9th Annual Meeting for Pre-Award Research Administrators

GUIDING PRA
From Theory to Practice
March 2 – 4, 2015 | Orlando, FL

Preliminary Program
as of November 7, 2014
Dear Colleagues,

We are glad that you are joining us for the 9th Annual Meeting for Pre-Award Research Administrators “Guiding Pre-Award Research Administration: From Theory to Practice.” This meeting is a culmination of the hard work of many individuals including the program committee, NCURA staff, presenters and volunteers. On behalf of all these individuals, we want to thank you for taking the time to attend!

The journey from theory to practice draws upon a pre-award research administrator’s every skill – including knowledge of your subject, critical thinking, effective communication to consensus building, policy development, and the delivery of training materials. Often overlooked in this journey, however, is the important role that creativity plays. The best research administrators understand the requirements that serve as their starting point (e.g., the proposal guidelines) and unerringly focus on the desired end point (e.g., a funded proposal), but their path is never predetermined. Through the application of creative thinking, alternatives are entertained, some are discarded and others are pursued. And in the end, the final result is (we hope) the best result. That is, more research funding for our PI’s!
It is our sincere hope, as this meeting unfolds, that workshop and concurrent session presenters will expose you to new ways of looking at common problems in pre-award research administration – the theoretical – and new approaches to solving them – the practical. We challenge you to use your creative faculties to imagine how these new and different ways of doing the work of research administration might be applied at your own institution. Each one of these “nuggets” represents a lesson learned by one of your colleagues and, if seized, an opportunity for you to grow either personally or professionally. So write them down. Take them back home. And give them a try. Each “take away” from this conference represents an expression of your creative energy and an opportunity to engage more deeply in your work. Who could ask for more?

So we welcome you to the 9th PRA Conference and to beautiful Lake Buena Vista, Florida, home to the majestic Walt Disney World Swan and Dolphin Resort. As you reflect on each day’s sessions, take some time to enjoy all the amenities and “magical moments” that can be experienced at a Walt Disney World Resort. Who knows, there may even be a Mickey Mouse sighting, but no worries – an IACUC protocol will not be required when posing for pictures!

Yours in supporting research… together!

Craig Reynolds  
University of Michigan-Ann Arbor

Anthony Ventimiglia  
Auburn University

PROGRAM COMMITTEE

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University of Michigan-Ann Arbor
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William Paterson University

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University of Rochester
Debbie Newton  
The University of Tulsa
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 sponsors 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 PRA Concierge Desk. Forms must be deposited in the CPE boxes located at the NCURA PRA 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 19 CPE credits can be issued for NCURA’s PRA Conference. Field of study available is Specialized Knowledge and Applications (S).

CPE Credits will be available for concurrent sessions, workshops and senior level forums. Discussion groups and the Keynote Address are not eligible for CPE credits.

MAXIMUM CREDITS AVAILABLE:
11 CPEs: Conference Only
15 CPEs: Conference + ½ Day Workshop
19 CPEs: Conference + Full Day Workshop

Please Note: All Continuing Professional Education Credits (CPEs) will be issued by April 15th, 2015.

Registration
Registration is available at www.ncura.edu and is available 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 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.

CEU Information for All Participants
NCURA will be offering CEUs for the PRA Conference and 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:
13 Hours of Education: 1.3 CEUs: Conference Only
16 Hours of Education: 1.6 CEUs: Conference + ½ Day Workshop
19 Hours of Education: 1.9 CEUs: Conference + Full Day Workshop

Please note: All Continuing Education Units (CEUs) will automatically be sent to all registrants of the conference by April 15, 2015.

Session Definitions
CONCURRENT SESSIONS are presentations that have question and answer time built in. These sessions will have anywhere from 30 – 150 attendees.
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 attendees.
PRE-CONFERENCE WORKSHOPS (WS) are presentations, traditionally supported with PowerPoint and handouts and are taught by topic experts in a classroom style setting. These sessions have built in question and answer time and have anywhere from 20 – 70 attendees.
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 attendees.
* Please note – The Pre-Conference Workshops and the Senior Forums are the only sessions taking place on March 2. There is an additional fee for Pre-Conference Workshops and Senior Forums.
SPARK SESSIONS: These 15 – 20 minutes, high energy, high deliverable offerings will get right to the “good stuff,” and you will be able to check out multiple topics in each time slot.

Overview of Session Program Levels/Key
A 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.
B BASIC level sessions assume some fundamental research administration knowledge.
I INTERMEDIATE level sessions assume basic knowledge and the sessions introduce and develop topics that exceed basic knowledge. Sessions focus on building competency.
O OVERVIEW level sessions will provide a general review of a subject area from a broader perspective.
U UPDATE level sessions will provide a general review of new developments.
### SUNDAY March 1

- **7:30 AM – 5:00 PM**
  - "Behind the Dreams" Tour
- **4:00 – 6:00 PM**
  - PRA Concierge
  - Participant Materials Pick-up

### MONDAY March 2

- **7:30 AM – 5:00 PM**
  - PRA Concierge
  - Participant Materials Pick-up
- **8:30 AM – 5:00 PM**
  - Pre-Conference Workshops and Senior Forums
  (Additional fee required to attend)
- **NOON – 1:30 PM**
  - Pre-Conference Workshop Luncheon for Full Day Pre-Conference Workshop Participants, Faculty and Evaluators
- **5:30 – 6:15 PM**
  - Networking Wine and Cheese Reception and Appy Hour!

### TUESDAY March 3

- **7:30 AM – 5:00 PM**
  - PRA Concierge
  - Participant Materials Pick-up
  - Exhibits Open
  - NCURA Social Media Lounge
- **7:30 – 8:15 AM**
  - Continental Breakfast
  - Breakfast Roundtables
- **8:15 – 9:45 AM**
  - Keynote Address
- **9:45 – 10:15 AM**
  - Networking and Refreshment Break
- **10:15 – 11:30 AM**
  - Concurrent Sessions
  - Discussion Groups
  - Spark Sessions
- **11:30 AM – 1:00 PM**
  - Lunch
- **1:00 – 2:15 PM**
  - Concurrent Sessions
  - Discussion Groups
  - Spark Sessions

### WEDNESDAY March 4

- **7:30 AM – 3:30 PM**
  - PRA Concierge
  - Participant Materials Pick-up
  - Exhibits Open
  - NCURA Social Media Lounge
- **7:30 – 8:15 AM**
  - Continental Breakfast
  - Breakfast Roundtables
- **8:15 – 9:45 AM**
  - Concurrent Sessions
  - Discussion Groups
  - Spark Sessions
- **9:45 – 10:15 AM**
  - Networking and Refreshment Break
- **10:15 – 11:30 AM**
  - Concurrent Sessions
  - Discussion Groups
  - Spark Sessions
- **11:30 AM – 1:00 PM**
  - Lunch
- **1:00 – 2:15 PM**
  - Concurrent Sessions
  - Discussion Groups
  - Spark Sessions
- **2:15 – 2:45 PM**
  - Networking and Refreshment Break
- **2:45 – 3:45 PM**
  - Concurrent Sessions
  - Discussion Groups
  - Spark Sessions
- **3:45 PM**
  - Conference Adjourns
PRE-CONFERENCE WORKSHOPS & SENIOR LEVEL FORUMS

Pre-Conference Workshops and Senior Level Forums at-a-Glance

8:30 AM – 5:00 PM
Full Day Pre-Conference Workshops

Workshop 1: Pre-Award Basics
Workshop 2: Department Administrator's Boot Camp

8:30 AM – 12:00 PM
Morning Half Day Pre-Conference Workshops and Senior Level Forums

Workshop 3: The Dos and Don'ts When Working With Faculty and Funding Organizations
Workshop 4: Uniform Guidance: What's New, What's Not and What Do You Have To Do About It?
Workshop 5: The Three I's (IRB, IACUC, IBC)
Workshop 6: The Alphabet Soup of NIH Training and Career Development Awards
Workshop 7: Federal Contracting Issues
Senior Level Forum 8: Metrics: You Want What by When? Grant Success Rates, Research Performance Metrics, Forecasting
Senior Level Forum 9: Beyond Uniform Guidance: Other Issues We Need to be Concerned About

1:30 – 5:00 PM
Afternoon Half Day Pre-Conference Workshops and Senior Level Forums

Workshop 10: Subaward and Subrecipient Monitoring: The Basics and Beyond
Workshop 11: Effective Presentations
Workshop 12: Do You Really Know What You Think You Know: Understanding Pre-Award Requirements
Workshop 13: Basics of Contract Drafting and Negotiation
Workshop 14: OMB Uniform Guidance: Same – But Different
Senior Level Forum 15: Pre-Award and Audits: What to Know and What to Do
Senior Level Forum 16: Current Trends in Pre-Award Research Administration: Strategies for Managing Today's Challenges

There is no charge for this Workshop.

FOLLOW US @NCURA
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Workshop 1: Pre-Award Basics

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 myriad 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: After completing this workshop, participants will be able to:

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

Faculty: Bruce Morgan*, Assistant Vice Chancellor for Research Administration, University of California, Irvine
Toni Shaklee, Assistant Vice President for Research, Oklahoma State University

Workshop 2: Department Administrator's Boot Camp

Pre-Award Research Administration seems to be learn-as-you-go and always in a very short timeframe, thanks to proposal deadlines. If you look at an RFP for NIH or NSF and are overwhelmed or find yourself nodding off to OMB, then we can help! This full-day workshop will dive into all Department Research Administrators (DRAs) pre-award aspects: examining the role we serve in research portfolio management, understanding the funding landscape and sponsor/recipient relationships, developing successful proposals and budgets, identifying resources on campus, and establishing tools for effective life-of-the-award project management. We will also discuss important federal and institutional policies that underpin and govern research, as well as some key award terms and how to navigate them. The session will be highly interactive and is designed to provide real-life examples, fundamental knowledge, tools for handling all manner of situations, tips for establishing your own research administration support network, and strategies for supporting your faculty and effectively managing your research portfolio. Participants will be encouraged to describe what is effective and share tools and solutions that work.

Learning Objectives: After completing this workshop, participants will:

- be able to identify key areas of responsibility, with knowledge of underlying federal regulations and impacting work.
- navigate funding opportunities, proposal packages, budgeting rules, and sponsor and institutional policies.
- gain strategies, understanding, and tools for managing pre-award activities at the departmental level.
- gain a broad understanding of compliance from the perspective of the departmental administrator.

Faculty: Heather Offhaus*, Director, Medical School Grant Review & Analysis, University of Michigan-Ann Arbor
Csilla Csaplár, Department Manager, Geophysics, Stanford University
Jill Tinch, Executive Director of Strategic Initiatives, Office of Research Administration, University of Miami

* Lead Presenter
Workshop 3: The Dos and Don’ts When Working With Faculty and Funding Organizations

PROGRAM LEVEL: INTERMEDIATE

This workshop will provide a unique opportunity for participants to learn and examine the best practices for supporting investigators and facilitating the research and education mission of their institutions. Practical examples will demonstrate approaches that ensure compliance with new and evolving rules and unfunded mandates governing the proper oversight of sponsored research activities. Successful strategies to help investigators identify, secure and later manage research funding will be presented. Guidance and advice for interacting with funding organization Program and Grants Management representatives will also be provided. Striking a balance between ensuring the proper stewardship of third party research funding while supporting the success of our investigators requires research administrators to go the extra yard; this session will help you succeed in getting there.

Learning Objectives: After completing this workshop, participants will learn:

• effective communication strategies for faculty, sponsors, and colleagues.
• methods to become an advocate and ally to faculty and avoid being seen as an adversary.
• how to develop a toolbox and working knowledge of best practices for dealing with the many counterparts we engage with as research administrators.

Prerequisite: Participants should have a basic knowledge of grants administration, familiarity with major sponsor organizations, and an interest in becoming a more facilitative research administrator.

Faculty: Anthony Beckman*, Research Administrator, University of Rochester

Workshop 4: Uniform Guidance: What’s New, What’s Not and What Do You Have To Do About It?

PROGRAM LEVEL: UPDATE

The Uniform Guidance has caused great concern for all research administrators. While most of the rules remain the same, the ones that have changed are causing all of us to rethink our business practices. This session will review the layout of the UG, describe the changes from the OMB Circulars, and review the COFAR-issued Frequently Asked Questions. The presenters will discuss their experiences in interpreting the changes and how they are impacting their campuses.

Learning Objectives: Participants will gain an understanding of the Uniform Guidance, its layout and how it compares to the OMB Circulars, and the importance of the FAQ issued by the COFAR.

Prerequisite: Participants must have an understanding of the current OMB Circulars and their impact on institutional policy.

Faculty: Denise Clark*, Associate Vice President for Administration and Chief of Staff, Division of Research, University of Maryland, College Park
Rebecca Hunsaker, Assistant Director of Research Administration, University of Maryland, College Park
Ann Holmes, Assistant Dean, College of Behavioral & Social Sciences, University of Maryland, College Park

Workshop 5: The Three I’s (IRB, IACUC, IBC)

PROGRAM LEVEL: BASIC

Research institutions are obligated by law to uphold numerous standards for the ethical conduct of research. This session will provide an introduction to three critical parts of the research compliance landscape: the care and use of animals, the protection of human subjects’ rights and welfare, and the safe use of recombinant DNA.

Learning Objectives: Participants will learn about requirements for the care and use of laboratory animals, for human subject protection and for the use of DNA.

Faculty: Tracy Arwood*, Assistant Vice President for Research Compliance, Clemson University
Workshop 6: 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.” Ruth L. Kirschstein National Research Service Awards (Kirschstein-NRSA) training grants and fellowships are awarded to support pre-doctoral and post-doctoral 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 agendas. Institutional Kirschstein-NRSA Training Grants (T awards) are awarded to domestic institutions that have the facilities and qualified faculty to provide research training programs in several scientific specialties. Individual Kirschstein-NRSA Fellowships (F awards) are awarded to individuals enrolled in doctoral degree training as well as to promising post-doctoral individuals with the potential to become productive, independent investigators in scientific health-related research fields. Career Development Awards (K awards) are awarded to provide support and “protected time” for an intensive, supervised career development experience leading to research independence. The successful attainment of any one of these NIH training/career development awards is honorable, and 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. We will also discuss the use of X-Train, the online interface where authorized users electronically process the required paperwork associated with Kirschstein-NRSA training grants and Fellowships. This workshop is brought to you by the letters F, K, T and X!

**Learning Objectives:** Participants will learn:
- the importance of the specialized information included in an Institutional NRSA proposal and where within their institution such information may be acquired.
- how to assist pre-doctoral and post-doctoral trainees with the preparation of their NRSA fellowship proposals.
- the post-award administrative requirements for NIH NRSA and K awards.
- how to discuss the nuances of K awards with faculty.
- the basic appointment and termination functions of the X-Train System.

**Faculty:**
- **Glenda Bullock***, Director of Research and Business Administration, Department of Medicine, Washington University in St. Louis
- **Brenda Kavanaugh**, Associate Director, Office of Research and Project Administration, University of Rochester

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Workshop 7: Federal Contracting Issues

**PROGRAM LEVEL: ADVANCED**

This workshop will take participants deeper into the intricacies of federal contracting to examine 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; overlooked reporting and prior approval requirements; dealing with stop-work and termination; issues associated with being a federal subcontractor; and contract disputes and privity. Participants will also delve into a number of timely issues, including the revised “super” clauses on property and patent rights.

**Learning Objectives:** Participants will learn:
- when the Uniform Guidance will apply to federal contracts.
- to identify various types of reporting and prior approval requirements.
- to describe a contractor’s rights and obligations in the event of stop-work or early termination.
- to explain a contractor’s rights and obligations during a contract dispute.

**Prerequisite:** A solid understanding of the FAR and of federal contracting principles is necessary in order to achieve the full benefits of participation in this workshop.

**Faculty:**
- **David Mayo***, Director of Sponsored Research, California Institute of Technology
Senior Level Forum 8: Metrics: You Want What by When? Grant Success Rates, Research Performance Metrics, Forecasting

**PROGRAM LEVEL: ADVANCED**

This forum will provide senior research administrators and data managers an opportunity to discuss institutional approaches to metrics and reporting. Among topics discussed will be monitoring grant success rates, forecasting research expenditures, metrics used for proficiency of pre-award operations, use of research performance metrics tools/visualization packages and staffing for data requests. Demos will be provided by representatives from a public and private university. Attendees will be contacted prior to the meeting and will be asked whether they wish to demonstrate any helpful reports, metrics or tools. We hope you will join us for what will be an insightful and interactive forum!

**Learning Objectives:** Participants will learn how other institutions are developing and using reporting tools and metrics and discuss the pros and cons of various methods of institutional reporting and metrics.

**Prerequisite:** This forum is intended for senior level research administrators in managerial positions.

**Faculty:** Michael Amey*, Associate Dean for Research Administration, Johns Hopkins University School of Medicine

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Senior Level Forum 9: Beyond Uniform Guidance: Other Issues We Need to be Concerned About

**PROGRAM LEVEL: ADVANCED**

Implementing the Uniform Guidance will take center stage for the next few months or years for research administration offices. This Senior Forum will address some of the other looming concerns that will also require our attention and resources. Studies from The National Science Board and Federal Demonstration Partnership on administrative burdens cite institutional practices as a contributor to the problem. How are we going to address these concerns? The Digital Accountability and Transparency Act (DATA Act) may bring new ‘ARRA-like’ reporting requirements, and the ongoing concerns for dual use research will continue to pose challenges to our already time and resource strapped operations.

**Learning Objectives:** Participants will learn about other issues facing research administrators in the coming year and how to address these issues.

**Prerequisite:** This forum is intended for senior level research administrators in managerial positions.

**Faculty:** Susan Sedwick*, Associate Vice President for Research and Director, Office of Sponsored Projects, University of Texas at Austin

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Workshop 10: Subaward and Subrecipient Monitoring: The Basics and Beyond

**PROGRAM LEVEL: BASIC**

This workshop will explore the full cycle of subawards and subrecipient monitoring, a complex, shared responsibility that begins at the time of proposal development and extends throughout the life of the subaward. The workshop will focus on sharing tips, strategies and practical guidance, and is designed to introduce the topic to newcomers, as well as provide comprehensive tools to more experienced research administrators. Through discussions, case studies and exercises, participants will work through implementation strategies, in areas of pre-award risk analysis, as well as post-award monitoring.

**Learning Objectives:**
- Participants will learn to recognize subaward characteristics and understand subrecipient monitoring responsibilities.
- Participants will also acquire strategies for addressing day-to-day monitoring issues as well as central monitoring responsibilities.

**Faculty:** Antoinette Lawson*, Director, Office of Research Administration, University of Maryland College Park
Aimee Howell, Manager, Contract & Grant Accounting, University of Maryland, Baltimore County
Mary Schmiedel, Associate Dean for Research Administration & Director, Office of Sponsored Programs, Georgetown University
Workshop 11: Effective Presentations

**PROGRAM LEVEL: OVERVIEW**

Do participants in your presentations often text or check their email? Do they get fidgety or ‘rest their eyes?’ This workshop is designed to help you avoid these scenarios by giving you tools to develop presentations that are engaging, content-rich, and geared to adult audiences. Research administrators possess a cadre of knowledge, skills, and abilities. 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. Additionally, this workshop will offer tips on how to build a collaborative presentation with others, while clarifying the types of NCURA presentations and the varying roles and duties involved.

**Learning Objectives:** Participants will learn presentation and training techniques tailored to adult learning and tidbits for presenting in various NCURA venues.

**Faculty:** Jeffrey Ritchie*, Director of Sponsored Programs, Lewis University
Tricia Callahan, Director, Proposal Development, Miami University
Mary Louise Healy, Associate Director, Research Administration, Krieger School of Arts and Sciences, Johns Hopkins University

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Workshop 12: Do You Really Know What You Think You Know: Understanding Pre-Award Requirements

**PROGRAM LEVEL: OVERVIEW**

Often as research administrators, we pride ourselves on having a specific knowledge and skill-set that is required to execute the responsibilities of our day-to-day jobs. However, due to funding agencies regularly changing their requirements related to pre-award, it is of paramount importance for pre-award administrators to not become too complacent in what they may currently know as their day-to-day obligations. As a result, it is important for pre-award research administrators to understand and adhere to the requirements and follow the correct policies and procedures of a sponsor. This workshop will review what to look for in funding announcements, developing a comprehensive budget, and provide an in-depth overview of administrative details that may sometimes be overlooked.

**Learning Objectives:** Participants will learn to:
- identify opportunities for improving the overall review of an investigator’s research proposal.
- detect common pitfalls and offer examples how funding decisions could be delayed due to administrative proposal issues.
- recognize ways to pro-actively provide guidance to investigator’s when developing certain aspects of his/her proposal.

**Faculty:** Timothy Schailey*, Director, Sponsored Programs, Christiana Care Health System
Anne Albinak, Senior Administrative Manager, Johns Hopkins University
Erin Bailey, Associate Director, Primary Care Research Institute, University at Buffalo
Tolise Miles, Senior Grants & Contracts Specialist, Grants and Contracts Administration and Finance, Children’s National Medical Center

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Workshop 13: Basics of Contract Drafting and Negotiation

**PROGRAM LEVEL: BASIC**

What does all of that legalese mean? How can I best approach review and negotiation of a “thick” contract? What sections of a contract should I focus on? This workshop will introduce participants to the basics of contract review, drafting and negotiations with an emphasis on contracts with non-profit and for-profit sponsors. The workshop will use a combination of lecture, examples, and interactive exercises to review the meaning and context of common legal terms and provide techniques to spot troublesome clauses and redraft them. The workshop will also discuss how to communicate positions persuasively and effectively during negotiations to achieve desired outcomes and build successful relationships.

**Learning Objectives:** Participants will learn:
- the contract mechanisms used for research funded by nonprofit and for profit entities.
- common legal terms and techniques to spot troublesome clauses.
- best practices for drafting and redrafting contract clauses to meet the needs of the parties.
- to communicate positions effectively and persuasively during difficult contract negotiations.

**Faculty:** Nancy Lewis*, Director, Sponsored Projects, University of California, Irvine
Workshop 14: OMB Uniform Guidance: Same – But Different

**PROGRAM LEVEL: BASIC**

How will the consolidation of the OMB Circulars into government-wide Uniform Guidance affect award administration at colleges and universities? Will the “super-circular” end up being “super-confusing”? When it comes to the administering federal assistance awards, some things will change, but much will stay the same. This workshop will outline the uniform guidance and how it applies to day-to-day award administration. Designed for the newcomer as well as the seasoned research administrator unfamiliar with the consolidated circular, this overview will examine the guidance with an emphasis on the “super-important” basics. Come prepared to learn the ins and outs of this complexity of administrative rules and how the individual federal agencies have incorporated the guidance into their own administrative requirements.

**Learning Objectives:**
- Participants will gain an understanding of the OMB uniform guidance on federal financial assistance awards.
- Participants will also learn how the agencies have implemented the new federal guidance and how to apply this guidance in award administration.

**Faculty:**
- Gunta Liders*, Associate Vice President for Research Administration, University of Rochester
- Jane Youngers, Assistant Vice President For Research Administration, The University of Texas Health Science Center at San Antonio

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Senior Level Forum 15: Pre-Award and Audits: What to Know and What to Do

**PROGRAM LEVEL: ADVANCED**

Audits are a common occurrence. While the focus of their attention has thought to be on post-award and financial activities, that’s not always the case. Increasingly, auditors are spending more time on reviewing internal controls, proposal and budget documentation, grant management systems, and other areas of pre-award responsibilities. This forum will look at audits from a pre-award perspective, share what to expect and how to approach the audit, and hear your ideas on working within your office and institution to ensure that the audit process runs smoothly with positive outcomes.

**Learning Objectives:**
- Participants will learn:
  - audit processes and how to effectively manage audits at their institution.
  - gain insight in developing processes and the documentation that will meet sponsor requirements
  - learn how to build an effective project team and project plan.

**Prerequisite:**
- Participants should be senior administrators with experience and responsibility for decision making and policy implementation.

**Faculty:**
- Robert Andresen*, Director of Research Financial Services, Associate Director, Research and Sponsored Programs, University of Wisconsin-Madison
- Stephanie Gray, Director, Division of Sponsored Research, University of Florida

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Senior Level Forum 16: Current Trends in Pre-Award Research Administration: Strategies for Managing Today’s Challenges

**PROGRAM LEVEL: ADVANCED**

Peer Reviewers from NCURA’s Peer Review Program will discuss some of the common trends they are seeing in pre-award research administration. They will discuss some of the recommendations that have been made in these areas and will also highlight some of the best practices they have identified.

**Learning Objectives:**
- Topics covered will include, but are not limited to:
  - organizational structure.
  - training and education.
  - strategies for working with researchers.
  - improving business process efficiency.

**Prerequisite:**
- Participants should have experience managing pre-award research administration teams.

**Faculty:**
- Kerry Peluso*, Associate Vice President for Research Administration, Emory University
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<th>Session Name</th>
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<tr>
<td>COMPLIANCE</td>
<td>Tuesday, March 3</td>
<td>10:15 – 11:30 AM</td>
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<td>Isn’t That Someone Else’s Job? The Pre-Award Administrator’s Role in Regulatory and Post-Award Compliance</td>
<td>Tuesday, March 3</td>
<td>10:15 – 11:30 AM</td>
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<td>Who, What, and Why oh Why... An In-depth Look at Research FCOI</td>
<td>Tuesday, March 3</td>
<td>2:45 – 3:45 PM</td>
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<td>Surviving an Audit: Preparing for an Audit on the Pre-Award Side</td>
<td>Tuesday, March 3</td>
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<td>DEPARTMENTAL</td>
<td>Tuesday, March 3</td>
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<tr>
<td>Understanding Problematic Legal Grants and Contracts Language for the Departmental Research Administrator</td>
<td>Tuesday, March 3</td>
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<tr>
<td>Helpful Tips for Getting the Proposal out the Door</td>
<td>Tuesday, March 3</td>
<td>2:45 – 3:45 PM</td>
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<tr>
<td>Centers/Institutes vs. Departments – How Things Are/Need to be Managed Differently</td>
<td>Tuesday, March 3</td>
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<td>Gifts and Grants</td>
<td>Wednesday, March 4</td>
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<td>Shadow Systems: Pros and Cons</td>
<td>Wednesday, March 4</td>
<td>1:00 – 2:15 PM</td>
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<td>Subawards for the Department Administrator: What are Your Responsibilities?</td>
<td>Wednesday, March 4</td>
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<td>FEDERAL</td>
<td>Tuesday, March 3</td>
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<td>NIH Update</td>
<td>Tuesday, March 3</td>
<td>1:00 – 2:15 PM</td>
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<tr>
<td>NIH Pre-Award 101</td>
<td>Tuesday, March 3</td>
<td>2:45 – 3:45 PM</td>
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<td>NSF Update</td>
<td>Tuesday, March 3</td>
<td>4:00 – 5:00 PM</td>
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<tr>
<td>NSF Proposal Preparation: The Good, the Bad, and the Ugly</td>
<td>Wednesday, March 4</td>
<td>8:15 – 9:45 AM</td>
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<td>The Perils and Pitfalls of Startup Relationships</td>
<td>Wednesday, March 4</td>
<td>10:15 – 11:30 AM</td>
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<td>National Studies of Administrative Burden</td>
<td>Wednesday, March 4</td>
<td>1:00 – 2:15 PM</td>
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<td>New Research Terms and Conditions</td>
<td>Wednesday, March 4</td>
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<tr>
<td>Best Practices in Communicating with Federal Agencies</td>
<td>Wednesday, March 4</td>
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<tr>
<td>FUNDING OPPORTUNITIES/PROPOSAL DEVELOPMENT</td>
<td>Tuesday, March 3</td>
<td>10:15 – 11:30 AM</td>
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<td>Budgeting Fundamentals</td>
<td>Tuesday, March 3</td>
<td>1:00 – 2:15 PM</td>
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<tr>
<td>Choosing the Right Faculty Development for Your Institution</td>
<td>Tuesday, March 3</td>
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<tr>
<td>Discovering Who the Reader Is: Research Administrators as Proposal Reviewers</td>
<td>Wednesday, March 4</td>
<td>8:15 – 9:45 AM</td>
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<tr>
<td>The Basics of Proposal Development, from a Grant Writer’s Perspective</td>
<td>Wednesday, March 4</td>
<td>1:00 – 2:15 PM</td>
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<tr>
<td>Intersection of Research: Sponsored Programs &amp; Libraries</td>
<td>Wednesday, March 4</td>
<td>2:45 – 3:45 PM</td>
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<tr>
<td>Portals &amp; Research Business Intelligence</td>
<td>Wednesday, March 4</td>
<td>10:15 – 11:30 AM</td>
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<tr>
<td>The Wonder of Pre-Award Through the Eyes of Post-Award: Post-Award Issues for the Pre-Award Administrator</td>
<td>Wednesday, March 4</td>
<td>1:00 – 2:15 PM</td>
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</tbody>
</table>

A – Advanced; B – Basic; I – Intermediate; O – Overview; U – Update
### Concurrent Sessions by Track

#### HUMAN CAPITAL
- **Tuesday, March 3 | 10:15 – 11:30 AM**
  - Professionalization of the Sponsored Programs Office
- **Tuesday, March 3 | 1:00 – 2:15 PM**
  - Shared Services: Implementing the Coordinated Research Administration Model
- **Tuesday, March 3 | 2:45 – 3:45 PM**
  - Yes You Are Right! Now, How Are You Going to Solve the Problem?
- **Tuesday, March 3 | 4:00 – 5:00 PM**
  - Practical Leadership in Research Administration: Applying the 5 Practices of Exemplary Leadership

#### PREDOMINANTLY UNDERGRADUATE INSTITUTIONS
- **Tuesday, March 3 | 10:15 – 11:30 AM**
  - Effective Roles for Deans and Faculty in Promoting Research and Sponsored Programs
- **Tuesday, March 3 | 1:00 – 2:15 PM**
  - Transforming the Research Enterprise with Reporting
- **Tuesday, March 3 | 2:45 – 3:45 PM**
  - What Can We Learn from 10 Examples of Inept, Inappropriate, Inadequate, and/or Inefficient Research Administration Practices
- **Tuesday, March 3 | 4:00 – 5:00 PM**
  - LinkedIn as a Proposal and Professional Development Tool

#### MEDICAL
- **Tuesday, March 3 | 10:15 – 11:30 AM**
  - Managing Clinical and Basic Science Faculty: Providing Support to Their Mission
- **Tuesday, March 3 | 1:00 – 2:15 PM**
  - How to Prepare and Plan Large Interdisciplinary Centers and Program Grants
- **Tuesday, March 3 | 2:45 – 3:45 PM**
  - PCORI: Overview of Application Process
- **Tuesday, March 3 | 4:00 – 5:00 PM**
  - Models for Supporting Quality Assurance and Quality Improvement in Clinical and Translational Research

#### WEDNESDAY, MARCH 4 | 8:15 – 9:45 AM
- **A**
  - Change Management: Surviving and Thriving

#### WEDNESDAY, MARCH 4 | 10:15 – 11:30 AM
- **A**
  - You’re in Charge of Yourself: Self-Guided Professional Development
- **B**
  - International Focus: Japanese COI is the Center of Innovation Program

#### WEDNESDAY, MARCH 4 | 1:00 – 2:15 PM
- **A**
  - Serving our Internal Customers: Configuring Pre-Award to Reduce Faculty Burden
- **B**
  - PCORI: Overview of Application Process
- **I**
  - Billing Compliance in Clinical Research

#### WEDNESDAY, MARCH 4 | 2:45 – 3:45 PM
- **A**
  - Working Smarter: How Can Technology Support Clinical/Translational Research?
- **I**
  - To Consult or Not? What Should be Considered When Contracting for Consulting Support in Medical Research?
### COMPLIANCE

**Tuesday, March 3 | 10:15 – 11:30 AM**
Allowability of Costs: Managing Compliance with Cost Standards

**Tuesday, March 3 | 2:45 – 3:45 PM**
Conflict of Interest in the Cloud

**Wednesday, March 4 | 8:15 – 9:45 AM**
Subawards and Subcontracts: We’re All in the Same Boat...Let’s Keep Our Subs Afloat!

**Wednesday, March 4 | 2:45 – 3:45 PM**
Follow up to Concurrent Session, “Compliance Crisis: What Do You Do When Something has Already Gone Wrong?”, held Wednesday 8:15 – 9:45 am:
Compliance Crisis: “When ‘IT’ Hits the Fan!”

### DEPARTMENTAL

**Tuesday, March 3 | 10:15 – 11:30 AM**
Exceptions to the Rule: When Do You Help PIs Circumvent the System?

**Tuesday, March 3 | 2:45 – 3:45 PM**
Follow up to Concurrent Session, “Understanding Legal Grants and Contracts Language Terms for the Departmental Research Administrator,” held Tuesday 10:15 – 11:30 am:
Understanding Problematic Legal Grants and Contracts Language for the Departmental Research Administrator

**Wednesday, March 4 | 10:15 – 11:30 AM**
Faculty Onboarding: An RA Perspective

**Wednesday, March 4 | 2:45 – 3:45 PM**
Your Call Cannot Be Completed as Dialed: When the Department and Central Administration are Not Communicating

Follow up to Concurrent Session, “Can This be Charged to a Grant: Building an Audit Proof Proposal Budget”, held Wednesday 1:00 – 2:15 pm: Can I Charge that to a Grant?

### FEDERAL

**Tuesday, March 3 | 4:00 – 5:00 PM**
Best Practices for Avoiding NIH Common Errors

### FUNDING OPPORTUNITIES/PROPOSAL DEVELOPMENT

**Tuesday, March 3 | 10:35 – 11:30 AM**
Crowd Funding

**Tuesday, March 3 | 1:00 – 2:15 PM**
Large Collaborative Proposal Development and Contract Negotiations

**Tuesday, March 3 | 4:00 – 5:00 PM**
The Creative and Research Activities Development and Enrichment Program for Faculty Development

**Wednesday, March 4 | 10:15 – 11:30 AM**
Funding Opportunity Searches and Distribution

### HUMAN CAPITAL

**Tuesday, March 3 | 1:00 – 2:15 PM**
Career Transitioning: Using your Network in Making a Successful Career Change

**Tuesday, March 3 | 4:00 – 5:00 PM**
New Manager: From Peer to Promoted

**Wednesday, March 4 | 1:00 – 2:15 PM**
Certified IRB Professional (CIP) and Models of Professional Development: A Conversation About What Works and How to Improve

*Hiring the Best People*

### MEDICAL

**Tuesday, March 3 | 2:45 – 3:45 PM**
Preparing for Success: Institutional Models for Supporting Faculty Conducting Clinical and Translational Research

**Wednesday, March 4 | 8:15 – 9:45 AM**
Industry vs Federal Research: Things to Consider

**Wednesday, March 4 | 1:00 – 2:15 PM**
Clinical Trials: The Research Service Center Perspective

### PREDOMINANTLY UNDERGRADUATE INSTITUTIONS

**Tuesday, March 3 | 1:00 – 2:15 PM**
From Book Proposal to Grant Proposal: Breaking Through to Faculty in the Humanities

**Wednesday, March 4 | 8:15 – 9:45 AM**
Research Development Strategies for PUIs

**Wednesday, March 4 | 10:15 – 11:30 AM**
Impact of the Uniform Guidance on Proposal Development and Submission
SUNDAY  March 1
7:30 AM – 5:00 PM
“Behind the Dreams” Tour
Visit www.ncura.edu for details
4:00 – 6:00 PM
PRA Concierge
Participant Materials Pick-up

MONDAY  March 2
7:30 AM – 5:00 PM
PRA Concierge
Participant Materials Pick-up
8:30 AM – 5:00 PM
Pre-Conference Workshops and Senior Level Forums
(Additional fee required to attend)
NOON – 1:30 PM
Workshop Luncheon for Full Day Session
Participants, Faculty and Evaluators
5:30 – 6:15 PM
Networking Wine and Cheese Reception and Appy Hour!
Grab a hors d’oeuvres and get acquainted with NCURA on Twitter, YouTube and Collaborate at the NCURA Social Media “Appy Hour with How-To-Doers”. Join NCURA for quick social media tutorials and even the opportunity on How to Tweet sessions!

Join your fellow research administrators in spreading the wealth of knowledge by Tweeting what you learn. Make sure you tweet your experience at the Welcome reception at #NCURAPRA9 #NCURAppyHour

TUESDAY  March 3
7:30 AM – 5:00 PM
PRA Concierge
Participant Materials Pick-up
Exhibits Open
NCURA Social Media Lounge
The NCURA Social Media Lounge offers a relaxed environment where attendees can unwind for a minute, while receiving the latest information about all NCURA social platforms, learning about the latest news in research, plus finding out what NCURA is doing as it relates to the Research Community. Swing by the Lounge to recharge and meet peers who are a part of your social network and build valuable relationships by collaborating, networking, and other opportunities. #NCURAppyHour #CollaborateNCURA

7:30 – 8:15 AM
Continental Breakfast
Breakfast Roundtables

RESEARCH ADMINISTRATION AT THE DEPARTMENTAL LEVEL
Sandee Black*, Grants Coordinator, Department of Pathology and Laboratory Medicine, Indiana University School of Medicine

HEAR US RAOR (RESEARCH ADMINISTRATION OUTREACH FORUM)
Theresa Sears*, Assistant Director of Sponsored Programs, Contracts, University of Tennessee, Knoxville
Amber Hardie, Sponsored Programs Administrator, University of Tennessee, Knoxville

GRANT SCHOOL: FACULTY AS STUDENTS
Jeanie Neal*, Director, Grants & Sponsored Programs, University of Indianapolis

MORE THAN JUST A JOB: A GUIDE TO YOUR CALLING & THE POSSIBILITIES OUTSIDE THE OFFICE
Adam Lawler*, Grants and Contracts Manager, Department of Neurology, Duke University

8:15 AM – 9:45 AM
KEYNOTE ADDRESS
“Recapturing Your Creative Spirit”
C. McNair Wilson, Former Disney Imagineer

Are there only a select few “creative” people in the world and everyone else is merely a spectator? Or, is everyone born with a creative spirit. If we all begin life behaving creatively, what happened? Why do so few people feel they can enlist their own creativity ...on command? Time to reset our “factory-installed” creative spirit! It begins by discovering four key characteristics, habits that we all share with the most actively creative people in history. C. McNair Wilson employs his four decades of theatrical experience, storytelling, and case studies from decades of working with NASA and IBM engineers, Apple computer designers, educators, medical professionals, accountants, and more. His consulting from Madrid to Minneapolis to Modesto has proven its applicability across the professional landscape. We kick off our time together in the heart of Walt Disney World with this entertaining and inspiring keynote for an actual (former) Disney Imagineer and three-time TED presenter. Wilson was on the concept and design teams for projects you can literally see from your hotel room!
AGENDA

9:45 – 10:15 AM | Networking and Refreshment Break

10:15 – 11:30 AM | Concurrent Sessions, Discussion Groups, Spark Sessions

CONCURRENT SESSIONS

Compliance

ISN’T THAT SOMEONE ELSE’S JOB? THE PRE-AWARD ADMINISTRATOR’S ROLE IN REGULATORY AND POST-AWARD COMPLIANCE

Ever wonder what your compliance and post-award staff does? Looking to expand your knowledge base into the other areas involved in sponsored program administration? Then this is the session for you! We will discuss basic regulatory compliance duties and post-award activities, look at some of the current ‘hot topics’, and discuss ways in which the fiscal and non-fiscal sides of research administration can collaborate to improve the entire process.

Learning Objectives:
- Participants will gain exposure to a wide range of non-fiscal compliance and post-award issues.
- Participants will develop a basic understanding of the underlying regulations on conflict of interest and export control.
- Participants will develop a basic understanding of the areas post-award administrators are concerned about when negotiating agreements.
- Participants will develop a basic understanding of the methods and techniques used to assess risk.
- Participants will learn communication strategies for working with staff in other areas of sponsored program administration.
- Participants will recognize the pre-award administrator’s role in non-fiscal compliance and post-award activities.

Jennifer May*, Director, Research Compliance Services, University of Missouri Columbia
Melissa Old, Post-Award Lead, Office of Sponsored Programs, Senior Accountant, University of Missouri Columbia

Understanding Problematic Legal Grants and Contracts Language for the Departmental Research Administrator

This session will address some of the legal grants and contracts terms a research administrator frequently faces such as IP clauses, non-disclosure/confidentiality provisions, publications/publicity rights, time is of the essence clauses, time and material and some problematic FAR clauses.

Learning Objectives:
- Participants will understand common problematic legal terms and language that a departmental administrator periodically encounters.
- Participants will identify and make sense of some acceptable vs. unacceptable legal language when reviewing grants and contract proposals.
- Research Administrators will develop a lawyer’s approach when reviewing grants and contracts proposals.

Geraldine Pierre*, Grants & Contracts Manager, Boston University Medical Center
Lori Benjamin, Senior Grant Administrator, Massachusetts General Hospital

Medical

NIH UPDATE

Michelle Bulls*, Assistant Grants Policy Officer
OER/OD/NIH, National Institutes of Health

VIRTUAL PRESENTATION

*A – Advanced; B – Basic; I – Intermediate; O – Overview; U – Update

* Lead Presenter

The 9th Annual Meeting for Pre-Award Research Administrators • March 2 – 4, 2015 • Orlando, FL
**Funding Opportunities/Proposal Development**

**BUDGETING FUNDAMENTALS**

Are you new to pre-award, or do you feel overwhelmed when a PI contacts you for help developing a budget? Then let us help you not only understand the fundamentals of creating an effective budget for both federal and private grants, but also give you tips and tricks for creating time-saving templates. We will discuss effort and the considerations needed to account for the NIH salary cap, the benefits of a detailed travel budget, and calculating the correct F&A base. Additionally, translating the budget to the budget justification will be discussed.

**Learning Objectives:**
- Participants will outline the major factors in an effective budget.
- Participants will provide detail on the budget components most heavily reviewed by sponsors.

**Erin Bhagvat*, Research Administrator, University of South Florida College of Medicine**

**Matthew Anderson, Director, University of South Florida College of Medicine**

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**Human Capital**

**PROFESSIONALIZATION OF THE SPONSORED PROGRAMS OFFICE**

There is no more valuable commodity for a research administration office than its human capital. Changing priorities and the ever-evolving compliance landscape require flexibility in staffing and organizing research administration offices. The ongoing battle to recruit, develop and retain high quality professionals is a constant challenge for leadership. This session will offer a case study on how one institution has worked to elevate the stature of the office as a professional organization through the establishment of a career ladder program.

**Learning Objectives:**
- Participants will recognize the need that organizational structures must sometimes evolve to flourish.
- Participants will consider the criteria that could be used for a career ladder program and how CRA credentialing can be used for that purpose.
- Participants will understand the importance of professional development in the strength of a research administration unit.

**Susan Sedwick*, Associate Vice President for Research and Director, Office of Sponsored Projects, University of Texas at Austin**

**Courtney Swaney, Assistant Director, Office of Sponsored Projects, University of Texas at Austin**

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**Predominantly Undergraduate Institution**

**EFFECTIVE ROLES FOR DEANS AND FACULTY IN PROMOTING RESEARCH AND SPONSORED PROGRAMS**

Leadership of deans and faculty in the promotion of research and sponsored programs is essential to increasing interest on campus and, without a doubt, boosts the morale of administrators. This session will focus on leadership strategies and best practices for research administrators, including case studies.

**Learning Objectives:**
- Presenters will share various models of assistance and leadership that they have found effective at their institutions.
- Presenters will discuss rumors about successes at other campuses.
- The ideal participant will arrive with probing questions and examples of their own to share.

**Cindy White*, Consultant, University Research Administration**

**Jerry Pogatshnik, Dean of the Graduate School & Associate Vice President for Research, Eastern Kentucky University**

**John Carfora, Associate Provost, Research Advancement and Compliance, Loyola Marymount University**
CONCURRENT SESSIONS (CONTINUED)

Predominantly Undergraduate Institution

O

TRANSFORMING THE RESEARCH ENTERPRISE WITH REPORTING
Are you having trouble knowing exactly how many awards are currently active? What disclosures are expiring? What IDC costs might be generated by proposals? Proposal success percentages? How many protocols the IRB has worked with? The types of reports needed vary by user: institutions, sponsored programs and compliance central office staff, department administrators, and PIs. What if you could choose the fields needed for any report and save those reports for future use or sharing? There is such a tool. Come learn about open source software and how rSmart has developed a system that just might increase the options available to you.

Learning Objectives:
• Participants will leave with a basic understanding of what ‘open source’ means.
• Participants will learn what kinds of reporting options are available.
• Participants will leave with what kinds of information seems useful – but might not be.

Diane Barrett*, Senior Research Administration Consultant, rSmart
Deborah Shaver, Director, Research Services & Sponsored Programs, Georgia Southern University

Medical

A

MANAGING CLINICAL AND BASIC SCIENCE FACULTY: PROVIDING SUPPORT TO THEIR MISSION
Clinical research is a myriad process of testing medications, devices, diagnostic products and treatment regimens intended for human use for efficacy and safety, with the ultimate end result being the prevention, diagnosis, or treatment of a disease process and its related symptom management. Conversely, but just as critical, basic science or scientific research endeavors to explain phenomena using precise experimental design to test a hypothesis in an effort to build a theory, which can then be applied and tested in a clinical setting. At the confluence of the two is translational science, a relatively new paradigm of multidisciplinary collaboration, which aims to reinterpret how basic science can be applied to the clinical setting. Although clinical researchers and basic scientists do not always agree or view the world in the same manner, their end objective is the same -- to promote human health and well-being.

Learning Objectives: This session will examine the ways in which basic science and clinical research differ and how research administrators can manage the disparate needs and expectations of these faculty in an effort to build multi-disciplinary inquiry across units, enhance the proposal development process, and promote research productivity.

Prerequisite: This session is intended for experienced administrators in the medical field.

Mary Schmiedel*, Associate Dean for Research Administration & Director, Office of Sponsored Programs, Georgetown University
Michael Amey, Associate Dean for Research Administration, Johns Hopkins University School of Medicine

DISCUSSION GROUPS

Compliance

ALLOWABILITY OF COSTS – MANAGING COMPLIANCE WITH COST STANDARDS
Robert Andresen*, Director of Research Financial Services, Associate Director, Research and Sponsored Programs, University of Wisconsin-Madison

Departmental

EXCEPTIONS TO THE RULE: WHEN DO YOU HELP PI’S CIRCUMVENT THE SYSTEM?
Christina Deitz*, Grant Development Administrator, Maxwell School of Syracuse University
Kathleen Keough, Assistant Director, College Research Center, Syracuse University

Funding Opportunities/Proposal Development

CROWD FUNDING
Lisa Mosley*, Executive Director, Research Operations, Arizona State University

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**SPARK SESSIONS**

10:15 – 10:35 AM
**PREPARING FOR THE BONFIRE**
Noah Congelliere*, Training & Development Specialist, University of Southern California
Jeri Muniz*, Executive Director, Department of Contracts & Grants, University of Southern California
Layton Hansen, Contract & Grant Officer, University of Southern California

10:45 – 11:05 AM
**THE 3 1/2 DAY PROPOSAL WRITING WORKSHOP**
Tricia Callahan*, Director, Proposal Development, Miami University

11:15 – 11:30 AM
**THE WRITE STUFF: WRITING FOR THE NCURA MAGAZINE**
Toni Shaklee*, Assistant Vice President for Research, Oklahoma State University

**CONCURRENT SESSIONS**

**Learning Objectives:**
- Participants will understand the requirements and associated challenges regarding conflict of interest at the proposal and award stages of a project.
- Participants will learn how various institutions are managing FCOI challenges.
- Participants will gain knowledge about real-life scenarios related to FCOI.

**Prerequisite:** A basic understanding of financial conflicts of interest in research and the 2011 Public Health Service (PHS) "Objectivity in Research" regulations is required to attend this session.

Jodi Edelstein*, Manager, Conflicts of Interest Research Compliance, Boston University Medical Center
Denise Moody, Director of Research Compliance, Harvard University

**Learning Objectives:**
- Participants will examine the various elements of a proposal.
- Participants will explore proposal submissions from the time it arrives in the pre-award office until it is sent to the sponsor for review.

Tolise Miles*, Senior Grants & Contracts Specialist, Grants and Contracts Administration and Finance, Children’s National Medical Center
Anne Albinak, Senior Administrative Manager, Johns Hopkins University

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* Lead Presenter

**AGENDA**

10:15 – 11:30 AM | Concurrent Sessions, Discussion Groups, Spark Sessions

10:15 – 10:35 AM
**SPARK SESSIONS**

10:45 – 11:05 AM
**SPARK SESSIONS**

11:30 AM – 1:00 PM | Lunch

1:00 – 2:15 PM | Concurrent Sessions, Discussion Groups, Spark Sessions

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**Compliance**

WHO, WHAT, AND WHY OH WHY... AN IN-DEPTH LOOK AT RESEARCH FCOI
This session will address the Public Health Service (PHS) "Objectivity in Research" regulations (Financial Conflicts of Interest, or FCOI) that continue to confuse and challenge pre-award research administrators such as: who should disclose, what should be reported, what’s involved in a conflict management plan, and how to provide guidance for investigators. Recent FCOI-related news, various institutional approaches, federal/sponsor perspectives, plus theories on "blinded studies" and the "moral minimum" for industry sponsors will be explored. Participants are encouraged to participate in the discussion and share their institutional practices, insights, and frustrations or challenges.

**Learning Objectives:**
- Participants will understand the requirements and associated challenges regarding conflict of interest at the proposal and award stages of a project.
- Participants will learn how various institutions are managing FCOI challenges.
- Participants will gain knowledge about real-life scenarios related to FCOI.

**Prerequisite:** A basic understanding of financial conflicts of interest in research and the 2011 Public Health Service (PHS) “Objectivity in Research” regulations is required to attend this session.

Jodi Edelstein*, Manager, Conflicts of Interest Research Compliance, Boston University Medical Center
Denise Moody, Director of Research Compliance, Harvard University

**Departmental**

HELPFUL TIPS FOR GETTING THE PROPOSAL OUT THE DOOR
This session will share best practices for getting a quality product out the door in sufficient time to meet the submission deadline, while adhering to all the sponsor’s requirements. Specific topics to be discussed include proposal preparation, review, approval and submission processes, incentivizing investigators to submit their applications in a timely manner, internal technical review and feedback activities and leadership.

**Learning Objectives:**
- Participants will examine the various elements of a proposal.
- Participants will explore proposal submissions from the time it arrives in the pre-award office until it is sent to the sponsor for review.

Tolise Miles*, Senior Grants & Contracts Specialist, Grants and Contracts Administration and Finance, Children’s National Medical Center
Anne Albinak, Senior Administrative Manager, Johns Hopkins University

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Guiding PRA – From Theory to Practice • www.ncura.edu • 21
### Federal

**NIH PRE-AWARD 101**

This session will provide an overview of how to prepare NIH proposals, process JITs, and considerations for accepting awards. Participants will be exposed to the SF424 Grants.gov proposal package, the SF424 Application Guide for NIH and other PHS Agencies, and will learn key differences between different NIH funding mechanisms. In addition, we will cover the NIH Just-in-Time process and identify important items to consider when accepting awards.

**Learning Objectives:** Participants will be updated on current NIH guidelines.

* Sherrie Dennehy*, Senior Contracts & Grants Officer, University of California, Irvine
  Elise Dantuma, Office of Research and Commercialization, Senior Proposal Manager, University of Central Florida

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### Funding Opportunities/Proposal Development

**CHOOSING THE RIGHT FACULTY DEVELOPMENT FOR YOUR INSTITUTION**

This session will examine three different faculty development programs: the CRADLE (Creative and Research Activities Development and Enrichment) program at Wake Forest University, the ASPIRE (Advanced Support for Innovative Research Excellence) program at the University of South Carolina and the Faculty Research Development Services offered by Washington State University. Join us to hear about how these programs have worked for our institutions and some of the lessons we’ve learned in implementing them. We will also discuss some things to consider when creating a faculty development program.

**Learning Objectives:**
- Participants will hear considerations for establishing a faculty development program at your institution.
- Participants will learn characteristics of a successful faculty development program.

* Lori Messer*, Director, Office of Research and Sponsored Programs, Wake Forest University
  Elizabeth Herron, Associate Director, Office of the Vice President for Research, University of South Carolina
  Samuel Rodriguez-Flecha, Faculty Research Development Specialist, Washington State University

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### Human Capital

**SHARED SERVICES: IMPLEMENTING THE COORDINATED RESEARCH ADMINISTRATION MODEL**

The traditional Pre-Award office is being challenged by the recent interest in the Shared Services research administration model. This model combines typical pre-award, post-award, and departmental administration functions into one group (i.e. Shared Services). The model promises improved customer service, one point of contact for a variety of business functions, and all at a cost savings to your institution—but can it ensure the integrity of the proposal development and review processes? Deploying this model is also very tricky and involves a deep understanding of the people, process and technology involved in research administration at your institution. This session will focus on the pre-award opportunities and concerns with this model to help develop a sound project approach to consider the merits of the model, deciding whether it is right for your institution, and how to manage its implementation should your institution want to embark on this new frontier.

**Learning Objectives:**
- Participants will learn strategies to evaluate whether the Shared Services Model is right for your institution—particularly if it will include traditional Pre-Award functions.
- Participants will hear needs assessment tips to determine the people required to operate this model, business processes impacted, and technology requirements.
- Participants will learn best practices to influence advancing this model if feasible or an alternative approach.

* Martin Smith*, Manager, Higher Education and Academic Medical Centers, Attain, LLC
  Barbara DeHaven, Executive Director, Office of Sponsored Programs, Stevens Institute of Technology
  Mark Davis, Vice President & Partner, Attain, LLC
Predominantly Undergraduate Institution

WHAT CAN WE LEARN FROM 10 EXAMPLES OF INEPT, INAPPROPRIATE, INADEQUATE, AND/OR INEFFICIENT RESEARCH ADMINISTRATION PRACTICES

All research administrators have seen and/or experienced instances in which a proposal became a train wreck, an idea fizzled out, or an initiative hit a wall. Because we are so busy, it can be difficult to step back and objectively assess what we can learn from those instances and/or to perceive them within their larger contexts. Drawing from their experiences working at or with HBCUs, PUIs, research-intensive institutions, and community colleges, the presenters will offer 10 examples of inept, inappropriate, inadequate, and/or inefficient research administration practices and explain what we can and should learn from them. Examples will address proposal development, research development, research administration management, internal routing and approval, grantsmanship training, institutional cultural change and capacity development, and other current areas of interest in the field. Other examples and/or areas of interest will be discussed with and/or solicited from participants. A summary of these examples and lessons learned will be distributed to participants and other interested parties following the conference.

Learning Objectives:
• Participants will learn what not to do, by negative example.
• Participants will understand how the examples fit into the larger conceptualization of research administration best practices.

Paul Tuttle*, Managing Grants Consultant, Hanover Research Medical

HOW TO PREPARE AND PLAN LARGE INTERDISCIPLINARY CENTERS AND PROGRAM GRANTS

Writing proposals for large interdisciplinary centers such as the CTSA, Cancer Centers, large center or program grants and disease specific research grants can be an overwhelming undertaking. Writing a successful proposal requires a coordinated planning effort of both time and resources. Appropriate input and a carefully planned strategy will put you on the right track to submitting a well crafted proposal. This interactive session will be presented by a CTSA leader and former NIH program officer. The session will focus on creative ways of meeting deadlines, how to delegate responsibilities, how to utilize resources, establishing a review process and other steps necessary to help you write a winning proposal.

Learning Objectives:
• Participants will learn how to establish a timeline.
• Participants will learn to define and delegate responsibilities.
• Participants will learn how to utilize resources.
• Participants will establish an efficient review process.

Prerequisite: Advanced level of understanding of grant proposals is required to attend this session. This session will build on project management skills and basic knowledge of grant writing.

Tesheia Johnson*, Associate Director of Clinical Research for Yale School of Medicine COO, YCCI, Yale University
Dan Rosenblum, formerly National Institutes of Health
Maija Williams, Administrative Director, Office of Human Resources, Rockefeller University
AGENDA

1:00 – 2:15 PM | Concurrent Sessions, Discussion Groups, Spark Sessions

CONCURRENT SESSIONS

Funding Opportunities/Proposal Development
LARGE COLLABORATIVE PROPOSAL DEVELOPMENT AND CONTRACT NEGOTIATIONS
Tammy Good*, Grant Services Manager, Indiana University
Jean Mercer, Director, Grant Services, Indiana University

Human Capital
CAREER TRANSITIONING: USING YOUR NETWORK FOR MAKING A SUCCESSFUL CAREER CHANGE
Rosemary Madnick*, Executive Director, Office of Grants and Contracts Administration, University of Alaska Fairbanks
Robyn Remotigue, Research Manager, School of Public Health, University of North Texas Health Science Center at Fort Worth

DISCUSSION GROUPS

Predominantly Undergraduate Institution
FROM BOOK PROPOSAL TO GRANT PROPOSAL: BREAKING THROUGH TO FACULTY IN THE HUMANITIES
Tricia Callahan*, Director, Proposal Development, Miami University

SPARK SESSION

1:00 – 1:20 PM
THE FIVE FUNDAMENTAL TRUTHS ABOUT DEVELOPING AND USING METRICS
Kerry Peluso*, Associate Vice President for Research Administration, Emory University

1:30 – 1:50 PM
WELCOMING NEW STAFF: TRAINING FOR PRACTICAL UNDERSTANDING
Sandra Mancuso*, Director of Grants & Sponsored Programs, Barry University

2:00 – 2:15 PM
FINDING THE RIGHT MATCH: SEARCHING FOR PROPOSAL OPPORTUNITIES
Yulia Strekalova*, Director of Grants Development, University of Florida

7 AGREEMENTS OF BRAINSTORMING (BRAINSTORMING SECRETS OF A THEME PARK DESIGNER)
Most brainstorming sessions are NOT brainstorming. Usually what’s happening is playful arguing with snacks on the table. One team member’s idea is instantly met with five reasons why it won’t work: “too expensive ...we tried that two years ago ...that’s just dumb!” That is not brainstorming. That’s arguing. Time to stop arguing and start creating. C. McNair Wilson’s legendary, highly effective “7 Agreements of Brainstorming®” will transform any team into a creative force. These simple-to-learn principles can be quickly implemented to plan, develop, design, invent, launch, remodel, create, or solve any challenge or realize big projects and grand goals—even on tiny (academic) budgets. McNair’s process was used to create the world’s best 40th birthday party and design a one billion dollar theme park (Hint, it’s close to your hotel). How have Disney Imagineers created the world’s greatest theme parks for sixty years? As a former Disney Imagineer, McNair Wilson, will teach you how to enlist these powerful principles to re-imagine every part of your organization’s program, people, products, and procedures. You will learn to think outside the “always-done-it-that-way” box, throw the “box” away, and begin creating at a much higher level. McNair’s clients report the “7 Agreements” showing up in daily interaction and problem solving conversations in hallways and break rooms. This session is based on his best selling book HATCH!: Brainstorming Secrets of a Theme Park Designer.

C. McNair Wilson*, Former Disney Imagineer

* Lead Presenter
### Surviving an Audit: Preparing for an Audit on the Pre-Award Side

This session is designed for Research Administrators interested in compliance and will offer participants an opportunity to engage with colleagues on risks associated with pre and post award activities. This session is intended to be highly interactive with the use of voting technology “clickers” to identify the high risk areas most concerning to participants. This session will highlight the results through a visual “Heat Map” and discuss possible solutions and strategies that institutions can adopt to minimize compliance risk.

**Learning Objectives:**
- Participants will participate in an interactive assessment through a series of compliance questions to determine risks at their institution.
- Results will be discussed as a group along with effective ways to mitigate these high risk compliance areas.
- Participants will become familiar with the high risk compliance areas surrounding pre and post award activities.

**Lead Presenters:**
- Nuala McGowan*, Senior Manager for Compliance, Harvard University
- Michael Monaghan, Director of Operational and Compliance Audit, Harvard University

### Centers/Institutes vs. Departments: How Things Are/Need to Be Managed Differently

**Lead Presenter:**
- Kristi Harmon*, Grants Administrator, University of South Carolina

### NSF Update

**Lead Presenter:**
- Jean Feldman*, Head, Policy Office, Office of Budget, Finance & Award Management, National Science Foundation

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* Lead Presenter
Funding Opportunities/Proposal Development

O DISCOVERING WHO THE READER IS: RESEARCH ADMINISTRATORS AS PROPOSAL REVIEWERS

Have you ever considered becoming a ‘reader’? This session will outline why and how a Research Administrator would become involved with an agency grant review process. Impressions of reviews for the U.S. Department of Education’s Strengthening Institutions (Title III), TRIO Upward Bound and the Fund for the Improvement of Postsecondary Education (FIPSE) programs will be shared. Applications for proposal development training for faculty will also be featured. Participants will learn the steps for becoming a grant proposal reviewer and will gain a deeper understanding for how reviews are handled. The session will also explore how proposal components can be enhanced as a result. The benefits and challenges of a Research Administrator taking on the role of reader will also be highlighted.

Learning Objectives:
- Participants will be able to apply to become a grant proposal reviewer for federal agencies.
- Participants will gain deeper understanding for how reviews are handled.
- Participants will apply lessons learned from the grant review process to development training/workshops for faculty.
- Participants will understand benefits and challenges of becoming a reader.

Bonnie Troupe*, Director, Office of Academic Development, Stonehill College

Human Capital

O YES, YOU ARE RIGHT! NOW, HOW ARE YOU GOING TO SOLVE THE PROBLEM?

Everyone depends on regulations, policies, business processes and best practices to assist in making decisions on the variety of challenges that faculty encounter every day when working on a sponsored project. These same tools that are life savers in managing a deluge of complex information can also be used as a shield that keeps us from doing what we’re supposed to be doing – solving the problem. This session will use real life examples of how being right doesn't always solve the problem and strategies for changing the approach to solving faculty problems.

Learning Objectives:
- Participants will understand the importance of understanding more than just the facts.
- Participants will learn how to use critical thinking, analysis and customer service in creative problem solving techniques.

Lisa Mosley*, Executive Director, Research Operations, Arizona State University
David Ngo, Assistant Vice President of Sponsored Projects Administration, University of Texas South-Western
Jeremy Forsberg, Assistant Vice President of Research, The University of Texas at Arlington

Predominantly Undergraduate Institution

O LINKEDIN AS A PROPOSAL AND PROFESSIONAL DEVELOPMENT TOOL

LinkedIn is a robust social media tool that provides PUI’s with a free stage to the outside world or to their interested faculty only. It affords its users the opportunity to showcase their work as well as that of their institution.

Learning Objectives: The objectives of this session are to familiarize the participants with the assets that LinkedIn make available for free. These include proposal development tools as well as promoting one’s professional experience and projects.

Anne Pascucci*, Director, Sponsored Programs & Grants Management, Christopher Newport University
PCORI: OVERVIEW OF APPLICATION PROCESS

This session will cover how to apply to the Patient-Centered Outcomes Research Institute (PCORI). Special attention will be paid to choosing the correct funding opportunity, submitting a responsive application, and the merit review process. The speaker will also address PCORI’s requirements for patient engagement in research and PCORI’s legislative mandate for the dissemination of research findings.

Learning Objectives:
- Participants will hear an overview of PCORI, its source of funding, and enabling legislation.
- Participants will learn how to select the correct PCORI funding announcement (PFA).
- Participants will learn how to include patients and other stakeholders as part of the research team.
- Participants will understand PCORI’s application process, requirements, and online application system.

James Hulbert*, Pre-Award Manager, Patient-Centered Outcomes Research Institute

AGENDA

2:45 – 3:45 PM | Concurrent Sessions, Discussion Groups, Spark Sessions

CONCURRENT SESSIONS (CONTINUED)

Medical

B PCORI: OVERVIEW OF APPLICATION PROCESS

Compliance

CONFLICT OF INTEREST IN THE CLOUD

Kimberly Saving-Sherman*, Senior Consultant at Navigator Management Partners

Departmental

Follow up to Concurrent Session, “Understanding Legal Grants and Contracts Language Terms for the Departmental Research Administrator,” held Tuesday 10:15 - 11:30 am:

UNDERSTANDING PROBLEMATIC LEGAL GRANTS AND CONTRACTS LANGUAGE FOR THE DEPARTMENTAL RESEARCH ADMINISTRATOR

Lori Benjamin*, Senior Grant Administrator, Massachusetts General Hospital

Geraldine Pierre, Grants & Contracts Manager, Boston University Medical Center

DISCUSSION GROUPS

Medical

PREPARING FOR SUCCESS: INSTITUTIONAL MODELS FOR SUPPORTING FACULTY CONDUCTING CLINICAL AND TRANSLATIONAL RESEARCH

Nicole Leonard*, Deputy Director, Office of Research Administration, Johns Hopkins University Medical School

Ben Prince*, Administrator, Meyers Primary Care Institute, University of Massachusetts Medical School

SPARK SESSIONS

2:45 – 3:05 PM

IMPLEMENTING THE UNIFORM GUIDANCE: THE VIEW FROM TWO INSTITUTIONS

Anthony Ventimiglia*, Associate Director, Office of Sponsored Programs, Auburn University

3:15 – 3:35 PM

FAIL FAST! LEARNING THE ART OF QUITTING

Joan Kanner*, Assistant Director of Research Administration, Johns Hopkins University

3:45 – 4:00 PM | Networking and Refreshment Break

* Lead Presenter  

A – Advanced; B – Basic; I – Intermediate; O – Overview; U – Update

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CONCURRENT SESSIONS

Compliance

DEVELOPING A RESEARCH COMPLIANCE TRAINING PROGRAM
Research compliance training refers to the process of educating employees on the laws, regulations, and policies associated with the conduct of certain types of research or as a condition of the receipt of funding from certain federal agencies. Most universities have compliance training for the use of animals or human subjects in research, financial conflict of interest, and responsible conduct of research. This session will provide a review of the various training requirements by federal regulatory agencies. The presenters will also discuss strategies being used at two research universities to deliver compliance training to researchers.

Learning Objectives:
- Participants will learn about the training requirements associated with different types of research and as a condition of the receipt of federal funding.

Kacey Strickland*, Director of Regulatory Compliance and Safety, Mississippi State University
Carpantato (Tanta) Myles, Director & Research Compliance Officer, University of Alabama

RE-THINKING RESEARCH ADMINISTRATION: A NEW MODEL MERGING DEPARTMENTAL AND OFFICE OF SPONSORED RESEARCH FUNCTIONS
Contracts and Grants (C&G) within the Office of Sponsored Research (OSR) is historically organized as a centralized unit on a campus or institution. In the fall of 2011, University of California, San Francisco (UCSF) replaced our C&G Office with a new organization called Research Management Services (RMS). RMS represents a fundamental shift in how proposals and awards are managed. This innovative model merges the functions traditionally performed by both the department and the C&G Office. Before: Department staff prepared the proposals by working directly with the Principal Investigator (PI). They submitted the completed proposals to the C&G Office for institutional review and submission. This office also negotiated and accepted awards for the institution. Now: PIs are assigned to a Research Services Coordinator (RSC) from one of the ten RMS teams. The RSC develops the proposal directly with the PI and the proposal is then submitted directly to the sponsor by the RMS team. This hybrid model allows the administrator with first-hand knowledge of the proposal to effectively and efficiently prepare, review, and submit proposals. In the event of the award, the RSC will also review and accept the award. These RSCs now have a stronger dual responsibility to serve our clients (the PIs and Departments) and to mitigate risk on behalf of UCSF. RMS also offers a three-level certification program. Upon successful completion, the RSC is granted signature authorization to approve proposals and correspondence as well as accept awards on behalf of the institution. We currently have certified over thirty RSCs.

Learning Objectives:
- Participants will be introduced to an alternative model on how to handle proposals and awards in an academic setting that consolidates staff resources within a service team to more directly support research administration functions.
- Participants will explore and redefine the assignment of roles and responsibilities for stakeholders to create a more efficient research administration process.

Eunice Chang*, Pre-Award Team Manager, University of California, San Francisco
Margaret O’Halloran, Director, Research Management Services, University of California-San Francisco
Samantha Yee, Associate Director for Research Management Services, University of California, San Francisco
GIFTS AND GRANTS

Gifts are defined by the IRS tax code, but how funds received from a charitable organization are administered can sometimes feel like a mystery wrapped in an enigma. Arizona State University and the ASU Foundation launched a pilot to create a win/win scenario for both the University and the Foundation. This session will highlight why the pilot was created, lessons learned and best practices for implementation.

Learning Objectives:
• Participants will have a better understanding of the difference between gift and grant.
• Participants will expand their knowledge base of award administration.
• Participants will acquire best practices to take back to their home institution.

Lisa Mosley*, Executive Director, Research Operations, Arizona State University

HOW TO READ AN RFP

This session will ‘unpack the RFP’ - presenting ways to use an RFP as a pre-award tool. We will examine what the RFP can tell you about an opportunity, about a sponsor, and about a successful proposal.

Learning Objectives:
• Participants will be able to assess an RFP for ‘fit’ to their institutional priorities.
• Participants will be able to ascertain, from the RFP, exactly what is required by the sponsor.
• Participants will be able to build a structured checklist to guide the proposal effort, from reading the RFP through submission.

Betsy Foushee*, Grant Officer/Writer, Tidewater Community College

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 look closely at each practice in the context of our jobs as research administrators. We will explore which practices are best suited to the various challenges, strike that, OPPORTUNITIES that we encounter every day.

Learning Objectives:
• Participants will gain a basic understanding of Kouzes and Posner’s Five Practices of Exemplary Leadership
• Participants will have the opportunity to determine how to apply these practices in their positions as research administrators.

Robyn Remotigue*, Research Manager, School of Public Health, University of North Texas Health Science Center at Fort Worth

Rosemary Madnick, Executive Director, Office of Grants and Contracts Administration, University of Alaska Fairbanks
4:00 – 5:00 PM | Concurrent Sessions, Discussion Groups, Spark Sessions

CONCURRENT SESSIONS (CONTINUED)

Predominantly Undergraduate Institution

**O ADDING MEANING TO YOUR PRIORITIES AND OUTCOMES THROUGH BENCHMARKING**

How are your sponsored programs office’s priorities and daily activities determined? Is it by sponsors, faculty, the Provost, your strategic plan, or the crisis du jour? The unfortunate answer is “all of the above.” Then when you get to the end of the year and have to report on your outcomes, how do you convey accomplishments that are seemingly all over the map? Words detailing your challenges and successes are great, but metrics and benchmark comparisons tell your tale visually and are more likely to be remembered. This session will explore the link between planning and reporting, offer some practical tips to reduce the time it can take to assemble date as well as choosing the right data points to collect and then use as benchmarks.

**Learning Objectives:**
- Participants will better understand the link between planning activities and reporting outcomes.
- Participants will learn how to select the data that will convey their accomplishments most effectively.
- Participants will learn strategies on how to effectively use benchmarks to track progress over time as well as make comparisons across institutions.

**Martin Williams**, Director, Office of Sponsored Programs, William Paterson University
**Ann Saputelli**, Manager, Attain, LLC
**Andrea Moshier**, Director, Sponsored Research, Western Carolina University

Medical

**A MODELS FOR SUPPORTING QUALITY ASSURANCE AND QUALITY IMPROVEMENT IN CLINICAL AND TRANSLATIONAL RESEARCH**

DISCUSSION GROUPS

**Federal**

**BEST PRACTICES FOR AVOIDING NIH COMMON ERRORS**

**Michelle Beck**, Senior Grants and Contracts Specialist, Office of Sponsored Programs, University of Alabama
**Lisa Joiner**, Senior Grant and Contract Specialist, Office of Sponsored Programs, University of Alabama

**Funding Opportunities/Proposal Development**

**THE CREATIVE AND RESEARCH ACTIVITIES DEVELOPMENT AND ENRICHMENT PROGRAM FOR FACULTY DEVELOPMENT**

**Lori Messer**, Director, Office of Research and Sponsored Programs, Wake Forest University

**Human Capital**

**NEW MANAGER: FROM PEER TO PROMOTED**

**Lakita Brooks**, Manager, Other Federal Division, Georgia Institute of Technology

SPARK SESSIONS

4:00 PM – 4:20 PM

**CONDUCTING EFFECTIVE MEETINGS**

**David Lynch**, Executive Director, Office of Sponsored Research, Northwestern University

4:30 PM – 4:50 PM

**UNFUNDED AGREEMENTS (NDA’S, MTA’S, DUA’S)**

**David Mayo**, Director of Sponsored Research, California Institute of Technology

6:00 PM | Dinner Groups
7:30 AM – 3:30 PM
PRA Concierge
Participant Materials Pick-up
Exhibits Open
NCURA Social Media Lounge
The NCURA Social Media Lounge offers a relaxed environment where attendees can unwind for a minute, while receiving latest information about all NCURA social platforms, learning about the latest news in research, plus finding out what NCURA is doing as it relates to the Research Community. Swing by the Lounge to recharge and meet peers who are a part of your social network and build valuable relationships by collaborating, networking, and other opportunities.
#NCURAApyHour #CollaborateNCURA

7:30 – 8:15 AM
Continental Breakfast
Breakfast Roundtables
Follow-up to Monday Spark Session “Preparing for the Bonfire,” held 10:15 – 10:35 am
GOING PAPERLESS
Noah Congelliere*, Training & Development Specialist, University of Southern California
Layton Hansen, Contract & Grant Officer, University of Southern California
Jeri Muniz, Executive Director, Department of Contracts & Grants, University of Southern California
SUCCESSFUL PRE-AWARD ADMINISTRATION WITHIN COMMUNITY COLLEGES
Betsy Foushee*, Grant Officer/Writer, Tidewater Community College
Sarah Jaeschke, Program Manager, Proposal Development Team, Clemson University
COMMUNICATION AND COLLABORATION: WORKING WITH AND MOTIVATING FACULTY
Gai Doran*, Center Assistant Director, Center for Interdisciplinary Research on AIDS, Yale University
UNIFORM GUIDANCE
Anthony Ventimiglia*, Associate Director, Office of Sponsored Programs, Auburn University
Craig Reynolds, Associate Director, Office of Research and Sponsored Projects, University of Michigan-Ann Arbor
PEOPLE COMING AND GOING: HOW TO SURVIVE WHEN RESEARCH ADMINISTRATORS LEAVE AND NEW ONES ARRIVE
Gareth Evans*, Research Finance Coordinator, Biomedical Graduate Research Organization, Stanford University

8:15 – 9:45 AM | Concurrent Sessions, Discussion Groups, Spark Sessions

CONCURRENT SESSIONS

Compliance

A COMPLIANCE CRISIS: WHAT DO YOU DO WHEN SOMETHING HAS ALREADY GONE WRONG?
Despite rigorous policies and clear written procedures, compliance crises do arise from time to time. What do you do once your policy has been violated, either knowingly or unknowingly, and you’re in the midst of dealing with an instance of non-compliance? This session will examine, through the use of a case study, the steps that can be taken to get through the immediate crisis and to ensure compliance in the future.

Learning Objectives:
• Participants will describe strategies for dealing with instances of non-compliance.
• Participants will list steps to take to ensure an instance of noncompliance is not repeated.
• Participants will describe “warning signs” that indicate a potential high risk of noncompliance.

Prerequisite: Working knowledge of the legal and regulatory framework of research administration is required to attend this session.

Mary Louise Healy*, Associate Director, Research Administration, Krieger School of Arts and Sciences, Johns Hopkins University
Cindy Holstein, Administrator, Johns Hopkins University
AGENDA

8:15 – 9:45 AM | Concurrent Sessions, Discussion Groups, Spark Sessions

CONCURRENT SESSIONS (CONTINUED)

Federal

THE PERILS AND PITFALLS OF STARTUP RELATIONSHIPS

Dealing with small startups can be a challenge when most startups are one person shops, but the hurdles get even more complicated when the university researchers are affiliated with the startup as an owner or advisor. These startups are often led by individuals with little or no research administration experience who are not familiar with the complexities associated SBIR/STTR programs, a frequent source of funding. This discussion group will share some effective practices for managing the inherent conflicts of interest that seem to plagued many of these projects.

Susan Sedwick*, Associate Vice President for Research and Director, Office of Sponsored Projects, University of Texas at Austin

Funding Opportunities/Proposal Development

THE BASICS OF PROPOSAL DEVELOPMENT, FROM A GRANT WRITER’S PERSPECTIVE

Even when we pre-award research administrators don’t have the subject matter expertise to provide certain kinds of critiques of the technical aspects of a proposal, we can certainly provide many services that facilitate proposal development. This interactive presentation will offer a grant writer’s perspective on the basics of developing proposals, including describing the idea, selecting the funding opportunity, growing the idea into a project vision, building the team, coordinating brainstorming sessions, allocating tasks, defining timelines, facilitating the ancillary proposal elements (bio-sketches, support letters, etc.), and shepherding the entire process through to completion, while inviting participants to contribute their own best practices during the discussion.

Learning Objectives:
• Participants will understand the basics of proposal development.
• Participants will understand what services research administrators can offer to supplement grant consultants’ or investigators’ grant writing expertise during the proposal development process.

Paul Tuttle*, Managing Grants Consultant, Hanover Research

Funding Opportunities/Proposal Development

INTERSECTION OF RESEARCH: SPONSORED PROGRAMS & LIBRARIES

The support of research at institutions of higher education takes many offices and expertise. This session aims to share the crossroad between research administration offices, libraries and compliance offices. We will discuss existing and potential partnerships and present preliminary survey results from research in this area.

Learning Objectives:
• Participants will learn what some academic libraries are currently doing to actively support the research cycle. These include: citation impact metrics, specialized literature searches, data management recommendations, and the availability of institutional repositories.
• Participants will learn how Offices of Research, Compliance and Development can form beneficial partnerships with the library.

Michelle Powell*, Director, eCommerce, Sponsored Programs, Georgia Institute of Technology
Amanda Rinehart, Data Management Services Librarian, Ohio State University

Human Capital
8:15 – 9:45 AM | Concurrent Sessions, Discussion Groups, Spark Sessions

**CONCURRENT SESSIONS (CONTINUED)**

**O**

**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.
- How to manage change management.
- Communicating change management.

**Rosemary Madnick**, Executive Director, Office of Grants and Contracts Administration, University of Alaska Fairbanks

**Predominantly Undergraduate Institution**

**COLLABORATION OR COMBOBULATION: FROM AN RA AND FACULTY PERSPECTIVE**
Collaborating is a key to PUI’s gaining large funding amounts from some funders. This discussion will talk about how collaborations can be developed and taught by an experienced RA with multiple successful awards of institutional collaborations, as well as a Faculty member turned RA and how faculty sometimes try to skirt around RAs when building their collaborations. The secrets are out!

**Learning Objectives:** Participants will learn how to organize a collaborative proposal between their own schools departments and between their institution and other institutions.

**Joann Waite**, Director of Sponsored Research & Programs, Gonzaga University

**Medical**

**B**

**BUDGETING FOR CLINICAL AND TRANSLATIONAL RESEARCH: WHAT EVERYONE NEEDS TO KNOW**
Building a successful Clinical Research and Translational Program has been an evolving concept and process for many years now. What metrics have been used to determine success? What factors are involved? What should be the primary focus? Knowing what bandwidth is available will be critical in measuring success.

**Learning Objectives:** This session will take a closer look at what has works and what hasn’t. This session will be presented using Case Study Examples.

**Jamie Caldwell**, Director, Office of Research Services, Loyola University Chicago

**DISCUSSION GROUPS**

**Compliance**

**SUBAWARDS AND SUBCONTRACTS: WE’RE ALL IN THE SAME BOAT...LET’S KEEP OUR SUBS AFOAJT!**
**Marcella Friedle**, Subcontracts Coordinator, Florida State University
**Elizabeth Slack**, Sponsored Research Administrator, Florida State University

**Predominantly Undergraduate Institution**

**RESEARCH DEVELOPMENT STRATEGIES FOR PUIs**
**Natasha Stark**, Assistant Director, Pre-Award Services, Kennesaw State University

**Medical**

**INDUSTRY VS FEDERAL RESEARCH: THINGS TO CONSIDER**
**David Lynch**, Director, Office of Sponsored Research, Northwestern University

* Lead Presenter
### AGENDA

8:15 – 9:45 AM | Concurrent Sessions, Discussion Groups, Spark Sessions

#### SPARK SESSIONS

<table>
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<tr>
<th>Time</th>
<th>Session</th>
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| 8:15 – 8:35 AM | GET TO KNOW NCURA’S PROFESSIONAL NETWORKING PLATFORM: COLLABORATE AND SOCIAL MEDIA  
Stephanie Moore*, Community Curator, National Council of University Research Administrators |
| 8:45 – 9:05 AM | INTELLECTUAL PROPERTY  
Zana Dupee*, Contracts Coordinator, University of Florida |
| 9:15 – 9:35 AM | AN INTRODUCTION TO FOIA  
Jo Ann Smith*, Assistant Professor, Research Administration Program Coordinator, University of Central Florida |

#### 9:45 – 10:15 AM | Networking and Refreshment Break

#### 10:15 – 11:30 AM | Concurrent Sessions, Discussion Groups, Spark Sessions

#### CONCURRENT SESSIONS

### Compliance

**WHERE IS THE OVERSIGHT? GAPS IN CURRENT HUMAN AND ANIMAL RESEARCH REGULATIONS**

This session provides an overview of current areas within funded research where there is currently little or no federal oversight or regulatory protection for both human and animal subjects. The session will also compare examples of research conducted within the United States without oversight with current international guidance and law providing greater protection for subjects. Participants will be given examples of approaches their institution can take to ensure a more consistent and uniform level of protection is in place for both human and animal participants despite the current lack of regulatory oversight.

**Learning Objectives:**

- Participants will be provided with an overview of the major categories of research without federal regulatory protection for the human and animal subjects.
- Participants will discuss some of the latest examples of research studies that did not go through the IRB, IACUC and IBC process, such as the Facebook manipulation study.
- Participants will be able to outline specific approaches through policies institutions can take to ensure a level of protection does occur for human and animal subjects.

Ross Hickey*, Assistant Provost for Research Integrity, University of Southern Maine  
L. Eric James, Manager, Huron Consulting

### Compliance

**POLICIES, PROCESSES, & PROCEDURES FOR SUBAWARDS & SUBRECIPIENT MONITORING**

This session offers recommended best practices for a successful subaward and subrecipient monitoring program, with a focus on the roles of the Principal Investigator, Department Administrator and the Central Office. Beginning with the proposal development stage through execution, monitoring and close-out of the subaward, this session will provide strategies and practical guidance via discussions, case studies and real-world examples to assist with navigating today’s highly regulated environment.

**Learning Objectives:**

- Participants will leave this session with an understanding of subaward elements needed at proposal preparation stage, assessment of risk and issuance of subawards.
- Participants will cover use of the Federal Demonstration Partnership (FDP) Templates, negotiation of terms and conditions, FFATA Reporting, FCOI and other monitoring and compliance considerations including an overview of requirements under the new Uniform Guidance at 2 CFR Part 200.

Patrice A. Carroll*, Director, Pre-Award Services, Brown University  
Laura B. Severse, Manager, Medical Oncology, Dana-Farber Cancer Institute  
Eva Pasadas, Associate Director, Pre-Award Services, Brown University
Managing grant funds is not always an easy task, especially when you have multiple employees in your department making purchases on behalf of the grant and doing the subsequent purchase card reallocations. Some transitions will hit the University’s financial system in a timely manner and some will not. This presentation will give the Administrator/Financial Accountant a better understanding of what a shadow system is, how to create and maintain a shadow system in your department, and how to determine what kind of shadow system that you may need (simple or complex). There are pros and cons to using any shadow system and this presentation will show the attendee both sides of the picture, from the advantage of better managing of grant expenditures and reporting data to the disadvantage of the amount of time and labor needed it takes to set up and maintain a shadow system.

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Human Capital

O YOU’RE IN CHARGE OF YOURSELF: SELF-GUIDED PROFESSIONAL DEVELOPMENT
Do you know what you want to be when you grow up? Do you have a 5 year plan? How do you get from here to there? How many skills does it take to climb the career ladder? Which career ladder should you climb? What is your value proposition to the organization? What if no one asks you these questions? This session will focus on self-directed strategies to enhance your professional development from both a technical and soft skill perspective. The presenters will share some strategies that have worked for them, and will invite participants to share their experiences as well. Participants are encouraged to bring their resumes to reference during the session.

Learning Objectives:
• Participants will have a better understanding of the importance of professional development and learn what they can do to empower themselves in setting and achieving their goals.
• Participants will acquire strategies for enhancing their individual skill sets for career development.
• Participants will acquire an awareness of the importance of Emotional Intelligence and other soft-skill traits that will enhance their ability to move forward.

Lisa Mosley,* Executive Director, Research Operations, Arizona State University
Josie Jimenez, Associate Director, Office of Grants and Contracts, New Mexico State University

Predominantly Undergraduate Institution

O WRITING AIN’T EASY: SUPPORTING FACULTY IN WRITING EFFECTIVE PROPOSALS
At PUI’s, where sponsored research is not always a high priority, faculty can need a good deal of assistance with proposal writing. Some of it is basic technical and research writing, but other issues include drafting a coherent research question, developing realizable aims for their project, and creating a compelling abstract.

Learning Objectives:
• Participants will be able to identify the key areas where faculty need writing assistance.
• Participants will evaluate different methods for providing assistance to faculty in writing proposals.

Jeffrey Ritchie*, Director of Sponsored Programs, Lewis University
Kris Monahan, Director of Sponsored Research and Programs, Providence College
Stacy Riseman, Director of Sponsored Research, College of the Holy Cross

Medical

| BILLING COMPLIANCE IN CLINICAL RESEARCH |

The clinical research billing process is complex and requires coordination and harmonization between partnering institutions (e.g., hospitals, physician practice plans, universities, cancer centers, supporting foundations). This session will outline the key components of an effective clinical research billing compliance program, common steps in building a program from scratch, and how to leverage technology to support these efforts.

Learning Objectives: Participants will be able to answer:
• What is a clinical research billing compliance program and why is it important?
• Who are the key players in the process and why should they be involved?
• What are the key components of a comprehensive clinical research billing program?
• What steps should one take when starting from scratch?
• What should the paper and electronic infrastructure look like?

Allecia Harley*, Associate Vice President, Research Affairs and Clinical Trials Administration, Rush University Medical Center
Leah Guidry, Managing Director, Huron Consulting Group
**AGENDA**

**G uiding PRA – From T heory to Practice • w w w .ncura.edu**

**DISCUSSION GROUPS**

**10:15 – 11:30 AM | Concurrent Sessions, Discussion Groups, Spark Sessions**

**Departmental**

FACULTY ONBOARDING: A RESEARCH ADMINISTRATOR’S PERSPECTIVE

Joelina Peck*, Research Advancement Manager, School of Electrical, Computer Energy & Engineering, Arizona State University

April MacCleary, Research Advancement Manager, Arizona State University

**Funding Opportunities/Proposal Development**

FUNDING OPPORTUNITY SEARCHES AND DISTRIBUTION

Christina Deitz*, Grant Development Administrator, Maxwell School of Syracuse University

Kathleen Keough, Assistant Director, College Research Center, Syracuse University

**Predominantly Undergraduate Institution**

IMPACT OF THE UNIFORM GUIDANCE ON PROPOSAL DEVELOPMENT AND SUBMISSION

Tricia Callahan*, Director, Proposal Development, Miami University

**SPARK SESSIONS**

**10:15 – 10:35 AM**

WHAT DOES “ALLOWABLE” MEAN?

Jennifer Shambrook*, Director of Grants and Contract Administration, University of Central Florida

**10:45 – 11:05 AM**

INTERGOVERNMENTAL PERSONNEL ACT (IPA) ASSIGNMENTS

Robyn Remotigue*, Research Manager, School of Public Health, University of North Texas Health Science Center at Fort Worth

**11:15 – 11:30 AM**

COST SHARING: WHAT IT’S GOOD FOR AND HOW CAN IT GET YOU INTO TROUBLE

Bruce Morgan*, Assistant Vice Chancellor for Research Administration, University of California, Irvine

**11:30 AM – 1:00 PM | Lunch**

**1:00 – 2:15 PM | Concurrent Sessions, Discussion Groups, Spark Sessions**

**CONCURRENT SESSIONS**

**Departmental**

SUBAWARDS FOR THE DEPARTMENT ADMINISTRATOR: WHAT ARE YOUR RESPONSIBILITIES?

Congratulations! Prime funding has been awarded to your institution and PI, and now you are gearing up to manage your subawards under this project. How will you ensure that the award is being monitored throughout the life of the project? What templates and procedures do you use in your department to help you monitor subawards through project activity and closeout? What options do you have if something goes wrong? This session is designed to share institutional approaches to subrecipient monitoring, provide tips and tools for navigating relationships between investigators and institutions, and explore the department administrator’s role in ensuring project success. The session will also discuss the DRA roles and responsibilities in monitoring subawards to achieve compliance with governmental regulations, sponsor requirements, and institutional policies.

**Learning Objectives:**

- Participants will understand the department administrator’s roles and responsibilities in subrecipient monitoring.
- Participants will learn strategies for addressing day-to-day monitoring issues.

Csilla Csaplár*, Department Manager, Geophysics, Stanford University

Laura Register, Subrecipient Monitoring Officer, Stanford University

Karen Hurdle, Senior Contract and Grant Officer, University of Miami

* Lead Presenter

A – Advanced; B – Basic; I – Intermediate; O – Overview; U – Update

Guiding PRA – From Theory to Practice • www.ncura.edu
**Departmental**

**CAN THIS BE CHARGED TO A GRANT: BUILDING AN AUDIT PROOF PROPOSAL BUDGET**

How do we determine if an expense on a sponsored project is allow able or unallow able? Is “we put it in the proposal budget” enough justification for the expense? This session will offer an overview of the cost principles as defined by OMB providing the basis for direct charging to sponsored projects. The panelists will discuss those costs that are normally considered unallow able and what justifications are needed to support their inclusion as a direct cost.

**Learning Objectives:**
- Participants will learn tips for determining cost allow ability.
- Participants will gain an understanding of why tying the expense to the scope of work is essential.
- Participants will learn how to classify expenses – direct vs. indirect based on their usage.
- Participants will learn how developing good habits will help prepare for an audit when questionable expenses have been charged to your projects.

*Glenda Bullock*, Director of Research and Business Administration, Department of Medicine, Washington University in St. Louis

*Adrienne Larmett*, Senior Consultant, Baker Tilly

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**Federal**

**NEW RESEARCH TERMS AND CONDITIONS**

**Funding Opportunities/Proposal Development**

**THE WONDER OF PRE-AWARD THROUGH THE EYES OF POST-AWARD: POST-AWARD ISSUES FOR THE PRE-AWARD ADMINISTRATOR**

Are your post-award people amazed or dismayed at the wonder of your pre-award budgeting? Do your pre- and post-award offices communicate regularly during budget development, training initiatives, and policy development? This concurrent session is geared toward post-award issues for pre-award offices, interoffice communication, and working & learning together.

**Learning Objectives:**
- Participants will be able to identify common sticky wickets that arise during budget development and award negotiation that impact post-award.
- Participants will learn to apply solutions to overcome obstacles between pre-award budgeting and post-award spending.
- Participants will identify ways to color in the gray areas and bridge the communication gap between pre- and post-award.

*Tricia Callahan*, Director, Proposal Development, Miami University

*David Ngo*, Assistant Vice President of Sponsored Projects Administration, University of Texas South-Western

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**Human Capital**

**INTERNATIONAL FOCUS: JAPANESE COI IS THE CENTER OF INNOVATION PROGRAM**

Last year, Japanese Ministry of Education, Culture, Sports, Science and Technology (MEXT) has started a new academic-industrial collaboration program, “The Center of Innovation Program,” which is abbreviated as COI program. The program has two characteristics:

- Back Casting Approach, where we assume of the society in ten years’ time. Then we consider what is necessary. Thus we plan and conduct R/D projects to realize the necessity; and,
- Under One Roof, where university researchers and company researchers gather in a same building and work together.

**Learning Objectives:**
- Participants will leave knowing about Japanese new innovation system.
- Participants will have the opportunity to discuss the resemblances and differences between the Japanese collaboration system and the American one.

*Teruyuki Hayashi*, Senior Research Administrator, University of Tokyo

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* Lead Presenter
### Predominantly Undergraduate Institution

**SPONSORED PROGRAMS MANAGEMENT IN THE CLOUD FOR PUIs**

The research and grant landscape for higher education is more challenging than ever with an increased focus on research funding, complex compliance regulations, and demand for oversight and reporting. For many smaller institutions and PUIs, a comprehensive grant and research management solution has been out of reach due to the cost, complexity, and limited IT resources. In this session, panel members will share how their sponsored programs office is using a cloud-based electronic research administration (eRA) system to fully integrate and streamline the many tasks involved in preparing and submitting proposals, managing awards, and tracking compliance activities.

#### Learning Objectives:
- Participants will understand some of the challenges and lessons learned during the implementation of an eRA.
- Participants will learn how an eRA can improve workflows and provide real-time visibility into campus performance in grant and contract activity.

**Panelists**
- **David Usher**, Research Administrator, State University of New York at Albany
- **Amy Taylor**, Assistant Vice President for Research, Towson University
- **Karen Fletcher**, Pre-Award Services, Coastal Carolina University
- **Kristina Proctor**, Professor of Chemistry, Colorado State University Pueblo

### Medical

**WORKING SMARTER: HOW CAN TECHNOLOGY SUPPORT CLINICAL/TRANSLATIONAL RESEARCH?**

Many academic medical centers have devoted considerable resources on IT. What is the best way to ensure this sophisticated technology is working for your institution? This workshop will cover how to use IT to support your institution’s research vision, how to use IT capabilities to drive improvements in the clinical research process, and lessons learned from strategies employed at Yale University and Duke University.

#### Learning Objectives:
- Participants will identify how IT can leverage process and system improvements.
- Participants will learn strategies for including compliance, reporting, and benchmarking.
- Participants will establish staffing models, roles and training in support of IT to improve research capabilities.

**Panelists**
- **Tesheia Johnson**, Associate Director of Clinical Research for Yale School of Medicine COO, YCCI, Yale University
- **Steve Woody**, Associate Chief Information Officer for Clinical & Translational Research, Duke University School of Medicine

### DISCUSSION GROUPS

#### Human Capital

**CERTIFIED IRB PROFESSIONAL (CIP) AND MODELS OF PROFESSIONAL DEVELOPMENT: A CONVERSATION ABOUT WHAT WORKS AND HOW TO IMPROVE**

**Robert Holm**, Assistant Director, Education, Office of Sponsored Programs, Auburn University

**Rodney Greer**, Director, Research Program Development & Grants, Auburn University

#### Human Capital

**HIRING THE BEST PEOPLE**

**Betty Farbmman**, Associate Director, Office of Sponsored Programs, New York University

#### Medical

**CLINICAL TRIALS – THE RESEARCH SERVICE CENTER PERSPECTIVE**

**Cheryl Bowie-Thomas**, Pre-Award Specialist III, Research Administration - RAS - Cancer and Imaging Center, Emory University School of Medicine

### SPARK SESSIONS

**1:30 – 1:50 PM**

**INTERNATIONAL CONTRACTING TIPS**

**Zana Dupee**, Contracts Coordinator, University of Florida

**2:00 – 2:15 PM**

**A BEGINNER’S GUIDE TO F&A**

**Stephanie Gray**, Director, Division of Sponsored Research, University of Florida

### 2:15 – 2:45 PM | Networking and Refreshment Break

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* Lead Presenter
Compliance

IT’S ALL GREEK (AFGHANI/FRENCH/CHINESE) TO ME: ISSUES IN INTERNATIONAL RESEARCH

Academic research is becoming increasingly complex as a result of global collaborations. Doing research with a foreign collaborator, especially at a foreign site, invokes a host of compliance issues beyond the norm. It also requires the involvement of institutional units with whom one does not normally interact. The agencies which sponsor such research may also be less familiar to the research administration team. This session will present different approaches to international research from two institutions with a large international presence.

Learning Objectives:
• Participants will hear highlights on which issues to flag at the pre-award stage when international research is involved
• Participants will discuss the questions that need to be addressed as the proposal moves from pre- to post-award and the offices involved in a coordinated approach.
• Presenters will suggest two organizational models for supporting research abroad.

Prerequisite: Five years of research administration experience and policy-level position is required to attend this session.

Marti Dunne*, Associate Vice Provost for Research Compliance & Administration, New York University
Nancy Danseau, Director, Office of Sponsored Programs, New York University
Jilda D. Garton, Vice President for Research and General Manager of GTRC and GTARC, Georgia Institute of Technology

Departmental

BUDGET BASICS IN A RUSH

Sound familiar? PI: I just wanted to give you a heads up that I’ll be submitting a grant. Departmental/ORSP Administrator: Great. When is it due? PI: In two days. Departmental/ORSP Administrator: Do you have a budget? PI: No. Nothing concrete and I have a subcontract with this also. This shouldn’t be too hard since I’ve been working on it for a month now. Departmental/ORSP Administrator: (ﬁ$$%^* in your head): Okay, let’s put a budget together for your grant. While we rise to the occasion in these situations, we need to be able think with a “clear” head to assist the PI to build a comprehensive budget supporting their aims clearly and concisely. In this interactive session, topics that will be discussed include: tips on interpreting solicitation information; tips on getting budget information from PIs; budget building categories; and, translating internal budgets into agency budget categories.

Learning Objectives: Learning Objectives:
• Participants will learn how to find and interpret budget information in program solicitations.
• Participants will learn how to track key elements with their own budget worksheets.

Paulette Jones*, Administrator, Center for Environmental Health Sciences, University of Montana
Julie Guggino, Director, Research & Sponsored Programs, Central Washington University

Federal

BEST PRACTICES IN COMMUNICATING WITH FEDERAL AGENCIES

This session will examine best practices for communicating with federal agencies. It will look at methods and strategies for working effectively with various federal agencies. Topics will include a discussion of communication skills for successful interactions with federal agencies.

Learning Objectives: Participants will discuss best practices for effective communication with federal agencies.

G. Margaret Griscavage*, Director, Office of Grants and Contracts Administration, University of Alaska Fairbanks (Retired)
Marianne Woods, Academic Program Director, Master of Science in Research Administration, Johns Hopkins University

AGENDA

2:45 – 3:45 PM | Concurrent Sessions, Discussion Groups, Spark Sessions

CONCURRENT SESSIONS

Compliance

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The 9th Annual Meeting for Pre-Award Research Administrators • March 2 – 4, 2015 • Orlando, FL

* Lead Presenter
Funding Opportunities/Proposal Development

**A PRIMER ON S2S SUBMISSION – HOW DOES IT WORK? HOW CAN IT HELP? WHO CAN IT HELP?**

System-to-system (S2S) proposal submission through Grants.gov has been available as an alternative to using Adobe forms (or PureEdge, originally) since 2006. How does it work? Why is it better than using Adobe forms? This session will provide an overview of how S2S functionality works and provide information to help large and small institutions recognize the value of S2S over using Adobe forms.

**Learning Objectives:**
- Participants will be able to describe the difference between using Adobe forms vs. S2S submission.
- Participants will be able to explain the advantages of S2S over Adobe forms for institutions and investigators.
- Participants will be able to recognize the options available to large or small institutions to benefit from S2S technology.

Roger Wood*, Senior Product Manager, InfoEd Global

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Human Capital

**SERVING OUR INTERNAL CUSTOMERS: CONFIGURING PRE-AWARD TO REDUCE FACULTY BURDEN**

With relatively flat federal funding and large compliance burdens associated with federally sponsored research, research administration offices by necessity are seeking more efficient operating models. At the same time, national surveys continue to show researchers spending more than 40% of their time on administrative tasks. As research administrators, how can we work within the constraints of limited resources to better support our faculty? This panel will present how the Office of Research Services at the University of Pennsylvania has reconfigured Pre-Award to increase operating efficiency, while improving responsiveness to faculty, departments and sponsors and accountability to senior management. This will be an interactive session in which participants will be asked to share highly effective organizational characteristics and processes for customer support at their own institutions.

**Learning Objectives:**
- Participants will learn to evaluate business organization and processes for efficiency from the perspective of multiple stakeholders.
- Participants will learn strategies to improve operations without additional resources.
- Participants will share lessons learned in managing change.

Elizabeth Peloso*, Associate Vice Provost/Associate Vice President Research Services, University of Pennsylvania
Jessica Cote, Associate Director, Pre-Award Services, University of Pennsylvania
Heather Lewis, Director Pre-Award, University of Pennsylvania

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Predominantly Undergraduate Institution

**PERSPECTIVES OF FACULTY ON SPONSORED RESEARCH OFFICES AT PUls**

As small sponsored research offices, we take care of a lot more than just helping faculty secure grants and contracts. We are responsible for managing awards, ensuring compliance, reporting to a variety of people and organizations as well as fostering good relationships on campus with our PIs. However, there is a disconnect in what we as PUI offices believe we provide and what faculty (both old and new) see our offices as providing to them and the campus as a whole. In this session, you will hear from a variety of faculty about their perspectives of what works and what doesn’t for an office of sponsored research.

**Learning Objectives:**
- Participants will learn about what faculty see as important.
- Participants will learn how to best communicate with faculty.
- Participants will discuss where faculty look for opportunities.

Prerequisite: Come with an open mind and a willingness to hear from faculty about the sponsored research operations at a PUI.

Jeanne Viviani*, Director, Research Programs and Services, New College of Florida

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* Lead Presenter
**TO CONSULT OR NOT? WHAT SHOULD BE CONSIDERED WHEN CONTRACTING FOR CONSULTING SUPPORT IN MEDICAL RESEARCH?**

A need often arises in academic medical centers to engage outside consultants. This session will cover strategies for determining when an outside consultant is useful, how to identify consultants with appropriate expertise, how to scope the agreement to ensure a clear understanding of the problem, output and deliverables, how to manage consultants, and methods for determining if using outside expertise has been successful. The material will be presented from the perspective of both an academic medical center and a consultant.

**Learning Objectives:**
- Participants will be able to identify the situations when outside consulting support would be most beneficial.
- Participants will hear strategies for structuring the agreement.
- Participants will learn approaches and tactics for getting the most out of your consultants.
- Participants will learn methods of evaluating the success of consulting support.

**Rick Rohrbach**, Managing Director, Huron Consulting Group  
**Tesheia Johnson**, Associate Director of Clinical Research for Yale School of Medicine COO, YCCI, Yale University

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**DISCUSSION GROUPS**

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<th>Compliance</th>
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<tr>
<td><strong>Follow up to Concurrent Session, “Compliance Crisis – What Do You Do When Something has Already Gone Wrong?,” held Wednesday 8:15 – 9:45 am:</strong></td>
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<tr>
<td><strong>COMPLIANCE CRISIS: &quot;WHEN &quot;IT&quot; HITS THE FAN!&quot;</strong></td>
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| **Mary Louise Healy**, Associate Director, Research Administration, Krieger School of Arts and Sciences, Johns Hopkins University  
**Cindy Holstein**, Administrator, Department of Biology, Johns Hopkins University

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<td><strong>Follow up to Concurrent Session, “Can This be Charged to a Grant: Building an Audit Proof Proposal Budget,” held Wednesday 1:00 – 2:15 pm:</strong></td>
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| **Glenda Bullock**, Director of Research and Business Administration, Department of Medicine, Washington University in St. Louis

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**SPARK SESSION**

2:45 – 3:05 PM

**DATA REPOSITORIES**

**Melanie Clark**, Associate Director, Office of Research Integrity Assurance, Georgia Institute of Technology

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A – Advanced; B – Basic; I – Intermediate; O – Overview; U – Update

* Lead Presenter

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