From the President...

by Regina H. White

As I write this, I am in Washington, DC to participate in the first of our videoconference series focusing on compliance. Throughout this series, the issues and challenges of our heightened compliance environment will be explored from several angles and different perspectives, led by experts from within and outside NCURA.

As you read this, many of you are preparing to attend N CURA's 43rd Annual Meeting, with a program of exceptional quality and depth. The concurrent sessions, workshops, and discussion groups are joined by new features - "Primers" and "Real Life Experiences" - all designed to provide the best possible learning experiences for all of us continually striving for excellence in our work.

As I begin the last quarter of my term as NCURA President, I am deeply gratified by the continuing excellence of N CURA's programs. As illustrated by the two programs mentioned above, and by the demonstrated excellence of our Financial Research Administration conference in February, Electronic Research Administration conference in August, the perennially stellar Fundamentals of Sponsored Projects Administration, and the insightful Research Management Review, N CURA's strength is in its professional development programming. We need to continue to be attentive to this priority. The Evaluation Task Force continues its work in assessing our program development and methods of delivery, and the recommendations that come from this group will help us to continue to provide N CURA programs of the highest quality, delivered in state of the art formats. The Evaluation Task Force, created by the Board in January, is charged with assessing our current professional development program offerings with an eye to the future. The evaluation process is one whose goal is to assure continued program quality. The assessment will also attempt to discover any gaps or weaknesses in our current programs, given the audiences we are trying to reach, and propose a plan to remedy those faults.

As we go to press, we are deeply shocked and saddened by the events of September 11, 2001. I am sure that some of our members and staff have been touched in some way by this tragedy, and whether or not we have suffered a personal loss, the sympathy and support of every member of N CURA is with all of our fellow citizens who are mourning.

Regina H. White is the N CURA President and serves as the Director of the Office of Policy and Extramural Research (OPERA) at the National Institutes of Health.
Dear NCURA Members:

Now that Reagan National Airport is back in business, I hope you can all make it to D.C. for the convention on November 12th. There’s no better time of year in Washington, and no better way to show our patriotism and stand up for our principles. Hope to see you then.

George Stephanopoulos

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Dear University Research Administrators—

I’m very much looking forward to seeing you at the NCURA annual meeting. I have prepared a detailed, informative and highly technical presentation on administering university research. I will be showing 278 PowerPoint slides. Actually, I am lying here. I’m a humor columnist. I have absolutely nothing useful to say about university research, or anything else. In fact, if you listen to my presentation, you could experience a measurable reduction in your IQ. But please come anyway, because frankly I need the attention.

Sincerely,

Dave Barry

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Dear NCURA Member:

The Hilton Washington is looking forward to hosting the 43rd Annual Convention of the National Council of University Research Administrators (NCURA). For the past 5 years, we have been honored to serve as a partner in the continued success of this important event. As an annual Washington convention, this prestigious event plays a vital role in our economy.

Throughout the years, we have appreciated having you as our guest at the Hilton Washington. Hilton Washington has always considered our friends at NCURA an extension of our family. We want you to know that our team is completely prepared to maintain the same high standards of service as it has in the past. Please rest assured that the hotel’s security measures are fully in place in keeping with the Hilton corporate guidelines.

More importantly, we want to thank you for having faith in our hotel and in our city. Recently, President Bush encouraged all Americans to “get on with the Nation’s business.” We appreciate the role that each of you is taking in moving forward and doing just that.

We look forward to welcoming you home.

Best regards

William H. Edwards, Jr.
Vice President, Hilton Hotels Corporation
and General Manager

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October 4, 2001

Dear NCURA Members:

Now that Reagan National Airport is back in business, I hope you can all make it to D.C. for the convention on November 12th. There’s no better time of year in Washington, and no better way to show our patriotism and stand up for our principles. Hope to see you then.

George Stephanopoulos

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See page 22 for additional information about the annual meeting!
Like many of you who work in a university sponsored programs office, I often stumbled when trying to respond to the question, “what does a research administrator do?” Or, “what educational background and training do you need to be a research administrator”? My response usually was something about helping scientists get money for research, and dealing with all the strings attached to the money by the federal government and other sponsors. A business background is helpful, but then again knowledge of the research process never hurts, along with a healthy respect for and wariness of government bureaucracy. A good sense of humor invaluable. Anything more than cursory scientific and technical knowledge, however, was nice to have but not necessary.

Nowadays, however, paraphrasing an automobile commercial, “this ain’t your father’s research administration”. Within the past two years, it seems like we have all had a crash course in complex subjects that require at least a moderate level of understanding in order to do our jobs effectively. And most of that has to be done on your own time with any resource you can find. The range is amazing - biology, genetics, chemistry for stem cell issues, physics, engineering, and their relationship to militarily significant equipment for export controls, and law and ethics for issues such as protection of human research participants, conflicts of interest, and individual privacy protections. It’s fascinating and certainly makes the job more interesting, but the chance for errors if you try to go it alone have increased markedly. But as most of you know, that’s where the strength of the profession lies. There is always help to be found, informally through colleagues of long standing at other institutions and formally through associations like NCURA. I look forward to seeing many of you at the national meeting.

After the Events of September 11th

Since this is supposed to be a “Capitol View”, I thought I should say something about the unfathomable events of September 11. We were all struck dumb by what was happening right before our eyes - it couldn’t be real, and yet there it was. The hours and days immediately following gave us a new respect for New Yorkers in general and the city’s mayor in particular. And to see the actions of the police and firefighters was to bear witness to the epitome of superheroes- who, to our utter sadness, proved all too human when the towers crumbled. Much has been written, and deservedly so, about the resilience of the people of New York City and their determination to go on with their lives and rebuild lower Manhattan. Less has been said about the aftermath in our nation’s capitol. But several things are worth considering about Washington, DC.

In addition to the monuments, White House, Capitol, Supreme Court, Smithsonian museums, and other popular sightseeing attractions, there are almost a half million living, breathing, hard-working, family-raising, people who inhabit the city - a fact that many visitors find very surprising. As our leaders discuss new security measures, not just at airports but also in other aspects of our lives, and the possible reduction of some of our civil liberties, Washingtonians can provide a lesson. For to live in DC is to subject routinely to heightened security that, up to now, is not experienced in other US cities. Caravans of police, secret service, and other emergency vehicles frequently interrupt traffic to shuttle the President or other high official to parts unknown. Streets that the day before were open to pedestrians and traffic are suddenly cordoned off for some unspoken security purpose. Showing proper ID and signing in for access to almost any secured building has always been the norm, along with the inspection of any bag or case. As the capitol of the last superpower, we have lived for some time with a certain level of inconvenience and concern that comes with the extraordinary benefits of living in this great city.

So maybe that explains the reaction here in the aftermath of the attacks. Mourning, to be sure, and a reaching out to family and religion for comfort, but also a quiet return to life’s routine and a willingness to accept a certain amount of limits on our personal freedom. Many are saying that things will never be the same in our country, and that may be true. But it helps to remember what the French historian Alexis de Tocqueville said over 150 years ago after his study of American democracy:

“America has been proved, by many crucial tests, to be a government of liberty regulated by law, with such results in the development of strength, in population, wealth, and military and commercial power, as no age had ever witnessed.”

Tony DeCrappeo serves as the Associate Director for the Council on Governmental Relations
The University of Cincinnati (UC) has participated in NCURA’s live satellite broadcast subscription series for over two years. Our first telecast was “Straight Talk: A Primer on Award Administration” in April 1999. Since that first telecast, the chosen location, audience participation, institutional commitment and quality of food have drastically improved. We’ve come a long way! Let me share with you our evolution.

An announcement of the training session is typically sent to central administrative staff, departmental business administrators, faculty (if issues presented are relevant) and affiliated institutional staff (i.e., Children’s Hospital) requesting reservations. Typically 50 – 55 individuals reserve a spot.

**How do the institutional experts prepare for the training session?**

- Copies of the pre-recorded NCURA tapes are distributed to presenters. The presenters view the tape and identify footage that needs to be emphasized. Any additional slides or reference materials are gathered and included with the NCURA materials distributed to the attendees. Often UC policies or procedures are included in the additional reference materials. The team of presenters then meet to brainstorm creative ways to sustain attention, foster communication and encourage good stewardship.

- Role playing and role reversal are successful outcomes of our brainstorming sessions. These methods provide a platform for reinforcing good stewardship and keeping the participants awake.

**What have we learned?** Our participants have provided constructive criticism, which has helped us refine the program.

- One business administrator wrote, “I suggest we start earlier so we can see all the video. Many attendants are new and need to hear the questions, even the minor ones.” Another commented, “Not enough time has been allotted. It would be better as an all day session.” Several others had similar comments on the length of the session. So we increased the hours from five and half to seven (this includes an hour for lunch).

- “Breaking to answer questions or issues specific to UC policies and procedures is much more useful than just watching the live program”, another individual wrote. Similar comments said, “This format is so much better because we can relate the information directly to UC and have more time for questions and discussion from the UC audience”, and “I especially liked the presenters reviewing the tape ahead of time and the inclusion of additional handouts and observations”, along with many others on this same issue which support the effectiveness of the format change.

- Role-playing was also valuable. One individual said, “I loved the new interactive format with our Assistant Controller and Sponsored Program Accounting. This is a great first step to resolving issues”. Another comment reads, “Role-playing was great and yielded benefits of mutual understanding.”

I won’t bore you with additional evaluation comments, but you see how UC has come a long way in providing quality training to staff and faculty. One additional big lesson we have learned is “if you feed them well, they will come!”

Deborah Galloway is the Chair-elect of Region IV and serves as the Director, Office of Sponsored Programs at the University of Cincinnati.
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| September 6, 2001 | 11:30 am-3:30 pm, Eastern Time | **What Department Administrators Need to Know About Compliance**  
Department Administrators are at the front lines of research administration, and are the focus for communication between research and the central administration. Central administration implements regulatory requirements, but it is often the department administrator who must translate and impose those requirements on faculty.  
Join our panel of department and central administrators for an in-depth exploration of what department administrators need to know about the increasingly complicated environment of research compliance, and a discussion of some strategies for success.  
**Faculty:**  
Carol Quintana, Associate Director, Arts and Sciences Research Center, University of California-Berkeley; Anita Joplin, Chief of Staff, Vice Chancellor for Research, University of California-Berkeley; Greg Kosi, Director, Office for Human Research Protections, DHHS; Marianne Rinaldo Woods, Assistant Vice President, Grant & Contract Services, University of Texas at Arlington |
| March 19, 2002   | 11:30 am-3:30 pm, Eastern Time | **From a Culture of Compliance to a Culture of Concern: Building a Compliance Education Program That Works**  
This program is presented by NACUA in cooperation with the National Association of College and University Attorneys (NACUA).  
Regulatory actions and compliance audits are important tools for enforcing minimum standards of behavior on sometimes-obdurate grantees and investigators. In the long run, however, creating a culture of concern in our institutions will do more to foster better stewardship and a greater sense of care for humans and animals in our research, for the environment, and for the health and safety of our students, staff, and faculty. Just making rules, creating policies and procedures, and policing the actions of investigators are ultimately ineffective gestures, if we have not instilled a deep sense of commitment to the common good in our research community.  
But how do we move from a culture of compliance to a culture of concern and caring?  
Education is the key!  
This videoconference will explore the following important questions:  
• Why do we need a compliance program and what are the most critical compliance issues facing us today?  
• What are the goals of a unified institutional compliance program?  
• Why must the overall compliance program contain an educational component?  
• What do I need to know about compliance - if I am in a department, part of a central administration office, a faculty member, a senior executive?  
• How do we build a compliance curriculum?  
• Who should be trained?  
• How should we train them?  
• And how do we get people to take the training seriously and really care about their responsibilities?  
The conference will present input from university research administrators, federal relations experts, compliance specialists, and government officials. Information will be presented in the format of a lively discussion, with many opportunities for interaction with conference participants.  
**Moderators:**  
Richard Seligman, Director of Sponsored Research, California Institute of Technology and Robert Killoran, Assistant Vice President for Research, The Pennsylvania State University  
**Panelists:**  
Kathleen S. Irwin, Senior University Legal Counsel, University of Wisconsin-Madison; Kim Moreland, Director, Grant and Contract Administration, Fred Hutchinson Cancer Research Center; Greg Koski, Director, Office for Human Research Protections, DHHS; Chris Paszal, Director, Office of Research Integrity, DHHS |
| May 14, 2002    | 11:30 am-3:30 pm, Eastern Time | **The True Costs of Compliance and Why We Must Invest**  
Join John Fini, Financial Director, Research Management at Massachusetts General Hospital and Michael Amey, Assistant Dean for Research Administration, School of Medicine at the Johns Hopkins University for a wide-ranging discussion of the obvious --- and the hidden --- costs of compliance and non-compliance.  
The panel, which will include federal agency representatives, will give research administrators, and senior officials, a realistic view of the true costs of research compliance, and provide some real world advice and suggestions for meeting requirements during a time of budgetary constraints and competing needs within the overall research enterprise.  
**Moderators:**  
John Fini, Financial Director, Research Management at Massachusetts General Hospital; Michael Amey, Assistant Dean for Research Administration, School of Medicine at the Johns Hopkins University;  
**Panelists:**  
Jimmy Charney, Policy Analyst, OMB; Greg Koski, Director, Office for Human Research Protections, DHHS; Betty A. Farbman, Director of Grants and Sponsored Research, St. John’s University; Deborah Galloway, Director, Office of Sponsored Programs, University of Cincinnati; Chris Paszal, Director, Office of Research Integrity, DHHS |
The cost of the full series (all four workshops) is $2,800.00 per campus. To purchase a “ticket” to an individual session the cost is $950.00 per campus. All Video Conferences will be aired from 11:30 am - 3:30 pm, Eastern Time. NCURA will transmit a test signal one hour (10:30 - 11:30 am, Eastern Time) prior to air time!

Live: Those institutions that choose the live presentation will receive the handout information, satellite coordinates to receive the show live on their campus, a toll-free telephone number to call in their questions on the day of the broadcast, and a license to tape the shows for future on-campus training.

Tape: Those who select the tape option will receive handout information when they receive their copy of the tape.

CONTACT NAME

TITLE

INSTITUTION

ADDRESS

CITY __________________________ STATE _______ ZIP _______

PHONE ______________________ FAX __________________

E-MAIL ______________________ WEB SITE __________________

A check, purchase order or credit card information must accompany registration form. For credit card payments, please complete the information below. Registrations received without payment or purchase order will not be processed. Please make check payable in U.S. currency to NCURA and send payment and registration to NCURA, One Dupont Circle, NW, Suite 220, Washington, D.C. 20036.

Full subscription 2001-2002 Series
(9/6/01; 1/15/02; 3/19/02; 5/14/02)

Live: $2,800.00
Tape: $2,800.00

What Dept. Administrators Need to Know About Compliance Issues (Aired on Sept. 6, 2001)
Live: $950.00
Tape: $950.00

Compliance Issues for Clinical Trials (Jan. 15, 2002)
Live: $950.00
Tape: $950.00

Building a Compliance Education Program that Works (March 19, 2002)
Live: $950.00
Tape: $950.00

The True Costs of Compliance and Why We Must Invest (May 14, 2002)
Live: $950.00
Tape: $950.00

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CANCELLATIONS: Notification of cancellation must be received in writing no later than 14 business days prior to each telecast and are subject to a $50 cancellation fee. Cancellations received after the deadline will not be refunded. You must receive confirmation from NCURA to receive a refund.
ONR’s Admin Web and NCURA’s Role in Defining the Federal Commons

by Stephen Dowdy

Letter TO THE EDITORS

I was happy to see NCURA’s article “ONR Introduces AdminWeb” in the July/August issue. I think NCURA has an important role in keeping the research community apprised of the initiatives being designed, developed and tested as well as those systems that are currently deployed. MIT actively participates in many of the design efforts, acceptance testing, initial pilots and subsequent production systems being brandished around the Federal government. Unfortunately, I must continue to use the word “systems” rather than “system”.

The Office of Naval Research (ONR) continues to be one of eRA’s biggest proponents and is actively engaged in ensuring the success in meeting the requirements of P.L. 106-107, in working with NCURA and the Federal Demonstration Partnership (FDP) to ensure the university community’s voice is heard, and in taking a leadership role within the Research and Related (R&R) and Federal Commons subcommittees of the Inter-Agency Electronic Grants Committee (IAEGC). I must admit, however, that I have mixed opinions on our attempt to keep up with the rapidly changing many faces of the government and the mixed messages we continue to receive from our Federal sponsors.

My first thought is that I must continue to participate with the hope that the system developed and subsequently deployed meets some of the research community’s initial concerns and minimum functional requirements. On the other hand, continuing to assist with the development of the many faces to the government only dilutes our position that we must have one face to the government, even at the expense of one agency’s desire to automate particular business functions.

While I understand that ONR can link web pages to their various systems, I find that learning three new application names (AdminWeb, PayWeb and AwardWeb), in itself, sends a mixed message. These systems clearly have different business processes associated with them. But can we bundle them into “ONR e-Business” thus giving the impression that we will soon have one face to ONR instead of three systems?

Regrettably, ONR acknowledged that agencies supported by them (NASA, ARO, AFOSR, etc.) are unable to access the system although they indicate a future version will allow you to submit final reports where ONR has administering authority. Why must we submit to ONR via AwardWeb and then send paper copies to the other sponsors? Once the information is in a federal computer system, the government should provide whatever access is required to other agencies to access the information and should not continue to add new burdens by having institutions submit reports to multiple agencies in multiple formats. Why can’t other agency program officials be given access to ONR’s system? If the other agencies aren’t ready or refuse to use ONR’s system, perhaps ONR should mail them their paper copies. Otherwise, the government is once again externalizing the expense of one agency’s desire to automate particular business functions.

I realize that ONR cannot force these other agencies to participate. ONR can only hope to create a better mousetrap before we see other systems imposed on us. The clearer message would have been that ONR-administered programs have one face and would place the burden on the other agencies to move more rapidly to fulfill their requirements under P.L. 106-107 by modifying any internal processes and systems to interface with ONR’s efforts.

ONR sent another mixed message by stating, “Negative Patent reports… can be submitted…. Future capabilities will include an interface with the Federal Commons’ Edison website for submission of positive patent reports.” Why can’t ONR instruct its program officials to log into NIH’s Edison? Many agencies already use NIH’s Edison and ONR could have sent a clear message by stating that ONR now uses NIH’s Edison (presumably the prototype for the Federal Commons’ Edison system) instead of announcing a second face to the government for patent reporting.

Even though I find some mixed messages in ONR’s actions, all-in-all ONR is moving quickly in the right direction. Unlike some agencies, ONR is not only talking-the-talk, they are beginning to walk-the-talk and in some areas have defined the dance. How, then, can the research community better influence what the final dance will be?

First, NCURA needs to strengthen its relationship with the FDP. Many of our sponsors approach the FDP for initial pilots and testing. The existing eRA committee within the FDP is attempting to test, pilot and provide feedback to the numerous systems now being proposed. NCURA has a large membership base that can be pooled to provide the much-needed resources for adequate testing and customer feedback to our Federal partners. Another of NCURA’s strengths is its ability to communicate with and have dialogue with the research community. We should be making better use of the complementary strengths and missions of the two organizations.

Equally important, NCURA should establish working groups to consolidate multiple system functionality. In effect, help define the best of breed within the government. The National Science Foundation (NSF) and ONR now have final technical reports being submitted via the web. What is good about NSF? What is bad? What is good and bad about ONR’s approach? These working groups would help establish standards and begin the initial data collection on the required information from the various agencies. Then, using its affiliate membership into the FDP, NCURA could assist FDP in finalizing those requirements and would use FDP’s access to the resources of the Logistic Management Institute’s personnel to begin to create the standard that will subsequently be applied across the government with achieving the requirements of P.L. 106-107 as its operating goal.

NCURA and the FDP would then send a clear message to the government as to which system should be used as the basis of the Federal Commons. If we think ONR’s approach is the best to final technical reporting, then we should insist that AdminWeb is the prototype, or pilot, or best-of-breed for the Federal Commons. Other agencies must then work within the existing P.L. 106-107 subcommittees within the government to initiate any changes required to achieve their own integration with the selected, best-of-breed system to meet the requirements of the law.

The Federal Commons subcommittee has scarce resources to achieve all the ambitious tasks that are required to achieve eRA. Having each agency developing pieces (NIH for Edison, NSF for web form application submission, ONR for technical reports – if those are the chosen systems) would send a clear message to the research community that the agencies are, in fact, working together on common solutions rather than allowing individual agencies to continue to roll-out systems in the hopes that their system will be adopted by the Federal Commons. Agencies continue to argue they will be compatible with the Federal Commons. How can they say they will be compatible with the Federal Commons when we haven’t defined what the Federal Commons is? Let’s start defining which system is the Federal Commons and move on.

Stephen Dowdy is the Assistant Director, Office of Sponsored Programs at the Massachusetts Institute of Technology.

Note: The information contained in the editorial section reflects the opinions of the contributor and not necessarily that of the editors or NCURA.
REGION I
New England

The Labor Day weekend is behind us now and a sure sign that Fall is approaching, the changing of the leaves has begun in earnest. We began the summer flush from our successful meeting and great time in Burlington, Vermont. Vivian Holmes and Louise Griffin, Co-Chairs of the meeting and their Program Committee put on a great show with solid workshops and interesting sessions. The dinner cruise on Lake Champlain was the crowning point, however, the heat spell during the meeting (90 degrees plus) gave it competition. We are now already planning our meeting for next year. The dates have been set – mark April 28 – May 1, 2002 on your calendar. Our site will be the Newport Marriott in Newport, R.I. How about having dinner, cocktails and dance at one of the Newport mansions or martinis on their veranda. Your Program Committee, Co-Chaired by Ben Prince and Bill Corbett has been very busy, so watch for details.

Our 2001-2002 RADG season is soon to begin. Our first meeting of the season, October 18, will be at the John Hancock Conference Center. Our speaker for our first session will be Gary Thompson, Associate Dean for Compliance, H M S. In addition, Melody Lin, Acting Director of OHRP has agreed to visit us and speak at our January meeting. Future RADG dates are December 12, 2001; January 23, March 13, 2002; and May 30, 2002. Be sure to mark these dates on your calendar.

The 43rd Annual Meeting will be requested at a later date. The meeting hospitality committee will put out a call for volunteers to help at the meeting. This is a great opportunity to get more involved in NCURA activities in a group atmosphere. I will send out information about these opportunities via the Region I ListServ as soon as the hospitality committee contacts me.

We will be providing travel awards to the Annual meeting in Washington, D.C. again this year. Two awards up to $1000 each will be provided through Region I’s Bernard McLane Travel Award program. Information about the award and nomination form will be posted on the Region I website and announced via the Region I ListServ.

Finally, as you know Region I has openings this year in its leadership. We are in need of a Chair, Treasurer, and Region I Representative on the National Board of Directors. The Nominating Committee, chaired by Steven Bernstein, sent out a request for nominations and we are hoping to have the slate finalized and ready for electronic voting soon. It is expected that the voting will be done no later than October 15 to allow for an announcement of winners at the Region I Business Meeting at the Annual meeting.

I look forward to seeing you all at the upcoming RADG meetings and the Annual meeting.

Bill Corbett is the Region I Chair and serves as the Director of Research Administration, Dana-Farber Cancer Institute.

REGION II
Mid-Atlantic

Region II wants all of NCURA to know that despite current events, we are pushing forward in our work, looking forward to seeing each other in November at the National Meeting, and planning for our annual Spring Meeting. A web site should be available soon for the Spring Meeting, which will be held from April 20 to 23 in lovely Ithaca, New York. Our host institution will be Cornell University. For those of you who have never visited Ithaca, you will be delighted to get to know this magnificent part of New York State. Make sure to contact Charlie Kaars, Program Chair at kaarsresearch.buffalo.edu if you have ideas for sessions.

For November, we are looking for volunteers to work in the hospitality suite, so please contact me at bettyregion2@aol.com if you are interested. We are planning to staff the suite during at least part of the day so that all of our local commuters can have a place to relax, and we need several volunteer hosts.

Thanks to all of you who have sent responses to my email blast to our regional membership. It reinforces the notion of our Region as a community within our larger organization.

Betty Farbman is the Chair of Region II and serves as the Director, Office of Grants and Sponsored Research, St. John’s University.

REGION III
Southeast

That “Beachin’ Region,” Region III, is gearing up for the national meeting. Always active NCURA members, they are busy arranging the New Mexico members’ sessions. All regional officers are invited to join the sessions and be introduced to their new members.

Region III is also planning the spring joint meeting with Region V at the St. Anthony’s Hotel in San Antonio, TX. This site is well located for shopping and eating along the famed Riverwalk and the River Center Mall. Please make plans to join us.

The Site Selection Committee has selected the Sandestin Resort, a beautiful property along the white sandy beaches of the Emerald Coast, near Ft. Walton Beach, FL for the Spring 2003 regional meeting. A new hotel-conference center-shopping village will be completed in January 2003 to accommodate the meeting. The current Site Selection Committee has some wonderful sites for 2004 for the membership to consider at the November business meeting. Be sure you attend the business meeting to cast your vote.

Bonnie Smith, Chair of the Membership Committee, has requested nominations for new members for the travel award of $500 to the national meeting. This is a great opportunity for new administrators to get acquainted with NCURA and take advantage of all of the experience and expertise available through our organization. Be sure to send in your nomination soon! Travel award nominations for the regional meeting will be requested at a later date.

Rosemary Ruff is the Associate Director, Office of Review and Compliance, Auburn University.

REGION IV
Mid-America

The Region IV Board of Directors held its annual summer meeting August 27, 2001 in St. Louis, MO. Chairs for each of our standing committees were identified:
Site Selection Committee  
Susan Toler, Loyola University of Chicago

Awards Committee  
Glenda Luecke, Washington University

Membership Committee  
Mary Laura Farnham, University of Nebraska at Omaha

Communications Committee  
Deborah Vetter, University of Nebraska Medical Center

Nominations Committee  
Katherine Diaz Taggart, Creighton University

Program Committee  
Deborah Galloway, University of Cincinnati

A significant portion of our discussions centered on what we are doing to attract and then retain new members. Are we doing enough? Are there other things we could and should be doing? Woven into these conversations were discussions about retaining our current members. Are members satisfied with the level of service and opportunities for professional development currently being provided? It seemed to be the consensus of the board that we may be missing opportunities to better serve our members. An integral part of this discussion was determining how to identify the services our members desire and once they've been identified how to provide them.

Once a task has been identified Region IV has always had many people willing to work tirelessly to get the job done. So in this case the "how to provide" issue seems less of a concern. The real challenge is identifying the needs. The Board has ideas, but we'd like to hear from the members. Do you have ideas about services we can provide? Do you have needs that are not being met? What would help you in your current position or help you advance your career? If you have thoughts, comments, questions or concerns, we'd like to hear from you so please contact me or another board member. Stay tuned for more details!

The agenda for the Board meeting reserved the entire afternoon for the Program Committee. Our Spring Meeting is scheduled for April 27-30, 2002 in Madison, Wisconsin. Program Committee Chair Debi Galloway announced the major theme of this year’s meeting will be “Ethics in Research”. Debi and her committee are already hard at work creating a program sure to be of interest to everyone. If you have ideas for sessions or would like to help, I'm sure she would welcome a call. We hope to see you in Madison so make plans now!

The Region IV Board of Directors continues working to develop our organization so it meets the professional development needs of our members now and in the future. We'd like your input identifying these needs. Please let us hear from you. See you in DC!

Jim M aus is the Region IV Chair and serves as a Division Administrator, Division of Radiation and Cancer Biology, Department of Radiation Oncology, Washington University School of Medicine

REGION V  
Southwestern

JoAn Howeth, Vice Chair of Region V, is looking for volunteers who would like to present a session at our next regional meeting (May 5-8, 2002 in San Antonio). Contact one of the following program committee members according to the area of interest of your topic. Debbie Newton (pre-award issues), Jan Fox (post-award issues), Mary Spijkerman (medical issues) and JoAn Howeth (general issues).

Job opportunities in research administration are now posted on the regional web site [http://research.utmb.edu/ncura](http://research.utmb.edu/ncura).

First time attendees at the national meeting in November will have the opportunity to participate in an on-going mentoring program with a more experienced research administrator from Region V. Those who would be willing to serve as a mentor should indicate their interest to the region chair, Sondra Fesrti.

Sondra Fersli is Chair of Region V and Associate Dean for Research, Texas Woman's University.

REGION VI  
Western

The tragic events of September 11th have shocked and saddened all of us in Region VI, as they have all Americans. Our thoughts and prayers go to the victims, families, rescue workers, medical personnel, leaders, and all involved. It will take us some time to adjust to this new situation. But we can rest assured that America is up to the challenge. We will rebound, rebuild, and continue to move forward. In that spirit we look forward to seeing all our colleagues at the annual meeting in November.

The Nominating Committee, chaired by Vincent Oragwam, California State University-Bakersfield, has submitted a list of outstanding colleagues for our regional officers. This year we will select a Chair-elect, a Secretary/Treasurer-elect, and a member of the Regional Advisory Committee. Thanks to all who accepted the call to volunteer by agreeing to stand for office. Notice of the electronic ballot has been sent to all members of our region. Results will be posted on our web site in late October and will be announced at our region’s business meeting in November. Those elected will take office on January 1st. A special thanks for all their hard work to the members of the Nominating Committee – Gary Chaffins, University of Oregon; Barry Dorfman, California State University-Los Angeles; and Geri Walker, Western Washington University.

The Call for Travel Awards Nomination has gone out for the National Meeting. The Travel Awards Committee, again chaired by Lucy Molina, California Institute of Technology, will be reviewing the applications. Applications are due by October 12th. Travel awards will be given to two members from our region who have not had the opportunity to attend an annual meeting. They will receive a $600 award to help defray their expenses to Washington, DC for this year’s N CURA meeting.

We look forward to seeing as many of you as possible in November. We will again be jointly hosting a hospitality suite with Region VII. Plan to stop by to greet old friends, make new friends, and network with one and all. Our region’s business meeting is scheduled for Tuesday afternoon, November 13th from 3:45 to 5:00. Please plan to attend. Pat Hawk will have lots of new information for our spring meeting (April 14th through 17th) at the Keauhou Beach Resort in Kailua-Kona.

Dan Nordquist is Region VI Chair and serves as the Interim Director, Office of Grant and Research Development, Washington State University.

REGION VII  
Rocky Mountain

I encourage you to plan to attend the National Meeting this November. If you have never attended a national meeting, I’m confident you will be pleasantly surprised at the level of professional development and collegial interaction. If you typically attend, I challenge you to make one change this year to modify your “usual” level of participation: For instance, if you don’t usually attend the Monday night dinner groups, do so this November. Or, if you typically limit your visit to your region’s hospitality suite, or -- heaven forbid! -- avoid it completely, this November make a point to go and introduce yourself to three new colleagues. If you seldom attend your regional business meeting, do so this year. If you never dance at the Tuesday night party, surprise yourself and do it anyway.

Like cooking, N CURA is a result of what we put into it. So add a dash of tabasco this year; your increased participation may very well result in surprising benefits.

I look forward to seeing you there!

Judy Fredenberg is the Region VII Chair and serves as the Executive Assistant to the Vice President for Research and Director of Federal Relations for the University of Montana.
Killoren Wins NCURA Vice Presidential Election

White, Wade, Webb and Sanders Also Elected

Robert A. Killoren, Jr., Assistant Vice President for Research at Pennsylvania State University has been elected Vice President/President-elect of the National Council of University Research Administrators. The current editor of NCURA's journal, Research Management Review, Bob has been a member since 1976 and has served NCURA in a number of ways over the past 25 years. Currently, serving on the Professional Development Committee, Bob has also chaired the Mid-Atlantic Region (II), served on the Board of Directors (formally known as the Executive Committee) and has taught numerous workshops both in person and on NCURA's live television broadcasts.

Killoren, who believes NCURA is a world class provider of continuing education, and is committed to maintaining excellence said, “I would set as my highest priority the continual improvement of NCURA's professional development mission—emphasizing the availability of training opportunities, the variety of delivery methods, and the depth of training experiences.”

Cynthia White, Director of the Research Office at Washington University in St. Louis, will fill the office of Secretary. White, a member for the past 14 years believes strongly in NCURA's strategic plan and can see how it, “reinforces and binds together the organization's multiple strengths and aspirations.” White said, "If I can be true to that plan and further its goals, nurture the commitment to member services and support the vision of superior professional development, I will serve NCURA well as an officer."

Currently a member of the Mid-America Region (IV), Cindy served as Chair of NCURA's Southeastern Region (III) while at Vanderbilt University and over the years has participated as Annual Meeting Workshop Coordinator, Chair of the Membership Committee, Member of the Board of Directors, ERA Program Committee, panelist and moderator at numerous NCURA conferences, and she is currently on this year's Annual Meeting Program Committee.

NCURA's Treasurer-elect is from our Southwestern Region (IV). Laura Wade is the Director of the Office of Sponsored Programs at the University of Texas Medical Branch at Galveston. Someone who has been actively involved in NCURA for a number of years, Wade has twice served her region as chair and as Secretary/Treasurer. She has served on NCURA's Financial Management Committee (formerly the Finance & Budget Committee) and has presented at numerous regional and national meetings. She will spend the next year working with current Treasurer, Bonny Boice and then begin her term of office as Treasurer on January 1, 2003. Eager to assist regional treasurers, Laura said, “Of particular interest to me is the opportunity to work with the regional treasurers. Anyway the national organization can assist the regional leadership in managing their funds strengthens the organization at both the national and regional levels.” She has been a member for 13 years.

Pamela A. Webb of Northwestern University and Garrett R. Sanders of University at Albany, State University of New York will join the Board of Directors on January 1, 2002.

Webb, currently NCURA Secretary, has been proactive in a number of NCURA's electronic initiatives and in electronic research administration issues. A member since 1985, Webb was co-chair of NCURA's third ERA Conference. She has been a member of NCURA's Select Committee on ERA and currently chairs the Select Committee on Communication and Member Services. She has served as an Annual Meeting Workshop Faculty and has presented at numerous conferences, both national and regional.

Pamela believes the “next two years will be critical as NCURA strives to implement the changes it inaugurated during its restructuring and strategic planning processes. Great strides have been made over the last eighteen months in successfully launching the new governance model and articulating NCURA's future - one increasingly focused on community, the sharing of knowledge, and the expansion of specialized professional development training and education.” She also believes “It will be up to the 2002 Board of Directors and Officers to design an implementation strategy that will translate the vision into reality in such a way that the organization is strengthened and the objectives realized.”

Garry Sanders is Assistant Vice President for Research and Director of the Office of Sponsored Programs, University at Albany, SUNY. A member for over 14 years, Sanders has made contributions to NCURA in a number of ways including the Nominating & Leadership Development Committee in 1999 & 2000, Annual Meeting Program Committee, Publications Committee, Co-chair of a Mid-Atlantic Region (II) Conference, workshop faculty and conference panelist. He is the editor and a co-author of NCURA’s Clinical Trials: A Research Administration Handbook, and is serving currently on NCURA’s Neighborhood Advisory Committee.

Garry believes “inclusion and diversity in the membership” are “key priorities for NCURA” along with the “identification and nurturing of talented people to sustain NCURA in its regional and national settings.” According to Sanders, “Most of what I know about research administration, I learn through NCURA—through its meetings, publications, workshops, videoconferences, and increasingly through electronic discussions. At its core, NCURA is an organization that teaches the art, science, and know-how of research administration.”

The National Institutes of Health Commons Working Group is composed of research administrators from sixteen different research institutions. The Working Group was constituted to advise the NIH during the design and implementation of its Electronic Research Administration (ERA) Objective. The NIH ERA Objective is to convert the NIH application, initial peer review, secondary council review, award and post award administration process from a paper to an electronic process and to integrate the NIH ERA initiative with the Federal Commons. The NIH ERA initiative involves converting the following to an electronic medium:

- 200 million pages of paper
- 46,000 new or competing applications per year
- 3,166 study section meetings
- 80 Council meetings
- 60,000 Notices of Grant Awards
- Historical records dating from 1973 to present
- Reports and trend analysis

This year has been a year of staffing growth and training to build a NIH Commons infrastructure. Throughout this year of dramatic growth for the NIH, the Working Group has been assisting the NIH with planning the electronic submission of competing and noncompeting grant applications and the design of an electronic reporting system.

The SNAP applications have been redesigned and the requirement for electronic submission will change from a 2590 application to only the scientific progress report. The Working Group has recommended that E-SNAP progress reports be submitted 45 days prior to the start of the new year instead of the current 60 days. It was further recommended that the Principal Investigator have the ability to submit the progress report directly to the NIH with an informational copy to the authorized official at the grantee institution. The Principal Investigator would be required to submit scientific highlights and other significant changes in their E-SNAP progress report in the form of bullets. As recommended, E-SNAP would shift the burden of monitoring annual IRB and IACUC review on the grant instrument to the grantee institution. The grantee institution would be responsible for assuring that the approvals are in place before any funds are drawn for each grant and the authorized official would be required to certify that an annual list of continuing grants had received an appropriate IRB and/or IACUC review. A pilot system for E-SNAP submission is planned for late next year.

The design for the electronic submission of competing R01 applications will be initiated in November of this year. The Commons Working Group has also made recommendations to the NIH to establish an institutional hierarchy for access to the NIH database for pre-award and post-award reports and institutional and principal investigator profile information.

The NIH Commons Working Group would like your input. As we are planning this new system we invite you to send your comments directly to me at twilson@bcm.tmc.edu.

Thomas Wilson is the NCURA Representative on the NIH Commons Working Group, a member of the 2001 NCURA Board of Directors and serves as the Director of Sponsored Programs, Baylor College of Medicine.

Special thanks to Steve Smartt of Vanderbilt (far right) (2001 Faculty Team Leader), Christina Hansen and Pat Fitzgerald for a great “Fundamentals” series and for going out on the road “one more time!”

Thanks to the “Fundamentals” participants who traveled to New Orleans for the end of the year session, September 24-26. A special thanks to them for their good humor and...you will note how many followed faculty instruction to come to class in a relaxed manner by counting the number wearing the hotel’s leopard print bath robes!
With majestic glacier-capped mountains in the distance, a short drive to the Pacific Ocean, just blocks from a festive river-front park, next door to an outdoor performance theater and in the midst of a vibrant downtown, the Portland Hilton played host to the eRA VI Conference held August 16-18. The friendly atmosphere of Portland, Oregon and warm hospitality of the hotel staff only added to the success of the conference.

The creative Program Committee (Lois Brako, Denise Clark, Steve Dowdy, Sue Keehn, Dick Keogh, Candy Poolman, Danny Powell, Sarah Wasserman and Jon Peterson, with special help from Jerry Stuck) surveyed members prior to the conference using NCURA’s web-based software, then used survey results to develop core topics.

With a theme of “Stop Talking, Start Doing!”, the participants discussed standards the first full day of the conference, then covered solutions during the second day.

eRA VI convened the ‘First Ever All Conference Giant Roundtable’ preceding general break-out sessions. Led by facilitators who were specifically trained for their task during a special pre-conference training workshop, participants convened in small groups consisting of 8-10. Each group tackled an assigned topic dealing with electronic research administration. Because the topics were randomly assigned to each group, many of us initially felt uncomfortable with the topic. We quickly discovered that the point of the Roundtable was to learn how to network with others and to trust those more experienced to offer problem definitions and their solutions - a common skill required by eRA professionals.

Summary results from the ‘First Ever All Conference Giant Roundtable’ were used in many sessions that followed. Using their own experience to establish background and context for attendees, moderators and discussion leaders then drew participants in a general discussion of the session topic, often citing solutions from the Roundtable. In response to the electronic member survey, eRA VI also expanded lab offerings to three rooms scheduled concurrently during the conference.

Participants were also offered access to computers connected to the Internet to demonstrate software during Poster Sessions, or just to check in with their Email.

eRA VI is perhaps a milestone for the NCURA eRA conference series. The ‘electronic’ part of Research Administration is now such an integral part of our everyday challenge, it is an opportune time to consider changing the format.

Regina White, NCURA President led a discussion on the possibilities for change during the closing session. NCURA members are urged to communicate their future needs and ideas for the conference to the NCURA Executive Committee, or the Program Committee.

Nancy Wray and Ron Splittgerber are the Co-chairs of eRA VI. Nancy serves as the Senior Associate Director, Office of Grants and Contracts for Dartmouth College and Ron serves as the Director of Research Services for Colorado State University.
Mareda R. Weiss to Receive Award for Outstanding Achievement in Research Administration

NCURA’s highest honor will be awarded to Mareda R. Weiss, Associate Dean of the Graduate School and Director of Research and Sponsored Programs at the University of Wisconsin–Madison. The presentation will be made during NCURA’s 43rd Annual Meeting at the Monday Luncheon on November 12th, by David Ward, President of the American Council on Education (ACE), and Chancellor Emeritus of the University of Wisconsin–Madison.

Weiss has been a member of NCURA for almost as long as she has been in research administration – 37 years. She began her career in research administration at Madison in 1964 as Staff Accountant, Research Administration-Financial, and by 1966 was promoted to Accounting Supervisor. By 1972, she was already involved at the NCURA national level, serving as Chair of the Membership Committee and has been continually called on to serve in numerous capacities since that time. In 1977 she was appointed to both NCURA’s Professional Development Committee and a special Committee on Women and Minority Issues. She was elected Secretary/Treasurer in 1979 – before the office was split into two separate offices – and again, as Treasurer in 1998. Over the years, Mareda has participated on NCURA’s Financial Management Committee, and its predecessor, the Finance & Budget Committee on six different occasions as both a member and as a chair. She has been a member of both the “old” NCURA Executive Committee (where in 1998 she helped to restructure our governance system) and the “new” Board of Directors. She has chaired the Nominating Committee, presented at national conferences – too many to count – is currently on the Editorial Board for the NCURA/NACUBO publication, Guide to Managing Federal Grants and for three years, she flew around the country on NCURA’s behalf to teach new research administrators the Fundamentals of Sponsored Project Administration. In between service on the national level, Mareda served her colleagues in the Mid-America Region (IV) by serving as Chair in 1990 and serving as a panelist or moderator at numerous meetings. She received her region’s Distinguished Service Award in 1989.

Throughout her service on the regional and national levels, Mareda took time to mentor other research administrators. Julie Norris, Director of the Office of Sponsored Programs at MIT and the first recipient of the NCURA award says, “What do I see in Mareda the most? It comes down to her ability to mentor others in a positive and dynamic way, her sense of humor, her sense of inclusiveness and her thoughtful approach to doing what is right for NCURA.”

Of course, Mareda has served not just NCURA but the entire research community by giving her time and talent to others while serving on or chairing working committees for organizations such as the Council on Governmental Relations, the Federal Demonstration Partnership, and the Council on Graduate Schools. Former Vice Chancellor for Research and Dean of the Graduate School at Madison, Virginia Hinshaw said, “It is obvious that she was recognized early in her career as being quite exceptional because she earned that position (Associate Dean of the Graduate School) in an era when such opportunities – especially those with money – were quite limited for women! She continues to be viewed as exceptional, and now this appreciation includes both national and local arenas. Her national leadership gives our university an advantage in our relationships with national agencies, as well as other universities. Her credibility has become our credibility, and that is a real plus for us all.”

At Madison, Mareda has been described as the person who holds the key to the past and the future of the Graduate School. NCURA colleague Jamie Caldwell, Director of the Office of Research Services at the Stritch School of Medicine at Loyola University of Chicago and NCURA Board Member notes, “When I was appointed to serve on the newly formed Board of Directors in 1999, Mareda was appointed by the President, Nancy Wilkinson, to serve on the Board. It was reassuring to know that Mareda, with all of her knowledge and experience would be there to help guide NCURA through its next phase.” And, Julie Norris says, “When one thinks back upon how NCURA has grown and matured over the years, Mareda’s influence can be seen over the years.”

Regina White, current President of NCURA, has accepted the position of Director of the Office of Policy for Extramural Research Administration (OPERA), effective October 9, 2001. Regina was formerly the Director of the Office of Sponsored Programs at the University of Vermont.

Nancy Wilkinson, formerly Associate Vice President for Research at Emory University and Immediate Past President of NCURA, has taken the position of Assistant Vice Chancellor for Research at the University of Wisconsin at Madison. Nancy’s new position was effective October 1, 2001.

Mareda Weiss, also of the University of Wisconsin at Madison and recipient of the 2001 Outstanding Achievement Award, is planning on retiring on December 31, 2001. Mareda held the position of Associate Dean of the Graduate School.

Bruce Derr, ERA Project Manager at Emory University, has begun a new career as the Chief Information Systems Officer at AtheroGenics, Inc., in Atlanta, Georgia.

Julie Cole is leaving her position as Executive Director of the Division of Research Programs and Partnerships at Wake Forest University, and starting a new job in October as the Director of Sponsored Programs at the University of Florida, Institute of Food and Agricultural Sciences.

Happy Trails!!!!
Workshop 2001 (continued from the cover) our field and for folks who just want a “brush-up.” Other workshops take “the basics” one step farther. The new offerings exemplify NCURA’s on-going resolution to provide cutting-edge information. And then there’s the great slate of professional development opportunities to keep you on your toes in the office.

The National Institutes of Health On-Site Workshop is back! Once again participants get to spend a day at the NIH, Up Close and Personal in an interactive educational setting, meeting directly with key NIH officials, and touring selected areas of the Institutes.

For these “oldies, but goodies”, leave your poodle skirts and white buck shoes at home and come prepared to be amazed. Those nuts ‘n bolts workshops you’ve come to rely on are back — the primer and advanced Intellectual Property, Federal Grants and Contracts Overview, Cost Sharing on Sponsored Projects, The A, B, Cs of F&A, the Complete Compliance Workshop, Web Sites for Research Administration, and Pre-award Primer: What Goes into a Proposal.

Back by popular demand, and expanded, at your request……the FAR workshop has been increased to two half-day workshops providing both introductory and advanced sessions. A Medical IRB workshop has been added to compliment the repeated Social Science IRB: Regulation and Review workshop. The half-day Cradle to Grave workshop from 2000 has been replaced with two half-day fundamentals workshops: Pre-award Fundamentals and Post-award and Financial Fundamentals.

If you’re struggling with setting up and administering sub-awards a new workshop, “Now You are the Sponsor: The Basics of Proposing, Awarding and Administering Subawards” is ideal for you. Contract Law for Non-Lawyers has been added to help you negotiate the maze of contracting. In direct response to members requests we’ve added three “survival skills” workshops: Biosafety Survival Skills, Clinical Trials, and Sponsored Programs at Predominantly Undergraduate Institutions. The keys to unlocking the TITLE mysteries of the Department of Education will be addressed in Undergraduate Institutions. The half-day Cradle to Grave workshop from 2000 has been replaced with two half-day fundamentals workshops: Pre-award Fundamentals and Post-award and Financial Fundamentals.

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No conference would be complete without addressing our professional development needs. Learn the “ins-and-outs” of policy and procedure writing at “Writing Policy and Getting it Through the System.” Experience the wonders of Developing Teams or How Dorothy, the Tin Man, the Cowardly Lion and the Scarecrow Became a Team and Succeeded in Obtaining their Goals. Find out how to write it or say it right the first time by attending either Strengthening Managerial Writing, or Enhancing Customer Service and Job Performance through Training, Public Speaking & Professional Presentations.

As you can see, it’s your duty to stay “One Step Ahead” of the crowd by taking advantage of the NCURA Workshops 2001. Join us in Washington, D.C. on November 11th!

Jean Humphries is the Workshop 2001 Coordinator and serves as the Director of Research & Sponsored Projects, Arizona State University East.

FRA III: From Theory to Practice (continued from the cover)

beginning on Sunday and, approximately 18 concurrent sessions and 10 discussions groups. The workshops are still under active discussion, but will include workshops for both those in financial areas of central administration and those in departmental administration.

Following on the success of this past year, the conference will be organized around three tracks. The sessions for these tracks are now being finalized. The information provided below provides some of the sessions that will be included in the program.

The first track theme is compliance and will include sessions on Maintaining Compliance in an Electronic Environment, Effective Sponsored Program Training Programs, The Critical Role of Central and Departmental Administrators in Compliance, A Washington Update, The Cost of Compliance and Financial Compliance from the Federal Perspective.

The second track will focus on departmental administration and will include sessions on A-21 for Departmental Administrators, A-110 for Departmental Managers, What Departmental Managers do to Monitor Sponsored Program Expenses, Departmental Administration: How to be Everything to Everyone, and What Departmental Managers do to Financially Manage Clinical Trials.

The third track will be devoted to transactional issues and will include sessions on Cash Management, Space Surveys, Cost Sharing, Regional Variations in Negotiating F&A Rates, Departmental Administrators Discussion Group, and a Post-award Financial Management Discussion Group.

The preliminary program and registration information will be posted to the NCURA web site as details are finalized. Make plans now to escape from the cold for President’s weekend next February and join us for FRA III. Further questions contact NCURA or Jerry Fife, Program Chair (615)343-6658, jerry.g.fife@vanderbilt.edu

Jerry Fife is the Chair of FRAIII and serves as the Director, Contract & Grant Accounting, Vanderbilt University.

FRA III Program Committee

Jerry Fife (Chair) - Vanderbilt University
Scott Blackwood - University of North Carolina, Chapel Hill
Michelle Codd - Vanderbilt University
Mary Corcoran - Washington University
Tony DeCrappeo - COGR
Pat Fitzgerald - MIT
Scot Gudger - Oregon Health Sciences University
Joellen Harper - NIH
Ann Holmes - University of Maryland, College Park
Gunta Liders - University of Rochester
Phil Meyers - Western Kentucky University
Beth Mora - Harvard University
Pat Hawk - University of Oregon
Michelle Vazin - Vanderbilt University
Barbara Walsh - PricewaterhouseCoopers
Laura Yaeger - Arthur Andersen
Jane Youners - University of Texas Health Sciences Center at San Antonio
Neighborhoods Continue ILS
Look to Expand in 2002
by Jane Youngers and Joshua Lessin

In recent months the NCURA Neighborhoods have made some important strides toward establishing themselves as a primary resource for NCURA members. The Interactive Learning Series (ILS) debuted and is scheduled to sponsor two more online discussions before November 1, 2001, the Neighborhood website was upgraded and released, and the Neighborhoods are looking to expand by forming exploratory committees to begin work on the next three neighborhoods, Department Administration, Predominantly Undergraduate Institutions (PUI), and Compliance.

Interactive Learning Series
After a successful summer that included an overview of the National Science Foundation’s All-Electronic Signature Process and discussion on fostering communication between central and department offices, the Interactive Learning Series continues with three scheduled sessions in October to close out the 2001 season. The complete ILS calendar with topics and speakers is available online at http://www.ncura.edu/members/neighborhoods/ils.asp. For those who aren’t able to participate in the previous online discussion, sessions transcripts are available to members at http://www.ncura.edu/members/neighborhoods/ils.asp. The transcript will be posted one week after the event.

Neighborhood Website
On October 1, 2001, NCURA debuted the new Neighborhood website. The website, located at http://www.ncura.edu/members/neighborhoods/, is a member benefit and will require a user ID and password to access the information.

The new website offers additional resources and information in a more user-friendly format. The revamped front page offers users access to the Neighborhood Directory, a listing of the latest Interactive Learning Series (ILS) sessions, Neighborhood Resources, and the weekly Neighborhood Poll.

Neighborhood Expansion
The NCURA Neighborhoods have established exploratory committees to begin the framework for the next three NCURA Neighborhoods: Department Administration, Predominantly Undergraduate Institutions (PUI), and Compliance.

Each exploratory committee will establish goals for the neighborhood, determine the type of information and materials that need to be made available in the neighborhood, and begin to collect the information and materials. Exploratory committees serve for approximately thirty to forty-five days, until the full neighborhood committee can be established.

An official launch date for the next three neighborhoods has not been determined. After reviewing the successes of the exploratory committees, the Neighborhood Community Advisory Committee will make a determination as to when it would be most appropriate to launch the second collection of neighborhoods.

The success of the NCURA neighborhoods depends entirely on the community’s participation. We invite you to stroll on over to the Neighborhood website or chat over the fence during one of the ILS sessions. And, as always, any comments you have are welcomed.

Jane A. Youngers is the Chair of the Neighborhood Community Advisory Committee and serves as the Director of Grants Management, University of Texas Health Science Center at San Antonio. Joshua Lessin is NCURA’s Project Manager for the Neighborhoods.

www.ncura.edu/members/neighborhoods/ils.asp
www.ncura.edu/members/neighborhoods/
The **California Institute of Technology (Caltech)**, a private nonprofit educational and research facility located in Southern California, invites applications for an Associate Director of Sponsored Research. This position is a senior member of the management team for the Office and serves as second in command to the Director, Office of Sponsored Research.

The Associate Director has important management responsibilities for the day-to-day operations of the Office of Sponsored Research and, as well, for the performance of research administration functions at a senior level. The Associate Director functions as the Acting Director of Sponsored Research in the absence of the Director. This includes signing proposals and other contractual documents on behalf of Caltech, representing the Director at meetings with key administrators and faculty, and interacting with senior staff at funding agencies and other collaborating institutions. The Associate Director must be able to represent the concerns and functions of the Office of Sponsored Research internally within the Institute and externally with clients and collaborating institutions. The selected candidate must be thoroughly familiar with the sponsored research policies and practices of both Caltech and the principal sponsoring agencies of the federal government that support research at Caltech, e.g., NSF, NASA, NIH, DOE, and ONR.

Qualifications include a minimum of ten years in sponsored research administration at an institution of higher education plus a Bachelor’s degree or equivalent. A Masters degree is preferred. Thorough familiarity with fundamental federal regulations applicable to the conduct of research projects is required.

For specific position responsibilities and qualifications, please visit: [http://cit.hr.caltech.edu/jobs-html/jobs-2001/BUS_3468.htm](http://cit.hr.caltech.edu/jobs-html/jobs-2001/BUS_3468.htm)

Caltech offers a competitive salary, commensurate with qualifications and experience, as well as an excellent benefits package.

Please submit a cover letter and resume referencing Job Code BUS_3468 to jobs@hr.caltech.edu or mail to Caltech Employment 1200 E. California (MC 153-84), Pasadena, CA 91125.

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We seek to fill a full-time permanent non-tenure faculty Director position with broad functional and supervisory responsibilities to manage the Office of Grant and Research Development. http://www.ogrd.wsu.edu/, The Director reports to the Vice Provost for Research. This position is responsible for assisting the University’s faculty, staff, graduate students, and administrators in outreach, and development; proposal and award activities; and university compliance for federally-mandated assurances for sponsored research.

Qualifications: For minimum and desired qualifications and additional details, see http://www.chr.wsu.edu/vacancies.asp

To Apply: Please send/fax/email a cover letter addressing your qualifications; resume; and names, addresses and telephone numbers of at least three professional references to: James Krueger, Chair, Search Committee, Office of Vice Provost for Research, Washington State University, P.O. Box 641033, Pullman, WA 99164-1033; fax-(509) 335-1949, or jokita@wsu.edu. Screening of applications will begin October 21, 2001 and will continue until the position is filled. The anticipated starting date for the position is January 2, 2002.

Washington State University is an EO/AA educator and employer.

The Assistant/Associate Provost provides high-level support to the Provost and Associate Provosts by organizing and analyzing all types of information, including matters of budget, planning, and policy. The successful candidate will draft memoranda and reports and will design and carry out special projects within the Provost’s areas of responsibility. He or she will be responsible for coordinating the Provost’s institutional research requests. In addition, she or he will coordinate matters involving computing for the Office of the Provost, including providing software support and designing and maintaining the office Web site.

The successful applicant will have strong analytical skills and experience in policy development, planning, institutional research or academic administration. The candidate selected will have excellent oral and written communication skills, including the ability to present complex information to a variety of audiences. Experience with spreadsheets (Excel preferred), Web site development and maintenance, and electronic databases is required. Experience working in a high education environment is strongly preferred. Knowledge of Access and PowerPoint is desired.

A bachelor’s degree is required and an advanced degree is strongly preferred.

For full consideration, resumes must be received by October 26, 2001.

Princeton provides an exceptional benefits package. Interested candidates should apply online at: http://www.princeton.edu/hr/emp or send resume and salary requirements to: Human Resources, One New South/1918-NCURA, Princeton University, Princeton, NJ 08544-5264. No faxes, please.
COLUMBIA COLLEGE CHICAGO is searching for a General Counsel, who will report to the President and represent the College on institutional legal matters.

Responsibilities will include review of all significant policy and procedures statements and documents; contract review; approving and coordinating litigation with outside counsel and monitoring legislation applicable to colleges and universities.

A law degree from an ABA-accredited law school, membership in a state bar association, and eligibility to gain admission into the Illinois State Bar with admission to take place within twelve months of employment is essential.

The candidate should have five years full-time experience as a practicing attorney, including litigation, evidence of superior oral and written communication skills, as well as strong analytical and interpersonal skills. Experience in insurance, employment and labor law, intellectual property law and legislation applicable to colleges and universities, including federal and state statutes relating to grants, financial aid and student records is required. College/university experience is preferred.

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Equal Opportunity/Affirmative Action Employer M/F/D/V
DIRECTOR
OFFICE OF PROPOSAL DEVELOPMENT

UN C Charlotte seeks an experienced professional to direct the Office of Proposal Development. The Director will work closely with faculty and funding agencies to identify opportunities for proposal development, will facilitate the formation of proposal teams, and will provide a wide range of services to help faculty achieve their research goals with emphasis on the development of multidisciplinary projects. The Director will coordinate professional development opportunities for faculty and will serve as a mentor to faculty for project and proposal development. The Director will report to the Associate Provost for Research.

UN C Charlotte, the only doctoral-granting university in an exciting and dynamic urban region of 1.8 million people and the second-fastest growing city in the United States, has recently been designated by the UN C Board of Governors as research and doctoral intensive. Enrollment will grow from 18,000 to 25,000 students over the next decade as the University constructs a dozen new buildings; develops a new research campus; establishes the Metropolitan Studies Group to more effectively address the major educational, economic, and social needs of the greater Charlotte region; and aggressively focuses on the continuing development of its nationally and internationally recognized research programs. Its seven colleges (Arts and Sciences, Architecture, Business Administration, Education, Engineering, Information Technology, and Nursing and Health Professions) offer a rapidly expanding array of master's and doctoral degree programs, and its centers and institutes provide excellent facilities and relationships that stimulate research and collaboration with business, education, and industry.

The successful candidate will have exceptional interpersonal and motivational skills, strong writing and editing skills buttressed by a demonstrated track record of achievement in proposal development in an academic setting, the ability to assess individual faculty skills and strengths, familiarity with federal and private research funding, familiarity with diverse research methodologies, and vision and creativity for developing new directions in interdisciplinary research. The ability to earn faculty trust and respect are essential. A master's degree is required but a doctoral degree is preferred.

Applications, including a letter of interest that addresses the qualifications being sought, a curriculum vitae, and a list of four professional references with addresses and phone numbers should be sent to Proposal Development Search, Associate Provost for Research, 411 Reese Building, The University of North Carolina at Charlotte, 9201 University City Boulevard, Charlotte, NC 28223-0001. Interested applicants may request additional information from Stephen R. Mosier, Associate Provost for Research, at mosier@uncc.edu. The screening of applicants will begin on December 1 and continue until the position is filled.

UNC Charlotte is an affirmative action, equal opportunity employer.
DIRECTOR OF RESEARCH SERVICES
Post Award Administration

On behalf of California State University, Sacramento the CSUS Foundation is seeking a Director to plan and direct activities of post award administration for more than $22M of annual grants and contracts. The successful candidate will be a key member of the research leadership team and serve as a resource to faculty, administrators and principal investigators in the administration of sponsored agreements.

Qualifications include: BA/BS degree (masters degree preferred); exp. & background in administering grants, contracts, programs, & projects; substantial knowledge of funding agency policies, procedures, & regs regarding grants & contracts; demonstrated comprehensive sponsored research administration exp, w/ understanding of university research environment; thorough knowledge & exp. w/ OMB circulars A133, A110, A21, FAR & major federal funding agency guidelines; understanding of acctg principles & fiscal records development, maintenance, & reporting; knowledge of principles of budget development & maintenance; exp. supervising, training, & evaluation of employees.

The salary is competitive & commensurate w/ quals. F/T, exempt, benefited, position. Incl. PERS retirement & 24 days/yr vacation. Search will continue until an acceptable candidate is found. Review of applications will begin after 12/1/01.

Applicants should submit a cover letter, complete resume & the names, addresses, and phone numbers of at least three current references to:
CSUS Foundation, H R Dept.
Rm 300 (CSD 525), Bookstore Bldg.
6000 J St.
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Internet:  www.foundation.csus.edu.

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PLEASE MAIL ORDER TO:
NCURA, ONE DUPONT CIRCLE, NW, SUITE 220, WASHINGTON, DC 20036.
PLEASE ALLOW 4-6 WEEKS FOR DELIVERY.
Dear Friends:

Five weeks from now, NCURA will hold its 43rd Annual Meeting. Our panelists and moderators are polishing their presentations and Washington, DC, is ready to roll out the red carpet and welcome us home!

We have just updated our Annual Meeting Web Site at http://www.ncura.edu/meetings/43/. Please take a look and see the newly added items.

Reagan National Airport is open once again and we are happy to report that traveling from both Dulles International and BWI airports is an easy commute. You’ll find this information when you click on the Ground Transportation button and, click on the Travel To button for the latest on flights and airport information. We’ve also added Amtrak information that includes discounts for NCURA members.

Did you know that the Tony award-winning musical Rent is in town? Click on Fun Happenings for information on how to get tickets to this and other great shows - everything from the latest hot comic at the Improv to which jazz legend is playing at Blues Alley along with the newest exhibits at the Smithsonian.

While you’re out and about town, use the discount coupons in your registration packet for spots like The Fashion Centre. Discounts for NCURA members range from 10% all the way up to 50%. We are currently working with other local merchant associations so, watch the Annual Meeting page for additional discounts to be posted!

When you’ve finished shopping, stop by one of the restaurants listed when you click on What’s For Dinner. While you’re reading and trying to decide where to go, download one of the 10% discount coupons the managers of these fine dining establishments have put together, just for NCURA members, as their way of welcoming us home.

Welcome is the word of the day... please click on this button for welcome messages from Washington, DC Mayor Anthony Williams, Dave Barry, Hilton General Manager William Edwards, and George Stephanopoulos.

Of course, the most important button to click is... Annual Meeting Program. This year’s program is truly outstanding so, please make sure you’re with us to hear - first-hand - the latest developments and how they may affect your institution.

And, for a number of us, this is our once-a-year opportunity to see members of our NCURA family. Make plans in advance to meet or check the Regional Activities section and see what time your regional hospitality suite opens and then, meet there.

Whatever your reason - knowledge enhancement, networking, community, or all of the above - this is what the NCURA Annual Meeting is all about and has been for 43 years. Our registration numbers continue to exceed last year’s and hotel guest room space at the Hilton and our other locations is almost fully booked. If you need assistance making your hotel reservation, please don’t hesitate to call the NCURA office at (202) 466-3894.

We look forward to seeing you again and for the opportunity to join together, to learn, to share.

Sincerely,

Your NCURA Annual Meeting Program Committee Friends and Colleagues
The National Council of University Research Administrators (NCURA), founded in 1959, is an organization of individuals with professional interest in problems and policies relating to the administration of research, education and training activities at colleges and universities.

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The NCURA Newsletter accepts advertisements for products and services pertinent to university research administration. In addition, display advertisements (including those for position openings) only will be published. The minimum rate is $400. For additional information, please contact the NCURA office at:
• Phone: (202) 466-3894
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