Director, Research Unit, Faculty of Medicine, Dentistry and Health Sciences, The University of Melbourne
DISCUSSION GROUPS CONTINUED

POST-AWARD
CUSTOMER SERVICE – KEEPING A CONSTANT VARIABLE IN AN EVER-CHANGING ENVIRONMENT
Customer service is an integral component of any product that we are selling. This is true even in the research world. Every day we are measured and adjudicated by how well we treat our “customers”: PIs, department administrators, our peers and so forth. In addition, our world is constantly changing: outside regulations change, internal leadership changes, our staff is constantly changing. This discussion will focus on how we keep constant and/or improve customer service, despite the many changes. Learn how to keep customer service effort high while major changes are taking place. We will offer concrete techniques that each team should take to ensure that the message that is portrayed to the customers is clear and consistent.

Albana Cejne*, Senior Associate Director, Research Accounting Services, Temple University
Lamar Keith Oglesby, Assistant Director, Post-Award Operations, Temple University
Carlos Salinas, Financial Manager, Emory University

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Nathan Dixon Jr.
Staff Assistant
NCURA
dixon@ncura.edu
DISCUSSION GROUPS CONTINUED

PRE-AWARD
This session will also be of interest to participants interested in the following track: Senior Level
ACHIEVING ORDER FROM CHAOS (Follow-up to concurrent session, ‘Achieving Order from Chaos,’ held at 10:15 am)
This discussion group will focus on methods for creating a more organized, orderly and fair process around the proposal routing, review and approval process. It is intended to be the follow on discussion for the “Achieving Order from Chaos” concurrent session held at 10:15 am. Those who did not attend the session are more than welcome to join in on this discussion group.

Bruce Morgan*, Assistant Vice Chancellor for Research Administration, University of California, Irvine
Patti Manheim, Director, Office of Contract and Grant Administration, UCLA
Nancy R. Lewis, Director, Sponsored Projects, University of California, Irvine

PREDOMINANTLY UNDERGRADUATE INSTITUTIONS (PUI)
This session will also be of interest to participants interested in the following tracks: Departmental; Pre-Award; Post-Award; Non-Financial; Senior Level; Sponsored Program Development & Foundations; The New Research Administrator
MAKING THE TRANSITION TO AN ERA: PUI TRIALS AND TRIBULATIONS
For a small sponsored projects office, the decision whether or how to adopt (build or purchase) an electronic research administration system is one that has financial, procedural, and other ramifications. This discussion panel will bring together colleagues from several PUIs who have gone electronic to discuss their experiences.

Mary Ellen Fortini*, Director of Sponsored Projects, Santa Clara University
Elizabeth Nicole Omer, Director, Salt Lake Community College

SENIOR LEVEL
INTEROPERABILITY – A TECHNICAL OR A CULTURAL ISSUE?
Research Information Management (RIM) is a growing area with a miasma of acronyms. Most universities have systems to manage at least some of their research enterprise: including pre-award systems for managing proposal submission, post award for managing finances, institutional repositories for managing publications, and so on. Some even have all these things integrated together. So, the interoperability problem is solved, right? Well the bigger problem is that there are other systems, outside your institution, that faculty (or you) either want, or need, to engage with (funders, publishers, …). There are no huge technical problems to interoperability. All that is needed is for all the stakeholders (universities, funders, systems providers, publishers, …) to sit down and agree what data should be exchanged, and in what format. Simple? Right? The discussion will focus on why, to a large extent, this has not happened yet, and what we might be able to do to accelerate it.

Simon Kerridge*, Director, Research Services/Immediate Past Chair of ARMA, University of Kent
DISCUSSION GROUPS CONTINUED

THE NEW RESEARCH ADMINISTRATOR
This session will also be of interest to participants interested in the following tracks: Current & Aspiring Managers; Departmental; Pre-Award; Predominantly Undergraduate Institutions (PUI); Post-Award: Financial; Post-Award: Non-Financial; Senior Level

MANAGING UP
Facilitating research in an evolving compliance environment requires research administration leaders to garner the support of our senior leadership, rally the troops to ensure a smooth implementation and very often across departmental boundaries. At the same time research administrators have to work effectively with the faculty members whose cooperation, even if reluctant, is absolutely essential if the compliance objectives are going to be achieved. It is rare that we have the full authority to ensure compliance without enlisting the buy-in and assistance from our colleagues in academic units and other administrative units including accounting, human resources, development or international programs to name just a few. In this session, we will have an engaged conversation discussing strategies and tips for fostering positive, support relationships with our leaders and constituent stakeholders both within and outside our organizations.

OFFICE HOURS: Many participants are often tasked by their managers, researchers, and colleagues with finding an answer to a burning question at their institution. With the Office Hours sessions, we are creating an opportunity to obtain answers to those questions by subject matter experts in a one-on-one setting. The expert will be able to share their thoughts and advice directly with the individual. For participants, this is a great opportunity to learn, ask questions, and meet some of NCURA’s esteemed members. To reserve your spot, pre-register online. Registration opens July 5, 2016. Information will be sent to all registrants of the 58th Annual Meeting.

PRE-AWARD OFFICE HOURS: EVERYTHING YOU WANTED TO KNOW ABOUT PRE-AWARD ISSUES BUT WERE AFRAID TO ASK

SPARK SESSIONS: 15 – 20 minute, high energy, high deliverable offerings that will get right to the “good stuff.”
NCURA Peer Review Program
The only research administration review program that has established Standards reflecting characteristics of effective sponsored program operations. NCURA Peer Review Programs are a parallel administrative process to an academic program review.

NCURA Peer Advisory Services
Research administration expertise brought to your institution to provide assistance in improving your research administration operations: Research Strategic Planning Service, Focused Analysis Service, Directed Education Service.
Concurrent Sessions

Clinical Research/Clinical Trials

This session will also be of interest to participants interested in the following tracks: Current & Aspiring Managers; Departmental; Predominantly Undergraduate Institutions (PUI); Senior Level; The New Research Administrator

Program Level: Intermediate

Engaging Clinical Faculty in the Research Enterprise

Clinical faculty face significant challenges in conducting research as they seek to balance the demands of clinical care, teaching, and mentoring. This workshop will examine how to engage faculty and reduce the administrative burden of conducting clinical research so that they can concentrate on the research itself and fulfill their other duties. Topics covered will include conducting an organizational needs assessment; assessing the kinds of services required to facilitate research; building an adequate research infrastructure that includes staff support for study design, data management, biostatistical and regulatory needs, grant writing, manuscript preparation, and other key services; and creating adequate training programs that can be conveniently accessed. It will include strategies for helping clinical faculty to be maximally productive and motivating them to conduct clinical research.

Learning Objectives

- Participants will learn how to think about organizational structure to identify areas of opportunity for key support that will provide faculty with increased time and capacity for research.
- Participants will be able to assess infrastructure models and implementing services to support clinical faculty who are pursuing research.
- Participants will learn how to determine if services should be centralized, at the department level, or individualized.
- Participants will learn about staffing models to support clinician researchers.
- Participants will learn how to create training programs that meet the particular needs of clinician researchers.

Prerequisite: Participants should have an advanced level of understanding of clinical trials.

Tesheia H. Johnson*, Associate Director of Clinical Research for Yale School of Medicine COO, YCCI, Yale University

Jamie Caldwell, Executive Director, Associate Vice Chancellor for Research Administration, University of Kansas Medical Center

Compliance

This session will also be of interest to participants interested in the following tracks: Current & Aspiring Managers; Pre-Award; Predominantly Undergraduate Institutions (PUI); Post-Award: Non-Financial; Senior Level

Program Level: Basic

Effective Compliance in a Shifting Regulatory Environment

This session goes over the key attributes that any good compliance plan must have, regardless of how the rules may change over time.

David Brown*, Chief Compliance Officer, WGBH Educational Foundation

Barbara Healy Smith, Assistant General Counsel, Office of the General Counsel, Northeastern University

* Lead presenter
CURRENT & ASPIRING MANAGERS
This session will also be of interest to participants interested in the following tracks:
The New Research Administrator
Program Level: Intermediate
LEADERSHIP AND HOW DO YOU FIT/MAKING THE LEAP INTO MANAGEMENT/ PREPARATION
Management and leadership are often used inter-changeably, which is risky since they can be seen as very different domains – even if they often have to be undertaken simultaneously. This session will discuss different ideas on leadership, the differences between leading and managing, a recommended research administration point of view on leadership, and how you can create your own authentic leadership style. This session is intended to be interactive, and participants will be asked to consider where they are today and how they can strengthen their leadership skills into the future.

Learning Objectives
• The challenge of this session is to discover participants point of view on what leadership and management are, and how they inter-relate.
• Participants will understand an outline of leadership skill development plans.
Keith A. Graff*, Grants Management Practice Leader, PricewaterhouseCoopers, LLP

CURRENT ASPIRING MANAGERS
This session will also be of interest to participants interested in the following tracks:
The New Research Administrator
Program Level: Intermediate
MEDITATION 101/TRANSITIONING INTO STRATEGIC THINKING
Strategic thinking consistently rates as among the top two or three critical leadership competencies in surveys of senior executives. Fundamental to all of these strategic thinking elements is a leader’s awareness. Ultimately, it is a leader’s self-awareness that may most critically determine the rigor, quality, and effectiveness of an organization’s strategy. Deepening self-awareness is at the heart of a regular meditation practice. Meditation practitioners learn how to objectively observe physical sensations, emotions, individual thoughts, and the larger thought patterns that make up assumptions, beliefs, perspectives, and mindsets. As a leader’s self-awareness grows, so does their ability to make better decisions, avoid unproductive patterns of thought and behavior, understand the motivations of others, and anticipate the impact of new initiatives.

Join us for this introduction to meditation which will help you see the benefits of a regular meditation practice, give you the practical information you need to begin a meditation practice, and dispel some misconceptions about meditation...as in you don’t need to shut off your thoughts!

Learning Objectives
• Participants will learn the basics and benefits to beginning a meditation practice.
• Participants will experience Group Meditation during session
Tara E. Bishop*, Deputy Chief Executive, National Council of University Research Administrators and Certified Meditation Instructor, Chopra Center University
INTERNATIONAL
This session will also be of interest to participants interested in the following track:
Current & Aspiring Managers
Program Level: Overview
ANATOMY OF ‘ECOSYSTEMS’ FOR ENHANCING RESEARCH UNIVERSITY MANAGEMENT VIA RESEARCH-RELATED METRICS AND CROSS-ORGANIZATIONAL DESIGN
Every research university has its original ‘Ecosystem’ for creating and implementing strategic planning towards enhancing their research power. By ‘Ecosystem’ we mean a dynamic system for providing excellent research, support and environments for researchers in universities or institutes. Such ‘Ecosystems’ are changing their roles and forms every moment depending on the social context. In terms of university management, maximizing the functionality of ‘Ecosystems’ for research universities, with a large dimensional diversity, are major challenges for university research administrators who are in charge of research management and coordination. In this session, we will discuss the following three topics based on concrete examples; (1) indispensable key ingredients for analyzing current ‘Ecosystems’, (2) how to strategically improve or reconstruct them, and (3) how to redesign the processes leading to decision making in assisting with new planning. In creating solutions, we will focus on the functionalism and processes of workflows and flows of finances in related organizations. ‘Research-related Metrics’ and ‘Cross-Organizational Design’ will play important key roles in our story.

Learning Objectives
• Participants will obtain key viewpoints for analyzing the existing ‘ecosystems’ of research universities/institutes.
• Participants will learn how to strategically improve/reconstruct their current ‘ecosystems’ step by step.
• Participants will understand the explicit roles of research-related metrics and cross-organizational design in order to enhance the management of a research university.

Daichi Kohmoto*, Research Administrator, Office of Research Administration, Kyoto University
Asa Nakano, Research Administrator, Office of Research Administration, Kyoto University
Yoshimi Osawa, University Research Administrator for International Affairs, Kyoto University

* Lead presenter
INTERNSATIONAL
This session will also be of interest to participants interested in the following tracks:
Current & Aspiring Managers; Senior Level
Program Level: Overview
PRESENTATION TECHNIQUES IN AN INTERNATIONAL
SETTING
Those of us involved in training try our best to address the needs of adult learners. When preparing training materials for our faculty, we need to consider the diverse backgrounds they bring to the classroom. We also need to acknowledge that research administration is becoming increasingly diverse as research partnerships expand beyond our borders. The purpose of this presentation is to consider the challenges associated with training our partners around the world, as well as the challenges of presenting to international audiences in our own backyard.

Learning Objectives
• Participants will consider how presentation techniques vary in different countries.
• Participants will review possible ways of making presentations more accessible to diverse, international audiences.

Dave Richardson*, Associate Vice Chancellor for Research and Director of Sponsored Programs, University of Illinois at Urbana-Champaign
Eva Björndal, Team Leader Post-Contract and Financial Compliance, Karolinska Institutet

INTERNATIONAL
Program Level: Overview
GRANTS OFFICE STRUCTURES: A GLOBAL PERSPECTIVE
In this session, we will discuss the structures of our international grants offices and introduce the backgrounds of the different people working with various aspects of grants administration. This will highlight the differences and similarities between US-based and foreign grants offices. We will particularly focus on the role of the individuals working with US funding and the interactions with (a) the rest of their grants office, (2) international organisations, (3) international communities. The session will focus on three grants offices from Europe (Karolinska Institutet, Sweden), Australia (The University of Melbourne, Australia) and Africa (Muhimbili University of Health and Allied Sciences, Tanzania), with expected input from the participants to aid in the discussion.

Learning Objectives
Participants will become familiar with the differences and similarities between foreign grants offices and US-based grants offices.

Laura Plant Fuentes*, US Grants Coordinator, Karolinska Institutet
Cecilia Björkdahl, Project Manager, Grants Office, Central Administration (UF), UF, Karolinska Institutet
Bella Blaher, Grants Officer, The University of Melbourne
Nachene Nana Mgimwa, SAO, Grants Management, Muhimbili University of Health and Allied Sciences
CONCURRENT SESSIONS CONTINUED

POST-AWARD: FINANCIAL
This session will also be of interest to participants interested in the following tracks: Compliance; Predominantly Undergraduate Institutions (PUI); Post-Award: Non-Financial
Program Level: Intermediate
ALL IS WELL THAT ENDS WELL: SUCCESSFUL PROJECT CLOSEOUT STRATEGIES
When does the closeout process start? It may seem obvious – after the final payment is received. But that is not the case. When final reports are done? Project end date? Not even then. It really starts the day you receive an award, and we need to think about the closeout throughout the entire project lifecycle. We shall discuss best practices, challenges and practical approaches to bringing a research project to a successful conclusion.

Learning Objectives
• Participants will re-examine the lifecycle of the award in relation to successful award closeout.
• Participants will examine current best practices and discuss possible improvements.
• Participants will examine the roles and responsibilities in ensuring a success at the closeout stage of the award.

Prerequisite: Participants should have knowledge and experience in sponsored research administration.

Elena Semyonova-Smith*, Grants Officer, University of Kansas Center for Research, Inc.
Cheryl Ann Lyons, Research Administrator Internal Medicine Molecular Oncology, Washington University in St. Louis

PREDOMINANTLY UNDERGRADUATE INSTITUTIONS (PUI)
This session will also be of interest to participants interested in the following tracks: Compliance; Pre-Award; Post-Award: Financial; Post-Award: Non-Financial; Senior Level; Sponsored Program Development & Foundations
Program Level: Overview

OMB UNIFORM GUIDANCE IMPLEMENTATION PLAN FOR PUI INSTITUTIONS
This session will highlight changes published in 2 CFR, Part 200. It will also cover the results and process of a high level Uniform Guidance review, providing specific examples from the individual institution. Lastly, it will cover steps required to implement change at your institution related to the Uniform Guidance.

Learning Objectives
• Participants will understand the changes published in 2 CFR Part 200.
• Participants will understand the process of a high level Uniform Guidance review and how to implement it at their institution.
• Participants will understand the six steps to implement change and how to use them at their institutions to implement the changes required by the Uniform Guidance.

Mira Levine*, Manager, MAXIMUS Higher Education Practice
Caroline Beeman, Senior Manager, MAXIMUS Higher Education Practice
Albana C ejne, Senior Associate Director, Research Accounting Services, Temple University

SENIOR LEVEL
Program Level: Overview

THE ART OF CREATING MEANINGFUL COURSES AND TEACHING IN AN ONLINE MASTERS DEGREE PROGRAM IN RESEARCH ADMINISTRATION
Learn what it takes to develop an accredited masters level program along with the many "ins-and-outs" of teaching and facilitating student learning online. Such a program has students from around the world and there are many strategies that must be employed in order to meaningfully meet accreditation standards and the diverse needs of all students. Learn what it takes to form a partnership with a professional association that results in increased student participation and tuition perks. Come listen to two senior research administrators and the Executive Director of NCURA as they discuss their experiences creating a program and teaching research administration online. There will be plenty of time for questions and interactive discussion.

Learning Objectives
• Participants will understand the changes published in 2 CFR Part 200.
• Participants will understand the process of a high level Uniform Guidance review and how to implement it at their institution.
• Participants will understand the six steps to implement change and how to use them at their institutions to implement the changes required by the Uniform Guidance.

Marianne Rinaldo Woods*, Academic Program Director, Master of Science in Research Administration, Johns Hopkins University
John Michael Carfora, Associate Provost, Research Advancement and Compliance, Loyola Marymount University
Kathleen M. Larmett, Executive Director, National Council of University Research Administrators
SENIOR LEVEL
This session will also be of interest to participants interested in the following track:
Current & Aspiring Managers
Program Level: Advanced

HOT TOPICS FOR SENIOR ADMINISTRATORS
The topics that confront research administration are complex and ever changing. Pressure to respond to an arising issue can come from many sources, including conferences like this, faculty arriving from other places, audit reports, agencies/sponsors, and too many other sources to list. This panel will discuss a number of current issues in research administration. Topics might include close encounters with OIG, subrecipient risk assessment and monitoring, managing the 10% deminimis F&A rate and for-profit institutions, the Uniform Guidance and procurement, evaluating internal controls, financial reporting, or the dreaded FISMA-moderate requirement (ugh!). Also, we won’t forget two huge issues for 2016: FLSA changes and the impact on research and the NIH requirements for the Single IRB. Please join us for a fast-paced forum that includes interactions with the audience. It’s a great way to end the day!

Kim Moreland*, Associate Vice Chancellor for Research & Sponsored Programs, University of Wisconsin-Madison, NCURA Distinguished Educator
Gunta Liders, Associate Vice President for Research Administration, University of Rochester

SPONSORED PROGRAM DEVELOPMENT & FOUNDATIONS
This session will also be of interest to participants interested in the following tracks: Departmental; Pre-Award; Predominantly Undergraduate Institutions (PUI); The New Research Administrator
Program Level: Basic

This session will provide everything you need to know about preparing and submitting a proposal to the National Science Foundation. Learn about the different types of funding opportunities that NSF employs, where to find the relevant policies governing proposal preparation, merit review, and special guidelines for other topical areas such as conference proposals and RAPID and EAGER proposals.

Learning Objectives
• Participants will understand what to look for in an NSF funding opportunity.
• Participants will know what is required as part of an NSF proposal.

Jean I. Feldman*, Head, Policy Office, Office of Budget, Finance & Award Management, National Science Foundation
CONCURRENT SESSIONS CONTINUED

THE NEW RESEARCH ADMINISTRATOR
This session will also be of interest to participants interested in the following tracks:
Departmental; Pre-Award; Predominantly Undergraduate Institutions (PUI); Post-Award; Financial;
Post-Award; Non-Financial
Program Level: Basic
LIFECYCLE OF A SUB: NAVIGATING YOUR SUB THROUGH THE ROUGH WATERS OF RESEARCH ADMINISTRATION
This session will help you plot a course as you look to navigate your way through the different stages of a Subaward Lifecycle – from proposal preparation, to drafting and issuance of a subaward, to sub-recipient monitoring, and finally through the close out stage from three key vantage points – departmental, pre-award, and post award. When you are moving your way through the lifecycle of a subaward, you may at times feel like you are trying to guide a submarine through rough waters, but you must remember that while you cannot control the ocean, you can learn to navigate better.

Learning Objectives
• Participants will discuss the lifecycle of a subaward.
• Participants will discuss subaward procedures/processes.
• Participants will learn to set expectations throughout the lifecycle.
• Participants will discuss Uniform Guidance requirements.
• Participants will hear suggestions for improved processing best practices throughout the lifecycle.
• Participants will learn to overcome unavoidable challenges, hold-ups, and delays.
Amy Venise Brooks*, Assistant Director of Award Administration, University of Illinois at Urbana-Champaign
Alison Morgan, Assistant Director, Private Awards, Grants and Contracts, Post-Award, University of Illinois at Urbana-Champaign

DISCUSSION GROUPS

COMPLIANCE
TACKLING A COMPLEX BUSINESS PROBLEM
Sometimes bad things happen to good people or sometimes you have to make a difficult (unpopular) decision that has a wide impact. Occasionally, it even ends up in the public eye. This discussion group will use real examples to explore how to manage a complex business problem. Who do you call first? How do you constitute your team? How does institutional culture come into play?
Pam Caudill*, Chief of Research and Administrative Operations, Research Administration and Operations, Harvard Medical School

CONTRACTING & WORKING WITH INDUSTRY
INTERNATIONAL AND MULTINATIONAL INDUSTRY AGREEMENTS
Topics of discussion may include:
• International taxation issues for 501(c)(3) companies/ non-profit universities
• European Commission contracting issues
• Choice of law/ADR clauses
• Cultural differences in multinational industry contracting
Lianna Grissom*, Contract Officer, Georgia Institute of Technology
CURRENT & ASPIRING MANAGERS

RAISING THE MORALE OF YOUR OFFICE

Do you think you are tuned into your workplace? Have you seen a display of these subtle and not-so-subtle symptoms in your employees: eye rolls, high turnover rates, fewer employee conversations, decreased collaboration, and diluted performances. If so, your office may be exhibiting signs of low morale. The best approach to tackling low morale is to embrace positive changes before it takes hold, offsetting boredom and frustration with meaningful benefits, individual acknowledgements, and opportunities to grow.

Rashonda Harris*, Associate Director of Post-Award Administration, Emory University

DEPARTMENTAL

PORTFOLIO OF TOOLS - CHECKLISTS AND TEMPLATES TO MAKE OUR JOBS EASIER

As extramural funding-related administrative burdens continue to increase, offices of research administration and development are increasingly asked to take on more responsibility in preparation and submission of proposals. These additional responsibilities have two primary purposes: First, alleviating the heavy administrative burden on researchers; and second, ensuring compliance with increasingly complex federal and institutional regulations and guidelines. This help is particularly necessary for new and/or inexperienced faculty, as well as for complex multi-investigator proposals, such as institutional training grants and center grants. Successfully fulfilling this dual role of burden-reducer and compliance officer requires creative solutions that researchers do not view as additional barriers, but that rather facilitate productive partnerships between administrative offices and principal investigators.

In this session, we will discuss best practices for this challenging task, using the Tufts University Office of Research Development (ORD) as a case study. The ORD uses strategies for “project management lite” to facilitate communication among those involved in proposal development and submission. Examples of the tools used, such as highly customizable checklists and timelines, will be shared to demonstrate how such an approach can help everyone involved in proposal development. The goal for these documents is to provide a framework that exemplifies a genuinely collaborative culture between administrators and researchers while making administrators’ jobs, including compliance, easier by balancing workload among institutional resources and identifying potential challenges early in the proposal development process. Finally, this session will provide opportunities for sharing best practices for different institutions, funding agencies and administrative offices.

Amy Gantt*, Director, Office of Research Development, Tufts University
DISCUSSION GROUPS CONTINUED

FEDERAL & REGULATORY UPDATES
This session will also be of interest to participants interested in the following tracks: Compliance; Departmental; Post-Award; Non-Financial; Senior Level.

PUBLIC ACCESS IMPLEMENTATION FROM AN INSTITUTIONAL PERSPECTIVE
In 2013, the White House Office of Science & Technology Policy (OSTP) issued a memorandum requiring federal agencies with $100M+ extramural research budgets to ensure that publications and data obtained through federally funded research are made publicly available. Agency plans for making publications available are well underway, but plans for data sharing are still in their initial stages. This session will focus on the status of the public access manuscript and data policies currently being developed by federal agencies, and the challenges these policies will pose for universities.

INTERNATIONAL
This session will also be of interest to participants interested in the following track: Pre-Award

MAKING YOUR RESEARCHERS ATTRACTIVE FOR EXTERNAL FUNDING
Decisions about which funders and which funding opportunities to go for involve diverse criteria. In this group we will discuss some of the following questions:

• How to encourage your researchers to write research/consultancy bids?
• Who’s profile is strong enough to obtain a grant?
• What are the overall benefits of holding a grant?
• Who’s duty is educate the researchers about the institutional and school based research strategy?
• How to support and promote high quality research and research proposals in your institute?

Jessica Sebeok*, Associate Vice President for Policy, Association of American Universities
Jeff Chasen, Associate Vice Provost for Institutional Compliance, University of Kansas
Sarah Nusser, Vice President for Research, Iowa State University

Krisztina Cziner*, Senior Advisor, Aalto University, Finland
**DISCUSSION GROUPS CONTINUED**

**POST-AWARD**

**ALLOWABLE, REASONABLE AND ALLOCABLE: DEFINING IT DEPENDS**

We will be discussing how we define allocable and reasonable at our own institutions. Please come ready to discuss, your own decisions metrics in determining reasonableness. The discussion group leaders and participants will highlight and discuss their own unique situations they’ve encountered in determining allowableness of costs. We will also invite participants to discuss the current audit environment and findings as it relates to allocable, reasonable, and allowable.

Debra Y. Murray*, Assistant Director, Compliance, Sponsored Program Accounting and Compliance, University of Maryland, College Park

Patricia K. Dodson, Assistant Director, Compliance in the Office of Contracts and Grants, University of Colorado Boulder

**PRE-AWARD**

This session will also be of interest to participants interested in the following tracks:

- Departmental; Post-Award: Financial

**PRE-AWARD COST SHARING THAT POST-AWARD CAN LIVE WITH**

The Pre-award office has the ability to be the gatekeeper on cost share. What types of cost share should be allowed? How do you monitor the proposed cost sharing, so that your post-award office is able to track and monitor the awarded cost share?

Dennis J. Paffrath*, Assistant Vice President for Sponsored Programs Administration, University of Maryland, Baltimore

**PREDOMINANTLY UNDERGRADUATE INSTITUTIONS (PUI)**

This session will also be of interest to participants interested in the following tracks:

- Current & Aspiring Managers; Pre-Award: Non-Financial; Senior Level;
- Sponsored Program Development & Foundations; The New Research Administrator

**FROM SURVIVING TO SUCCEEDING AT A PUI: 101**

This discussion is for those new to the field of research administration &/or who are new to the PUI. Your experiences as a new research administrator might be compared to a roller coaster ride with all the ups and downs of excitement mixed with challenges. Join us for a discussion on what it takes to enjoy the ride while expanding the range of professional skills required for a successful career in research administration. This discussion will focus on strengthening leadership skills, survival strategies, and experiences that are essential for creating a research office trusted by the faculty and recognized as a valuable resource by your institution. Come prepared to share your struggles and successes with your colleagues, reflect and explore different ways of building a successful career at a PUI.

Nataliia Shablia*, Director, Office of Sponsored Research and Programs, Arcadia University

Shella Batleman, Senior Grant Administrator, Beth Israel Deaconess Medical Center
DISCUSSION GROUPS CONTINUED

SENIOR LEVEL
BUILDING A BODY OF SCHOLARSHIP IN RESEARCH ADMINISTRATION: WHERE ARE WE NOW AND WHERE ARE WE GOING?
This session will be an open discussion on the concept of research administration (RA) as an academic and scientific discipline. How have professions historically progressed into academic disciplines? How is RA emerging into its own academic discipline? Is RA truly an academic sub-discipline? If so, a sub-discipline of what (business admin, public admin, etc.)? What methodologies are currently being used to study and research our field based on publications? What are the concerns with increasing scientific rigor, peer review publications, and developing ethical codes of research conduct in RA? How do we encourage the use of research findings in RA into practice and how can practice inform RA research? What are significant future research questions to address?
Emerging into an academic/scientific discipline is an important and critical process. The purpose of this session is to begin a dialogue about research administration as an emerging scientific and academic discipline. This is the first discussion group focused on research in RA offered at an NCURA Annual conference.

THE NEW RESEARCH ADMINISTRATOR
This session will also be of interest to participants interested in the following tracks: Current & Aspiring Managers; Departmental; International; Pre-Award; Predominantly Undergraduate Institutions (PUI); Post-Award: Financial; Post-Award: Non-Financial

WHAT SHOULD EVERY RESEARCH ADMINISTRATOR KNOW BUT NO ONE EVER TELLS YOU?
Pre-award, post-award, compliance, eRA, and research misconduct is a lot for a new research administrator to comprehend. Unfortunately we have not even scratched the surface. Add central administration, faculty and staff, departmental administration... what’s a newbie to do? You typically will be trained in your job but who tells you how to deal with a difficult PI; how to prioritize; how to respond to the multifaceted role of the research administrator; what tools are available to aide you in your development? There is so much to learn but how you know if no one ever tells you?

Jo Ann Smith*, Director, Master of Research Administration (MRA) and the Graduate Certificate in Research Administration Programs, University of Central Florida
Scott Niles, Director, Research Integrity & Compliance, Morehead State University
Jennifer Shambrook, Director, University of Central Florida
Gai Doran, Director of Research, School of Forestry & Environmental Studies, Yale University

Derick Jones*, Program Manager, Institute for Translational Genomics and Population Sciences, Los Angeles Biomedical Research Institute
Venita Lowe, Departmental Research Administrator, Case Western Reserve University

* Lead presenter
OFFICE HOURS: Many participants are often tasked by their managers, researchers, and colleagues with finding an answer to a burning question at their institution. With the Office Hours sessions, we are creating an opportunity to obtain answers to those questions by subject matter experts in a one-on-one setting. The expert will be able to share their thoughts and advice directly with the individual. For participants, this is a great opportunity to learn, ask questions, and meet some of NCURA’s esteemed members. To reserve your spot, pre-register online. Registration opens July 5, 2016. Information will be sent to all registrants of the 58th Annual Meeting.

DEPARTMENTAL
OFFICE HOURS: ASK THE EXPERTS: DEPARTMENTAL RESEARCH ADMINISTRATION

Jennifer Cory*, Director of Research, Pediatrics, Stanford University
Amy Brusk, Grant Specialist, College of Veterinary Medicine, Kansas State University

SPARK SESSIONS: 15 – 20 minute, high energy, high deliverable offerings that will get right to the “good stuff.”

4:00 – 4:20 pm
HOW TO CREATE A SUCCESSFUL CERTIFICATION PROGRAM FOR RESEARCH ADMINISTRATORS

Rebecca Puig*, Associate Vice President, USF Research & Innovation, University of South Florida
Elizabeth Foster, Program Manager, The Research Administration Improvement Network (TRAIN), University of South Florida

4:30 – 4:50 pm
AN ANALYSIS OF THE 2015 SALARY SURVEY OF THE NATIONAL ORGANIZATION OF RESEARCH DEVELOPMENT PROFESSIONALS (NORDP)

Lorraine Mulfinger*, Associate Director for Strategic Initiatives, The Pennsylvania State University

5:30 – 7:30 pm | ZOO WALK

Join your colleagues for an evening power walk to the Smithsonian’s National Zoo!
A great way to end your busy day with fresh air and a great way to meet new colleagues. Members will meeting on the terrace level entrance at 5:30 pm on Monday, walk to the zoo and enjoy a 1 hour power walk, leaving the zoo at 7 pm, returning back to the hotel at 7:30 pm. NCURA staff will meet you at the terrace level entrance to see you off with maps of the zoo to guide your Powerwalk once you get there! The Hilton is at 1919 Connecticut Avenue and the Zoo is at 3001 Connecticut Avenue, NW so it is a straight shot up Connecticut Avenue. No sign up required..meet you on the terrace Monday at 5:30 pm!

6:00 pm | DINNER GROUPS

9:00 pm | REGIONAL HOSPITALITY SUITES OPEN
CONCURRENT SESSION & DISCUSSION GROUPS BY TRACK

CLINICAL RESEARCH/CLINICAL TRIALS

CONCURRENT SESSIONS
8:30 – 10:00 am
TACKLING THE ADMINISTRATIVE BURDEN ON THE RESEARCH ENTERPRISE

10:30 – 11:45 am
TRANSFORMING A CLINICAL RESEARCH OFFICE FOR SUCCESS

2:45 – 3:45 pm
OPTIMIZE NEGOTIATION OF CLINICAL TRIAL AGREEMENTS: ACCELERATED CLINICAL TRIAL AGREEMENT

DISCUSSION GROUPS
8:30 – 10:00 am
HOT TOPICS IN CLINICAL TRIAL LANGUAGE

1:15 – 2:15 pm
TRANSFORMING A CLINICAL RESEARCH OFFICE FOR SUCCESS (follow-up to concurrent session, "Transforming a Clinical Research Office for Success" held at 10:30 am)

4:00 – 5:00 pm
BEST PRACTICES FOR SURVIVING CLINICAL TRIAL AUDITS

COMPLIANCE

CONCURRENT SESSIONS
8:30 – 10:00 am
AN IN-DEPTH LOOK AT RESEARCH FCOI

10:30 – 11:45 am
DATA CAPTURE: ANOTHER TOOL FOR GRANTS MANAGEMENT

1:15 – 2:15 pm
RESEARCH DATA - TYPES, MANAGEMENT, SECURITY, USE AGREEMENTS, RETENTION POLICIES

2:45 – 3:45 pm
ADMINISTRATIVE BURDEN OF RESEARCH COMPLIANCE - MEASURING AND MINIMIZING; ADDRESSING PAST AND CURRENT REGULATORY REFORM INITIATIVES & THEIR IMPACT

4:00 – 5:00 pm
SHELDON COOPER PRESENTS “FUN WITH RESEARCH ADMINISTRATION”
FISMA, NIST STANDARDS & REGULATED DATA

DISCUSSION GROUPS
8:30 – 10:00 am
GRAB BAG DISCUSSION GROUP ON EVERYTHING YOU WANT TO KNOW ABOUT COMPLIANCE COMMITTEES BUT WERE AFRAID TO ASK

10:30 – 11:45 am
FCOIs IN RESEARCH: TIPS AND SOLUTIONS FOR FINANCIAL CONFLICT OF INTEREST MANAGEMENT PLAN DEVELOPMENT AND RETROSPECTIVE REVIEWS (Follow-up to concurrent session, "An In-Depth Look at Research FCOI," held at 8:30 am)

1:15 – 2:15 pm
COLLABORATION AND COORDINATION FOR EFFECTIVE COMPLIANCE DURING THE LIFECYCLE (E.G., SYSTEMS, COMMUNICATION, PROCESSES)

2:45 – 3:45 pm
RESEARCH DATA - REPRODUCIBILITY AND REPLICABILITY

4:00 – 5:00 pm
ADMINISTRATIVE BURDEN OF RESEARCH COMPLIANCE - MEASURING AND MINIMIZING; ADDRESSING PAST AND CURRENT REGULATORY REFORM INITIATIVES & THEIR IMPACT (Follow-up to concurrent session held at 2:45 pm)
CONCURRENT SESSIONS & DISCUSSION GROUPS BY TRACK

CONTRACTING & WORKING WITH INDUSTRY

**CONCURRENT SESSIONS**

8:30 – 10:00 am  
ISSUES IN CONTRACT DRAFTING AND NEGOTIATING WHEN WORKING WITH INDUSTRY

1:15 – 2:15 pm  
PREPARING INDUSTRY PROPOSALS AND BUDGETS

4:00 – 5:00 pm  
INDUSTRY-UNIVERSITY RELATIONSHIPS IN PROPOSALS FOR FEDERAL PROGRAMS AND RESULTING AWARDS

**DISCUSSION GROUPS**

10:30 – 11:45 am  
EXPORT CONTROL COMPLIANCE IN INDUSTRY-UNIVERSITY RESEARCH

1:15 – 2:15 pm  
The PROs, CONs, CHALLENGES AND OPPORTUNITIES OF NEW MODELS OF INDUSTRY-UNIVERSITY CONTRACTING

2:45 – 3:45 pm  
NON-DISCLOSURE (NDA), MATERIAL TRANSFER (MTA), OR DATA USE (DUL): CHOOSING THE BEST AGREEMENT

CURRENT & ASPIRING MANAGERS

**CONCURRENT SESSIONS**

8:30 – 10:00 am  
CHANGE MANAGEMENT: SURVIVING AND THRIVING

10:30 – 11:45 am  
RESEARCH ADMINISTRATION 360: FACULTY, ADMINISTRATORS, AND SPONSORS

1:15 – 2:15 pm  
TRAIN THE TRAINER FOR SUCCESS/ONBOARDING EFFECTIVELY: TRAINING FOR CHANGE SUCCESSFUL MANAGING AND MENTORING: KEEPING THE BEST AND BRIGHTEST/DEVELOPING YOUR EMOTIONAL IQ

2:45 – 3:45 pm  
THE PURPOSE-DRIVEN RESEARCH ADMINISTRATOR/FIRST TIME MANAGER, WHAT YOU NEED TO KNOW BUILDING A COLLABORATIVE TEAM: ENGAGING FOR SUCCESS

**DISCUSSION GROUPS**

8:30 – 10:00 am  
PRACTICAL LEADERSHIP IN RESEARCH ADMINISTRATION: APPLYING THE 5 PRACTICES OF EXEMPLARY LEADERSHIP

10:30 – 11:45 am  
PREPARING TO MAKE THE LEAP INTO MANAGEMENT FOR THE FIRST TIME

2:45 – 3:45 pm  
ONBOARDING EFFECTIVELY: TRAINING FOR CHANGE (Follow-up to concurrent session “Train the Trainer for Success/Onboarding Effectively: Training for Change” held at 1:15 pm) CONGRATULATIONS! YOU ARE NOW RESPONSIBLE FOR AN RESEARCH ADMINISTRATION TEAM/OFFICE. WHAT’S NEXT?

4:00 – 5:00 pm  
THE PURPOSE-DRIVEN RESEARCH ADMINISTRATOR/FIRST TIME MANAGER, WHAT YOU NEED TO KNOW (Follow-up to concurrent session, “The Purpose-Driven Research Administrator/First Time Manager, What You Need to Know,” held at 2:45 pm)
## DEPARTMENTAL

### CONCURRENT SESSIONS

<table>
<thead>
<tr>
<th>Time</th>
<th>Session Title</th>
</tr>
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<tbody>
<tr>
<td>8:30 am</td>
<td>WHAT EVERY DEPARTMENT ADMINISTRATOR NEEDS TO KNOW ABOUT MANAGING FEDERAL SUBAWARDS</td>
</tr>
<tr>
<td>10:30 am</td>
<td>IT AIN’T GONNA BUILD ITSELF: A FRAMEWORK FOR DEVELOPING RESEARCH SUPPORT SERVICES</td>
</tr>
<tr>
<td>1:15 pm</td>
<td>MENTORING OUR JUNIOR (AND SENIOR) FACULTY IN RESEARCH</td>
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<tr>
<td>2:45 pm</td>
<td>SHIFTING TO A CENTRALIZED MODEL FOR DEPARTMENTAL RESEARCH ADMINISTRATION: AN UPDATE</td>
</tr>
<tr>
<td>4:00 pm</td>
<td>BUDGET PREP 101</td>
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<td></td>
<td>FROM DEPARTMENT TO PRE-AWARD OFFICE – SOLVING THE MYSTERY</td>
</tr>
<tr>
<td></td>
<td>CURRENT ISSUES IN TODAY’S RESEARCH ENVIRONMENT AND ITS IMPLICATIONS FOR RESEARCH ADMINISTRATORS</td>
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</tbody>
</table>

### DISCUSSION GROUPS

| Time     | Group Title                                                                 |
|----------|                                                                            |
| 10:30 am | TOUGH CONVERSATIONS WITH FACULTY                                           |
| 1:15 pm  | NURTURE THE PARTNERSHIP BETWEEN THE CENTRAL AND DEPARTMENTAL RESEARCH ADMINISTRATION OFFICES: A ROUNDTABLE DISCUSSION |
| 2:45 pm  | MANAGING SUBAWARDS (Follow-up to concurrent session, "What Every Department Administrator Needs to Know About Managing Federal Subawards," held at 8:30 am) |
| 4:00 pm  | CAN WE TALK? DEVELOPING PROFESSIONAL RELATIONSHIPS WITH PIs                 |
CONCURRENT SESSIONS
8:30 – 10:00 am
GAO REVIEW OF FEDERAL ADMINISTRATIVE RESEARCH REQUIREMENTS
DEPARTMENT OF ENERGY UPDATE

10:30 – 11:45 am
NIH UPDATE

1:15 – 2:15 pm
NASA UPDATE
RESEARCH TERMS AND CONDITIONS UPDATE
DATA ACT UPDATE

2:45 – 3:45 pm
NIH xTRACT
CONTROLLED UNCLASSIFIED INFORMATION

4:00 – 5:00 pm
NEA/NEH UPDATE
WASHINGTON UPDATE
#GRANTLAWSTOCK: AN OVERVIEW OF DEPARTMENT OF HOMELAND SECURITY FINANCIAL ASSISTANCE INITIATIVES AND IMPLEMENTATION EFFORTS

DISCUSSION GROUPS
8:30 – 10:00 am
NSF HIGHER EDUCATION RESEARCH & DEVELOPMENT SURVEY (HERD)
UPDATE ON REGULATORY REFORM

10:30 – 11:45 am
PERILS AND PITFALLS WITH STARTUPS: SBIR & STTR PROGRAMS

1:15 – 2:15 pm
AN FDP DIALOGUE

4:00 – 5:00 pm
OIG – OFFICE OF INSPECTOR GENERAL

Save the Dates

National Council of University Research Administrators

Pre-Award Research Administration Conference
March 8 – 10, 2017

Financial Research Administration Conference
March 11 – 13, 2017

Registration opens November 2016
www.ncura.edu
Research Administrators have to be familiar with a plethora of regulations...

NCURA OFFERS A COMPREHENSIVE RESOURCE OF ALL THE RELEVANT REGULATIONS FOR GRANTS, COOPERATIVE AGREEMENTS, AND CONTRACTS

Regulation and Compliance: A Compendium of Regulations and Certifications Applicable to Sponsored Programs

This vital reference distills more than 100 Federal Requirements to help you keep your institution and faculty in compliance.

Over 200 pages of reliable information in an easy to use format that will save countless hours of research.

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✓ Export Controls
✓ Privacy
✓ Environmental Protections
✓ Human & Animal Subject Protections
✓ Open Government Regulations
✓ Safety and Security
✓ Employee Directives
✓ Fraud, Waste and Abuse
✓ Data and Dissemination

Order Your Copies at http://www.ncura.edu/PublicationsStore/Store.aspx
# Concurrent Session & Discussion Groups by Track

## International

### Concurrent Sessions

<table>
<thead>
<tr>
<th>Time</th>
<th>Session</th>
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<tbody>
<tr>
<td>8:30 – 10:00 am</td>
<td>Navigating Global Grants and Cooperative Agreements - Working with the USAID</td>
</tr>
<tr>
<td>10:30 – 11:45 am</td>
<td>Increasing Administrative Capacity for International Pre-And Post-Award Activities</td>
</tr>
<tr>
<td>1:15 – 2:15 pm</td>
<td>An Increasingly International S&amp;E Landscape: Challenges and Opportunities for University Administrators</td>
</tr>
<tr>
<td>2:45 – 3:45 pm</td>
<td>&quot;My PI Wants to Do Horizon 2020&quot; - A First Aid Kit for U.S. Participants</td>
</tr>
<tr>
<td>4:00 – 5:00 pm</td>
<td>Research Funding Opportunities Around the World</td>
</tr>
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### Discussion Groups

<table>
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<tbody>
<tr>
<td>8:30 – 10:00 am</td>
<td>International Research Administration: What's Unique and Ways to Avoid Problems</td>
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<tr>
<td>10:30 – 11:45 am</td>
<td>Performing Human Subjects and Animal Subjects Research Outside of the U.S.</td>
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<tr>
<td>1:15 – 2:15 pm</td>
<td>Research Impact Metrics - Getting to What Really Matters for International Institutions</td>
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<tr>
<td>2:45 – 3:45 pm</td>
<td>U.S. Grants Management for Non-U.S. Institutions</td>
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<tr>
<td>4:00 – 5:00 pm</td>
<td>The Power of Pull: How to Make the European Research Grants Work for Your Institution</td>
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## Post-Award | Post-Award: Financial | Post-Award: Non-Financial

### Concurrent Sessions

<table>
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<tr>
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<tbody>
<tr>
<td>8:30 – 10:00 am</td>
<td>Post-Award Financial</td>
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<tr>
<td>10:30 – 11:45 am</td>
<td>Post-Award Non-Financial</td>
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<tr>
<td>1:15 – 2:15 pm</td>
<td>Post-Award Non-Financial</td>
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<tr>
<td>2:45 – 3:45 pm</td>
<td>Post-Award Non-Financial</td>
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<tr>
<td>4:00 – 5:00 pm</td>
<td>Post-Award Non-Financial</td>
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<tr>
<td>4:00 – 5:00 pm</td>
<td>Cost Sharing: It's Happening!</td>
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### Discussion Groups

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<td>1:15 – 2:15 pm</td>
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<tr>
<td>2:45 – 3:45 pm</td>
<td>Post-Award</td>
</tr>
<tr>
<td>4:00 – 5:00 pm</td>
<td>Post-Award</td>
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</table>
# Agenda

## Tuesday, August 9, 2016

### Concurrent Session & Discussion Groups by Track

#### Pre-Award

<table>
<thead>
<tr>
<th>Concurrent Sessions</th>
<th>Discussion Groups</th>
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<tbody>
<tr>
<td>8:30 – 10:00 am</td>
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<tr>
<td>Identifying and mitigating risk</td>
<td>10:30 – 11:45 am</td>
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<tr>
<td>Best Practices Panel on managing funding opportunities</td>
<td>Top 10 Challenges of Global Collaboration</td>
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#### Predominantly Undergraduate Institutions (PUI)

<table>
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<tr>
<th>Concurrent Sessions</th>
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<tbody>
<tr>
<td>8:30 – 10:00 am</td>
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<tr>
<td>Evaluation for proposal development at PUIs</td>
<td>10:30 – 11:45 am</td>
</tr>
<tr>
<td>10:30 – 11:45 am</td>
<td>Surveys for success at PUIs</td>
</tr>
<tr>
<td>Rejected!—Time to reconsider or to revise and resubmit?</td>
<td>1:15 – 2:15 pm</td>
</tr>
<tr>
<td>1:15 – 2:15 pm</td>
<td>Strategic Planning for the PUI: A New Approach in an Era of Rapid Change</td>
</tr>
<tr>
<td>Top 10 Things Every New Administrator in a Small Office Needs to Know</td>
<td>2:45 – 3:45 pm</td>
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<tr>
<td>2:45 – 3:45 pm</td>
<td>What to expect when you’re expecting an increase in faculty</td>
</tr>
<tr>
<td>Managing IP at a PUI/ERI: Other Duties as Assigned</td>
<td>4:00 – 5:00 pm</td>
</tr>
<tr>
<td>4:00 – 5:00 pm</td>
<td>So you’ve been hired to be a catalyst for change at a PUI...Now what?</td>
</tr>
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#### Senior Level

<table>
<thead>
<tr>
<th>Concurrent Sessions</th>
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<tbody>
<tr>
<td>10:30 – 11:45 am</td>
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<tr>
<td>An Action Plan for minimizing your Institution’s Administrative Burdens Imprint</td>
<td>8:30 – 10:00 am</td>
</tr>
<tr>
<td>NCUA Research Program Update</td>
<td>Institutional Communication Tips: What, How, and to Whom?</td>
</tr>
<tr>
<td>2:45 – 3:45 pm</td>
<td>Making Work/Life Balance a Reality</td>
</tr>
<tr>
<td>Eyes Wide Open: Key Considerations for Contemplating a Career Shift to Consulting</td>
<td></td>
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</tbody>
</table>
Tuesday, August 9, 2016

CONCURRENT SESSION & DISCUSSION GROUPS BY TRACK

SPONSORED PROGRAM DEVELOPMENT & FOUNDATIONS

**CONCURRENT SESSIONS**

8:30 – 10:00 am
IF IT AIN'T BROKE, DON'T FIX IT!

10:30 – 11:45 am
TEAM SCIENCE: ENHANCING THE PROCESSES AND OUTCOMES OF COLLABORATIVE, TEAM-BASED RESEARCH

2:45 – 3:45 pm
PROPOSAL DEVELOPMENT COMPLEX PROJECTS

**DISCUSSION GROUPS**

8:30 – 10:00 am
CROWD FUNDING AT YOUR UNIVERSITY

1:15 – 2:15 pm
MODELS AND SERVICES FOR BUILDING AND ENHANCING RESEARCH DEVELOPMENT SERVICES

4:00 – 5:00 pm
TEAM SCIENCE (Follow-up to concurrent session "Team Science,” held at 10:30 am)

THE NEW RESEARCH ADMINISTRATOR

**CONCURRENT SESSIONS**

8:30 – 10:00 am
WHY WE MATTER: IMPACTS OF RESEARCH ADMINISTRATORS ON LARGER COMMUNITY

10:30 – 11:45 am
PIs ARE JUST CHARACTERS: BUILDING A BETTER WORKING RELATIONSHIP WITH YOUR FACULTY THROUGH UNDERSTANDING

1:15 – 2:15 pm
COMPLEX FEDERAL PROPOSAL DEVELOPMENT

2:45 – 3:45 pm
WORK SMARTER, NOT HARDER

4:00 – 5:00 pm
BEYOND THE DESKTOP: INTEGRATING TODAY’S ELECTRONIC TOOLS INTO THE WORKPLACE

**DISCUSSION GROUPS**

10:30 – 11:45 am
HOW TO CREATE A PATH IN RESEARCH ADMINISTRATION? LET’S START AT THE BEGINNING

1:15 – 2:15 pm
NEW PROFESSIONALS – LESS THAN 5 YEARS IN THE PROFESSION – LET’S NETWORK!

2:45 – 3:45 pm
COMMUNICATION ISSUES FOR THE NEW RESEARCH ADMINISTRATOR

4:00 – 5:00 pm
MANAGING EXPECTATIONS

**earn CRA hours**

By attending the NCURA 58th Annual Meeting in Washington, DC, August 7 – 10, 2016, you are eligible to receive up to 25.5 hours towards your CRA, Certified Research Administration hours.
WORKSHOPS OFFERED:

- Level I: Fundamentals of Sponsored Project Administration
- Level II: Sponsored Project Administration: Critical Issues in Research Administration
- Financial Research Administration
- Departmental Research Administration
- Export Controls
- The Practical Side of Leadership

For more information contact Stephanie McJury Meetings Manager mcjury@ncura.edu

BRING NCURA TRAINING TO YOUR CAMPUS!
6:15 – 7:15 am
NCURA FUN RUN & POWER WALK

6:15 – 7:15 am
COMMUNITY YOGA
Tara Bishop, NCURA’s Deputy Chief Executive and a certified Meditation Instructor and a Yoga Teacher in training at Chopra Center University will lead a community yoga practice for those that have at least a Level I Yoga Practice. We will include Vinyasa, Yin Yoga and an opening and closing meditation. We will gather beginning at 6:00 am and begin with our opening meditation at 6:15 am. Please bring a towel or yoga mat with you. Limited mats will be available. Namaste

7:30 am – 5:00 pm
AM58 CONCIERGE
EXPOSITION 2016
NCURA CONNECT AND MARKETPLACE

INNOVATION STATION!
Creativity doesn’t have to be something you express only on the weekends or during off-time—it’s an essential part of anyone’s professional skill set! Not only does creativity lead you to innovative thinking, it inspires effective problem solving, new strategies, and fresh ideas.

Visit the innovation station to invest in some creativity time and get your brain ready for the interactive sessions and learning experience during the 58th Annual Meeting!

7:30 – 8:15 am
CONTINENTAL BREAKFAST AND BREAKFAST ROUNDTABLES

BUILDING A RESPONSIBLE CONDUCT OF RESEARCH TRAINING PROGRAM FOR PUIs
Tony Onofrietti*, Director, Research Education, University of Utah

CHANGING CAREERS, CHANGING FOCUS
Jennifer J. Crockett, Associate Director, Post Award Operations, Emory University

BENEFITS OF CLOUD TECHNOLOGY
Alex Cunha*, Senior Account Executive, Evisions

TIPS FOR IMPROVING ENERGY AND TIME MANAGEMENT
Julie Guggino*, Director, Research & Sponsored Programs, Central Washington University

INTERNATIONAL COLLABORATIONS
Denise A. Wallen*, Research Officer & Senior Fellow, University of New Mexico

REALITY, PROCESS AND PRACTICE AROUND ISSUES OF PI NON-COMPLIANCE WITH PROPOSAL DEADLINE POLICIES
Carol Evans*, Manager, Engineering Research Administration Services (ERAS), University of Arizona

NIH BRAD FUNDING OPPORTUNITY TO SUPPORT RESEARCH ADMINISTRATION AT PUIs
Sabine Dillingham*, Director of Research and Sponsored Projects, St. Mary’s College of Maryland

BEST PRACTICES FOR MANAGING A CORE FACILITY
Pamela “Mo” Valentine*, Assistant Vice President for Research, Ohio University

WITH THREADS DRAWN FROM YOUR HEART: LOVE AND THE ART OF RESEARCH ADMINISTRATION
Laura Letbetter*, Contracting Officer, Georgia Institute of Technology

PRE-AWARD SUPPORT FOR THE FACULTY WHO KNOW EVERYTHING
Mary Ellen Fortini*, Director of Sponsored Projects, Santa Clara University
Kenneth “Trey” Robert Bauer III, SRA Grants Officer II, Florida State University

DEVELOPING AND IMPLEMENTING A STAFF DEVELOPMENT PROGRAM: CRA AND CFRA
Haewon Park*, Director of Business Operations, Center for Cell Reprogramming, Georgetown University Medical Center
Melany Barrett, Senior Administrative Officer, Georgetown University

* Lead presenter
PROCESS AND QUALITY MANAGEMENT IN RESEARCH SUPPORT OFFICES – WHAT ARE YOUR SECRETS FOR SUCCESS?

Please grab your breakfast from the Exhibit Hall on the Terrace Level and then join us for an early bird discussion group! At our early morning breakfast discussion we will discuss different or similar processes in Research Support Offices. And will focus on questions such as:

- Which processes do you have
- Which tools you use in your processes
- How you control the process quality (tools, techniques, documents)

Learning Objectives: We will discuss different approaches and ask, if own processes and quality control techniques could also work for other institutions and cultures. Participants will share experiences.

Prerequisites: Participants from all corners in the world are welcome, they shall bring as many real-life examples as they can.

One of the great things about NCURA is the chance to connect and to learn from each other from early morning to late night. We will start with the early morning.

Susanne Rahner*, Managing Director, Yggdrasil

CONCURRENT SESSIONS

CLINICAL RESEARCH/CLINICAL TRIALS

This session will also be of interest to participants interested in the following tracks:
- Current & Aspiring Managers; Departmental; Senior Level
- Program Level: Overview

TACKLING THE ADMINISTRATIVE BURDEN ON THE RESEARCH ENTERPRISE

The high level of administrative burden on research investigators at AMC’s and research universities is a very real problem. A recent survey by the Federal Demonstration Partnership (FDP) reported that research investigators spend 42% of their time on administrative activities. Most institutions blame external sponsors and regulating agencies for this problem. But, how much of the burden is created by our own institutions as a result of setting up inefficient processes and systems that are onerous or confusing to the end-user? How often do organizations look at their existing policies, processes and systems to see if they have become outdated or could be streamlined? Brigham and Women’s Hospital, Massachusetts General Hospital and Partners Healthcare research support departments took the bold step to look inward and drive down the administrative burden for their researchers by creating an operational improvement initiative called Isuggest. The approach was to create an idea-driven organization. Unlike Six-Sigma that is top-down and driven by management, an idea-driven organization relies on the concept that small ideas by front-line employees can collectively lead to big impacts. The session will focus on the background, implementation plan, and results to date of the Isuggest program. We will also demo the electronic system that was developed in-house to facilitate the program.

Gary Smith*, Senior Administrative Director, Massachusetts General Hospital
CONCURRENT SESSIONS CONTINUED

COMPLIANCE
This session will also be of interest to participants interested in the following tracks: Clinical Research/Clinical Trials; Contracting & Working with Industry; Pre-Award; Predominantly Undergraduate Institutions (PUI); Post-Award: Non-Financial; Senior Level
Program Level: Basic
AN IN-DEPTH LOOK AT RESEARCH FCOI
New to research compliance? Looking to brush up on your compliance how-to’s? This basic-level session will provide an overview of FCOI and the main issues administrators face when complying with the regulation such as the timing and frequency of disclosures, figuring out who needs to disclose, and what to do about Subrecipients. Various approaches to the regulations among institutions will be highlighted and best practices will be discussed.

Learning Objectives
• Participants will learn the key points in the National Institutes of Health (NIH) regulation regarding Financial Conflicts of Interest (FCOI) in Research (42 CFR Part 50, Subpart F and 45 CFR Part 94);
• Participants will understand the associated challenges regarding FCOI compliance at the proposal and award stages of a project; and
• Participants will gain insight on how various institutions are managing these FCOI challenges.
Jodi R. Barry*, Research Compliance Officer, Office of the Vice Provost for Research, Harvard University

CONTRACTING & WORKING WITH INDUSTRY
Program Level: Intermediate
ISSUES IN CONTRACT DRAFTING AND NEGOTIATING WHEN WORKING WITH INDUSTRY
This session will provide an opportunity to explore more challenging aspects of drafting and negotiating research agreements with industry partners. We will discuss sponsor needs versus university requirements and communication techniques to find common ground. Case study examples and agreement templates will be used to illustrate and discuss best practices and common pitfalls.

Learning Objectives
Participants will develop effective communication strategies to negotiate troublesome clauses.
Donna Kiley*, Associate Director, Office of Grants & Contracts Administration, Research Foundation of SUNY
Justine Gordon, Director, Office of Grants & Contracts Administration, Research Foundation of SUNY
Matthew Mroz, Assistant Director, Office of Innovation & Partnerships, Research Foundation for SUNY
CONCURRENT SESSIONS CONTINUED

CURRENT & ASPIRING MANAGERS
This session will also be of interest to participants interested in the following track:
The New Research Administrator
Program Level: Intermediate

CHANGE MANAGEMENT: SURVIVING AND THRIVING
Change Management is a structured approach for ensuring that changes are thoroughly and smoothly implemented and the lasting benefits of change are realized. The session will focus on the wider impacts of change management and how research administrators can establish the framework for managing change systematically.

LEARNING OBJECTIVES
- Participants will focus on the purpose of change management.
- Participants will learn how to manage change management.
Robyn B. Remotigue*, Research Manager, School of Public Health, University of North Texas Health Science Center at Fort Worth
Rosemary E. Madnick, Executive Director, Office of Grants and Contracts Administration, University of Alaska Fairbanks

DEPARTMENTAL
This session will also be of interest to participants interested in the following tracks: Pre-Award; Post-Award: Non-Financial; The New Research Administrator
Program Level: Intermediate

WHAT EVERY DEPARTMENT ADMINISTRATOR NEEDS TO KNOW ABOUT MANAGING FEDERAL SUBAWARDS
Department administrators have their plates full without even having Federal subawards. Add those in and department administrators becomes the hall monitor for not only your department but the institution and department of the subawardee. In this session, you will learn about budget development, the importance of a clear, coherent statement of work, as well as timely invoicing and payment. You will also learn about the special knowledge, tools and super powers you will need to successfully manage foreign Federal subawards.

LEARNING OBJECTIVES
- Participants should have some experience with subawards at the department level.
Cheryl K. Williams*, Associate Director, Office of Research and Project Administration, University of Rochester
Amanda Snyder, Associate Director, Office of Sponsored Programs, University of Washington
Michele Cordero-Boligitz, Manager, Subawards, Office of Research Administration, Thomas Jefferson University

FEDERAL & REGULATORY UPDATES
This session will also be of interest to participants interested in the following tracks: Compliance; Departmental; Pre-Award; Post-Award: Financial; Post-Award: Non-Financial; Senior Level
Program Level: Update

GAO REVIEW OF FEDERAL ADMINISTRATIVE RESEARCH REQUIREMENTS
GAO will provide an overview of its recently-issued report, Federal Research Grants: Opportunities Remain for Agencies to Streamline Administrative Requirements (GAO-16-573), which was conducted in response to Congressional requests to review research grant requirements and their administrative workloads and costs. The report included several recommendations for research funding agencies and OMB, and examined (1) the sources and goals of selected requirements, (2) factors affecting universities' administrative workload and costs for complying with the requirements, and (3) efforts by OMB and research funding agencies to reduce the requirements' administrative workload and costs, and the results of these efforts.

LEARNING OBJECTIVES
- Participants will learn best practices for managing Federal subawards.
Miles Ingram*, Senior Analyst, US Government Accountability Office
Joseph Cook, Assistant Director, US Government Accountability Office
CONCURRENT SESSIONS CONTINUED

FEDERAL & REGULATORY UPDATES
This session will also be of interest to participants interested in the following tracks:
Departmental; Pre-Award; Predominantly Undergraduate Institutions (PUI); Post-Award: Financial
Program Level: Intermediate

DEPARTMENT OF ENERGY UPDATE
This session is a review of what is new and developing within two of the Department of Energy’s program offices, the DOE Office of Science and the Advanced Research Projects Agency-Energy (ARPA-E). Participants will learn about changes affecting their institutions and researchers.

Learning Objectives
Participants will understand recent and future changes to DOE Office of Science and ARPA-E programs.
Linda G. Blevins*, Senior Technical Advisor, Office of the Deputy Director for Science Programs, Department of Energy
Michael S. Zarkin, Acting Director, Office of Grants and Contracts Support, Department of Energy
Shane Kosinski, Deputy Director for Operations, Advanced Research Projects Agency-Energy (ARPA-E), Department of Energy

INTERNATIONAL
This session will also be of interest to participants interested in the following tracks:
Federal & Regulatory Updates; Pre-Award
Program Level: Overview

NAVIGATING GLOBAL GRANTS AND COOPERATIVE AGREEMENTS - WORKING WITH THE USAID
Universities and NGO’s can encounter unique situations when they receive grants and cooperative agreements from USAID. Often, the timing is critical on these projects, with aggressive start dates, complex agreements with unique terms, and the ‘partnership’ model of a cooperative agreement. Subawards under these USAID agreements require non-FDP, non standard templates and need to be carefully analyzed for relevant flowdowns. Add on non-disclosure agreements, pre-teaming and teaming agreements, all under a prime award mechanism with substantial agency involvement, and the process and management can really be a moving target. How can we optimally work together, USAID, Departments, and Research Administration, particularly through problematic clauses like substantial involvement, prior approvals, open data, and insurance? How do we navigate the regulations, Uniform Guidance, mandatory standard provisions, ADS, budgetary approval, and program officer discretion? How do we effectively and fairly flow these down to our subawards? How can we address the possible political spotlight while recognizing that our subawardees pose a high risk?

Edward Fehskens*, Grants & Contracts Associate, Johns Hopkins University
John Evermann, Senior Grants and Contracts Associate, Johns Hopkins University
Debra Ellen Brodlie, Associate Director, Johns Hopkins University, Bloomberg School Public Health
**CONCURRENT SESSIONS CONTINUED**

**POST-AWARD: FINANCIAL**
This session will also be of interest to participants interested in the following tracks:
- Federal & Regulatory Updates: Senior Level
- Program Level: Advanced

**PAYROLL CERTIFICATION 2.0: A REPORT FROM THE FDP AND PILOT SCHOOLS**
Join representatives from the FDP and the Payroll Certification Pilot Schools for a panel discussion on Payroll Certification. The panel will highlight how the implementation varied across the schools and how it was received by PIs and other key stakeholders on their respective campuses. Incorporating feedback from the NSF and HHS audits, the panel will review lessons learned and provide suggestions for others considering Payroll Certification as an alternative to traditional effort reporting.

**PRE-AWARD**
This session will also be of interest to participants interested in the following tracks:
- Compliance: Senior Level
- Program Level: Advanced

**IDENTIFYING AND MITIGATING RISK**
Any experienced research administrator will understand the complexity of navigating our policies while working with imaginative investigators. Investigators often make commitments to collaborators and/or sponsors expecting the administrative details to be straightforward and not always completely appreciating the implications of financial and policy risk. This session will speak to how we can support researcher objectives without compromising institutional risk. We will explain how to identify, navigate and mitigate risks; how to decipher and explain the issues to faculty; and how to partner as central and departmental representatives in order to successfully support the research.

**Learning Objectives**
- Participants will understand what to look out for in terms of financial and compliance risks.
- Participants will learn how to navigate the negotiations.
- Participants will learn how to ensure internal assurances and coverage are in place.
- Participants will hear key communication points to express to the PI, DRA and sponsor.
- Participants will understand when to take risk, when to escalate, and what’s at stake.

**Prerequisite:**
- Participants should have 5 or more years of research administration experience - understanding of institutional policies related to conflict of interest, intellectual property, anti-terrorism.
- Participants should have an understanding of the business operations at their institution and who has the authority to accept risk.
- Participants should have experience working with foreign collaborators, subcontracting is preferred.

Jennifer Cory*, Director of Research, Pediatrics, Stanford University
Brian Del Bono, Contract and Grant Officer, Office of Sponsored Research, Stanford University

Michael Laskofski*, Associate Vice President of Research Operations, Office of Sponsored Programs, George Mason University
Tammy LaBissoniere, Associate Director, Sponsored Programs Accounting, Michigan Technological University
Debbie Rafi, Director, Indirect Cost Branch, University Business Affairs, Office of Naval Research
PRE-AWARD
Program Level: Basic

BEST PRACTICES PANEL ON MANAGING FUNDING OPPORTUNITIES
In the current environment of extreme competition for funding, it seems faculty members are submitting more applications than ever before. This makes our role as pre-award research administrators harder and busier with all the sponsors, guidelines, subcontracts, deadlines and more. The rapidly evolving sponsor policies and submission portals makes it even more difficult. In this panel session, some pre-award superstars will discuss and share their best practices in managing funding opportunities, including communication tips, information collection, and distribution methods and electronic tools.

Learning Objectives
• Participants will learn best practices for managing funding opportunities.
• Participants will gain an understanding of how to organize for success.
• Participants will learn how to communicate funding opportunity information to researchers.
• Participants will learn how developing good habits will help in becoming a pre-award superstar.

Samuel Gannon*, Manager, Education & Training, Vanderbilt University Medical Center

PREDOMINANTLY UNDERGRADUATE INSTITUTIONS (PUI)
This session will also be of interest to participants interested in the following tracks:
Pre-Award; Post-Award: Financial; Post-Award: Non-Financial; Senior Level; Sponsored Program Development & Foundations

Program Level: Intermediate

EVALUATION FOR PROPOSAL DEVELOPMENT AT PUIs
Participants will be treated to a presentation by Patricia Moore Shaffer, Deputy Director, Office of Research & Analysis, National Endowment for the Arts, and Mark Milutinovich, Director, Large Center Development at University of New Hampshire, previously the Program Director, Research Competitiveness Program for AAAS. This session will discuss program evaluation as an often vital component in funding requests because it tells the funders how you are going to determine the success or failure of the program. The Federal government especially has placed greater emphasis on articulating a rigorous evaluation plan as part of a grant application. Understanding expectations for program evaluation in Federal grant applications, being able to explain them to potential Principal Investigators, and checking to see that they have been appropriately incorporated into proposals are expected skills for grants personnel working with Federal grant applications. The presenters will discuss Federal trends in grant requirements for evaluation, share guidance on identifying and working with independent evaluators during the pre-award and post-award phases.

Learning Objectives
• Participants will learn about Federal trends in grant requirements for evaluation.
• Participants will learn how to identify and work with independent evaluators during the pre-award and post-award phases.

Anne M. Pascucci*, Director, Sponsored Programs, Christopher Newport University
Patricia Moore Shaffer, Deputy Director, Office of Research & Analysis, National Endowment for the Arts
Mark Milutinovich, Director, Large Center Development, University of New Hampshire
THE NEW RESEARCH ADMINISTRATOR
This session will also be of interest to participants interested in the following tracks:
Compliance; Current & Aspiring Managers; Departmental; Pre-Award; Predominantly Undergraduate Institutions (PUI); Post-Award: Financial; Post-Award: Non-Financial; Senior Level;
Sponsored Program Development & Foundations
Program Level: Basic
WHY WE MATTER: IMPACTS OF RESEARCH ADMINISTRATORS ON THE LARGER COMMUNITY
The purpose of this presentation is to introduce a new metric into the research administration conversation and elaborate on the question of why we matter. To experience our profession spherically, we must find ways to move beyond metrics of inputs and outputs and include the importance of the impacts of the grants we facilitate. This presentation discusses a mixed-method research project that examined the impacts of highlighted sponsored programs that go beyond strictly research and engage the community. Using the Lofland and Lofland (1995) method of social analysis and Glaser and Strauss’ (1967) classic grounded theory analysis, this research will examine the value added of the grants we facilitate for our respective communities, students, and other important stakeholders.

Learning Objectives
- Participants will hear highlights of various institutional approaches and positions.
- Participants will discuss what changes are being made to policies and procedures, and what’s staying the same.
- Participants will share tips for interpretation and implementation.

Melanie Hicks*, Assistant Provost & Director of Sponsored Programs, University of Tampa
Ashley Deihl*, Senior Manager, Baker Tilly
Patricia Hawk, Assistant Vice President, Office for Sponsored Research and Award Administration, Oregon State University
Adrienne Larmett, Manager, Baker Tilly

SPONSORED PROGRAM DEVELOPMENT & FOUNDATIONS
Program Level: Basic
IF IT AIN’T BROKE, DON’T FIX IT!
The Uniform Guidance, in its aim to make the administration of sponsored research more streamlined, actually created more ambiguity (can we say least unrestricted fare?) and put institutions in the position of having to decide whether to change policies or keep them the same. In this discussion colleagues will learn how other institutions are tackling the "grey" or sometimes more expanded regulations. We will talk about what policies they are changing (e.g., now that you can direct charge computers, are you allowing it?), what they are maintaining, and share tips for interpretation and implementation at their own schools.

Learning Objectives
- Participants will hear highlights of various institutional approaches and positions.
- Participants will discuss what changes are being made to policies and procedures, and what’s staying the same.
- Participants will share tips for interpretation and implementation.

Ashley Deihl*, Senior Manager, Baker Tilly
Patricia Hawk, Assistant Vice President, Office for Sponsored Research and Award Administration, Oregon State University
Adrienne Larmett, Manager, Baker Tilly

* Lead presenter
DISCUSSION GROUPS

CLINICAL RESEARCH/CLINICAL TRIALS
This session will also be of interest to participants interested in the following tracks: Compliance; Contracting & Working with Industry; Current & Aspiring Managers; Departmental; Predominantly Undergraduate Institutions (PUI); The New Research Administrator

HOT TOPICS IN CLINICAL TRIAL LANGUAGE
Clinical Trial Agreement (CTA) language is becoming more complex each year. Indemnification and Subject Injury, Publication, Intellectual Property and now AAHRPP requirements. Where does it end? These are just some of the areas in which new laws and regulations have recently been added to the extensive list of items that research administrators must review in Clinical Trial Agreements. This is your chance to discuss which CTA language is problematic to your institution. We also want to you to share your successes in having clinical trial sponsors revise their CTA language. You can expect a lively discussion with plenty of ideas on how to handle your problematic Clinical Trial Agreement language.

Scott B. H. Davis*, Associate Director, Office of Research Administration, University of Oklahoma Health Sciences Center

CURRENT & ASPIRING MANAGERS
This session will also be of interest to participants interested in the following tracks: Pre-Award; Post-Award; The New Research Administrator

PRACTICAL LEADERSHIP IN RESEARCH ADMINISTRATION: APPLYING THE 5 PRACTICES OF EXEMPLARY LEADERSHIP
We all strive to be better leaders in our work-life, but what does that really mean in practical terms? This session will use Kouzes and Posner’s Five Practices of Exemplary Leadership as a framework for building up leadership skills in the Research Administration profession. We will begin with a brief explanation of each of the practices: Model the Way, Inspire a Shared Vision, Challenge the Process, Enable Others to Act, and Encourage the Heart. We will then discuss each practice in the context of our jobs as research administrators, exploring and learning from each other about which approaches are best suited to the various opportunities that we encounter every day. This interactive group discussion encourages attendees to ask questions as well as share their own experiences.

Denise M Moody*, Senior Director of Research Compliance, Faculty of Arts and Sciences, Harvard University
Gai Doran, Director of Research, School of Forestry & Environmental Studies, Yale University

Ross Hickey*, Assistant Provost for Research, University of Southern Maine

COMPLIANCE
This session will also be of interest to participants interested in the following tracks: Departmental; Pre-Award; Predominantly Undergraduate Institutions (PUI); Post-Award; Non-Financial; Senior Level

GRAB BAG DISCUSSION GROUP ON EVERYTHING YOU WANT TO KNOW ABOUT COMPLIANCE COMMITTEES BUT WERE AFRAID TO ASK
This discussion allows participants a venue to candidly ask questions to their colleagues about IRBs, IACUCs and IBCS. No question is off limits in what is sure to be a fast paced session.

Ross Hickey*, Assistant Provost for Research, University of Southern Maine

* Lead presenter
DISCUSSION GROUPS CONTINUED

FEDERAL & REGULATORY UPDATES
This session will also be of interest to participants interested in the following tracks:
Post-Award: Financial; Senior Level

UPD ATE O N  REGULATORY REFO RM
A number of reports have addressed the issue of rising administrative burden resulting from the accretion of regulations, policies and guidance governing federally funded research. This session will review recent reports and current initiatives targeting burden reduction.

Lisa Nichols*, Policy Analyst, Council on Governmental Relations (COGR)

INTERNATIONAL
This session will also be of interest to participants interested in the following track:
Predominantly Undergraduate Institutions (PUI)

INTERNATIONAL RESEARCH ADMINISTRATION:
WHAT’S UNIQUE AND WAYS TO AVOID PROBLEMS
Join us to discuss unique aspects of international research administration mostly as it relates to USAID funding. Topics discussed include: foreign partner capabilities; budget development considerations; administrative resources; prime awardee’s ability to handle unusual requirements; providing advances and what comes with that; billings; export controls; tax implications; special reporting requirements including host government tax reporting. We will have open discussions of challenging scenarios surrounding international research.

Paige Selvey*, Senior Associate Director of Post-Award, Virginia Tech

POST-AWARD
GETTING TO YES WHEN NO IS SO MUCH EASIER
Most activities in the research administration profession involve following rules and regulations – institutional, sponsor, state, federal – and many of us were trained to

> continued on next page
DISCUSSION GROUPS CONTINUED

POST-AWARD
GETTING TO YES WHEN NO IS SO MUCH EASIER (CONTINUED)

conservatively interpret the guidelines in order to ensure procedural and audit compliance. Thus, when faced with a transactional question, our response is often "no." No, that’s an unallowable expense. No, that must be paid as a sub instead of contracted service. No, you can’t purchase that equipment because the grant ends in two weeks. No, cost match must be tracked and recorded. No, you can’t buy a vehicle. No, no, no. While "no" may well be the right answer, a multitude of opportunities exist where that response could perhaps be expanded slightly to "No, but ..." in order to get to "yes." This interactive discussion will explore a shift from "no" and include topics such as risk/benefit ratio, institutional culture, and relationship building.

W. Scott Erwin*, Director, Office of Sponsored Programs, Texas State University

SENIOR LEVEL
This session will also be of interest to participants interested in the following tracks:
Current & Aspiring Managers; Departmental; Post-Award; Post-Award: Financial; Post-Award: Non-Financial;
The New Research Administrator

INSTITUTIONAL COMMUNICATION TIPS: WHAT, HOW, AND TO WHOM?
Communication is a learned skill. Whether you make use of your communication skills to educate, convey insights, or simply network the story is the same. Talking with staff when and how they want to hear you is an increasingly critical art within the changing sponsored program administration landscape. We hope to uncover the key elements of a successful communication campaign you may utilize to accomplish significant organizational change and other goals and objectives. We also will discuss practical tips on how to identify audience segments and develop relevant messaging delivered through targeted communication media and social networking tools.

Judy L. Fredenberg*, Director, Research and Sponsored Programs, University of Montana

SENIOR LEVEL
This session will also be of interest to participants interested in the following tracks:
Current & Aspiring Managers; Pre-Award; Post-Award: Financial; Post-Award: Non-Financial;

MAKING WORK/LIFE BALANCE A REALITY
So much chatter about work/life integration, but what does that mean in the real world? Has there been a fundamental change in the paradigm of balancing work and family? Is technology helping or hindering this balancing act? Does having the right boss/spouse help? We will discuss these questions and more, plus provide some useful tips for making your busy life more manageable.

Leslie L. Schmidt*, Assistant Vice President for Research, Office of Sponsored Programs, Montana State University
Keri Godin, Director of Research Integrity, Brown University
SPONSORED PROGRAM DEVELOPMENT & FOUNDATIONS

This session will also be of interest to participants interested in the following tracks: Contracting & Working with Industry; Current & Aspiring Managers; Departmental; Pre-Award; Predominantly Undergraduate Institutions (PUI); The New Research Administrator

CROWD FUNDING AT YOUR UNIVERSITY

No longer a brand new phenomenon, crowdfunding has become a popular mechanism to raise funds to support a wide range of projects that typically fall outside the usual funding channels. Using the power of “crowdfunding”, one can generate widespread support and gather many small donations to support individual project goals as well as institutional goals. Crowdfunding, therefore, not only holds tremendous potential to access untapped funding sources, but also to engage the public in higher education. This more “democratic” form of research support raises many questions for university administrators wanting to best facilitate such projects on their campuses. Individual researchers may initiate their own projects while institutions want more control over the use of their brand to raise funds. Funds management and donor relations acquire new dimensions in this arena. And the work of generating widespread social media interest in these projects is not for sissies. This discussion will raise questions related to the logistics of centrally managing crowdfunding projects on campus. It will explore different institutional models and explore what makes a successful project.

Natasha Chopp*, Research Development and Marketing Manager, Michigan Technological University

OFFICE HOURS: Many participants are often tasked by their managers, researchers, and colleagues with finding an answer to a burning question at their institution. With the Office Hours sessions, we are creating an opportunity to obtain answers to those questions by subject matter experts in a one-on-one setting. The expert will be able to share their thoughts and advice directly with the individual. For participants, this is a great opportunity to learn, ask questions, and meet some of NCURA’s esteemed members. To reserve your spot, pre-register online. Registration opens July 5, 2016. Information will be sent to all registrants of the 58th Annual Meeting.

INTERNATIONAL

OFFICE HOURS: ASK THE EXPERTS: EXPORT CONTROLS

Michael Miller*, Export Control Officer, University of Central Florida
Kay Ellis, Director, University Export Control Program, University of Arizona
8:30 – 10:00 am | EDUCATION SESSIONS

**SPARK SESSIONS**: 15 – 20 minute, high energy, high deliverable offerings that will get right to the “good stuff.”

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<tr>
<th>Time</th>
<th>Session</th>
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<tr>
<td>8:30 – 8:50 am</td>
<td><strong>BUILD A CASE OR BUILD A RELATIONSHIP?</strong></td>
<td>Michael Dickman*, Associate Director, Office of Research Administration, Duke University</td>
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| 9:00 – 9:20 am | **THE SKINNY ON CLOSEOUT**                                            | Lamar Keith Oglesby*, Assistant Director, Post-Award Operations, Temple University  
|             |                                                                         | Carlos Salinas, Financial Manager, Emory University                                                               |
| 9:30 – 9:50 am | **SHARE AND SHARE ALIKE: HOW MULTI-INSTITUTION GRANTS AND SUB-AWARDS CAN GROW YOUR REVENUE STREAM** | Gloria A White*, Director of Sponsored Programs, St. Edward's University                                         |

10:00 – 10:30 am | NETWORKING AND REFRESHMENT BREAK

10:30 – 11:45 am | EDUCATION SESSIONS

**CONCURRENT SESSIONS**

**CLINICAL RESEARCH/CLINICAL TRIALS**
This session will also be of interest to participants interested in the following tracks: Current & Aspiring Managers; Departmental; Predominantly Undergraduate Institutions (PUI); Senior Level Program Level: Intermediate

**TRANSFORMING A CLINICAL RESEARCH OFFICE FOR SUCCESS**
This session will focus on tips and tricks to creating a successful clinical research office for your enterprise and maintaining that team.

Learning Objectives
- Participants will learn how to sell senior leadership on the needs of a clinical research office.
- Participants will be able to establish the right structure for clinical research needs.
- Participants will learn techniques to hire the right people.
- Participants will learn how to train the team.
- Participants will use acuity tools to determine workload differences and maintaining the team.

Prerequisite: Participants should have prior clinical research knowledge. Hiring experience is preferred.

Crista M. Brawley*, Director, Rush University Medical Center  
Ashley Baker-Lee, Senior Vice President, Research Operations, City of Hope

**COMPLIANCE**
Program Level: Intermediate

**DATA CAPTURE: ANOTHER TOOL FOR GRANTS MANAGEMENT**
This session will review how departmental administrators can create and implement a grants database system. What data do you need to track? When is the right time to enter the data? And, what can the data be used for in management of the grant life cycle?

Learning Objectives
Participants will be able to identify what data that should be collected throughout the life of a grant and how to use that data in managing your grant portfolio.

Thomas Berkhoundt, Director, Office of Grants and Contracts, Department of Psychiatry, University of Pittsburgh  
Mariana Rieke, Post-Award Team Leader, Department of Psychiatry, University of Pittsburgh
CONCURRENT SESSIONS CONTINUED

CURRENT & ASPIRING MANAGERS
This session will also be of interest to participants interested in the following track: Senior Level Program Level: Intermediate

RESEARCH ADMINISTRATION 360: FACULTY ADMINISTRATORS, SPONSORS
How do different people regard research administration? What value do they find, and what problems do they encounter? In this session, we will focus on the perspectives of research administration from the vantage points of a faculty member, a university chancellor, and a Federal agency representative.

The Office of Research Administration is where the interests of three distinct groups meet: the faculty, the institution, and the sponsor. Often these interests are compatible in the goal of the advancement of research. At times, however, the interests of these groups do not coincide, and friction results. It is at these critical times that the research administrator must mediate among the three groups in order to assure that the primary purpose of advancing knowledge is met. Please join us for an exploration of differing perspectives.

LEARNING OBJECTIVES
• Participants will focus on things to consider in structuring department services.
• Participants will learn how to get buy-in from the central office.
• Participants will learn how to train and bring the department staff on board.
• Participants will learn how to build communication between the two offices.

Robyn B. Remotigue*, Research Manager, School of Public Health, University of North Texas Health Science Center at Fort Worth
Leann Schulte Forsberg, Executive Director, University of North Texas Health Science Center at Fort Worth

DEPARTMENTAL
This session will also be of interest to participants interested in the following tracks: Current & Aspiring Managers; Pre-Award; Post-Award: Non-Financial; Senior Level Program Level: Intermediate

IT AIN’T GONNA BUILD ITSELF: A FRAMEWORK FOR DEVELOPING RESEARCH SUPPORT SERVICES
Creating a new office of research services in a school/department can be an overwhelming task. Where do you start? During this process, a collaborative relationship between the department and central administration is essential to the success in offering strong research administrative services. This session will focus on a framework used in creating new departmental services and the critical involvement of the central office.

LEARNING OBJECTIVES
• This session will explore the different interests and expectations of the research administrator by the faculty, the institution, and the sponsor.
• By understanding these interests, the research administrator will be better able to mediate the conflict and facilitate a successful resolution.

Kim Moreland*, Associate Vice Chancellor for Research & Sponsored Programs, University of Wisconsin-Madison, NCURA Distinguished Educator
Stephen L. Hansen, Dean and Professor, Southern Illinois University at Edwardsville (Emeritus)
Christa C. Johnson, Associate Vice President for Research Administration, Colorado State University
Jean I. Feldman, Head, Policy Office, Office of Budget, Finance & Award Management, National Science Foundation
FEDERAL & REGULATORY UPDATES
This session will also be of interest to participants interested in the following tracks: Departmental; Pre-Award; Predominantly Undergraduate Institutions (PUI); Post-Award: Financial; Post-Award: Non-Financial; The New Research Administrator
Program Level: Update
NIH UPDATE
This session is a comprehensive review of what is new and being developed within the National Institute of Health's (NIH) programs, policies, and budgets. Participants will learn about the newest updates to NIH's budget and compliance initiatives and how their respective institutions will be affected. Upon completion of the presentation, participants will have the opportunity to ask questions about the new and existing policies and procedures.

Learning Objectives
• Participants will learn about NIH's budget priorities.
• Participants will learn about the evolution of new policies and compliance initiatives.
• Participants will gain insight into current issues at NIH.
Prerequisite: Participants should come with a basic knowledge of NIH.
Shellie Wilburn*, Director, Division of Grants Policy for Extramural Research Administration, National Institutes of Health

INTERNATIONAL
This session will also be of interest to participants interested in the following tracks: Compliance; Post-Award: Non-Financial
Program Level: Overview
INCREASING ADMINISTRATIVE CAPACITY FOR INTERNATIONAL PRE-AND POST-AWARD ACTIVITIES
With increasing globalization, more faculty are collaborating with colleagues around the world or pursuing research, education, or service projects in other countries. The complexity of working internationally has significantly increased in the last 15 years. Institutions are called on to work with international partners, contractors, vendors, and sponsors and are recognizing many related complexities. How do we know how to approach and best implement projects around the world? What resources can we provide? How do we ensure compliance issues are addressed? The panelists will discuss methodology used at their institutions to improve their administrative capacity and effectiveness in supporting international projects and some key lessons learned.

Learning Objectives
• Participants will learn how the panel's institutions approached improving administrative capacity for international awards.
• Participants will learn the panel's approach to researching best practices and developing resources and education.
• Participants will learn the key lessons learned by the panelists.
Twila Fisher Reighley*, Assistant Vice President of Research & Graduate Studies, Michigan State University
Doug Divine, Global Support Manager and Director, DATAGroup, Global Operations Support, University of Washington
Dennis J. Paffrath, Assistant Vice President for Sponsored Programs Administration, University of Maryland, Baltimore
CONCURRENT SESSIONS CONTINUED

POST-AWARD: NON-FINANCIAL
This session will also be of interest to participants interested in the following track: Senior Level
Program Level: Intermediate

POST-AWARD PROCESS IMPROVEMENT:
TRANSFORMING DAY-TO-DAY OPERATIONS
This session will examine how incorporating business process improvement into a post award contracts and grants accounting area can enhance customer satisfaction, maximize process performance and leverage technology to increase service levels, efficiency, effectiveness, and transparency. Specifically, we will discuss how leveraging a financial system and system enhancement were critical to UCSFs ability to move from siloed post award functions to a cradle-to-grave structure. We will also discuss how institutional reorganization is critical to facilitating a transition from a task-oriented production shop to a task-added service organization. We will share different perspectives of the change from various individuals.

Learning Objectives
• Participants will evaluate the ABC’s of processes to identify and eliminate non-value-added activities from the perspective of the customer – primarily the researcher:
  – Award Set-Up - Billing & Collection
  – Close-Out and Financial Reporting
• Participants will consider how post-award management monitoring is performed throughout these core processes.
Prerequisite: Understanding of data analysis and change management.
Sonia Singh*, Manager, Huron Consulting Group
Mary Catherine Gaisbauer, Associate Controller, Contracts and Grants Accounting, University of California-San Francisco
Azeb Sertsu, Manager, Contracts and Grants Accounting, University of California, San Francisco

PREDOMINANTLY UNDERGRADUATE INSTITUTIONS (PUI)
This session will also be of interest to participants interested in the following tracks:
Pre-Award: Post-Award: Non-Financial: Senior Level: Sponsored Program Development & Foundations
Program Level: Overview

REJECTED! TIME TO RECONSIDER OR TO REVISE AND RESUBMIT?
Receiving a rejection letter from a sponsor can be heartbreaking. Akin to coping with the loss of a loved one, PIs may progress through the stages of death and dying: denial, anger, bargaining, depression, and acceptance. That is, PIs who start off on the defensive, shielding themselves from the pain of a grant “failing,” could switch to the offensive, blaming reviewers for not comprehending the inherent beauty and necessity of the proposed project. Fortunately, research administrators are in a prime position to help PIs strategize a pathway forward-to revise and resubmit, to pursue a different sponsor, or to consider a new line of investigation. In this concurrent session we will explore strategies for assisting PIs in unpacking reviewer comments, weighing alternatives, and modeling responses in a revised application. With encouragement from research administrators, PIs will recognize that persistence pays.

Learning Objectives
• Participants will gain insights on ways to help faculty overcome a grant rejection.
• Participants will learn to analyze reviewer comments and distinguish between critiques to take seriously and remarks to ignore.
• Participants will examine a four-part model for crafting an opening to a proposal resubmission.
Jeremy Miner*, Director of Grants and Contracts, University of Wisconsin-Eau Claire
Lee Ann Rodriguez, Director of Research Programs and Services, New College of Florida
CONCURRENT SESSIONS CONTINUED

SENIOR LEVEL
This session will also be of interest to participants interested in the following track:
Current & Aspiring Managers
Program Level: Advanced
AN ACTION PLAN FOR MINIMIZING YOUR
INSTITUTION’S ADMINISTRATIVE BURDENS IMPRINT
The National Research Council’s special Committee on Federal Research Regulations and Reporting Requirements: A New Framework for Research Universities in the 21st Century will have released its report on reducing administrative burdens entitled in early 2016. Its preliminary report urged both the federal agencies and award recipients in its recommendations to take specific actions toward reducing administrative burdens associated with federally funded research. This committee has sought to address the root causes that have been identified in studies on this topic conducted by multiple organizations which illustrated how the stark increases in federal regulations and institutional implementations have exacerbated the situations for researchers and dramatically increased the administrative costs being borne by institutions since the cap on administrative costs was imposed in the early 1990s. This session will suggest specific actions that federally funded institutions might consider to ensure their administrative burdens footprint is minimized.

Learning Objectives
• Participants will gain awareness of the findings and recommendations from these studies on administrative burdens Identify actions that are recommended at the Federal and institutional levels to reduce this drain on science.
• Participants will utilize good practices in the lessons learned from what other institutions are doing to reduce the administrative burdens on their principal investigators.

Susan Wyatt Sedwick*, Consulting Associate, Attain, LLC
Ara Tahmassian, Chief Research Compliance Officer, Harvard University
Lois Brako, Assistant Vice President for Research - Regulatory and Compliance Oversight, University of Michigan
Courtney Frazier Swaney, Associate Director, University of Texas at Austin

SENIOR LEVEL
Program Level: Update
NCURA RESEARCH PROGRAM UPDATE
NCURA launched a Research Grants Program and in 2016 funded several projects that focus on research administration areas of inquiry. The panelists will present their initial research efforts, preliminary findings, and ongoing inquiry plans. Please join us to learn more about this exciting work and the program.

Learning Objectives
• Participants will gain an understanding about the NCURA Research Programs process and goals.
• Participants will learn about the individual funded projects’ goals and objectives, methodology and approach.

Denise A. Wallen*, Research Officer & Senior Fellow, University of New Mexico
Denise M. Moody, Senior Director of Research Compliance, Harvard University
Jo Ann Smith, Director, Master of Research Administration (MRA) and the Graduate Certificate in Research Administration Programs, University of Central Florida
Simon Kerridge, Director, Research Services/Immediate Past Chair of ARMA, University of Kent
Lisa E. Mosley, Assistant Vice President, Research Operations, Arizona State University
Heather Cody, Assistant Director, Clinical Research Finance, Sponsored Projects Administration, University of Texas Health Science Center at Houston
TEAM SCIENCE: ENHANCING THE PROCESSES AND OUTCOMES OF COLLABORATIVE, TEAM-BASED RESEARCH

The “team approach” is now the prevalent form of patient management in the US, recognizing that no one person can be expected to diagnose and treat all aspects of a patient’s condition. So too, team science has been shown to increase research productivity by measure of the number of publications, patents and collaborations; multi-investigator centers lead to an increase in future research funding competitiveness; and cross-discipline teamwork fosters innovative approaches and different ways of thinking. Is it any wonder that the science of team science has become such a hot topic! Interdisciplinary, translational research brings with it the challenge of integrating researchers from different personal and professional cultures into dynamic and productive research teams. Many factors, such as building trust, identifying the right team members, good communication and effective negotiation are needed to advance collaborative projects, and to prevent and manage disputes and conflicts. In this session, we will discuss the characteristics of successful research collaborations as well as strategies that research administrators can use to help build and sustain interdisciplinary teams. Drawing from case studies and first-hand experience, the session will examine barriers and challenges to successful collaboration and introduce ways to overcome them.

Learning Objectives

- Participants will appreciate the positive influence of diverse perspectives.
- Participants will understand the most effective practices for productive cross-disciplinary collaboration.
- Participants will learn tools leaders can use to implement effective practices in team science.

Gai Doran*, Director of Research, School of Forestry & Environmental Studies, Yale University

THE NEW RESEARCH ADMINISTRATOR

This session will also be of interest to participants interested in the following tracks:
Current & Aspiring Managers; Departmental; Pre-Award; Predominantly Undergraduate Institutions (PUI); Post-Award: Financial; Post-Award: Non-Financial; Senior Level

PIs ARE JUST CHARACTERS: BUILDING A BETTER WORKING RELATIONSHIP WITH YOUR FACULTY THROUGH UNDERSTANDING

Working with the myriad of PI personality types can be hard, even sometimes distressing. But of course one must soldier one to get the job done. This presentation emphasizes the importance of understanding PI personality types as a means to managing a more productive work relationship.

> continued on next page
THE NEW RESEARCH ADMINISTRATOR

This session will also be of interest to participants interested in the following tracks:
- Current & Aspiring Managers; Departmental; Pre-Award; Predominantly Undergraduate Institutions (PUI); Post-Award: Financial; Post-Award: Non-Financial; Senior Level

Program Level: Basic

PIs ARE JUST CHARACTERS: BUILDING A BETTER WORKING RELATIONSHIP WITH YOUR FACULTY THROUGH UNDERSTANDING (CONTINUED)

Working within the context of well known “characters” we will present and discuss common personality types and communication strategies. Join us prepared to contribute to discussion in this light hearted approach to this important management challenge.

Learning Objectives
- Participants will be able to confirm the importance and benefits of an effective working relationship with PIs.
- Participants will be presented with example(s) of formal or “professional” personality identification models followed by our light hearted yet serviceable “character” models of personality types; present and discuss effective communication strategies with each.
- Participants will laugh a little.

Leslie Levine*, Director, Dietrich College Humanities and Social Sciences Research Office, Carnegie Mellon University
Carol Miller*, Administrative Officer, Department of Mathematics, University of Pittsburgh

DISCUSSION GROUPS

COMPLIANCE

This session will also be of interest to participants interested in the following tracks: Clinical Research/Clinical Trials; Contracting & Working with Industry; Predominantly Undergraduate Institutions (PUI); Post-Award: Non-Financial; Senior Level

FCOs IN RESEARCH: TIPS AND SOLUTIONS FOR FINANCIAL CONFLICT OF INTEREST MANAGEMENT PLAN DEVELOPMENT AND RETROSPECTIVE REVIEWS (Follow-up to concurrent session, ‘An in-depth look at Research FCOI,’ held at 8:30 am)

This discussion session will focus on the development of management plans and approaches to retrospective reviews. Basic requirements and varied approaches will be covered.

Jodi R. Barry*, Research Compliance Officer, Office of the Vice Provost for Research, Harvard University

CONTRACTING & WORKING WITH INDUSTRY

EXPORT CONTROL COMPLIANCE IN INDUSTRY-UNIVERSITY RESEARCH

As the federal funding tightens, universities are increasing collaborations with industry partners. As a result, universities are asking – Are the export considerations different when working with an industry partner? University and industry partners must consider the export control implications and issues in University-Industry research and contracting. This session will allow attendees to participate in a discussion group to share best practices, ask questions, and benchmark against other institutions. The intended audience for this Discussion Group includes those involved with the Industry-University contracting, export controls and others interested in learning more about this exciting topic.

Mary Beran*, Associate Director, Office of Research Integrity Assurance, Georgia Institute of Technology
Elizabeth Peloso, Associate Vice Provost/Associate Vice President, Research Services, University of Pennsylvania
DISCUSSION GROUPS CONTINUED

CURRENT & ASPIRING MANAGERS
This session will also be of interest to participants interested in the following tracks:
Pre-Award; Post-Award: The New Research Administrator

PREPARING TO MAKE THE LEAP INTO MANAGEMENT FOR THE FIRST TIME
At the end of this session participants will have a better understanding of how to prepare for the leap into management, what skills are generally needed, and some of the key challenges.

Jennifer J. Crockett*, Associate Director, Post Award Operations, Emory University
Tamara V. Hill, Director, Research Administration Services, Emory University
Lisa N. Rulney, Assistant Dean, Finance & Administration, University of Arizona

DEPARTMENTAL
This session will also be of interest to participants interested in the following tracks: Current & Aspiring Managers; Pre-Award; Post-Award: Non-Financial; The New Research Administrator

TOUGH CONVERSATIONS WITH FACULTY
Establishing open dialogue with faculty can be challenging in the best of times, which makes building those relationships even more critical when having to navigate difficult situations. How do you communicate institutional and sponsor regulations, requirements, and pitfalls to your faculty? What happens when a proposal misses a deadline, or a faculty member tries to circumvent a process or policy? Who breaks bad news to the investigator, and how do you approach the conversation? In this discussion, we will work through examples of tough conversations with faculty, how and when they are necessary, and how to strategize around addressing complex or potentially uncomfortable issues.

Csilla Csaplár*, Director of Administration and Finance, Geophysics, Stanford University
Adrienne Aviles, Research Coordinator, Division of Sponsored Programs, University of Florida

FEDERAL & REGULATORY UPDATES
This session will also be of interest to participants interested in the following tracks: Current & Aspiring Managers; Pre-Award; Post-Award: Financial; Post-Award: Non-Financial

PERILS AND PITFALLS WITH STARTUPS: SBIR & STTR PROGRAMS

Prakash Balan*, Program Director, SBIR, STTR, National Science Foundation

INTERNATIONAL
This session will also be of interest to participants interested in the following track: Compliance

PERFORMING HUMAN SUBJECTS AND ANIMAL SUBJECTS RESEARCH OUTSIDE OF THE U.S.

Fadia Homeidan*, Director of Grants and Contracts, American University of Beirut, Lebanon
DISCUSSION GROUPS CONTINUED

POST-AWARD
CREATING AND IMPLEMENTING SUCCESSFUL
POST-AWARD TRAINING FOR DEPARTMENT
ADMINISTRATORS AND STAFF
We will share two creative models of what we have
successfully implemented at our respective campuses to
better educate and train staff. Staff from all departments
actually look forward to our forums. Our approach embraces
adult learner philosophy, focused planning, active discussions,
and even humor during the session. We look forward to
hearing what you are doing at your campus so that we can all
improve our campus education programs leading to increased
competence, compliance, internal controls, and effectiveness.

William Lawlor*, Controller, University of Nebraska Medical
Center
Jeffrey D. Miller, Assistant Controller, Business and
Finance, University of Nebraska Medical Center
Belinda Gillam, Project Specialist II, Office of Sponsored
Programs, University of Nebraska-Lincoln

PRE-AWARD
This session will also be of interest to participants interested in the following tracks: International
TOP 10 CHALLENGES OF GLOBAL COLLABORATION
In this session, we will discuss some of the many issues
which arise when domestic institutions collaborate with
foreign organizations. With ever increasing technology
bringing about an new ease of communication, the number of
US/foreign collaborations has vastly increased. The
collaborations range from receiving funding via grants or
contracts from abroad to teaming agreements to receiving and
issuing Subawards and subcontracts. Our UG rules governing
agreements do not uniformly apply to foreign organizations,
neither do the USAID regulations. We will be discussing the
issues and potential solutions to some of these challenges.
The top 10 challenges we will focus on are:
• Differences in laws governing grants and contracts abroad
and in the US. – which apply and in what circumstances.
• Different languages (and not just differences in English
but different terms that are used throughout the grant
agreements).
• PI culture and compliance.
• Single audits and audits in general.
• Subrecipient monitoring forms (they are all different, and as
internationals we are automatically seen as a risky subaward
partner but not all internationals are equal).
• IRB – which countries’ rules govern?
• Overheads – all foreign subs get only 8 percent despite the
nature of the subrecipient.
• Compliance with appropriate regulations – how to work with
foreign sites (training) so they can adhere to general
accounting and legal standards.
• Understanding budget vs. actual – helping sites understand
this difference.
• Time and effort reporting – working with sites on this
compliance issue.

Debra Ellen Brodlie*, Associate Director, Bloomberg School
Public Health, Johns Hopkins University
Erika Wagner, Senior Finance Manager, Johns Hopkins
University Bloomberg School of Public Health
Laura Plant Fuentes, US Grants Coordinator, Karolinska
Institutet

* Lead presenter
DISCUSSION GROUPS CONTINUED

PREDOMINANTLY UNDERGRADUATE INSTITUTIONS (PUI)
This session will also be of interest to participants interested in the following tracks:
Current & Aspiring Managers; Pre-Award; Post-Award: Non-Financial; Sponsored Program Development & Foundations; The New Research Administrator

SURVEYS FOR SUCCESS AT PUIs
This session will be a discussion about surveys to faculty regarding services, programming, and solutions for a more successful sponsored program office. What questions to ask, survey size, what you don’t want to know, and will it heed the results you were looking for? Is a survey worth it in the long run? Please attend if your office has surveyed faculty or if you are thinking about collecting feedback from your faculty.

THE NEW RESEARCH ADMINISTRATOR
This session will also be of interest to participants interested in the following tracks: Current & Aspiring Managers; Departmental; International; Pre-Award; Predominantly Undergraduate Institutions (PUI); Post-Award: Financial; Post-Award: Non-Financial

HOW TO CREATE A PATH IN RESEARCH ADMINISTRATION? LET’S START AT THE BEGINNING
You are a research administrator. Now what? Define your career roadmap, and this session can help. This interactive group discussion will inspire and encourage you to think about research administration as your profession, and illustrate the many paths you can take to create your own niche. This is a wonderfully diverse field across a wide spectrum of organizations to settle down in. Opportunity is around every corner to enrich your skills and find your area of passion that will lead to your destination. Come share your story, ask your questions and explore the breadth of opportunity that is research administration.

OFFICE HOURS: Many participants are often tasked by their managers, researchers, and colleagues with finding an answer to a burning question at their institution. With the Office Hours sessions, we are creating an opportunity to obtain answers to those questions by subject matter experts in a one-on-one setting. The expert will be able to share their thoughts and advice directly with the individual. For participants, this is a great opportunity to learn, ask questions, and meet some of NCURA’s esteemed members. To reserve your spot, pre-register online. Registration opens July 5, 2016. Information will be sent to all registrants of the 58th Annual Meeting.

SENIOR LEVEL
OFFICE HOURS: HOW TO BECOME AND SUCCEED AS AN AVP

Stacy A. Riseman*, Director of Sponsored Research, College of the Holy Cross
Joyce Ferland, Administrative Director, Research Radiology, Massachusetts General Hospital

Pam Tazik*, Deputy Director, Office of Contracts and Grants Research Administration, University of Colorado, Boulder

David Richardson*, Associate Vice Chancellor for Research and Director of Sponsored Programs, University of Illinois at Urbana-Champaign
Judy L. Fredenberg, Director, Research and Sponsored Programs, University of Montana
SPARK SESSIONS: 15 – 20 minute, high energy, high deliverable offerings that will get right to the “good stuff.”

10:30 – 10:50 am
STRATEGIES TO OPTIMIZE THE EQUIPMENT & BUILDING DEPRECIATION COMPONENTS OF THE F&A RATE
Gregory Sheahan*, President, HCA Asset Management

11:00 – 11:20 am
LEADERSHIP DEVELOPMENT FOR THE NEXT GENERATION OF RESEARCH ADMINISTRATORS: AN EVALUATION OF THE RESEARCH FOUNDATION FOR SUNY’S PILOT MENTORING PROGRAM
Amy Henderson-Harr*, Assistant Vice President, Research & Sponsored Projects, State University of New York –College at Cortland
Kathleen Caggiano-Siino, Vice President of Human Resources, Research Foundation for State University of New York (SUNY)

11:30 – 11:45 am
HOW TO INTERPRET EXPORT CONTROL CLAUSES IN RFPs
Matt Richter*, Compliance Manager, University of Wisconsin-Milwaukee
Michelle Schoenecker, Senior Proposal Development Manager, University of Wisconsin-Milwaukee

CONCURRENT SESSIONS

COMPLIANCE
This session will also be of interest to participants interested in the following tracks: Clinical Research/Clinical Trials; Contracting & Working with Industry; Departmental; Federal & Regulatory Updates; International; Pre-Award; Predominantly Undergraduate Institutions (PUI); Post-Award: Non-Financial; Senior Level
Program Level: Advanced
Learning Objectives
Participants will gain a better understanding of federal, state, and institutional requirements and obligations in the following areas: data ownership; intellectual property and copyright concerns; data sharing issues for research collaborators, for sponsor agencies, and for publication; sponsor requirements for data management plans; data retention policies; and data security standards.
Janet Weisenberger*, Senior Associate Vice President for Research, Office of Research, Ohio State University

RESEARCH DATA – TYPES, MANAGEMENT, SECURITY, USE AGREEMENTS, RETENTION POLICIES
At the core of all research and scholarship is the collection of data. We are presently in the midst of an explosion of new ways to manage, link, mine and analyze data sets. These opportunities offer exciting new insights that can be brought to bear on some of society’s most pressing issues. At the same time, these opportunities pose a whole new set of challenges for researchers and institutions in how data is stored, managed, shared, and retained. This session will explore some of these challenges and how research institutions are moving to meet them. Attendees will be asked to share examples from their specific institutions so that some common best practices can be identified.
Janet Weisenberger*, Senior Associate Vice President for Research, Office of Research, Ohio State University
CONCURRENT SESSIONS CONTINUED

CONTRACTING & WORKING WITH INDUSTRY
Program Level: Intermediate

PREPARING INDUSTRY PROPOSALS AND BUDGETS
This session will focus on the unique challenges of proposals and budgets for Industry funded research for Research Administration Offices. Should you charge fixed price or cost reimbursable? What are the advantages of either pricing? What indirect cost rate is applicable? What should your strategy be when your Principal Investigator has already started negotiating a research without submitting a proposal. How about when a check shows up for research without a proposal being submitted. Why is it important for your Investigator to provide a specific statement of work (for IP other potential dispute matters), milestone/deliverable requirements etc. Come prepared to join in this session as we share the secrets of success with industry proposals and budgets.

Learning Objectives
• Participants will leave with a fundamental understanding of the challenges of industry proposals and budgets.
• Participants will discuss the benefits or shortfalls of fixed price vs. cost reimbursable, depending on the project.
• Participants will learn tips and practices to increase their efficiencies.

Prerequisite: Participants should have familiarity with industry proposals and budgets.

Scott B. H. Davis*, Associate Director, Office of Research Administration, University of Oklahoma Health Sciences Center
Caroline Jones, Senior Contract and Grant Officer, Stanford University

CURRENT & ASPIRING MANAGERS
This session will also be of interest to participants interested in the following tracks:
Senior Level: The New Research Administrator
Program Level: Intermediate

TRAIN THE TRAINER FOR SUCCESS/ONBOARDING EFFECTIVELY: TRAINING FOR CHANGE
An effective training program can turn average employees into excellent employees. On the other hand, the lack of an effective training program can lead to the loss of good employees and thus cripple the organization. Training is crucial for organizational development and success. Developing an effective research administrator training program is vital to the long term success of your organization. By taking an organized approach to training, you can achieve an excellent return on your training investment.

Learning Objectives
• Participants will be able to identify essential training requirements.
• Participants will be better able to decide on the training goals and objectives.
• Participants will be able to create a training program.
• Participants will learn to monitor and evaluate the training.

Nancy R. Lewis*, Director, Sponsored Projects, University of California, Irvine
Rosemary E. Madnick, Executive Director, Office of Grants and Contracts Administration, University of Alaska Fairbanks

* Lead presenter
CONCURRENT SESSIONS CONTINUED

CURRENT & ASPIRING MANAGERS
This session will also be of interest to participants interested in the following track: Senior Level Program Level: Intermediate

SUCCESSFUL MANAGING AND MENTORING: KEEPING THE BEST AND BRIGHTEST/DEVELOPING YOUR EMOTIONAL IQ
To be a good leader you must learn to effectively manage your team or you could end up losing good people. This session will teach you how to motivate, inspire and encourage your staff. We will share our personal experiences that have helped us to thrive as supervisors. Learn how to reach goals and contribute to the success of your organization by understanding your role as a manager. While there are no fool-proof methods for retaining staff, we will share examples of what has worked, and what has not worked, and confront the day-to-day human resource issues that managers have to respond to on a daily basis while trying to manage their department effectively.

Learning Objectives
• Participants will have a better understanding the role of a manager.
• Participants will learn how to improve on their people skills in the workplace.
• Participants will learn how to handle difficult people and how to produce positive outcomes when managing conflict.
• Participants will explore successful strategies for motivating their staff.

Christa C. Johnson*, Associate Vice President for Research Administration, Colorado State University
Beth Seaton, Independent Consultant
Diane Barrett, Director, Office of Sponsored Programs, Colorado State University

DEPARTMENTAL
This session will also be of interest to participants interested in the following tracks: Current & Aspiring Managers; Pre-Award; Predominantly Undergraduate Institutions (PUI); Sponsored Program Development & Foundations Program Level: Intermediate

MENTORING OUR JUNIOR (AND SENIOR) FACULTY IN RESEARCH
This session will outline plans/ideas around how we as administrators can partner in launching our new faculty. By creating a close partnership with our new faculty we can enhance the working relationship and develop this relationship to lead to the success of all.

Learning Objectives
• Participants will have a better understanding the role of a manager.
• Participants will start with defining and describing the junior faculty member with an overview of their journey to their current appointment and the potential pitfalls that have occurred due to their mentorship to date.
• The core of this relationship is trust so we will discuss how you build trust, how you build bridges/partnership and how you create an open environment of service.
• Participants will review conversation flows/patterns, outcomes which should be our collective goals and potential pitfalls.
• Participants will touch on relationship issues, the multiple forms of communication, and the strength of our matrixed organizations.

Prerequisite: This session would be ideal for anyone who has to create partnerships with graduate students, postdocs and young faculty.

Randi Wasik*, Director of Finance and Administration, College of the Environment, University of Washington
Jo Ann Smith, Director, Master of Research Administration (MRA) and the Graduate Certificate in Research Administration Programs, University of Central Florida
CONCURRENT SESSIONS CONTINUED

FEDERAL & REGULATORY UPDATES
This session will also be of interest to participants interested in the following tracks: Departmental; Pre-Award; Post-Award: Financial; Post-Award: Non-Financial
Program Level: Update
Max Bernstein*, SMD’s Lead for Research, NASA

Learning Objectives
Participants will learn about the current status and implementation plan for the federal-wide terms and conditions.
Jean I. Feldman*, Head, Policy Office, Office of Budget, Finance & Award Management, National Science Foundation
Michelle Bulls, Director, Office of Policy for Extramural Research Administration, OPERA, National Institutes of Health

NASA UPDATE
NASA will provide an update to the community regarding their solicitation, evaluation and award process. In particular, NASA will review changes to solicitations, the guidebook for proposers, and the Grant and cooperative agreement manual based on adoption of the uniform guidance and the OSTP memo on increasing access to the results of research. Is there something in particular you want to know about? Write to SARA@NASA.gov

FEDERAL & REGULATORY UPDATES
This session will also be of interest to participants interested in the following tracks: Compliance; Pre-Award: Financial; Post-Award: Non-Financial; Senior Level
Program Level: Basic
Karen Lee*, Energy Branch Chief at Executive Office of the President, Office of Management and Budget (OMB)
Renata Maziarz, Senior Policy Analyst, U.S. Department of the Treasury
Mike Peckham, Director, DATA Act Program Management, Department of Health and Human Services

RESEARCH TERMS AND CONDITIONS UPDATE
This session will provide an update to the status of the multiagency Research Terms and Conditions which implement the Uniform Guidance.

FEDERAL & REGULATORY UPDATES
This session will also be of interest to participants interested in the following tracks: Departmental; Pre-Award; Post-Award: Financial; Post-Award: Non-Financial; Senior Level
Program Level: Update
Karen Lee*, Energy Branch Chief at Executive Office of the President, Office of Management and Budget (OMB)
Renata Maziarz, Senior Policy Analyst, U.S. Department of the Treasury
Mike Peckham, Director, DATA Act Program Management, Department of Health and Human Services

INTERNATIONAL
This session will also be of interest to participants interested in the following track: Federal & Regulatory Updates
Program Level: Overview
Kelvin Droegemeier*, Vice President for Research, Office of the Vice President for Research, The University of Oklahoma
Beethika Khan, Director, Science and Engineering Indicators Program, National Center for Science and Engineering Statistics, National Science Foundation

AN INCREASINGLY INTERNATIONAL S&E LANDSCAPE: CHALLENGES AND OPPORTUNITIES FOR UNIVERSITY ADMINISTRATORS
The United States science and engineering enterprise still leads the world. However, decreased U.S. federal investment is negatively impacting our nation’s research universities at a time when other countries are rapidly strengthening their global science and engineering capacities. U.S. universities conduct 51 percent of the nation’s basic research and train the next generation of STEM-capable workers. Federal support is essential to developing the new knowledge and human capital that allows the U.S. to innovate and be at the forefront of science and technology.
CONCURRENT SESSIONS CONTINUED

POST-AWARD: NON-FINANCIAL
This session will also be of interest to participants interested in the following tracks:
Compliance; Federal & Regulatory Updates; International; Post-Award: Financial
Program Level: Intermediate

SUBRECIPIENT MANAGEMENT AND MONITORING
This session will review the new requirements for subrecipient management and monitoring under OMB Uniform Guidance 2 CFR Part 200 from pre-award through closeout. The discussion will involve case study examples and demonstration of a 5 Step Toolkit developed to ensure compliance with the new regulations: subrecipient determination, risk assessment, mitigation, monitoring and enforcement. This session will be interactive so be prepared to share best practices from your institution.

Learning Objectives
• Participants will have a better understanding of the major changes related to subrecipient management and monitoring under 2 CFR Part 200.
• Participants will be able to identify resources available to ensure compliance with these new regulations.

Donna Kiley*, Associate Director, Office of Grants & Contracts Administration, Research Foundation of SUNY
Justine Gordon, Director, Office of Grants & Contracts Administration, Research Foundation of SUNY

PREDOMINANTLY UNDERGRADUATE INSTITUTIONS (PUI)
This session will also be of interest to participants interested in the following tracks:
Departmental; Federal & Regulatory Updates; Pre-Award; Post-Award: Non-Financial; Sponsored Program Development & Foundations; The New Research Administrator
Program Level: Overview

TOP 10 THINGS EVERY NEW ADMINISTRATOR IN A SMALL OFFICE NEEDS TO KNOW
A panel of long-time research administration professionals from small research administration offices will share with participants the ten most important things they learned early in their careers that “got them through” while they gained the knowledge and experience they needed to become “fully functional.” Panelists will explore commonalities in their top ten lists and discuss why the items they put forward in terms of knowledge and skills are the most important to develop early in one’s career. Participants will be given the opportunity to make a list of the knowledge and skills they hope to gain in the next twelve months and leave it with the facilitator. Lists will be sent to participants in a year so that they can gauge their learning and set goals for obtaining new knowledge and skills.

Learning Objectives
• Participants will be able to list the five most important things that they want to learn early in their research administration careers, with a reason why each is important to them personally.
• Participants will describe how they will build their knowledge upon the basics the panelists describe.
• Participants will make a one-year plan for gaining and applying the knowledge and skills they have identified as most important to them.

Mary Louise Healy*, Director, Research Administration, Krieger School of Arts and Sciences, Johns Hopkins University
Tricia L. Callahan, Director of Proposal Development, Office for the Advancement of Research & Scholarship, Miami University
Nancy Y. Dufau, Director, Office of Research & Sponsored Programs, Loyola University Maryland
CONCURRENT SESSIONS CONTINUED

THE NEW RESEARCH ADMINISTRATOR
This session will also be of interest to participants interested in the following tracks:
Departmental; Pre-Award; Predominantly Undergraduate Institutions (PUI); Post-Award: Financial;
Post-Award: Non-Financial; Sponsored Program Development & Foundations
Program Level: Basic

COMPLEX FEDERAL PROPOSAL DEVELOPMENT
Imagine… one of your PIs runs into your office Friday afternoon at 4:00 PM and informs you about a simple proposal due two weeks from now. All the details aren’t available yet, but… ”We’ve worked up a budget with the sponsor that they agreed to!” You’ll get more information next week. On Monday morning you open your email to find five new emails from your PI letting you know the proposal is actually due next Friday by 3:00 PM local time. Two subawards (one international), an interdisciplinary project involving multiple PIs, cost sharing, an F&A waiver request, administrative costs, one consultant, and a bottle of ibuprofen later, this proposal isn’t looking so simple anymore. What do you do? Who do you get involved?

In this session, we will focus on the perspective of the department research administrator and central research administrator (OSP) when submitting complex proposals to a federal agency.

Learning Objectives
• Participants will be able to identify characteristics of a complex proposal.
• Participants will be able to identify the resources they have available.
• Participants will be provided with tips for managing the multiple aspects of a complex proposal.

Ashley Stahle, Senior Research Administrator, Colorado State University
Valorie LeFebre, Engineering Pre-Award Support Assistant Manager, Colorado State University
Carmen Morales, Senior Research Administrator, Colorado State University
William Moseley, IACUC Coordinator, Colorado State University

Research Management Review Call for Articles

NCURA’s online scholarly journal is concerned with the broad range of issues affecting the administration of research and the changing research environment. The RMR provides a forum for the dissemination of knowledge about the study and practice of the research administration profession.

Co-Editors Jo Ann Smith, Marianne Woods and Tom Wilson invite manuscripts to be submitted by August 15, 2016. For more information visit www.ncura.edu/PublicationsStore/ResearchManagementReview.aspx

DISCUSSION GROUPS

CLINICAL RESEARCH/CLINICAL TRIALS
This session will also be of interest to participants interested in the following tracks: Contracting & Working with Industry; Current & Aspiring Managers; Departmental; Predominantly Undergraduate Institutions (PUI); Senior Level

TRANSFORMING A CLINICAL RESEARCH OFFICE FOR SUCCESS (follow-up to concurrent session, ‘Transforming a Clinical Research Office for Success’ held at 10:30 am)
This discussion will take a deeper dive into challenges faced while maintaining a clinical research office. Strategies to overcome the “revolving door” challenge will be highlighted and addressed.

Crista M. Brawley*, Research Director, Cancer Clinical Trials, Rush University Medical Center

COMPLIANCE
This session will also be of interest to participants interested in the following tracks: Departmental; Pre-Award; Predominantly Undergraduate Institutions (PUI); Post-Award: Non-Financial; Senior Level; The New Research Administrator

COLLABORATION AND COORDINATION FOR EFFECTIVE COMPLIANCE DURING THE LIFECYCLE (E.G., SYSTEMS, COMMUNICATION, PROCESSES)
There are many players in the complex game that is Research Administration. From identifying funding opportunities to closing out awarded grants and contracts, a number of separate offices at each institution have a hand in the successful administration of sponsored projects. The ability to foster collaborative interdepartmental relationships is essential for each unit to realize their individual goals as they effectively assist faculty get research done. In this session, we will examine the administrative structure of The University of Texas at Dallas and discuss how we stepped out of our departmental bubbles and a journey began towards developing a cohesive research unit. We will share tips on how Sponsored Projects, Post-Award, Research Compliance, Finance, and departmental administrators (to just name a few of the many departments) can start to speak the same language.

Sanaz Okhovat*, Senior Director, Office of Research Compliance, University of Texas at Dallas
Amanda Miller Boone, IRB Manager, The University of Texas at Dallas
DISCUSSION GROUPS CONTINUED

CONTRACTING & WORKING WITH INDUSTRY
THE PROs, CONs, CHALLENGES AND OPPORTUNITIES OF NEW MODELS OF INDUSTRY-UNIVERSITY CONTRACTING

While a number of schools have adopted industry contracting models that concurrently negotiate foreground intellectual property rights, these models have not been universally accepted and there is limited data to support their utility.

DEPARTMENTAL

This session will also be of interest to participants interested in the following tracks:
Pre-Award; Post-Award: Financial

NURTURING THE PARTNERSHIP BETWEEN THE CENTRAL AND DEPARTMENTAL RESEARCH ADMINISTRATION OFFICES: A ROUNDTABLE DISCUSSION

The proposed round table discussion will focus on several key dynamics needed to nurture an effective working relationship between the central and departmental offices. Discussion will focus on common barriers to the partnership such as training, communication, customer service and discuss effective solutions to increasing the collaboration and nurturing the relationship. Participants for the round table will comprise of Department and Central administrators who will present scenarios and respond from their own perspectives in an open and honest discussion.

FEDERAL & REGULATORY UPDATES

This session will also be of interest to participants interested in the following tracks:
Pre-Award; Post-Award: Financial; Post-Award: Non-Financial; Senior Level

AN FDP DIALOGUE

This session will focus on the current activities of the Federal Demonstration Partnership including pilot projects and demonstrations. Among the topics are the Expanded Clearinghouse Pilot and efforts to reduce administrative burden for researchers.

Anthony Boccanfuso*, President, University Industry Demonstration Partnership
Sophia Herbert-Peterson, Director, Industry and International Contracts, Georgia Institute of Technology
Lisa Lorenzen, Executive Director, Office of Intellectual Property and Technology Transfer, Iowa State University
Brian Smith, Senior Partnership Developer, North Carolina State University

Geraldine Pierre*, Grants & Contracts Manager, Health Law, Policy and Management, Boston University School of Public Health
Gretchen Hartigan, Assistant Vice President, Post-Award Financial Operations, Boston University
Monique Anderson, Assistant Director, Office of Research Administration, University of Maryland, College Park
Marchon Jackson, Director of Sponsored Programs, Accounting and Compliance, University of Maryland, College Park

Cynthia Hope*, Assistant Vice President for Research & Director of Sponsored Programs, The University of Alabama
DISCUSSION GROUPS CONTINUED

INTERNATIONAL
RESEARCH IMPACT METRICS - GETTING TO WHAT REALLY MATTERS FOR INTERNATIONAL INSTITUTIONS
The group will discuss the stage their institution is at with regard to utilizing research metrics, what are the different sources of Key Performance Indicators and what do they tell you (and how you can use the information) about your individual researchers and your institution. The discussion will also review a process to drive out appropriate metrics within your institution.

Post-Award
I CAN'T BELIEVE THEY'RE NOT PAYING US
Sponsors fail to pay receivables for a variety of reasons ranging from financial instability to dissatisfaction of performance. In this group we will discuss the challenges and techniques for pursuing problem receivables.

Predominantly Undergraduate Institutions (PUI)
This session will also be of interest to participants interested in the following tracks:
- Current & Aspiring Managers
- Pre-Award; Post-Award; Non-Financial; Senior Level
- Sponsored Program Development & Foundations; The New Research Administrator

STRATEGIC PLANNING FOR THE PUI: A NEW APPROACH IN AN ERA OF RAPID CHANGE
Strategic planning identifies where an organization wants to be at some point in the future and how it is going to get there. The “strategic” part of this planning process is the continual attention to current changes in the organization and its external environment, and how this affects the future of the organization. Skills in strategic planning are critical to the long-term success of an organization. This discussion will serve as a platform for colleagues to discuss and share challenges around strategic planning that PUIs and other small institutions are facing today. The discussion will cover introduction to strategic planning; preparing for strategic planning; conducting strategic planning; organizational systems and practices driven by strategic planning and goals. In addition, participants will find the information useful and possibly will be able to apply the ideas and solutions to their situations. Participants are encouraged to bring their ideas, tips and solutions.

Martin Kirk*, Director, Office of Research Services, University of British Columbia

Jeffrey A. Silber*, Senior Director, Sponsored Financial Services, Cornell University
Linda Bucy, Assistant Vice President Finance and Controls, Virginia Tech

Nettie Nelms*, Director, Special Projects and Internal Audit, Los Angeles Biomedical Research Institute at Harbor-UCLA Medical Center
Jim Hansberry, Controller, Los Angeles Biomedical Research Institute at Harbor-UCLA Medical Center
DISCUSSION GROUPS CONTINUED

SPONSORED PROGRAM DEVELOPMENT & FOUNDATIONS
This session will also be of interest to participants interested in the following tracks: Compliance; Current & Aspiring Managers; Departmental; Pre-Award; Predominantly Undergraduate Institutions (PUI); Post-Award: Financial; Post-Award: Non-Financial; The New Research Administrator

Denise A. Wallen*, Research Officer & Senior Fellow, University of New Mexico
Pamela Napier, Director, Office of Sponsored Programs, Agnes Scott College

MODELS AND SERVICES FOR BUILDING AND ENHANCING RESEARCH DEVELOPMENT SERVICES
There has been a growing trend to provide targeted services, as well as create offices to support faculty needs with their proposal development efforts. Research development services are often focused on particular institutional needs and climate, however there are many similarities across universities and colleges. In some instances, universities have designated individuals to provide these services, and in other cases offices and programs have been created, either at the college level or in central administration. Regardless, there is a common goal of providing quality support and enhancing proposal submissions. This discussion group will provide a forum where participants can actively engage in sharing models, best practices, tools and strategies; raise questions and concerns; and discuss methods for promoting faculty engagement, enhancing successful outcomes and collaborating with pre- and post-award offices. We look forward to your joining us for a lively discussion!

Denise A. Wallen*, Research Officer & Senior Fellow, University of New Mexico
Pamela Napier, Director, Office of Sponsored Programs, Agnes Scott College

THE NEW RESEARCH ADMINISTRATOR
This session will also be of interest to participants interested in the following tracks: Current & Aspiring Managers; Departmental; International; Pre-Award; Predominantly Undergraduate Institutions (PUI); Post-Award: Financial; Post-Award: Non-Financial

Stephanie McJury*, Senior Meetings Manager, National Council of University Research Administrators
Emily Ainsworth, Coordinator, Membership and Volunteer Services, National Council of University Research Administrators

OFFICE HOURS: Many participants are often tasked by their managers, researchers, and colleagues with finding an answer to a burning question at their institution. With the Office Hours sessions, we are creating an opportunity to obtain answers to those questions by subject matter experts in a one-on-one setting. The expert will be able to share their thoughts and advice directly with the individual. For participants, this is a great opportunity to learn, ask questions, and meet some of NCURA’s esteemed members. To reserve your spot, pre-register online. Registration opens July 5, 2016. Information will be sent to all registrants of the 58th Annual Meeting.

Anne M. Pascucci*, Director, Sponsored Programs, Christopher Newport University
Jeffrey Jay Ritchie*, Director of Sponsored Programs, Lewis University

OFFICE HOURS: COMPLIANCE FOR PUIs

Anne M. Pascucci*, Director, Sponsored Programs, Christopher Newport University
Jeffrey Jay Ritchie*, Director of Sponsored Programs, Lewis University
SPARK SESSIONS: 15 – 20 minute, high energy, high deliverable offerings that will get right to the “good stuff.”

1:15 – 2:15 pm  |  EDUCATION SESSIONS

1:15 – 1:35 pm  RESPONSIBLE CONDUCT OF RESEARCH (RCR)
Laura L. Salvati, Director, Office of Grants Administration, Albany College of Pharmacy and Health Sciences

1:45 – 2:05 pm  CHECKING THE PULSE: TIPS FOR MONTHLY FINANCIAL UPDATES
Carrie Chesbro*, Sponsored Projects Training Manager, University of Oregon

2:15 – 2:45 pm  |  NETWORKING AND REFRESHMENT BREAK

2:15 – 2:45 pm  FIND OUT ABOUT NCURA’S PROFESSIONAL DEVELOPMENT COMMITTEE
Connect with member’s from NCURA’s Professional Development Committee to learn about the role of committee, the activities of the members, and how to apply.

2:45 – 3:45 pm  |  EDUCATION SESSIONS

CLINICAL RESEARCH/CLINICAL TRIALS
This session will also be of interest to participants interested in the following tracks: Compliance; Contracting & Working with Industry; Current & Aspiring Managers; Departmental; Predominantly Undergraduate Institutions (PUI); Sponsored Program Development & Foundations
Program Level: Advanced

OPTIMIZE NEGOTIATION OF CLINICAL TRIAL AGREEMENTS: ACCELERATED CLINICAL TRIAL AGREEMENTS
Tired of spending so much time and effort negotiating clinical trial agreements? Join us for the ACTA session to discover a rapidly growing initiative that can eliminate the need for negotiation of Industry Sponsored, Clinical Trial Agreements as well as CTAs for federal subcontracts.
Commencing in August 2012, the Master Contracts Working Group consisted of 25 CTSA institutions and collaborated with industry and the University Industry Demonstration Partnership to develop a standardized clinical trial agreement – a single agreement to be used (voluntarily) by each participating institution and sponsor to reduce contract negotiations for industry sponsored multi-site studies Clinical Trials. The ACTA has been finalized with over 275 Institutions agreeing that the ACTA terms would be acceptable to their institution. The Federal Subcontracting CTA agreement has just been finalized and is about to begin rollout.

Learning Objectives
• Participants will be informed of the challenges regarding the Clinical Trial contracting processes.
• Participants will have an understanding of the development of the Accelerated Clinical Trial Agreement.
• Participants will have an understanding of the process for utilizing the ACTA.
• Participants will have an understanding of the process for the development and utilization of the Federal Subcontracting CTA.

Terri Edwards*, Associate Director, Research Support Services, Vanderbilt University
Nickie Bruce*, Director, Legal Contract Administration, Mayo Clinic Rochester
Libby D. Salberg*, Director, Office of Grants and Contracts Management, Vanderbilt University Medical Center
Brenda Kavanaugh, Associate Director, Office of Research and Project Administration, University of Rochester
CONCURRENT SESSIONS CONTINUED

COMPLIANCE
This session will also be of interest to participants interested in the following tracks: Federal & Regulatory Updates; Pre-Award; Predominantly Undergraduate Institutions (PUI); Post-Award: Non-Financial; Senior Level
Program Level: Advanced
ADMINISTRATIVE BURDEN OF RESEARCH COMPLIANCE – MEASURING AND MINIMIZING; ADDRESSING PAST AND CURRENT REGULATORY REFORM INITIATIVES & THEIR IMPACT
This session will outline the challenges with growth of regulatory burdens associated with sponsored programs. Included will be a discussion of strategies to understand the impact of regulations on your work processes. This includes not only the workflow but also the impact on time and resources. With this knowledge in hand, administrators can consider ways in which to minimize these impacts.

Learning Objectives
Participants will review general concepts for evaluating and managing research compliance which have application to specific regulations but can also be applied across the broader topic.

David Wynes*, Vice President for Research Administration, Emory University

CURRENT & ASPIRING MANAGERS
This session will also be of interest to participants interested in the following tracks:
The New Research Administrator
Program Level: Intermediate
THE PURPOSE-DRIVEN RESEARCH ADMINISTRATOR/ FIRST TIME MANAGER, WHAT YOU NEED TO KNOW
Research administrators play a crucial role in the research enterprise. But what exactly is this role and how can this role be defined? Is our role defined by the tasks that we perform or by the outcomes that result from our efforts? Perhaps both? Whether you are a first time manager or a research administrator, if you are seeking ways to understanding and showing your purpose and value, this session is for you. Our presenters bring a vast array of global experience to help you learn how to understand your role in the workplace. Be sure to bring your business cards as you exchange ideas and network.

Learning Objectives
• Participants will learn how to understand their role in the workplace.
• Participants will learn how to effectively communicative their role in the workplace.
• Participants will learn how to best approach their responsibilities as they work with others.
• Participants will learn through role playing how to bring value to your office/institution

Sue Kelch*, Senior Financial Specialist, University of Michigan-Ann Arbor
Eva Björndal, Team Leader Post-Contract and Financial Compliance, Karolinska Institutet
David Lynch, Consultant
Martin Kirk, Director, Office of Research Services, University of British Columbia

CURRENT & ASPIRING MANAGERS
This session will also be of interest to participants interested in the following tracks:
Departmental; Senior Level; The New Research Administrator
Program Level: Intermediate
BUILDING A COLLABORATIVE TEAM: ENGAGING FOR SUCCESS
A collaborative team is a group of individuals who share and build towards a common goal. Being able to work productively with a team is one of the most important aspects of achieving success for a department. A team’s success depends on setting realistic expectations and goals from the beginning. The session will focus on the framework for building and fostering a collaborative team.

Learning Objectives
• Participants will be able to set realistic goals for collaborating teams.
• Participants will learn to establish ground rules.
• Participants will learn to encourage listening and brainstorming among the team.
• Participants will learn to build trust to reinforce the team’s sense of purpose.

Rosemary E. Madnick*, Executive Director, Office of Grants and Contracts Administration, University of Alaska Fairbanks
CONCURRENT SESSIONS CONTINUED

DEPARTMENTAL
This session will also be of interest to participants interested in the following tracks: Current & Aspiring Managers; Pre-Award; Predominantly Undergraduate Institutions (PUI); Post-Award: Financial; Post-Award: Non-Financial; Senior Level
Program Level: Advanced

SHIFTING TO A CENTRALIZED MODEL FOR DEPARTMENTAL RESEARCH ADMINISTRATION: AN UPDATE
This session will provide an overview of the experience of centralizing research administration in the Department of Pediatrics. We will cover historical structure, how growth has impacted management and compliance, and how we have shifted to central team expertise to manage research portfolios. We will include discussion in regard to impact on faculty, managers, and support staff. This is an update from our 2015 Spark Session and will include an overview of changes in our team structure, including the expansion of our clinical research administration staff.

Learning Objectives
• Participants will discuss what to consider before centralizing.
• Participants will learn how to prepare faculty and staff for change.
• Participants will review lessons learned.
Prerequisite: Participants should have experience managing teams of people and 3+ years of research administration experience.

Jennifer Cory*, Director of Research, Pediatrics, Stanford University
Chad Francis, Manager, Clinical Research Administration, Stanford University
Gareth Evans, Research Compliance Manager, Stanford University

FEDERAL & REGULATORY UPDATES
Program Level: Overview

NIH XTRACT
The Extramural Trainee Reporting and Career Tracking (xTRACT) module of the NIH eRA Commons allows applicants, grantees and assistants to create the required research training data tables for progress reports and institutional training grant applications. This session will provide an overview of the system, a summary of the new required tables, and a demonstration.

Learning Objectives
• Participants will learn the benefits of using xTRACT, and hear from the experience of one academic institution that used the system for a recent proposal deadline.
• xTRACT is currently in a pilot phase, and participants will be provided with an update on planned and potential future enhancements.
• Participants will hear about how one institution implemented its use and provided training to users.
• Participants will have the opportunity to ask representatives from NIH for clarification of table requirements and xTRACT use.

Prerequisite: Participants should be familiar with the requirements of NIH institutional training grants, or have had past experience assembling the required tables. Appropriate for faculty, departmental administrators, central administrators, and those involved with eRA Commons administration.

Stephanie F. Scott*, Communications and Outreach Director, Sponsored Projects Administration, Columbia University in the City of New York
Laura M. Roman, Associate Director, Division of Receipt and Referral at the Center for Scientific Review, National Institutes of Health
Jennifer Sutton, Research Training Policy and Evaluation Officer, Office of the Director, National Institutes of Health
FEDERAL & REGULATORY UPDATES
This session will also be of interest to participants interested in the following tracks:
Pre-Award; Post-Award: Non-Financial; Senior Level
Program Level: Update

CONTROLLED UNCLASSIFIED INFORMATION
In November 2010, the President issued Executive Order 13556, Controlled Unclassified Information, to establish a Program for managing all unclassified information throughout the Executive branch that requires safeguarding or dissemination controls, consistent with law, Federal regulation, and Government-wide policy. An online Registry lists the information falling under the scope of the program (www.archives.gov/CUI). The Executive Agent for the Program is the National Archives and Records Administration (NARA). The Program standardizes the way the executive branch handles such information, including its safeguarding, dissemination, marking, and decontrol. These requirements are expected to be finalized in a proposed Federal regulation, the 32 CFR 2002, within the next few weeks. The National Institute of Standards and Technology (NIST) has already developed its Special Publication 800-171, which expresses CUI safeguarding requirements for non-Federal systems and organizations. These security measures are extremely challenging to implement in an academic setting. The CUI Executive Agent is planning a Federal Acquisition Regulation clause for inclusion in those Federal contracts where CUI will be used or generated. Panelists from NARA and higher education will address these matters and more in this session.

INTERNATIONAL
This session will also be of interest to participants interested in the following tracks:
Pre-Award; Post-Award: Financial; Post-Award: Non-Financial
Program Level: Overview

“MY PI WANTS TO DO HORIZON 2020” – A FIRST AID KIT FOR U.S. PARTICIPANTS
The EU’s Horizon 2020 is one of the biggest research and innovation programs in the world. As a collaboration-driven scheme open to all entities around the globe, Horizon 2020 attracts more and more US participants.

Many university research administrators are faced with the challenge of supporting their Principal Investigators (PI) in both, preparing a Horizon 2020 application and providing administrative/project management support once the project receives funding.

Learning Objectives
• Participants will learn the NARA regulatory process and CUI Registry.
• Participants will learn how to identify CUI.
• Participants will discuss what security measures must be taken to safeguard CUI.
• Participants will learn what to do if they receive a contract or cooperative agreement with CUI restrictions.
• Participants will hear about a cyber intrusion and cyber-intrusion reporting requirements.
• Participants will learn about the FAR and DFAR CUI clauses and their requirements.

David Brady*, Director, Export and Secure Research Compliance, Virginia Tech
Patrick Viscuso, Associate Director, Information Security Oversight Office, National Archives and Records Administration

Learning Objectives
• Participants will understand the main differences between U.S. funding and Horizon 2020 to avoid any legal, financial and administrative pitfalls, both during application preparation and once the project is running.
• Participants will also learn about upcoming funding opportunities, understand which of them bear a larger potential for U.S. participants and how a U.S. entity can make its voice heard when it comes to the future of EU funding.

Damian Borowski*, EU Government Funding Manager, LNE Group
INTERRNAL
This session will also be of interest to participants interested in the following track: Pre-Award
Program Level: Overview
RESEARCH FUNDING OPPORTUNITIES AROUND THE WORLD
Funders want to see that researchers can ‘play nicely’ together. From a EU perspective, it is unequivocal in stating that ‘Collaboration is now a key facet of the research landscape and that ‘Collaboration in research activity is now the rule not the exception.’ Our perception from an Australian perspective is that there is a clear move within the world of grant funding towards support for collaborative, interdisciplinary research. Indeed one major national funding body in Australia has ‘Quality of partnerships’ as a clearly stated evaluation criterion for grant submissions on equal footing with ‘scientific merit’. After discussing this research shift with many colleagues in Europe and North America, we have found they share this view. This move towards greater interdisciplinary collaboration in research has been widely recognized both for its omnipresence and its challenges. In a globalized world research administrators need to know the international state-of-the art when it comes to funding opportunities for their researchers. Hence this session focuses on describing what funding opportunities are globally available.

POST-AWARD: NON-FINANCIAL
This session will also be of interest to participants interested in the following tracks: Predominantly Undergraduate Institutions (PUI); Post-Award: Financial
Program Level: Advanced
USING DATA ANALYTICS TO ENSURE ACCURACY OF CHARGES TO A FEDERAL OR FEDERAL FLOW THROUGH AWARD
How does central administration help departments ensure that the expenses charged to Federal or Federal Flow Through Awards (FFFTA) are reasonable, allowable, and allocable? This session will present how Indiana University uses data analytics to facilitate this process.

Learning Objectives
• Participants will learn about globally available funding opportunities.
• Participants will hear about challenges and pitfalls when applying for grants outside your own national boundaries.
• Participants will discuss what the researcher administrators need to know.
• Participants will learn where to find relevant information.

Prerequisite: Participants should have an interest in international grants.

Annika M. Glauner*, Senior Scientific Adviser & Group Leader Knowledge Transfer | International Research Programs, ETH Zurich / University of Zurich
Bella Blaher, Senior International Grants Officer, University of Melbourne
Laura Plant Fuentes, US Grants Coordinator, Karolinska Institutet
Daichi Kohmoto, Chief of A2D (Analytics, Analysis, and Design Team), Kyoto University

Learning Objectives
• Participants will learn how to use the Uniform Guidance as a starting point for reviewing charges to FFFTA.
• Participants will learn how to use predefined queries and Excel spreadsheets in the analysis and determination of whether expenses charged to FFFTA are reasonable, allowable, and allocable.
• Participants will learn how to reduce duplicate reviews of transactions.
• Participants will learn how to assess which metrics to measure.
• Participants will learn how to begin implementing data analytics at the participants’ institution.

Prerequisite: Participants should have familiarity with the federal principles of cost allowability, allocability, and reasonableness as well as familiarity with Excel.

Jim Engel*, Director, Grants Administration, Finance & Operations, Indiana University
CONCURRENT SESSIONS CONTINUED

PREDOMINANTLY UNDERGRADUATE INSTITUTIONS (PUI)
This session will also be of interest to participants interested in the following tracks: Compliance; Contracting & Working with Industry; Current & Aspiring Managers; Federal & Regulatory Updates; Pre-Award; Post-Award; Non-Financial; Senior Level; Sponsored Program Development & Foundations
Program Level: Overview
MANAGING IP AT A PUI/ERI: OTHER DUTIES AS ASSIGNED
Predominantly Undergraduate Institutions/Emerging Research Institutions rarely have the staffing or budget to create a stand-alone Intellectual Property/Technology Transfer Office. Sponsored research offices are often tasked with attending to the IP/TT needs of their campus because they may appear to have the most “closely related” expertise, particularly since the IP/TT issue often crop up within the context of sponsored research. For most sponsored research officers, however, this requires them to stretch out into less familiar territory. This panel will present diverse perspectives from several PUIs/ERIs who have been working on navigating that “stretch”.

Learning Objectives
• Participants will have an understanding of challenges for PUIs/ERIs when responsible for IP/TT needs.
• Participants will have a better understanding of what types of areas of IP/TT they might be asked to “stretch” to cover as part of their responsibilities.
• Participants will have an understanding of how IP/TT is being handled in these smaller institutions.

Jennifer A. Morehead Farmer*, Director, Office of Sponsored Program, Governors State University
Penny J. Miceli, Director of Sponsored Projects and Research, Keene State College
Dorothy Johnson, Accounting Manager, Grants, Bucknell University
Sandra Shumaker, Executive Director of Research and Sponsored Programs, Bradley University
Cory Abernathy, Intellectual Property & Export Control Officer, Illinois State University

SENIOR LEVEL
Program Level: Advanced
EYES WIDE OPEN: KEY CONSIDERATIONS FOR CONTEMPLATING A CAREER SHIFT TO CONSULTING
Given the breadth of career opportunities available to research administrators, contemplating a major career change from university employee to consultant or independent contractor can be alluring, yet daunting. This session will be a candid, casual conversation meant to raise awareness of the ins and outs of consulting, key characteristics of those that have made the transition successfully, and a venue for answering questions for those in research administration considering making a change. The panel consists of current and former consultants in order to provide a broad perspective for participants.

Learning Objectives
• Participants will have a better awareness of the types of consulting engagements and employers available.
• Participants will discuss key differences in approach and skill sets between working as a consultant and being a research administrator.
• Presenters will answer questions about a career in consulting and/or independent contracting from the research community.

Evan Roberts*, Senior Consultant, Attain
Cindy White, Independent Consultant

SPONSORED PROGRAM DEVELOPMENT & FOUNDATIONS
This session will also be of interest to participants interested in the following tracks: Clinical Research/Clinical Trials; Departmental; International; Pre-Award; Predominantly Undergraduate Institutions (PUI); The New Research Administrator
Program Level: Intermediate
PROPOSAL DEVELOPMENT COMPLEX PROJECTS
We all know there’s no such thing as a ‘simple’ application. But some proposals can have multiple institutional partners, multiple priorities, and even multiple deadlines (whew!). This session will discuss how to tackle applications like these and to guide teams toward a successful proposal.

Learning Objectives
• Participants will learn how to create and manage effective proposal teams.
• Participants will be able to establish timelines and proposal development schedules.
• Participants will discuss how to bring it all together before the last minute!
• Participants will discuss “things gone wrong” (and how to handle it.)

Jeffrey Jay Ritchie*, Director of Sponsored Programs, Lewis University
Carol Burdsal, Managing Director, Grants and Federal Affairs, McAllister & Quinn LLC
DISCUSSION GROUPS

COMPLIANCE
This session will also be of interest to participants interested in the following tracks: Clinical Research/Clinical Trials; Predominantly Undergraduate Institutions (PUI); Post-Award: Non-Financial; Senior Level

RESEARCH DATA – REPRODUCIBILITY AND REPLICAILITY
A growing chorus of voices—from researchers, agency sponsors, government, and the media—is raising concerns about the reproducibility of research results. Sponsors and government officials are alarmed that so many research results cannot be reproduced and worry that their investments in research are not yielding viable solutions. In an attempt to combat this, the NIH recently altered its grant submission template to require explicit information about items such as cell lines and an explanation of how biological factors are controlled for in the research design. Although there is some basis for this concern, it also reflects, on some level, a fundamental misunderstanding about the nature of scientific experimentation. This session will provide clarity about the differences between replication and reproducibility, the experimental designs that address the types of replication and reproducibility that can be achieved, and reason why reproducibility can be so difficult. In addition, publication and promotion pressures on researchers that fall squarely into this issue are described, and potential solutions are explored.

Janet Weisenberger*, Senior Associate Vice President for Research, Office of Research, Ohio State University

LEARNING OBJECTIVES
Participants will learn how to use common software programs such as Microsoft Word, Microsoft Excel, Adobe Acrobat, and Microsoft Outlook, as well as specialty programs such as Keepass and Doodle, to work more efficiently. Participants will learn how to create shortcuts, set up toolbars, and use other common features to make their daily use of these programs more user friendly. Participants will also learn to organize electronic files to save time and effort.

Prerequisite: Basic knowledge of technology and common software systems.

Hollie Schreiber*, Manager, Ag Sponsored Programs Administration, Oklahoma State University
Thomas B. Spencer, Assistant Director of Operations/Assistant Director Research Software Core/ Lecturer I, University of Texas Southwestern Medical Center at Dallas
DISCUSSION GROUPS CONTINUED

CONTRACTING & WORKING WITH INDUSTRY
NON-DISCLOSURE (NDA), MATERIAL TRANSFER (MTA), OR DATA USE (DUL): CHOOSING THE BEST AGREEMENT
When companies provide proprietary information to universities, how should it be protected? Sometimes the most challenging part of negotiating an agreement is obtaining the right information. At times, a Non-Disclosure Agreement is sufficient. At others, the Principal Investigator will be doing more than just “taking a look” at the information, and the negotiator must consider a Data Use License. If proprietary or controlled/hazardous materials are involved, a Materials Transfer Agreement will be needed.

The speakers will discuss the information that needs to be gathered, and invite the audience to share insights on strategies for working with the Principal Investigator and the company to ensure that the final agreement contemplates any potential use - or misuse - of information and materials.

Rebecca Leamon*, Contracts Negotiator, University of Texas at Austin
Janina Maniaol, Contracts Associate, Stanford University
Victoria M. McCoy-Cosentino, Contract Officer, New York University

CURRENT & ASPIRING MANAGERS
This session will also be of interest to participants interested in the following tracks:
Pre-Award; Post-Award; Senior Level
ONBOARDING EFFECTIVELY: TRAINING FOR CHANGE
(Follow-up to concurrent session “Train the Trainer for Success/Onboarding Effectively: Training for Change” held at 1:15 pm)

CURRENT & ASPIRING MANAGERS
This session will also be of interest to participants interested in the following tracks:
Pre-Award; Post-Award; Senior Level
CONGRATULATIONS! YOU ARE NOW RESPONSIBLE FOR A RESEARCH ADMINISTRATION TEAM/OFFICE. WHAT’S NEXT?
Overseeing a research administration team and/or office is a complex and challenging role. There is so much to think about – staff, job descriptions, policies and procedures, information systems, metrics, roles and responsibilities... and so much more! This session will be an opportunity to discuss what someone in this role needs to think about as well as strategies to effectively manage these areas.

Kerry Peluso*, Associate Vice President for Research Administration, Emory University

DEPARTMENTAL
This session will also be of interest to participants interested in the following tracks:
Compliance; Post-Award: Non-Financial
MANAGING SUBAWARDS (follow-up to concurrent session, ‘What Every Department Administrator Needs to Know About Managing Federal Subawards,’ held at 8:30 am)

Cheryl K. Williams*, Associate Director, Office of Research and Project Administration, University of Rochester

* Lead presenter
This session will focus on best practices as well as challenges common to foreign institutions when receiving US federal funding. It will discuss management issues such as financial conflict of interest, time reporting, audits etc. and will be based on the panel’s own experience from managing U.S. Grants. Welcome to what we are hoping to be a very interactive session!

**POST-AWARD**

**COST SHARING: IT’S HAPPENING!**

Cost sharing represents an administratively complex and high-risk business objective. This discussion group will give participants the opportunity to explore the many elements of cost sharing, ranging from the pre-award, often strategic decision to engage in cost sharing from different methods to handle the post award management of cost sharing, offering the participant a lifecycle view of cost sharing. There will be a discussion covering more basic concepts such as what constitutes cost sharing at the proposal stage and federal policies and guidelines related to cost sharing, including Uniform Guidance. Additionally, the discussion group will also discuss the impacts of cost sharing on an institution and the different models and challenges for effectively managing post-award cost sharing.

**PRE-AWARD**

This session will also be of interest to participants interested in the following tracks:

- Departmental: The New Research Administrator

**RESEARCH ADMINISTRATION AS A CONTACT SPORT**

When I was beginning my career in research administration as a funding opportunities specialist, I stayed in my office behind a barrage of emails until my boss came into my office and told me something I never forgot: “Paul, you’ve got to get out from behind that desk and go and meet people! Talk with them about their ideas! Visit their labs! You can’t be successful at this job until you do that. Research administration is a contact sport!”

To initiate this discussion group, I’d like to suggest that research administration—as well as the relatively new field of research development—is a contact sport: that it’s still all about who you know, who they know, and what information is shared in those all-important social networks. I’ll share my strategies for identifying, creating, strengthening, and leveraging these networks, and I’ll invite participants to do the same.
DISCUSSION GROUPS CONTINUED

PREDOMINANTLY UNDERGRADUATE INSTITUTIONS (PUI)
This session will also be of interest to participants interested in the following tracks:
Current & Aspiring Managers; Pre-Award; Post-Award: Non-Financial; Senior Level;
Sponsored Program Development & Foundations

WHAT TO EXPECT WHEN YOU'RE EXPECTING AN
INCREASE IN FACULTY
Santa Clara University is currently embarking on a series of transformational initiatives that include programmatic and facilities changes that will result in a cluster of buildings in the center of campus to co-locate STEM related departments from the College of Arts and Sciences with the School of Engineering. Part of that plan includes an increase in the number of STEM faculty over the next 5 years.
Arizona State University has adopted an online platform to scale support for additional faculty. This session will focus on how the Sponsored Projects Office is preparing for this increase in faculty and research activity and how an online platform can be used to help in the process.

THE NEW RESEARCH ADMINISTRATOR
This session will also be of interest to participants interested in the following tracks: Current & Aspiring Managers; Departmental; International; Pre-Award; Predominantly Undergraduate Institutions (PUI); Post-Award: Financial; Post-Award: Non-Financial

COMMUNICATION ISSUES FOR THE NEW RESEARCH ADMINISTRATOR
Research administration is a great field for those of us who understand the business, but when you are new, it can be overwhelming. To be successful, it’s critical to understand the requirements, the lingo, differences between sponsor policy, institutional policy, institutional culture and practice and whom to call on for help. It can sometimes seem like an endless maze of regulations with no clear answer in sight. This session will provide an overview of communication challenges faced by new professionals in the field. This session will give you a basic understanding of how to decipher the clues, read the map of the research administration maze and start to feel comfortable in a world without a lot of black and white rules.

OFFICE HOURS: Many participants are often tasked by their managers, researchers, and colleagues with finding an answer to a burning question at their institution. With the Office Hours sessions, we are creating an opportunity to obtain answers to those questions by subject matter experts in a one-on-one setting. The expert will be able to share their thoughts and advice directly with the individual. For participants, this is a great opportunity to learn, ask questions, and meet some of NCURA’s esteemed members. To reserve your spot, pre-register online. Registration opens July 5, 2016. Information will be sent to all registrants of the 58th Annual Meeting.

THE NEW RESEARCH ADMINISTRATOR
OFFICE HOURS: SUPPORTING SENIOR MANAGEMENT

Mary Ellen Fortini*, Director of Sponsored Projects, Santa Clara University
Marjorie Townsend*, Research Advancement Manager, Arizona State University

Beth Seaton*, Independent Consultant, Samantha J. Westcott, Sponsored Research Manager, Division of Physics, Mathematics and Astronomy, California Institute of Technology

* Lead presenter
Experiencing Today... Envisioning Tomorrow

Tuesday, August 9, 2016

2:45 – 3:45 pm | EDUCATION SESSIONS

SPARK SESSIONS: 15 – 20 minute, high energy, high deliverable offerings that will get right to the “good stuff.”

2:45 – 3:05 pm
CHALLENGING TRADITIONAL WAYS: LEADERSHIP TRUST AND REDUCING THE ADMINISTRATIVE BURDEN
Anita Mills*, Senior Solutions Consultant, Evisions, Inc.

3:15 – 3:35 pm
WHEN YOUR IRB ISN’T THE IRB OF RECORD – WHAT DOES IT MEAN FOR YOUR INSTITUTION
Wesley G. Byerly*, Associate Vice President for Research Compliance, University of Connecticut Health Center

3:45 – 4:00 pm | NETWORKING AND REFRESHMENT BREAK

3:50 – 5:00 pm | HORIZON 2020 HELP DESK
Whether you are just starting to explore the possibilities of European Commission grant funding via Horizon 2020 or you have very specific questions about the application process or about allowable and unallowable costs, stop by the Horizon 2020 Help Desk, which will be staffed by very experienced European research managers and the BILAT USA 4.0 project director. Both pre-award and post-award questions are welcome, and no appointments are necessary. Just stop by to ask your questions in an informal and flexible environment.

Olaf Heilmayer, Head of Unit, Multilateral Cooperation Unit, DLR (German Aerospace Agency) and Project Director of BILAT USA 4.0
Nina Schüle, Senior Administrative Officer, DLR (German Aerospace Agency) and Finance Manager of BILAT USA 4.0
Damian Borowski, EU Government Funding Manager, LNE Group

4:00 – 5:00 pm | EDUCATION SESSIONS

CONCURRENT SESSIONS

COMPLIANCE
This session will also be of interest to participants interested in the following tracks: Departmental; Pre-Award; Predominantly Undergraduate Institutions (PUI); Post-Award: Non-Financial; The New Research Administrator
Program Level: Intermediate
SHELDON COOPER PRESENTS “FUN WITH RESEARCH ADMINISTRATION”
Drs. Cooper, Hofstadter, Kothrappali, and Mr. Wolowitz are back with a whole new set of antics that make research administrators around the world cringe. “The Big Bang Theory” is one of the most successful shows on television, and while the general public finds the show hilarious, those of us in research administration understand the comedy in a different way. The show’s humor is our reality. This session will highlight a new set of policy violations and acts of noncompliance while examining the actual, real life regulations involved.

Learning Objectives
• Participants will be able to highlight the on screen scenarios that are related to research administration.
• Participants will be able to explain the real world policy and regulation violations committed.
• Participants will examine the long term consequences should these violations take place within our institutions.

Prerequisite: In order to make the connection to the regulation violations presented, attendees should have an understanding of a wide base of research administration topics, such as cost principals and compliance areas.

David Smelser*, Assistant Director of Sponsored Programs, University of Tennessee
Anthony Ventimiglia, Director, Office of Proposal Services and Faculty Support, Auburn University
Justo Torres, Director, Office of Contracts and Grants, North Carolina State University

* Lead presenter
CONCURRENT SESSIONS CONTINUED

COMPLIANCE
This session will also be of interest to participants interested in the following tracks: Federal & Regulatory Updates; Predominantly Undergraduate Institutions (PUI); Post-Award: Non-Financial; Senior Level
Program Level: Advanced
FISMA, NIST STANDARDS & REGULATED DATA
Protecting research information and systems from unauthorized access, use, disclosure, disruption, modification, or destruction is a critical component to safeguarding research information and preventing financial loss or damage to the university’s reputation. Protecting confidential information is not only a legal and business requirement, but is also an ethical requirement. Due to increased cybersecurity concerns throughout the world, research sponsors are including more stringent requirements for working with restricted data. There is a notable increase in the number of grants and contracts requiring the university to implement specific privacy and security safeguards for data and information systems as mandated by federal (HIPAA, FISMA, NIST, FERPA, GLBA, ITAR, Privacy Act), state and/or local law, industry sanctioned (PCI-DSS), university policies (i.e. UF Privacy Office, Security Office) or agreements (i.e. Data Use Agreement, Business Associate Agreement, etc.). This session will describe the basis of the requirements and offer best practices in creating compliant environments.

Learning Objectives
Participants will gain an understanding of the federal regulations governing research data and identify best practices in creating policies and environments to protect research data.
Stephanie L. Gray*, Assistant Vice President, Division of Sponsored Programs, University of Florida
Alicia Turner, Sponsored Research Business Relationship Manager, Information Technology, University of Florida
Ron Ross, Computer Scientist, NIST Fellow, Project Leader, Computer Security, National Institute of Standards and Technology (NIST)

CONTRACTING & WORKING WITH INDUSTRY
Program Level: Advanced
INDUSTRY-UNIVERSITY RELATIONSHIPS IN PROPOSALS FOR FEDERAL PROGRAMS AND RESULTING AWARDS
An overview on considerations when establishing university and industry partnerships under federal awards.

Learning Objectives
Participants will learn to develop a framework to support faculty responses to federal solicitations that require industry participation.
Prerequisite: Basic knowledge and/or interest in federal requirements and university boundaries.
Dana Simpson*, Manager, Subaward Division, Georgia Institute of Technology
Sophia Herbert-Peterson, Director, Industry and International Contracts, Georgia Institute of Technology
CONCURRENT SESSIONS CONTINUED

DEPARTMENTAL
This session will also be of interest to participants interested in the following tracks: Pre-Award; Post-Award: Financial; The New Research Administrator
Program Level: Intermediate

FROM DEPARTMENT TO PRE-AWARD OFFICE – SOLVING THE MYSTERY
You have worked diligently with your PI to submit a proposal; and then the PI asks, “What do they do? Don’t they just push a button? Why does it take so long?” As a Departmental Administrator, can you answer those questions with something other than, “They have to review it”? This session will follow a proposal from the department to the Pre-Award office and then unveil what happens once it leaves your hands. There will be discussion of the impact of last minute submissions versus when everything works perfectly.

Learning Objectives
• Participants will learn the process the pre-award office utilizes for submissions.
• Participants will learn the broader impact of late submissions.
• Participants will hear tips for successful submissions.
• Participants will hear suggestions for answers to their PI’s questions.

Prerequisite: Some experience with proposal preparation is recommended.

Lindsey Deemer*, Associate Director, Sponsored Research, University of Texas at Austin
Csilla Csaplár, Director of Administration and Finance, Geophysics, Stanford University
Adrienne Aviles, Research Coordinator, Division of Sponsored Programs, University of Florida

DEPARTMENTAL
This session will also be of interest to participants interested in the following tracks: Pre-Award; Post-Award: Financial; Post-Award: Non-Financial; The New Research Administrator
Program Level: Basic

BUDGET PREP 101
This beginner level session will begin by addressing budget building from an overview standpoint, and then will move into a deep look at categories, distinguishing of similar items, and tying back to the budget justification. Bring your math skills and your strangest scenarios as we will look at real-life examples.

Learning Objectives
• Participants will learn to review and build a budget.
• Participants will also learn how to avoid some common errors and ensure that budget categories are used appropriately.

Lindsey Deemer*, Grants & Contracts Officer III, Georgia State University
Danielle McElwain, Pre-Award Director, College of Engineering and Computing, University of South Carolina

* Lead presenter

By attending the NCURA 58th Annual Meeting in Washington, DC, August 7 – 10, 2016, you are eligible to receive up to 25.5 hours towards your CRA, Certified Research Administration hours.
CONCURRENT SESSIONS CONTINUED

DEPARTMENTAL
This session will also be of interest to participants interested in the following tracks: Compliance; Federal & Regulatory Updates; Post-Award: Non-Financial
Program Level: Overview

CURRENT ISSUES IN TODAY’S RESEARCH ENVIRONMENT AND ITS IMPLICATIONS FOR RESEARCH ADMINISTRATORS
In 2011 and 2012 the Research Universities Futures Consortium conducted a study of current issues in research administration. The results were put together into a report titled, “The Current Health and Future Well-Being of the American Research University”. The objective of the study was to identify and raise the level of understanding, and initiate a national discussion of addressing the most significant challenges faced by the American research university today. As research administrators in all areas of the profession, how does this impact our work and what are some best practices that successful institutions are employing?

Learning Objectives
- Participants will become educated on the current issues in today’s research environment.
- Participants will hear ideas of how we, as research administrators, can best support our faculty through current challenges in research.
- Participants will share ideas with each other of what has worked well at successful institutions and discuss how current challenges are changing the way we do business.

Prerequisite: Participant should have at least one year of experience working in research administration (pre- or post-award).

Amy Brusk*, Grant Specialist, Kansas State University
Linnea Minnema, Research Contracts Program Manager, University of Notre Dame

FEDERAL & REGULATORY UPDATES
This session will also be of interest to participants interested in the following tracks: Departmental; International; Pre-Award; Post-Award: Financial; Post-Award: Non-Financial
Program Level: Update

NEA/NEH UPDATE
Participants will leave this session with a greater awareness of grant opportunities at the cultural agencies.

FEDERAL & REGULATORY UPDATES
This session will also be of interest to participants interested in the following tracks: Compliance; Current & Aspiring Managers; Departmental; Pre-Award; Predominantly Undergraduate Institutions (PUI); Post-Award: Financial; Post-Award: Non-Financial; Senior Level
Program Level: Update

WASHINGTON UPDATE
There is always something going on in Washington that affects research and sponsored programs at colleges and universities - whether it’s political curiosity, legislative mischief, or unrelenting regulatory expansion. This session will provide an update and analysis of the latest developments.

Melissa Menzer*, Research Program Analyst, National Endowment for the Arts (NEA)
Russell Wyland, Deputy Director, Division of Research Programs, National Endowment for the Humanities (NEH)

Jacquelyn Bendall*, Director, Research Compliance and Education, Council on Governmental Relations (COGR)
**INTERNATIONAL**

**Program Level: Overview**

**BUILDING BRIDGES: CUBAN AND U.S. UNIVERSITIES WORKING TOGETHER**

On May 7th a delegation of 28 NCURA members traveled to Havana, Cuba, to visit numerous universities and learn about their research priorities and interest in research collaboration. During this historic trip the delegation, guided by representatives of the Ministry of Higher Education; Ministry of International Affairs, and the Ministry of Cultural Affairs, had many opportunities to meet with their Cuban counterparts and to establish contacts for future collaborative work. The panel will share their impressions and discuss areas for international collaboration of greatest interest to Cuban universities.

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**FEDERAL & REGULATORY UPDATES**

This session will also be of interest to participants interested in the following tracks:
- Departmental; Pre-Award; Post-Award: Financial; Post-Award: Non-Financial

**Program Level: Update**

**GRANTLAWSLORCK: AN OVERVIEW OF DEPARTMENT OF HOMELAND SECURITY FINANCIAL ASSISTANCE INITIATIVES AND IMPLEMENTATION EFFORTS**

This training session will familiarize the participant with the new OMB Uniform Requirements, DATA Act, GONE Act, FAPIIS and DHS’ implementation efforts for each of these new laws.

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**INTERNATIONAL**

**Program Level: Overview**

**BUILDING BRIDGES: CUBAN AND U.S. UNIVERSITIES WORKING TOGETHER**

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**POST-AWARD: NON-FINANCIAL**

This session will also be of interest to participants interested in the following tracks:
- Departmental; Post-Award: Financial

**Program Level: Advanced**

**CORE FACILITIES, FINANCIAL OPERATION OF RECHARGE CENTERS**

Service centers include specialized service facilities, core facilities, and other recharge centers such as school or department-funded units. This session will discuss the different types of service centers with a special focus on core facilities and its impact on the F&A rates proposal. We will also discuss the related regulations from the Uniform Guidance, and guidance from the NIH core facilities FAQs. Key topics such as treatment of deficit/surplus, equipment depreciation, external customers, and Unrelated Business Income Tax will also be discussed.
CONCURRENT SESSIONS CONTINUED

POST-AWARD: FINANCIAL
This session will also be of interest to participants interested in the following tracks:
Predominantly Undergraduate Institutions (PUI); Senior Level
Program Level: Intermediate
MODEL POLICY DEVELOPMENT TO REDUCE FACULTY AND ADMINISTRATIVE BURDEN
The administrative burden placed on faculty and institutions performing research continues to be a major area of concern for the research enterprise at the federal and university level. Publications from the National Science Board (2014), National Academies of Sciences (2015), and the Federal Demonstration Partnership (Survey in 2005 and 2012) have reported or documented the extent in which the administrative burden placed on faculty can hinder the affordability and facilitation of science. One intent of the Uniform Guidance (2 CFR 200) was to address these burdens by streamlining policy requirements and focusing on research outcomes. Will universities adopt the changes available to them in the Uniform Guidance to help reduce research burden? This session will discuss an NCURA funded research initiative to establish a national cohort of universities to develop a model policy alternative to “Effort Reporting” – often viewed as the most confusing and burdensome administrative task placed on faculty. The goal of this research project is to demonstrate and measure that by adopting best practices for policy development and using informed risk assessments, universities can reduce administrative burden, minimize audit risk and facilitate the advancement of science.

Learning Objectives
• Participants will gain a better understanding of alternatives to effort reporting.
• Participants will gain an increased awareness of balancing compliance and audit risk.
• Participants will gain basics of policy development.
Lisa E. Mosley*, Assistant Vice President, Research Operations, Arizona State University
Jeremy A. Forsberg, Assistant Vice President of Research, The University of Texas at Arlington
David Ngo, Assistant Vice President, University of Texas Southwestern Medical Center at Dallas

PREDOMINANTLY UNDERGRADUATE INSTITUTIONS (PUI)
This session will also be of interest to participants interested in the following tracks:
Current & Aspiring Managers; Departmental; Pre-Award; Post-Award; Non-Financial; Sponsored Program Development & Foundations; The New Research Administrator
Program Level: Overview
BEST PRACTICES TO BUILD RELATIONSHIPS AND PROVIDE FEEDBACK TO SUPPORT PROPOSAL DEVELOPMENT
Proposal development professionals face unique challenges in working with faculty and their proposals, particularly in assessing and editing their proposal drafts. Sometimes we need to prove the “value” that our position brings, or give advice on how to strengthen a proposal without having a clue about the science being discussed. This interactive session will discuss strategies to help you establish trust with faculty, provide objective feedback, understand the basics of a scientific area, and demonstrate your value to the grant process. Please bring your questions and best practices to share.

Learning Objectives
• Participants will be able to establish trust and credibility with PIs when they don’t know their exact science.
• Participants will learn how to give PIs feedback on their proposal set-up and writing without critiquing the science.
• Participants will be able to demonstrate the value of their experience and role to faculty.
Lori Kaser*, Grants and Contracts Administrator, The Ohio State University
Kimberly Lightle, Director of the Office of Research, College of Education and Human Ecology, The Ohio State University
CONCURRENT SESSIONS CONTINUED

THE NEW RESEARCH ADMINISTRATOR
This session will also be of interest to participants interested in the following tracks:
Departmental; Pre-Award; Predominantly Undergraduate Institutions (PUI); Post-Award: Financial;
Post-Award: Non-Financial; Sponsored Program Development & Foundations
Program Level: Basic

BEYOND THE DESKTOP: INTEGRATING TODAY’S ELECTRONIC TOOLS INTO THE WORKPLACE
Workloads are increasing as Research Administrators are having to learn to do more with less. Productivity advice commonly suggests the we Work Smarter rather than Work Harder. What if technology could be utilized for smarter work? There are incredible tools that can help you improve your productivity, collaborate better, and work portably; and some of them are probably sitting unused on your computer right now. This session will explore new technologies that can improve collaboration and data sharing within your office, or just help improve your own personal workflow. We’ll also decode some tech-world jargon like “Workflow” and discuss why it’s important to you. Finally, we’ll discuss the new frontier of business computing: paperless and mobile.

Learning Objectives
• Participants will learn about Cloud Services and their impact on portability of data and paperless workflow.
• Participants will be introduced to Digital Notebooks and Collaborative software (OneNote).
• Participants will learn about tech tools to “hack” their productivity.
• Participants will learn about and discuss Mobile Computing and Paperless Workflow.

Justin Morgan*, Negotiator, Office of Sponsored Programs, University of Illinois at Urbana-Champaign

DISCUSSION GROUPS

CLINICAL RESEARCH/CLINICAL TRIALS
This session will also be of interest to participants interested in the following tracks: Compliance;
Contracting & Working with Industry; Current & Aspiring Managers; Departmental; Predominantly Undergraduate Institutions (PUI); Post-Award: Financial; The New Research Administrator

BEST PRACTICES FOR SURVIVING CLINICAL TRIAL AUDITS
You were just notified that your clinical trial site has been selected for an audit. What are you going to do? Educate yourself about the clinical trial audit process! Join colleagues to learn about potential auditable areas (e.g., Medicare clinical trial billing rules, standard of care vs. research, and financial tracking of sponsor payments) and tips and techniques for audit survival. Also learn how sound administrative and financial management of clinical trials, inclusive of internal controls and processes, broadly serves as the foundation for audit preparedness.

Tolise Miles*, Training Development Specialist, University of Colorado at Boulder
Adrienne Larmett, Manager, Baker Tilly

* Lead presenter
DISCUSSION GROUPS CONTINUED

COMPLIANCE
This session will also be of interest to participants interested in the following tracks: Federal & Regulatory Updates; Predominantly Undergraduate Institutions (PUI); Post-Award: Non-Financial; Senior Level

ADMINISTRATIVE BURDEN OF RESEARCH COMPLIANCE - MEASURING AND MINIMIZING; ADDRESSING PAST AND CURRENT REGULATORY REFORM INITIATIVES & THEIR IMPACT (follow-up to concurrent session held at 2:45 pm)
The purpose of this session is to allow participants to raise questions and review possible solutions in a group setting.

CURRENT & ASPIRING MANAGERS
This session will also be of interest to participants interested in the following tracks: Pre-Award; Post-Award; Senior Level

THE PURPOSE-DRIVEN RESEARCH ADMINISTRATOR/ FIRST TIME MANAGER, WHAT YOU NEED TO KNOW (Follow-up to Concurrent Session, ‘The Purpose-Driven Research Administrator/ First Time Manager, What You Need to Know,’ held at 2:45 pm)

DEPARTMENTAL
This session will also be of interest to participants interested in the following tracks: Pre-Award; Post-Award: Non-Financial; Sponsored Program Development & Foundations; The New Research Administrator

CAN WE TALK? DEVELOPING PROFESSIONAL RELATIONSHIPS WITH PIs
Creating collaborative partnerships with our faculty, scientific and/or program teams is essential for our success. Specific terms that are part and parcel of every profession often create obstacles to effective communication and building healthy professional relationships. This discussion is designed to identify the way of finding the common ground that presumes we share a common interest, a willingness to ask questions, listen and really hear, so that we can forge new understandings and competencies.

FEDERAL & REGULATORY UPDATES
This session will also be of interest to participants interested in the following tracks: Compliance; Current & Aspiring Managers; Departmental; Pre-Award; Post-Award: Financial; Post-Award: Non-Financial; Senior Level

OIG – OFFICE OF INSPECTOR GENERAL
This discussion group will provide an overview of the process and timeline of a recent NSF OIG data analytics audit. Then the session will be opened up to allow participants to share their experiences with other OIG audits and lessons learned.

David Wynes*, Vice President for Research Administration, Emory University

Sue Kelch*, Senior Financial Specialist, University of Michigan-Ann Arbor
Eva Björndal, Team Leader Post-Contract and Financial Compliance, Karolinska Institutet
David Lynch, Consultant
Martin Kirk, Director, Office of Research Services, University of British Columbia

Shella Batelman*, Senior Grant Administrator, Beth Israel Deaconess Medical Center
Stephanie Wasserman, Research Administrative Director, Beth Israel Deaconess Medical Center

Tim Reuter*, Director, Post-Award Operations, Office of Sponsored Research, Stanford University

* Lead presenter
INTERNSATIONAL
This session will also be of interest to participants interested in the following track: Pre-Award
THE POWER OF PULL: HOW TO MAKE THE EUROPEAN RESEARCH GRANTS WORK FOR YOUR INSTITUTION
The European Research Council (ERC) is a EU institution that promotes high quality research in Europe. It funds individual investigators in any field of research – and it does so substantially: With up to 3.5 Million Euros, an ERC grant is Europe’s highest research funding for individuals – and a very coveted prize: Only about 12% of proposals get funded, so competition is fierce. An attractive grant indeed. But if the research needs to be carried out in Europe, why should it be interesting for a US institution to promote this grant? 1. We are living, working and researching in a global world. Networking and working collaboratively on a global scale is not the exception anymore, but the norm. Having an ERC Grantee at your institution, working in the EU can be part of your institutional internationalization strategy. 2. Are you aware that an Implementing Arrangement exists between the ERC and the NSF to encourage, develop and facilitate opportunities between the two sides, conducted on the basis of mutual benefit and equitable and fair treatment? This arrangement offers opportunities for NSF-funded CAREER awardees and NSF-funded Postdoctoral Research Fellows to pursue research collaboration with European colleagues already supported through EU-funded European Research Council (ERC) grants. 3. An ERC grant has become a “badge of honor” as a proposal will be assessed on two criteria. 50% is the project, and it will be up to the researcher to come up with a great idea. 50%, however, is his/her past achievements. Hence having an ERC Grantee (past, current or future) puts your institution on the global scientific map. This session discusses the challenges for an institution, the pros and cons of collaborating with ERC grantees in Europe and the indication for a potential roadmap at your institution.

POST-AWARD
SUCCESSFUL ADMINISTRATION OF COMPLEX DEPARTMENT OF DEFENSE CONTRACTS: TIPS, TOOLS, AND LESSONS LEARNED
While contract awards from the Department of Defense (DoD) provide tremendous opportunities for funding, they also present unique challenges in their management that arise from both the complexity of their scope as well as the ever increasing number of regulations to which they are required to comply. Join us for an interactive discussion as we share best practices gained from first-hand experience in DoD contract administration.

Annika M. Glauner*, Senior Scientific Adviser & Group Leader Knowledge Transfer | International Research Programs, ETH Zurich / University of Zurich
Krisztina Cziner, Senior Grant Writer, Research and Innovation Services, Aalto University
Susanne Rahner, Managing Director, Yggdrasil

Cory Thompson*, Associate Director of Post-Award, Office of Sponsored Programs, Virginia Tech
Christy Cochrane*, Federal Contracts Program Coordinator, Virginia Tech
DISCUSSION GROUPS CONTINUED

PREDOMINANTLY UNDERGRADUATE INSTITUTIONS (PUI)
This session will also be of interest to participants interested in the following tracks:
Current & Aspiring Managers; Pre-Award; Post-Award: Non-Financial; Senior Level;
Sponsored Program Development & Foundations

SO YOU’VE BEEN HIRED TO BE A CATALYST FOR
CHANGE AT A PUI...NOW WHAT?
Although most job advertisements in research administration
don’t explicitly state that the successful candidate will be
expected to be a catalyst for change for the campus, at
Predominantly Undergraduate Institutions this is often the
implicit, underlying subtext. This session will allow for an
exchange of diverse perspectives on how a PUI sponsored
research office can approach the daunting task of effecting
culture change, while also managing expectations. All
perspectives—new and seasoned—are welcome to join the
discussion to share past or current challenges, strategies
tried, and lessons learned.

Penny J. Miceli*, Director of Sponsored Projects and
Research, Keene State College
Jennifer A. Morehead Farmer, Director, Office of
Sponsored Programs and Research, Governors State
University
Nataliia Shabilia, Director, Office of Sponsored Research
and Programs, Arcadia University

SPONSORED PROGRAM DEVELOPMENT & FOUNDATIONS
This session will also be of interest to participants interested in the following tracks: Current & Aspiring
Managers; Departmental; Pre-Award; Predominantly Undergraduate Institutions (PUI); Post-Award:
Financial; Post-Award: Non-Financial; The New Research Administrator

TEAM SCIENCE (Follow-up to concurrent session
“Team Science,” held at 10:30 am)
The discussion will follow from the earlier session on Team
Science. Interdisciplinary research is becoming increasingly
prominent across all areas of science. Research that
integrates approaches from more than one field can lead to
new insights into complex problems and to the development
of novel interventions and technologies. Such work often
requires researchers from varied scientific backgrounds to
form collaborative teams. Building and managing a
successful team can be challenging. The team members
must gain an understanding and respect for one another’s
scientific concepts, methods and cultures. Their individual
efforts must be carefully coordinated to ensure that projects
consistently benefit from the expertise of each member and
are completed in a reasonable time frame.

Gai Doran*, Director of Research, School of Forestry &
Environmental Studies, Yale University

Penny J. Miceli*, Director of Sponsored Projects and
Research, Keene State College
Jennifer A. Morehead Farmer, Director, Office of
Sponsored Programs and Research, Governors State
University
Nataliia Shabilia, Director, Office of Sponsored Research
and Programs, Arcadia University

By attending the NCURA 58th Annual Meeting in
Washington, DC, August 7 - 10, 2016, you are
eligible to receive up to 25.5 hours towards your
CRA, Certified Research Administration hours.
DISCUSSION GROUPS CONTINUED

THE NEW RESEARCH ADMINISTRATOR
This session will also be of interest to participants interested in the following tracks:
Current & Aspiring Managers; Departmental; International; Post-Award; Predominantly Undergraduate Institutions (PUI); Post-Award: Financial; Post-Award: Non-Financial

MANAGING EXPECTATIONS
Have you ever felt frustrated that your team is not meeting expectations, or that other areas are not meeting expectations? The first step is to remain calm, step back, and assess your expectations and compare them to reality. If you find you are sending your team back to the drawing board too often or that tasks/goals are not being achieved in a timely manner, perhaps your expectations are not being clearly communicated. Or they are not being communicated enough. Or they are unrealistic. Are you instilling confidence in your team and are you, yourself confident that you will achieve your goals? And are you planning for the “unexpected”? These are all aspects of managing expectations for both yourself and your team. Today, during this session, you will learn the questions to ask yourself in order to set appropriate, strong, and realistic expectations, which will ultimately lead to better employee engagement, satisfaction, and retention.

OFFICE HOURS: Many participants are often tasked by their managers, researchers, and colleagues with finding an answer to a burning question at their institution. With the Office Hours sessions, we are creating an opportunity to obtain answers to those questions by subject matter experts in a one-on-one setting. The expert will be able to share their thoughts and advice directly with the individual. For participants, this is a great opportunity to learn, ask questions, and meet some of NCURA’s esteemed members. To reserve your spot, pre-register online. Registration opens July 5, 2016. Information will be sent to all registrants of the 58th Annual Meeting.

POST-AWARD OFFICE HOURS: POST-AWARD QUESTIONS? WE’VE GOT ANSWERS!

SPARK SESSIONS: 15 – 20 minute, high energy, high deliverable offerings that will get right to the “good stuff.”

4:00 – 4:20 pm SOCIAL MEDIA, YOU ARE IN CONTROL
Rashonda Harris*, Associate Director of Post-Award Administration, Emory University

4:30 – 4:50 pm RESEARCH ADMINISTRATORS DAY: IT’S TOTALY RAD
Amanda Snyder*, Associate Director, Office of Sponsored Programs, University of Washington
See one of the Nation’s treasures as we enjoy a Night at the Smithsonian’s National Museum of American History. Bus transportation to and from the museum and an on-site light American fare will be provided. Members are encouraged to bring their families to enjoy this exclusive access to museum exhibitions. Ongoing exhibitions include, among others, America on the Move; American Enterprise; The American Presidency; American Stories; The Dolls’ House; Fantastic Worlds: Science and Fiction; The First Ladies; FOOD: Transforming the American Table; numerous exhibitions focusing on inventions; On the Water: Stories from Maritime America; The Price of Freedom: America at War; Stories on Money; and Spark!Lab, an interactive exploration space for children – 6-12 years. A number of special exhibitions will be featured during August including a preview of the National Museum of African American History. Just like the program, there’s something for everyone at this museum! Afterwards, come back to the Hilton and enjoy a coffee and dessert bar with your colleagues.

This event is included for conference attendees with a badge. Guest registration is $45 and children 13 and under are free. Registrations should be processed before arriving at the museum. There will be NO onsite registration.

Two Ways to Join the Fun at the National Museum of American History

HOP ON AN NCURA BUS AT THE TERRACE LEVEL
Load buses, Terrace Level
Washington Hilton .................................6:00 – 6:30 pm
Buses depart Washington Hilton
for museum ............................................6:30 pm
Arrive at museum .................................7:00 pm
1st set of buses depart museum ..........9:00 pm
2nd set of buses depart museum ...........9:30 pm

RIDING METRO!
Metro tickets can be purchased at any metro station. If you are out and about before the event, The National Museum of American History is located right in between the Smithsonian Station and Federal Triangle Station. Both stations are on the Orange, Silver, and Blue lines of the Metro System. The Smithsonian Station has two exits; make sure to leave through “The Mall Exit” (at 12th St. & Jefferson Dr., SW). We’ll meet you at the museum at 7 pm! Please make sure to wear your NCURA 58th Annual Meeting Badge.

9:00 pm  |  REGIONAL HOSPITALITY SUITES OPEN

9:30 – 10:30 pm  |  COFFEE AND DESSERT AT THE WASHINGTON HILTON

After a fun night at the Smithsonian’s National Museum of American History, come enjoy dessert and coffee during this “sweet” networking event!
Do you have your copy of our Uniform Guidance desk reference?

Contents Overview

Subpart A – Acronyms and Definitions
Subpart B – General Provisions
Subpart C – Pre-Federal Award Requirements and Contents of Federal Awards
Subpart D – Post-Federal Award Requirements
Subpart E – Cost Principles
Subpart F – Audit Requirements
Appendix I to Part 200 – Full Text of Notice of Funding Opportunity
Appendix III to Part 200 – Indirect (F&A) Costs Identification and Assignment, and Rate Determination for Institutions of Higher Education (IHEs)
Appendix IV to Part 200 – Indirect (F&A) Costs Identification and Assignment, and Rate Determination for Nonprofit Organizations
Appendix V to Part 200 – State/Local Governmentwide Central Service Cost Allocation Plans
Appendix VI to Part 200 – Public Assistance Cost Allocation Plans
Appendix VII to Part 200 – States and Local Government and Indian Tribe Indirect Cost Proposals
Appendix VIII to Part 200 – Nonprofit Organizations Exempted from Subpart E – Cost Principles of Part 200
Appendix IX to Part 200 – Hospital Cost Principles
Appendix X to Part 200 – Data Collection Form (Form SF-SAC)
Appendix XI to Part 200 – Compliance Supplement
Appendix XII to Part 200 – Award Terms and Conditions for Recipient Integrity and Performance Matters
Preamble to the Uniform Guidance (Published in Federal Register/ Vol. 78, No. 248/Thursday, December 26, 2013, 78590-78608)
Additional Resources
Frequently Asked Questions

Order your copies today!
http://www.ncura.edu/PublicationsStore/Store.aspx
CONCURRENT SESSION & DISCUSSION GROUPS BY TRACK

CLINICAL RESEARCH/CLINICAL TRIALS

CONCURRENT SESSIONS

8:30 – 10:00 am
NAGIVATING THE COMPLEXITIES OF CLINICAL RESEARCH PROGRAMS

10:30 am – 12:00 pm
COLLABORATION IN ACTION—MEASURING AND IMPROVING CONTRACTING PERFORMANCE ACROSS THE UNIVERSITY OF CALIFORNIA

DISCUSSION GROUP

10:30 – 12:00 am
CENTRALIZATION OF CLINICAL RESEARCH SUPPORT: CHALLENGES AND PITFALLS

COMPLIANCE

CONCURRENT SESSIONS

8:30 – 10:00 am
HUMAN SUBJECTS - PROPOSED CHANGES TO THE COMMON RULE

10:30 am – 12:00 pm
TALKING TO THE MEDIA ABOUT RESEARCH COMPLIANCE

DISCUSSION GROUPS

8:30 – 10:00 am
IT SYSTEMS TO SUPPORT RESEARCH COMPLIANCE

WHAT ARE GENERAL LEDGER “ERP” AND DATA WAREHOUSE SYSTEMS? HOW CAN THEY WORK WITH YOUR ERA SYSTEM TO CREATE BETTER REPORTS AND EFFICIENCIES THAT REDUCE THE ADMINISTRATIVE BURDEN?

CONTRACTING & WORKING WITH INDUSTRY

CONCURRENT SESSIONS

10:30 am – 12:00 pm
NEW MODELS OF UNIVERSITY-INDUSTRY CONTRACTING: CURRENT PERSPECTIVES

DISCUSSION GROUPS

10:30 am – 12:00 pm
FACULTY RESEARCH PERFORMANCE REPORT CARDS: WHAT’S FAIR?

CURRENT & ASPIRING MANAGERS

CONCURRENT SESSIONS

8:30 – 10:00 am
MANAGING ACROSS GENERATIONS: SECRETS REVEALED/PERFORMANCE EVALUATIONS 101 FOR THE NEW MANAGER

DISCUSSION GROUPS

10:30 am – 12:00 pm
MANAGING ACROSS GENERATIONS: SECRETS REVEALED/PERFORMANCE EVALUATIONS 101 FOR THE NEW MANAGER (Follow-up to concurrent session held at 8:30 am)

DEPARTMENTAL

CONCURRENT SESSIONS

8:30 – 10:00 am
CLOSEOUTS

10:30 am – 12:00 pm
SHOW ME THE MONEY! A DEEP DIVE INTO THE TUMULTUOUS WATERS OF TRANSFERRING QWARDS WHEN A PI MOVES TO A NEW INSTITUTION

SHARED RESPONSIBILITIES: A SHARED SERVICES APPROACH FOR GRANTS MANAGEMENT

DISCUSSION GROUPS

8:30 – 10:00 am
TIPS ON PREPARING MULTI-INSTITUTIONAL PROPOSALS, OR HOW TO MAKE A COMPLICATED JOB EASIER

10:30 am – 12:00 pm
COMPLIANCE COMPLEXITIES FOR THE DRA
### FEDERAL & REGULATORY UPDATES

#### CONCURRENT SESSIONS

- **8:30 – 10:00 am**
  - UNIFORM GUIDANCE: STRATEGY AND IMPLEMENTATION UPDATE
  - NSF & HHS OIG UPDATE

- **10:30 am – 12:00 pm**
  - UNIFORM GUIDANCE: STRATEGY AND UPDATE
  - EPA UPDATE

#### DISCUSSION GROUPS

- **8:30 – 10:00 am**
  - NSF’S GRADUATE RESEARCH FELLOWSHIP PROGRAM

- **10:30 am – 12:00 pm**
  - COLLABORATING WITH DOE LABORATORIES

### INTERNATIONAL

#### CONCURRENT SESSIONS

- **8:30 – 10:00 am**
  - CO-FUNDING OPPORTUNITIES FOR U.S. AND NON-U.S. PARTNERS

#### DISCUSSION GROUPS

- **10:30 am – 12:00 pm**
  - UK-US RA’S DISCUSS SIMILARITIES, DIFFERENCES, AND WHAT WE CAN LEARN FROM EACH OTHER

### POST-AWARD | POST-AWARD: FINANCIAL | POST-AWARD: NON-FINANCIAL

#### CONCURRENT SESSIONS

- **8:30 – 10:00 am**
  - POST-AWARD FINANCIAL
    - THE "TAXING" PART OF RESEARCH ACTIVITY

- **10:30 am – 12:00 pm**
  - POST-AWARD NON-FINANCIAL
    - FACULTY SERVICE DELIVERY – BALANCING COMPLIANCE AND OVERSIGHT WITH ADMINISTRATIVE BURDEN FOR FACULTY

#### DISCUSSION GROUP

- **8:30 – 10:00 am**
  - RECENT AUDIT EXPERIENCES: A SUPPORT GROUP

### PRE-AWARD

#### CONCURRENT SESSIONS

- **8:30 – 10:00 am**
  - BRIDGING THE GAP: HOW TO CREATE A PROPOSAL BUDGET THAT MAKES AWARD ADMINISTRATION A SNAP

- **10:30 am – 12:00 pm**
  - ALTERNATIVE FUNDING OPPORTUNITY: ONPAR

- **10:30 am – 12:00 pm**
  - BALANCING PROPOSAL WORKLOAD

- **10:30 am – 12:00 pm**
  - EXPLORING THE ALPHABET SOUP OF NON-MONETARY AGREEMENTS: CDA, CA, DUA, MOU, MTA, TA, VSA

#### DISCUSSION GROUP

- **10:30 am – 12:00 pm**
  - SUPPORTING RESEARCH TOGETHER: IMPROVING PRE-AWARD/POST-AWARD COMMUNICATION
## PREDOMINANTLY UNDERGRADUATE INSTITUTIONS (PUI)

### CONCURRENT SESSIONS

**8:30 – 10:00 am**  
**ENVIRONMENTAL CHANGE AND ADAPTATION IN EMERGING RESEARCH INSTITUTION SPONSORED PROGRAMS OFFICES: A MULTIPLE-CASE STUDY**

### DISCUSSION GROUPS

**8:30 – 10:00 am**  
**I’VE SEEN LIFE FROM BOTH SIDES NOW**

**10:30 am – 12:00 pm**  
**ENCOURAGING MORE AND BETTER PROPOSALS IN THE PUI ENVIRONMENT**

## SENIOR LEVEL

### CONCURRENT SESSIONS

**10:30 am – 12:00 pm**  
**BOOMERS, GENX, MILLENNIALS ON MENTORING, COACHING, AND MANAGING – WHAT A PERSPECTIVE!**

### DISCUSSION GROUPS

**8:30 – 10:00 am**  
**SUCCSSION PLANNING: TIPS TO HELP YOUR PEOPLE PREPARE FOR PROMOTION**

**10:30 am – 12:00 pm**  
**HAPPINESS IN THE WORKPLACE**

## SPONSORED PROGRAM DEVELOPMENT & FOUNDATIONS

### CONCURRENT SESSIONS

**10:30 am – 12:00 pm**  
**NAVIGATING YOUR WAY TO SUCCESSFUL GLOBAL RELATIONSHIPS**

### DISCUSSION GROUPS

**8:30 – 10:00 am**  
**DON’T DRINK WHILE YOU WRITE, AND OTHER SAGE ADVICE FOR DEVELOPING PERSUASIVE WRITING SKILLS**

## THE NEW RESEARCH ADMINISTRATOR

### CONCURRENT SESSIONS

**8:30 – 10:00 am**  
**OH, THE HATS YOU’LL WEAR!: ROADMAPS AND RESOURCES FOR THE NEW RESEARCH ADMINISTRATOR**

### DISCUSSION GROUPS

**8:30 – 10:00 am**  
**HOW TO MAKE THE MOST OF YOUR EARLY YEARS IN RESEARCH ADMINISTRATION**

**10:30 am – 12:00 pm**  
**RESEARCH BIFOCALS: PUTTING YOURSELF IN A COLLEAGUES’ SHOES TO SEE THE ENTIRE RESEARCH PICTURE**
CONCURRENT SESSIONS

CLINICAL RESEARCH/CLINICAL TRIALS
This session will also be of interest to participants interested in the following tracks: Contracting & Working with Industry; Current & Aspiring Managers; Departmental; Predominantly Undergraduate Institutions (PUI); Senior Level
Program Level: Advanced

Navigating the Complexities of Clinical Research Programs
This session will focus on the changing landscape of clinical research and the different approaches universities, academic medical centers, and hospitals are taking to encourage more investigators to participate in this endeavor.

Learning Objectives
• Participants will be able to determine key elements involved in a robust clinical research enterprise.
• Participants will learn and understand how to effectively navigate regulatory requirements.
• Participants will learn how to create an infrastructure to support clinical research and clinical trials.
• Participants will learn different strategies for institutional oversight of clinical research.
Prerequisite: Advanced knowledge and understanding of a Clinical Research Enterprise.
Jamie Caldwell*, Associate Vice Chancellor for Research Administration, University of Kansas Medical Center

COMPLIANCE
This session will also be of interest to participants interested in the following tracks: Clinical Research/Clinical Trials; Federal & Regulatory Updates; Predominantly Undergraduate Institutions (PUI); Post-Award: Non-Financial; Senior Level
Program Level: Intermediate

Human Subjects – Proposed Changes to the Common Rule
The U.S. Department of Health and Human Services and fifteen other Federal Departments and Agencies have proposed sweeping changes to the regulations for protection of human subjects in research, known as the Common Rule. A Notice of Proposed Rulemaking (NPRM) was published in the Federal Register on September 8, 2015 and over 2100 comments on the proposed rule were submitted. This session will provide an overview of the proposed changes with an emphasis on those changes that will have the most significant impact on research administration.

Learning Objectives
• Participants will learn about the changes to the Common Rule proposed in the NPRM.
• Participants will learn about the responses to the rule from the research community, including a summary of the comments submitted in response to the NPRM.
• Participants will learn about timelines for implementation of the new rule and about potential institutional impacts associated with its implementation.
Cynthia Shindledoeker*, IRB-HSBS Director, University of Michigan
Lisa Nichols, Policy Analyst, Council on Governmental Relations (COGR)
CONCURRENT SESSIONS CONTINUED

CURRENT & ASPIRING MANAGERS
This session will also be of interest to participants interested in the following tracks:
The New Research Administrator
Program Level: Overview
MANAGING ACROSS GENERATIONS: SECRETS REVEALED/PERFORMANCE EVALUATIONS 101 FOR THE NEW MANAGER
Today’s workforce is drastically different than those of past decades - especially if you are a manager. It’s now common for employees in a single department to be from many generations, and managers need to understand these generational differences. Issues can arise from differing communication styles and mindsets of employees born in different eras. The new importance and structure of the team environment makes it critical to effectively address and take advantage of the differences in values and expectations. In understanding these differences, strategies can then easily be developed to ensure employees are happy and being utilized to their full potential. A new manager’s interaction, during the performance evaluation process, can be another critical point in which understanding an employee’s generation can lead to a more productive and constructive conversation. Annual performance evaluations can become a key component of employee development and ensuring that expectations match between the manager and employee. It is also a time that accomplishments can be recognized and issues can be resolved, so it is important to understand the employee’s effective generational or personal communication style.

Learning Objectives
- Participants will be able to describe the differences and mindsets of the three generations (Baby Boomers, Gen Xers and Millennials).
- Participants will compare strengths and weaknesses of each generation.
- Participants will analyze strategies to take advantage of strengths and increase retention during performance evaluations.

Melany Barrett*, Senior Administrative Officer, Georgetown University
Annie Alston, HR Administrator for Lombardi Comprehensive Cancer Center, Georgetown University
Haewon Park, Director of Business Operations, Center for Cell Reprogramming, Georgetown University
Doreen Robinson, Senior Associate Vice President, Georgetown University Medical Center

DEPARTMENTAL
This session will also be of interest to participants interested in the following tracks:
Post-Award; The New Research Administrator
Program Level: Advanced
CLOSEOUTS
You started your close out process on the first day the award started – what could possibly go amiss at the end of project? Anything! The impact of sponsor regulations, investigator needs, institutional expectations, and the department research administrator’s previous experience all feed into a successful close out. In many closeouts, though, there seem to be exceptional circumstances, from financial to data management issues, that need to be addressed by the DRA. This session will start with an overview of typical close out activities and best practices in the department; then stray into (un)common closeout scenarios and complex issues that may be referred to as “hypothetical.”

Learning Objectives
- Participants will be able to identify common practices and requirements in the closeout process.
- Participants will recognize complex closeout issues and appropriate handling.

Prerequisite: Participants should have a working knowledge of the closeout process at their home institution.

Heather Mills Offhaus*, Director, Medical School Grant Review & Analysis, University of Michigan-Ann Arbor
Samantha J. Westcott, Sponsored Research Manager, Division of Physics, Mathematics and Astronomy, California Institute of Technology

* Lead presenter
CONCURRENT SESSIONS CONTINUED

FEDERAL & REGULATORY UPDATES
This session will also be of interest to participants interested in the following tracks:
Compliance; Current & Aspiring Managers; Departmental; Pre-Award; Post-Award: Financial;
Post-Award: Non-Financial; Senior Level
Program Level: Update
UNIFORM GUIDANCE: STRATEGY AND IMPLEMENTATION UPDATE
By August 2016 colleges and universities will be into the 2nd year of complying with the Uniform Guidance regulations. Yet the COGR and the FDP continue to work with OMB and COFAR to develop and understand implementation of the Uniform Guidance as many institutions are still developing an understanding of what certain changes to policies and procedures mean for their organizations. This session will discuss major issues in the Guidance and provide news on recent developments in the dialogue with Federal agencies and OMB and COFAR. The panel will offer information and experiences about What Have We Been Doing and What Are the Challenges? Procurement, Subrecipient Monitoring, Conflict of Interest, Closeouts, Compensation and other topics will be discussed. Join us to discuss this major change in research administration!

Learning Objectives:
• Participants will gain an understanding of the major issues with the Uniform Guidance and expected developments with it.
• Participants will learn about strategies to manage institutional policies and implement the Guidance.

Prerequisite: Participants should have familiarity with OMB Uniform Guidance regulations.
Mark C. Davis*, Vice President & Partner, Higher Education and Academic Medical Centers, Attain, LLC
Kerry Peluso, Associate Vice President for Research Administration, Emory University

FEDERAL & REGULATORY UPDATES
This session will also be of interest to participants interested in the following tracks:
Compliance; Current & Aspiring Managers; Pre-Award; Post-Award: Financial;
Post-Award: Non-Financial; Senior Level
Program Level: Update
NSF & HHS OIG UPDATE
This session features presentations from senior officials of the Office of the Inspector General for both the Department of Health and Human Services and the National Science Foundation. The speakers will discuss current audit issues with which their agencies are currently involved. There will be an opportunity for questions following the presentations.

Learning Objectives: Participants will become familiar with the current audit issues and concerns of the Department of Health and Human Services and the National Science Foundation, particularly as they relate to research activities supported by those agencies.
Cynthia Hope*, Assistant Vice President for Research & Director of Sponsored Programs, The University of Alabama
Marie A. Maguire, Assistant Inspector General for Audit (Acting), National Science Foundation OIG
Amy Frontz, Assistant Inspector General for Audit, Office of the Inspector General, U.S. Department of Health and Human Services

* Lead presenter
CONCURRENT SESSIONS CONTINUED

INTERNATIONAL
This session will also be of interest to participants interested in the following track:
Federal & Regulatory Updates
Program Level: Overview

CO-FUNDING OPPORTUNITIES FOR U.S. AND NON-U.S. PARTNERS
Recognizing the value of international partnerships in addressing critical science and engineering questions, NSF established the Partnerships in International Research and Education (PIRE) program in 2005. PIRE is an NSF-wide program that supports fundamental, international research and education in physical, living, human, and engineered systems. PIRE awards enable research at the leading edge of science and engineering by facilitating partnerships with others nationally and internationally, by educating and preparing a diverse, world-class STEM workforce, and by fostering institutional capacity for international collaboration. This agenda is designed to encourage high-risk/high-reward activities and the pursuit of potentially transformative ideas. NSF PIRE is also working with counterpart funding agencies to lower barriers to international collaboration for U.S. scientists, engineers and students, and to encourage jointly funded, bilateral and multilateral projects. Funding for international collaborators on PIRE projects may be available from agencies identified here: China: the Ministry of Science and Technology (MOST); Finland: Academy of Finland and Tekes-the Finnish Funding Agency for Innovation; France: Agence Nationale de la Recherche (ANR) and Centre National de la Recherche Scientifique (CNRS); Germany: Deutsche Forschungsgemeinschaft (DFG); India: Science and Engineering Research Board (SERB); Japan: Japan Society for the Promotion of Science (JSPS); and Japan Science and Technology Agency (JST); Republic of Korea: National Research Foundation of Korea (NRF); Mexico: Consejo Nacional de Ciencia y Tecnología (CONACYT); Russia: Ministry of Education and Science (MES); Spain: Ministry of Economy and Competitiveness (MINECO); and Ministry of Science and Technology, Taiwan.

Cassidy Burke*, Program Analyst, National Science Foundation
CONCURRENT SESSIONS CONTINUED

POST-AWARD: FINANCIAL
Program Level: Advanced
THE ‘TAXING’ PART OF RESEARCH ACTIVITY
Institutions are beginning to recognize the tax and legal risks posed by conducting research on our campus or in other states and countries. This session will discuss these risks along with mitigation strategies.

Julia Shanahan*, Executive Director, Tax, Columbia University
William Riker, Associate Director, Tax, Columbia University in the City of New York
Justin J. Lowe, Senior Manager, Ernst & Young LLP, National Tax

PRE-AWARD
This session will also be of interest to participants interested in the following tracks:
Departmental; Post-Award: Financial
Program Level: Intermediate
BRIDGING THE GAP: HOW TO CREATE A PROPOSAL BUDGET THAT MAKES AWARD ADMINISTRATION A SNAP
Proposal budgets are the financial road maps of sponsored projects. When strategically built they become an indispensable key to effective post-award management. However, when those road maps are not constructed with a strong understanding of where one is going - or the real-world logistics of getting there - it can result in a high degree of post-award consternation and frustration. This session will explore leveraging post-award expertise at the time of pre-award budget building to mitigate bumps, potholes, and other quandaries down the road.

Learning Objectives: Participants will discuss:
• Picking battles – identify when it is prudent to be highly specific vs. flexibly vague as you strategize a budget.
• Tackling travel – as the majority of sponsors are moving towards heavily scrutinizing ambiguous and/or unbudgeted travel, let’s be proactive in including realistic, reasonable, and adequately detailed travel budgets.
• To name or not to name? How to determine and subsequently advise faculty on when it is truly beneficial to name non-key individuals on a proposal.
• When the rubber hits the road – why it is so important at the pre-award stage to consider the post-award landscape in which a project will actually exist.
• Trimming the fat – determining what budget items are truly negotiable and/or dispensable vs. those that are integral for successful award execution.
• Mechanism mechanics – when a sponsor is willing to negotiate the type of award mechanism (e.g., grant vs. contract, fixed price contract vs. cost reimbursable) we will learn how and why it is beneficial to work with post-award as you determine the best option.

Prerequisite: Participants should have basic/intermediate pre-award experience. Familiarity with NSF, NIH, and other federal agencies is recommended.

Megan Dietrich*, Team Lead, Engineering Research Administration, Stanford University
Krista Roznovsky, Team Lead, Engineering Research Administration, Stanford University
ENVIRONMENTAL CHANGE AND ADAPTATION IN EMERGING RESEARCH INSTITUTION SPONSORED PROGRAMS OFFICES: A MULTIPLE-CASE STUDY

The decline in funding allocations to state-supported Institutions of Higher Education (IHEs) has compelled universities to secure alternate forms of funding to support their capacity to meet public expectations. These other funding streams include increasing enrollment numbers, securing philanthropic support, and acquiring sponsored funding for research projects and programs. While smaller state-supported IHEs face resource and credibility challenges in their pursuit to grow external funding activity, they nevertheless continue to grow their respective research enterprises amid shrinking budgets and increased competition for external funds. As such, these institutions are termed Emerging Research Institutions (ERIs). Research administration offices are the institutional units responsible for facilitating and supporting the pursuit of sponsored research. They are integral to the research missions of these IHEs and an essential structure that enhances the capacity of universities to secure externally sponsored funding. Further, there is a dearth of academic research focused solely on sponsored programs offices in the United States.

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**CONCURRENT SESSIONS CONTINUED**

**PREDOMINANTLY UNDERGRADUATE INSTITUTIONS (PUI)**
This session will also be of interest to participants interested in the following tracks: Current & Aspiring Managers; Pre-Award; Post-Award: Non-Financial; Sponsored Program Development & Foundations Program Level: Overview

**ENVIRONMENTAL CHANGE AND ADAPTATION IN EMERGING RESEARCH INSTITUTION SPONSORED PROGRAMS OFFICES: A MULTIPLE-CASE STUDY (CONTINUED)**
This session is a summary of the presenter’s dissertation: A qualitative case study focused on three purposefully selected state-supported ERIs in Kentucky that explores how external and internal environmental changes influenced adaptive responses including re-configuring institutional policies, modifying the role of research administrators, and restructuring offices of sponsored programs to increase the amount of ERI federal research productivity and procurement. Key themes emerging from the study to be discussed are: Upper-level Administrative Disconnect; Strategic Focus and Targeted Approach; External Funding Trends; Research Development; Effects of Budget Cuts; and, Regulatory Changes.

**THE NEW RESEARCH ADMINISTRATOR**
This session will also be of interest to participants interested in the following tracks: Compliance; Current & Aspiring Managers; Departmental; Pre-Award; Predominantly Undergraduate Institutions (PUI); Post-Award: Financial; Post-Award: Non-Financial Program Level: Basic

**OH, THE HATS YOU WILL WEAR! ROADMAPS AND RESOURCES FOR THE NEW RESEARCH ADMINISTRATOR**
When you signed on to be a research administrator, did they tell you about all of the things you would be? Accountant, Customer Service Representative, Strategist, Teacher, Student, Problem-Solver? We will talk about the different hats a research administrator wears, with specific examples, and look at the resources available to you to get the job done. Pair this session with our Research Bifocals Discussion Group to learn how to maximize your collaborations.

**Learning Objectives**
- Participants will gain an understanding of the components of doctoral research in the context of the research administration profession, with a focus on qualitative research methodology.
- Participants will gain an understanding of the numerous internal and external factors that affect research administrators at PUI institutions.
- Participants will review case study data along with the researcher’s analysis of the results, and what implications they may have for practice at other PUIs.
- Participants will discuss future research directions based on the study.

Scott Niles*, Grants and Contracts Administrator, Morehead State University

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**Learning Objectives**
- Research Administrators are amazing people with a broad skill set, but it is equally important to identify the resources available to you at your institution, the NCURA community, and the profession at-large. We’ll discuss the roles you may find yourself filling, the tasks associated with each role, and where to go for help.

Carrie Chesbro*, Sponsored Projects Training Manager, University of Oregon
Stephanie Bair, Business Manager, Research Finance, Children’s Research Institute
DISCUSSION GROUPS

**COMPLIANCE**
This session will also be of interest to participants interested in the following tracks: Departmental; Pre-Award; Predominantly Undergraduate Institutions (PUI); Post-Award: Non-Financial; Senior Level;
The New Research Administrator

**IT SYSTEMS TO SUPPORT RESEARCH COMPLIANCE**
Discussion group on electronic systems for supporting compliance. What works? What doesn’t work? Things to consider when selecting a system.

**COMPLIANCE**
**WHAT ARE GENERAL LEDGER “ERP” AND DATA WAREHOUSE SYSTEMS? HOW CAN THEY WORK WITH YOUR ERA SYSTEM TO CREATE BETTER REPORTS AND EFFICIENCIES THAT REDUCE THE ADMINISTRATIVE BURDEN?**
This discussion will review the basics of an ERP’s system and Data Warehouses. Basic of report development and the data you need will be reviewed. Reducing the administrative burden by automating the transfer of data to your ERP and data warehouse can improve business processes and reporting.

**DEPARTMENTAL**
This session will also be of interest to participants interested in the following track: Pre-Award
**TIPS ON PREPARING MULTI-INSTITUTIONAL PROPOSALS, OR HOW TO MAKE A COMPLICATED JOB EASIER**
In this session, participants will share key tips for successfully completing multi-institutional, multi-disciplinary proposals. These tips will help with the nuts and bolts of putting together these proposals, which can be very complicated.

**FEDERAL & REGULATORY UPDATES**
This session will also be of interest to participants interested in the following tracks: Departmental; Pre-Award; Post-Award: Financial; Post-Award: Non-Financial

**NSF GRADUATE RESEARCH FELLOWSHIP PROGRAM: UPDATES FOR CAMPUS ADMINISTRATORS**
This panel presentation will provide an overview of the NSF Graduate Research Fellowship Program, and describe recent updates in program management, fellowship policies, and professional development opportunities for Fellows. The overview of the fellowship program will include the grant award features that are unique, as well as updates to the grantee perspective on fellowship administration and policies. Time will be included for Q&A with panelists and among audience members. For more information about GRFP, please visit: www.nsfgrfp.org
DISCUSSION GROUPS CONTINUED

POST-AWARD

RECENT AUDIT EXPERIENCES: A SUPPORT GROUP
This discussion group will present an opportunity for individuals to discuss their recent audit experiences, in order to provide insights into the process and share strategies.

Jeffrey A. Silber*, Senior Director, Sponsored Financial Services, Cornell University
Leslie L. Schmidt, Assistant Vice President for Research, Office of Sponsored Programs, Montana State University

PREDOMINANTLY UNDERGRADUATE INSTITUTIONS (PUI)
This session will also be of interest to participants interested in the following tracks:
Current & Aspiring Managers; Pre-Award; Post-Award: Financial; Post-Award: Non-Financial; Senior Level; Sponsored Program Development & Foundations

I’VE SEEN LIFE FROM BOTH SIDES NOW
How do you see others in your institution and how does it affect your success in your role? This session will be interactive so please come prepared to discuss how your perspective influences the way you connect and collaborate with others. The main focus will be between sponsored programs and financial post-award.

Stacy A. Riseman*, Director of Sponsored Research, College of the Holy Cross
Joyce Ferland, Administrative Director, Research Radiology, Massachusetts General Hospital

SENIOR LEVEL
This session will also be of interest to participants interested in the following track:
Current & Aspiring Managers

SUCCESSION PLANNING: TIPS TO HELP YOUR PEOPLE PREPARE FOR PROMOTION
Participants are invited to bring what they have done at their campus to help their staff grow, learn, and be ready for promotion. Do you have an office-wide or research-enterprise-wide career ladder or promotional eligibility minimums? Have a plan for what kinds of specialized training your staff receive in various (typical) jobs? Have you adjusted your office’s organizational chart to help create promotional opportunities? How do you balance the need for “fresh blood” with ensuring existing staff have upward mobility? Do you use special projects, internships or other opportunities to help promotional readiness? Take advantage of internal or external professional leadership or training programs? Come talk about it!

Pamela A. Webb*, Associate Vice President for Research, University of Minnesota
DISCUSSION GROUPS CONTINUED

SPONSORED PROGRAM DEVELOPMENT & FOUNDATIONS
This session will also be of interest to participants interested in the following tracks:
Departmental; Pre-Award; The New Research Administrator

DON'T DRINK WHILE YOU WRITE, AND OTHER SAGE ADVICE FOR DEVELOPING PERSUASIVE WRITING SKILLS
In the immortal words of Ernest Hemingway, “There is nothing to writing. All you do is sit down at a typewriter and bleed.” For many, writing can feel like bitterly hard, time consuming work. But it doesn’t have to be that way. Whether you are looking to improve your own writing or to help your colleagues strengthen their proposal narratives, come join your colleagues in a rich discussion of key questions, effective strategies, and secret tricks that can be used to find the “right” words. In this interactive session on developing persuasive writing skills, you are also encouraged to ask questions, share experiences, and reflect on lessons learned.

Jeremy Miner*, Director Of Grants And Contracts, University of Wisconsin-Eau Claire

THE NEW RESEARCH ADMINISTRATOR
HOW TO MAKE THE MOST OF YOUR EARLY YEARS IN RESEARCH ADMINISTRATION
This session is geared toward research administrators in the first few years of their career. The speakers will discuss how they navigated their early years in research administration and share strategies to gain experience and knowledge to successfully advance in the field. Topics to be discussed are as follows:

- Growing professional through the development of technical research administration knowledge;
- Developing the soft skills necessary to succeed in research administration;
- Engaging in various mentoring activities to get a fast start in research administration.

Mary Schmiedel*, Senior Research Compliance Officer, Georgetown University
David Smelser, Assistant Director, Office of Sponsored Programs, University of Tennessee-Knoxville
Fannie Cruz Walton, Senior Administrative Director, Georgetown-Howard Universities Center for Clinical and Translational Science (GHUCCTS)
Wednesday, August 10, 2016

8:30 - 10:00 am | EDUCATION SESSIONS

**SPARK SESSIONS:** 15 – 20 minute, high energy, high deliverable offerings that will get right to the “good stuff.”

8:30 – 8:50 am  |  Tips for Traveling on Sponsored Awards  
Susan Cassidy Zipkin*, Manager of Accounting and Financial Compliance, University of New Hampshire  
Heather Dominey, Grants and Contracts Accountant II, Brown University

9:00 – 9:20 am  |  Facilitating a Smooth Transfer Process for Incoming Investigators  
Jennifer Cory*, Director of Research, Pediatrics, Stanford University

10:00 – 10:30 am | NETWORKING AND REFRESHMENT BREAK

10:10 – 10:20 am | OFFICE YOGA AND STRETCH BREAK

You are in the home stretch of the meeting! Let’s breathe into this last session time slot with some stretching and Office Yoga! No yoga experience is necessary. Business attire friendly!

Tara E. Bishop*, Deputy Chief Executive, National Council of University Research Administrators and Certified Meditation Instructor, Chopra Center University

10:30 am - Noon | EDUCATION SESSIONS

**CONCURRENT SESSIONS**

**CLINICAL RESEARCH/CLINICAL TRIALS**
This session will also be of interest to participants interested in the following tracks: Compliance; Contracting & Working with Industry; Current & Aspiring Managers; Departmental; Predominantly Undergraduate Institutions (PUI); Senior Level; The New Research Administrator
Program Level: Overview

**COLLABORATION IN ACTION – MEASURING AND IMPROVING CONTRACTING PERFORMANCE ACROSS THE UNIVERSITY OF CALIFORNIA**
Contracting offices face increasing internal and external pressure to improve turnaround times for clinical trial contract execution. At the same time, the proliferation of multisite studies provides opportunities for institutions to align contract negotiations and leverage one another’s resources. To address these challenges, University of California Biomedical Research, Acceleration, Integration, and Development (UC BRAID), a network of the five UC academic medical campuses, convened a workgroup consisting of campus contracting leadership to: 1) Measure and improve clinical trial contracting performance,

> continued on next page
CLINICAL RESEARCH/CLINICAL TRIALS
This session will also be of interest to participants interested in the following tracks: Compliance; Contracting & Working with Industry; Current & Aspiring Managers; Departmental; Predominantly Undergraduate Institutions (PUI); Senior Level; The New Research Administrator
Program Level: Overview
COLLABORATION IN ACTION - MEASURING AND IMPROVING CONTRACTING PERFORMANCE ACROSS THE UNIVERSITY OF CALIFORNIA (CONTINUED)
2) Share best practices and lessons learned, 3) Increase collaboration for multisite clinical trial agreement (CTA) negotiations, and 4) Mitigate redundant effort and conserve resources. Initially, the workgroup specified a common set of metrics and collected standardized data on more than 1,000 new contracts and amendments over an 18-month period. While the contracting offices at each campus vary in size and scope of operations, electronic systems, and resources, analysis revealed significant trends shared by our institutions. Results show the positive impact of master CTAs, longer turnaround times when working with clinical research organizations (CROs), and delays or dependencies involving other offices (e.g., coverage analysis, IRB approval, conflict of interest). Now, with a rich, metrics-based foundation, the workgroup has embarked on identification of best practices, gaps, and collaboration opportunities amongst institutions. In addition, the team launched a pilot project to coordinate budget and contract negotiations where more than one UC campus conducts a study. Ultimately, this platform of close collaboration allows UC to quickly respond to a changing contracting landscape and maintain a competitive edge in the field of biomedical research. We are eager to share our approach and findings with the larger research administration community.

Learning Objectives
• Participants will discuss how to collect and analyze harmonized metrics across an array of diverse contracting offices.
• Participants will learn how to identify and implement best practices and lessons learned in support of the broad range of clinical trial agreements (CTAs).
• Participants will learn how to improve contracting turnaround times through master CTAs and shared budget/contract negotiations.
Prerequisite: Participants should be familiar with general research administration functions and have experience with clinical trial contract negotiations.
Tam Tran*, Assistant Director, Sponsored Projects, Industry Clinical Trials, University of California, Irvine
Jennifer Ford, Director, Office of Clinical Research Administration, University of California, San Diego

COMPLIANCE
This session will also be of interest to participants interested in the following track: Senior Level
Program Level: Intermediate
TALKING TO THE MEDIA ABOUT RESEARCH COMPLIANCE
This session will prepare RA’s for news media related challenges, especially journalist requests involving high profile and/or “crisis” cases. It is crucial to understand what the news media wants and needs and what you can or can’t say when RA’s are preparing a university spokesperson to explain a research-related issue that has attracted the interest of journalists.

Learning Objectives
• Participants will understand the news gathering process and journalists’ culture in order to support the university’s communications goals and not create legal liabilities.
• Participants will also be able to recognize news stories that could be offered to university communications professionals who will then proactively prove the information to the news media.
Scott Sobel*, Media and Communications Psychology, Senior Strategy and Communications Executive, kGlobal Agency
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- Facilities and Administrative Costs in Higher Education (24 pages)
- Establishing and Managing an Office of Sponsored Programs at Non-Research Intensive Colleges and Universities (32 pages)
- A Primer on Intellectual Property (20 pages)
- The Role of Research Administration (42 pages)
- Writing and Negotiating Subawards Under Federal Prime Awards (24 pages)
- OMB A-21 Mini-Guide (112 pages)
- OMB A-110 Mini-Guide (56 pages)
- OMB A-133 Mini-Guide (72 pages)
- OMB Uniform Guidance (272 pages)

FOR MORE INFORMATION AND TO ORDER THESE PUBLICATIONS VISIT THE NCURA STORE:
www.ncura.edu/PublicationsStore.aspx
CONCURRENT SESSIONS CONTINUED

CONTRACTING & WORKING WITH INDUSTRY
Program Level: Advanced
NEW MODELS OF UNIVERSITY-INDUSTRY CONTRACTING: CURRENT PERSPECTIVES
University-Industry Collaborations are significantly impacted by the speed and ease in which agreements are crafted and agreed upon by the respective parties. Companies and universities have invested considerable time and efforts in identifying new approaches to overcoming obstacles and accelerating these negotiations. During this session, we will explore some of these new approaches and some of the initial findings from these new models. The University-Industry Demonstration Partnership (UIDP uidp.org) is a non-profit that was created in 2006 by a number of interested parties (including NCURA) with the explicit goal of addressing contracting matters.

Learning Objectives:
• Participants will discuss new contracting models and investigate their key aspects.
• Participants will explore how these programs can be evaluated for use at the home institutions of session participants.
• Participants will be able to identify industry efforts (such as RFPs and subscription models) and how they affect university-industry contracting matters.

Anthony Boccanfuso*, President, University Industry Demonstration Partnership
Lisa Lorenzen, Executive Director, Office of Intellectual Property and Technology Transfer, Iowa State University
Brian Smith, Senior Partnership Developer, North Carolina State University

DEPARTMENTAL
Program Level: Intermediate
SHOW ME THE MONEY! A DEEP DIVE INTO THE TUMULTUOUS WATERS OF TRANSFERRING AWARDS WHEN A PI MOVES TO A NEW INSTITUTION
Academia is a field of constant change. PIs come and go, and, as a result, so do their sponsored projects. There are a number of challenges that can be encountered in the often-complex process of transferring sponsored awards between institutions. Whether a PI is new or experienced, whether the award is a grant or contract, federal or non-federal, this session is intended to provide useful tips for smoothing the administrative process and easing your PI’s transition to your institution.

Learning Objectives:
• To transfer or not to transfer? When to leave an award behind vs. when to bring it along.
• What is even going on here? Which questions to ask and what information to gather.
• Collaborations, consultants, and subawards – what to consider when some of the work is still happening at the original institution.
• Work with me! How to foster a collaborative relationship between research administrators at the original and new institution.
• Why is this taking so long? What to think of and do when the PI is in a hurry to start working and spending at the new institution.
• Getting into the details - nuances of specific federal sponsors (NSF, NIH, DOD).

Prerequisite: Participants should have basic/intermediate pre-award experience. Familiarity with NSF, NIH, and other federal agencies is recommended.

Megan Dietrich*, Team Lead, Engineering Research Administration, Stanford University
Krista Roznovsky, Team Lead, Engineering Research Administration, Stanford University

* Lead presenter
UNIFORM GUIDANCE: STRATEGY AND UPDATE
On December 19, 2014, 28 Federal agencies adopted the 2 CFR 200 Uniform Guidance in their own set of regulations, making the Uniform Guidance requirements effective to all Federal awards granted on or after December 26, 2014. This guidance – a sweeping consolidation of decades of OMB circulars, guidance, and the “common rule” on grants management – replaced ALL the OMB Grant Circulars and changed the landscape how grants are awarded, administered and audited for ALL types of grantees (State and local governments, Tribal governments, nonprofit organizations and colleges & universities). The Guidance has now been now effective and applicable for one year.

This session will include a brief history, a highlight of the changes and their impact on your institution, the Frequently Asked questions during the first year of implementation and some best practices during the “Freshman” year.

Learning Objectives:
• Participants will gain insight into the development of the Uniform Guidance.
• Participants will understand the highlights of key changes in grant requirements.
• Participants will learn about the potential impact on institution grant management systems.
• Participants will learn about some early implementation issues.
• Participants will hear about some best practices for implementation.

Gilbert Tran*, Senior Policy Analyst, Office of Management and Budget (OMB)
Rhea Hubbard, Policy Analyst, Office of Management and Budget (OMB)
CONCURRENT SESSIONS CONTINUED

FEDERAL & REGULATORY UPDATES
This session will also be of interest to participants interested in the following tracks:
Departmental; Pre-Award; Post-Award: Financial; Post-Award: Non-Financial

EPA UPDATE
This session will provide a general update on the Environmental Protection Agency’s recent policy implementations that affect the research community.

POST-AWARD: NON-FINANCIAL
This session will also be of interest to participants interested in the following tracks:
Compliance; Post-Award: Financial

Program Level: Advanced

FACULTY SERVICE DELIVERY – BALANCING COMPLIANCE AND OVERSIGHT WITH ADMINISTRATIVE BURDEN FOR FACULTY
Have your faculty ever said they spend so much time on administrative items that they don’t have time to conduct research? Many institutions are rethinking their business processes and organizational structures with a focus on reducing administrative burden for faculty and staff while mitigating compliance risk. Outcomes from such initiatives that will be discussed during this presentation include:

- Improved communication between pre-award, post-award and compliance offices.
- Improved communication between central offices and local research administrators/PIs including the use of standard communications.
- Training for both central and department research administration,
- Implementation of an award set-up unit focused on decreasing award set-up time.
- Simplification of routing forms for proposal submission and award acceptance.
- Revision of compliance (IRB and IACUC) protocol forms and award congruency review.
- Clear expectations and roles and responsibilities.

Learning Objectives
- Participants will understand what defines good customer service.
- Participants will discuss the changes implemented by institutions that faculty felt were the greatest improvements.
- Participants will learn how institutions balance reducing administrative burden with appropriate oversight and compliance.
- Participants will discuss the lessons learned by institutions from this process.

Casandra Burrows*, Assistant Director, Office of Research and Sponsored Programs, Rutgers, The State University of New Jersey
Andrew Steil, Associate, Huron Consulting Group

Prerequisite: Participants should have a general knowledge of Federal Financial Assistance (aka grants).
Alexandra Raver*, Office of Grants and Debarment, National Policy, Training and Compliance Division, Environmental Protection Agency

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Participants should have a general knowledge of Federal Financial Assistance (aka grants).

Alexandra Raver*, Office of Grants and Debarment, National Policy, Training and Compliance Division, Environmental Protection Agency

The session will provide a general update on the Environmental Protection Agency’s recent policy implementations that affect the research community.

Learning Objectives
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Casandra Burrows*, Assistant Director, Office of Research and Sponsored Programs, Rutgers, The State University of New Jersey
Andrew Steil, Associate, Huron Consulting Group
In June 2014, MIT’s Office of Sponsored Programs launched its Workload Balancing (WB) tool, the result of a 2-year, OSP-academic collaboration to optimize the proposal review process. Operations research on diverse industries – from investment banking to manufacturing – has shown that adding just a little flexibility can reap substantial results. WB applies this philosophy to improve distribution of proposals in need of review. But careful attention to the culture and dynamics of a cradle-to-grave sponsored projects office is essential to the success of any such project. Join us as we discuss the effort and its results.

Learning Objectives
- Participants will see the anticipated and actual impact of applying operations research techniques to sponsored research program problems.
- Participants will hear about the broader availability of the WB tool in Kuali Coeus and can evaluate whether a similar approach would be valuable to their organization.
- Participants will also learn of the change management approaches taken in order to enable adoption of the project.

Michelle D. Christy*, Director, Office of Sponsored Programs, Massachusetts Institute of Technology
Steve D. Dowdy, Director, Research Systems and Integration, University of Maryland, College Park
Shawna Vogel, Associate Director, Office of Sponsored Programs, Massachusetts Institute of Technology
Nataly Youseff, PhD Candidate, Research and Teaching Assistant, Massachusetts Institute of Technology

This session will also be of interest to participants interested in the following tracks:
Compliance; Contracting & Working with Industry

Learning Objectives
- Participants will understand the meaning behind the acronyms and characteristics of each agreement.
- Participants will recognize circumstances in which non-monetary agreements are needed and identify the most appropriate type of agreement to use.
- Participants will identify key issues to be considered when drafting and negotiating the different types of agreements.

Marjorie Forster*, Assistant Vice President for Research and Global Health Initiatives, University of Maryland, Baltimore (Emeritus)
Amanda Miller Boone, IRB Manager, The University of Texas at Dallas
Janet B. Simons, Director, Research Policy, University of Maryland, Baltimore
CONCURRENT SESSIONS CONTINUED

SENIOR LEVEL
This session will also be of interest to participants interested in the following track:
Current & Aspiring Managers
Program Level: Advanced

BOOMERS, GENX, MILLENNIALS ON MENTORING, COACHING, AND MANAGING – WHAT A PERSPECTIVE!
What does it really mean to mentor, coach, manage, and maybe even counsel? And, how do we do this keeping in mind our many differences, particularly in this session, generationally. Many of us stay adept in our professional training, listen to our NCURA friends and neighbors, and have our tips and “things that work” at our University to help us develop our staff...of all ages. So let’s evaluate our techniques related practices and have a discussion that moves us forward as better mentors, coaches, managers, and maybe at times, a good counselor. Remember a good solution always starts with a good conversation.

Learning Objectives
• Participants will be able to define mentoring, coaching, and leadership.
• Participants will discuss practices on what best role to play as an oversight person.
• Participants will be able to incorporate generational issues in the workplace related to mentoring, coaching, and leadership.

Prerequisite: Supervisor, Manager, or Director level position and Supervisor, Manager, or Director level position “to-be.”

Dan Nordquist*, Assistant Vice President/Director, Washington State University
Judy L. Fredenberg, Director, Research and Sponsored Programs, University of Montana

SPONSORED PROGRAM DEVELOPMENT & FOUNDATIONS
This session will also be of interest to participants interested in the following tracks:
Departmental; International; Pre-Award; The New Research Administrator
Program Level: Basic

NAVIGATING YOUR WAY TO SUCCESSFUL GLOBAL RELATIONSHIPS
Whether you are talking about economic growth or research administration the buzz word you hear is globalization. Working with a foreign entity will sometimes requires you, your PI, and your university to consider issues that are unique to working and conducting research in an overseas environment. This session will focus on the contextual elements that should be considered when drafting an agreement to a foreign entity or receiving an agreement with foreign funding. It will include a discussion of how variables such as location, scope of work, deliverables, prime sponsor terms, currency, governing law, economic sanctions, export control, anti-terrorism, foreign corrupt practices, and anti-bribery could affect the contracting process and final agreement. These topics should be considered in the risk analysis and may drive which terms to include in an agreement in order to mitigate the risk and protect your researcher’s project.

Learning Objectives
• Participants will be able to identify areas for special consideration in working with a variety of contracting and subcontracting scenarios with foreign entities.
• Participants will hear additional factors to consider and incorporate into risk analysis and suggested approaches to mitigate risk.

Prerequisite: Participants should have basic experience in drafting subawards and negotiating contracts.

Bryony Jane Wakefield*, Director, Research Unit, Faculty of Medicine, Dentistry and Health Sciences, The University of Melbourne
Denise A. Wallen, Research Officer & Senior Fellow, University of New Mexico
Caroline Jones, Senior Contract and Grant Officer, Stanford University
Barbara Slattery, University of Melbourne

* Lead presenter
DISCUSSION GROUPS

CLINICAL RESEARCH/CLINICAL TRIALS
This session will also be of interest to participants interested in the following tracks: Current & Aspiring Managers; Departmental; Pre-Award; Predominantly Undergraduate Institutions (PUI); Post-Award; Senior Level

CENTRALIZATION OF CLINICAL RESEARCH SUPPORT: CHALLENGES AND PITFALLS
This is an open discussion forum in which we will work through the opportunities and challenges in the centralization of clinical research support. We will also touch on how to best flow trials to achieve as expedient an implementation as possible.

CONTRACTING & WORKING WITH INDUSTRY
FACULTY RESEARCH PERFORMANCE REPORT CARDS: WHAT’S FAIR?
Academic Medical Centers are under greater scrutiny as the BioPharma and medical device industries move to transform and accelerate research. Like it or not, research faculty are being being graded by sponsors and CROs. What data are or should be collected, how accurate are the data, and how are they being analyzed. In this panel discussion, a representative of sites, a CRO, and a software developer collecting site performance data will discuss their perspectives onsite metrics.

CURRENT & ASPIRING MANAGERS
This session will also be of interest to participants interested in the following tracks: Pre-Award; Post-Award; Senior Level

MANAGING ACROSS GENERATIONS: SECRETS REVEALED/PERFORMANCE EVALUATIONS 101 FOR THE NEW MANAGER (Follow-up to concurrent session held at 8:30 am)
Today's workforce is drastically different than those of past decades - especially if you are a manager. It's now common for employees in a single department to be from many generations, and managers need to understand these generational differences. Issues can arise from differing communication styles and mindsets of employees born in different eras. The new importance and structure of the team environment makes it critical to effectively address and take advantage of the differences in values and expectations. When we understand these differences, strategies can then easily be developed to ensure employees are happy and being utilized to their full potential.

Randi Wasik*, Director of Finance and Administration, College of the Environment, University of Washington

Stuart Horowitz*, President, Institutions & Institutional Services, WIRB-Copernicus Group
Suzanne Caruso, Vice President, Clinical Solutions, WIRB-Copernicus Group

> continued on next page
DISCUSSION GROUPS CONTINUED

CURRENT & ASPIRING MANAGERS
This session will also be of interest to participants interested in the following tracks:
Pre-Award; Post-Award; Senior Level

MANAGING ACROSS GENERATIONS: SECRETS REVEALED/PERFORMANCE EVALUATIONS 101 FOR THE NEW MANAGER (Follow-up to concurrent session held at 8:30 am) (CONTINUED)
A new manager’s interaction during the performance evaluation process can be another critical point in which understanding an employee’s generation can lead to a more productive and constructive conversation. Annual performance evaluations can become a key component of employee development and ensuring that expectations match between the manager and employee. It is also a time that accomplishments can be recognized and issues can be resolved, so it is important to understand the employee’s effective generational or personal communication style.

DEPARTMENTAL
This session will also be of interest to participants interested in the following track: Compliance

COMPLIANCE COMPLEXITIES FOR THE DRA
In the age of the Uniform Guidance, compliance on the department level is more challenging and complex. Because departmental research administrators are the first line of defense for compliance for their organizations, it is important that DRAs fully understand the importance of compliance monitoring in every aspect of their research operation. This discussion will center around compliance related challenges for the DRA while offering practical solutions to common concerns.

FEDERAL & REGULATORY UPDATES
This session will also be of interest to participants interested in the following tracks:
Departmental; Pre-Award; Post-Award; Financial; Post-Award: Non-Financial

COLLABORATING WITH DOE LABORATORIES
This session will feature DOE and National Laboratory activities. There will be conversations on working with the Labs and sharing of issues and best practices among participants.
DISCUSSION GROUPS CONTINUED

INTERNATIONAL
UK-US RA’S DISCUSS SIMILARITIES, DIFFERENCES, AND WHAT WE CAN LEARN FROM EACH OTHER
Research administrators (RA) across the globe are challenged with how they can best facilitate winning research funds, support research activity, manage research projects and disseminate research outputs. With funders’ increasing desire for funders to see international collaboration and greater impact, the RA needs to have a knowledge and skillset to match the operational needs of multi-beneficiary partnerships, coordinate cross-disciplinary investigations, engage research users with the outputs and identify possible intellectual property. Join us for a conversation about the similarities and differences in the way the two countries administer research. Between the conception and the creation, between the research and impact, stands the RA.

Evan Roberts*, Senior Consultant, Attain
Charnel M. Bohn, Associate Director of Grants, Contracts & Restricted Funds, Rutgers Robert Wood Johnson Medical School, Rutgers, The State University of New Jersey

PRE-AWARD
This session will also be of interest to participants interested in the following tracks:
Current & Aspiring Managers; Post-Award: Financial

SUPPORTING RESEARCH TOGETHER: IMPROVING PRE-AWARD/POST-AWARD COMMUNICATION
Pre-award and post-award administrative teams have unique, but overlapping roles in the grant life cycle. Close collaboration and coordination of roles and responsibilities in a time of regulatory change and technological innovation is essential for every Research Administration Central office. This session is designed to spur a dialogue between the respective offices on topics ranging from account creation and subrecipient contracts, to relinquishing statements and closeouts.

Evan Roberts*, Senior Consultant, Attain
Charnel M. Bohn, Associate Director of Grants, Contracts & Restricted Funds, Rutgers Robert Wood Johnson Medical School, Rutgers, The State University of New Jersey

Anne M. Pascucci, Director, Sponsored Programs, Christopher Newport University
Cindy White, Consultant, University Research Administration

Casper Hitchins*, Research Funding Consultant, Coventry University
Anne M. Pascucci, Director, Sponsored Programs, Christopher Newport University
Cindy White, Consultant, University Research Administration
DISCUSSION GROUPS CONTINUED

PREDOMINANTLY UNDERGRADUATE INSTITUTIONS (PUI)
This session will also be of interest to participants interested in the following tracks:
- Current & Aspiring Managers; Pre-Award; Post-Award: Non-Financial; Senior Level;
- Sponsored Program Development & Foundations: The New Research Administrator

ENCOURAGING MORE AND BETTER PROPOSALS IN THE PUI ENVIRONMENT
Sponsored program offices in PUIs are accustomed to an environment in which faculty members need to balance heavy teaching loads, service requirements, and research productivity against the weighty demands of preparing external grant proposals. In a tight funding environment, faculty members may also factor in funding rates as they determine whether or not to develop a grant proposal. As research administrators in PUIs, it is our role to facilitate more and better proposals. We will provide an array of strategies that have been most successful in encouraging faculty members to submit applications and to achieve success in such an environment. Please be prepared to share your own successful approaches and to take home a portfolio of best practices and much food for thought.

Stephanie Bair*, Business Manager, Research Finance, Children’s Research Institute
Carrie Chesbro, Sponsored Projects Training Manager, University of Oregon

Nancy Y. Dufau*, Director, Office of Research & Sponsored Programs, Loyola University Maryland
Sabine Loew Dillingham*, Director of Research and Sponsored Programs, St. Mary’s College of Maryland

SENIOR LEVEL
This session will also be of interest to participants interested in the following track:
- Current & Aspiring Managers

HAPPINESS IN THE WORKPLACE
Many people feel that if they become successful at work, they will automatically become happy, when actually being happy helps you become a success. Let’s talk about what we CAN do to nurture a happy work place and happy staff.

Tara E. Bishop*, Deputy Chief Executive, National Council of University Research Administrators and Certified Meditation Instructor, Chopra Center University

Stephanie Bair*, Business Manager, Research Finance, Children’s Research Institute
Carrie Chesbro, Sponsored Projects Training Manager, University of Oregon

THE NEW RESEARCH ADMINISTRATOR
This session will also be of interest to participants interested in the following tracks:
- Compliance; Current & Aspiring Managers; Departmental; International; Pre-Award;
- Predominantly Undergraduate Institutions (PUI); Post-Award: Financial; Post-Award: Non-Financial;
- Sponsored Program Development & Foundations

RESEARCH BIFOCALS: PUTTING YOURSELF IN A COLLEAGUES’ SHOES TO SEE THE ENTIRE RESEARCH PICTURE
This discussion group is designed to go along with the concurrent session “Oh, the Hats You Will Wear!” This expands upon the previous topic of the many different duties and roles you will perform and also discusses the roles of other colleagues you will deal with. It examines the roles and objectives of the various positions you will work with and how they interface with you.

Nancy Y. Dufau*, Director, Office of Research & Sponsored Programs, Loyola University Maryland
Sabine Loew Dillingham*, Director of Research and Sponsored Programs, St. Mary’s College of Maryland

Stephanie Bair*, Business Manager, Research Finance, Children’s Research Institute
Carrie Chesbro, Sponsored Projects Training Manager, University of Oregon
HANDS-ON PILOT
Bring your fully charged laptop or tablet with you! We can accommodate 25 participants.

FEDERAL & REGULATORY UPDATES
This session will also be of interest to participants interested in the following tracks: Senior Level LEARN GRANTS TEST MODEL - SECTION 5 GRANTS PILOT U.S. DEPT. OF HEALTH AND HUMAN SERVICES (HHS), DATA ACT PROGRAM MANAGEMENT OFFICE
Join the HHS DATA Act grants pilot team to assess your knowledge of the grants life cycle – before and after using Learn Grants (a tab in the Grants.gov website), which consolidates grants life cycle information. Participants will complete a survey during this hands-on session. To participate, please bring a fully charged laptop or tablet with you. We can accommodate 25 participants.

Who should consider attending?
Grant recipients or potential grant recipients (states, local governments, academic organizations, nonprofits, etc.)
Chris Zeleznik*, Senior Policy Advisor, Office of Finance, U.S. Department of Health & Human Services

SPARK SESSIONS: 15 – 20 minute, high energy, high deliverable offerings that will get right to the “good stuff.”

10:30 – 10:50 am
NCURA MEMBERSHIP PROFILE, VOLUNTEERING AND COLLABORATE - HOW TO GET INVOLVED TODAY!
Nathan Dixon Jr.*, Staff Assistant, National Council of University Research Administrators
Emily Ainsworth, Coordinator, Membership and Volunteer Services, National Council of University Research Administrators

11:00 – 11:20 am
USE THE FORCE: THESE ARE THE EXCEL FEATURES YOU ARE LOOKING FOR
Diane M. Meyer*, Pre-Award Project Manager, Iowa State University

11:30 – 11:50 am
FINDING FUNDING OPPORTUNITIES: A HOW-TO GUIDE FOR NEW RESEARCH ADMINISTRATORS
Courtney Boyce*, Contracts Officer, Georgetown University Medical Center

Noon | CONFERENCE ADJOURNS