President’s Focus
Areas of 2005
by Jerry Fife

As I began to write this article, I must admit a sense of relief. The annual meeting is over and thanks to the efforts of the program committee, NCURA staff, moderators, speakers and your attendance it was very successful with attendance exceeding 1,600.

In the next year I will have the honor of working with you as the President of NCURA. As I think about this it is only fitting that I discuss those areas where I plan to focus on in the coming year.

Volunteerism – NCURA is in the enviable position of having many volunteers to assist on committees, task forces, program committees and other NCURA activities on both the national and regional level. It is not only imperative that NCURA continue to develop and grow this base of volunteers but also that NCURA provides opportunities to those who volunteer. The Leadership Development Institute has provided one mechanism for our members to get involved with NCURA and to encourage volunteerism. Upon graduation it is critical that NCURA provides graduates with a role within the organization. The board has discussed the possibility of appointing a chair to foster and coordinate volunteers. I plan to continue to push for activities in this area.

Advocacy – NCURA’s charter recognizes a role that NCURA should have in advocacy. Advocacy can take many forms. Often research administrators equate advocacy to taking a position on a proposed policy or regulation. This may be a possibility for NCURA and would represent a new initiative. Advocacy can also consist of promoting best practice/process documents among our members. It can also take the form of public service announcements in support of research. During the next year, I plan to foster future thinking on this subject among the officers, board, staff and members.

Explore and Implement Methods to Maintain and Increase NCURA Collegiality – NCURA’s membership has grown to 5,000 and the annual meeting attendance is now over 1,600. It is critical that NCURA maintains its collegiality in order to meet the needs of its members. The task force on growth will be working on this issue and this will be a continued area of focus for the coming year.
Early Historical Context of Cost Sharing at NSF

NSF has a long and arduous history with regard to imposition of cost sharing requirements. The first Important Notice on cost sharing can be traced back to Important Notice No. 7, issued September 22, 1965. Prior to Important Notice No. 7, in accordance with statutory requirements, the Foundation limited overhead for research grants to a fixed percentage of indirect costs. This had the effect, in most cases, of assuring another type of institutional contribution to research projects receiving Foundation support. The Fiscal Year 1966 Appropriation Act, however, eliminated this approach, and in its place, included language that prohibited Federal agencies from paying any recipient of a grant for the conduct of a research project an amount equal to the entire cost of the project.

NSF’s cost sharing policy was revised shortly thereafter by Important Notice No. 11, dated January 24, 1966, which contained the Foundation’s first guidelines in establishing the “degree of cost sharing” appropriate in submission of proposals to NSF. This Important Notice imposed a mandatory faculty salary cost sharing requirement for educational institutions.

Four years later, on September 3, 1970, Important Notice No. 31 was issued. This notice revised NSF’s cost sharing policies by discontinuing the mandatory faculty salary requirement, and, in lieu of this requirement, imposing a requirement that on each Foundation supported project requiring cost sharing, educational institutions and nonprofit organizations must share in the costs on more than a “token participation” basis. “Token participation” was defined as one-percent of the total cost of the project. The one-percent cost sharing requirement remains in effect today.

Recent Cost Sharing Activity

In April 1999, the National Science and Technology Council (NSTC) released a report entitled, Renewing the Federal Government-University Research Partnership for the 21st Century. In this report, a set of operating principles intended to assist agencies, universities, individual investigators, and auditing and regulatory bodies in implementing the guiding principles were developed. One of these principles stated that “Agency Cost Sharing Policies and Practices Must Be Transparent... Agencies should be clear about their cost sharing policies and announce when and how cost sharing will figure in selection processes, including explicit information regarding the amount of cost sharing expected.”

On June 11, 1999, NSF issued Important Notice 124. This policy was consistent with the recommendations made in the above-mentioned NSTC report. Significant aspects of the policy included:

- NSF-required cost sharing is considered an eligibility criterion rather than a review criterion;
- Program solicitations will clearly state cost sharing requirements beyond the NSF 1% statutory requirement;
- NSF will require only statutory cost sharing for unsolicited research and education projects;
- Requirements for cost sharing may take into account the type of institution, institution size, level of other research support, population served, etc.; and,

- In budget negotiations, any reduction of 10% or more should be accompanied by a corresponding reduction in the scope of the project, unless the Program Officer, Principal Investigator, and Authorized Organizational Representative clearly agree that the project as proposed can be carried out at a lesser level of support from NSF with no expectation of any uncompensated institutional contribution beyond that formally reflected as cost sharing.

Since its issuance in 1999, the cost sharing policy continued to be widely discussed by the Community, as well as internally within the Foundation, and at meetings of the National Science Board (NSB). The results of these discussions indicated that the basic elements of the policy remained sound. The issues that surfaced since the policy’s issuance related more to implementation and enforcement. In January 2003, to help address these issues, as well as to offer additional implementation guidance, NSF issued Important Notice 128. This Important Notice incorporated the following changes:

- Clarified the 10% rule highlighted above to specify that when changes of 10% or more are made to the originally submitted budget, a corresponding reduction also should be made in the scope of the project;
- Revised proposal preparation guidelines to inform proposers to:  
  - not include cost sharing amounts on the cost sharing line (Line M) of the proposal budget for any unsolicited proposal;
  - not exceed the cost sharing level or amount specified in the solicitation; or,
  - not include statutory cost sharing on the cost sharing line of the proposal budget.

Concurrent with approval of this policy change, however, the NSB requested:

- Continued NSF attention to cost sharing;
- An analysis of program solicitations that contain limited indirect cost rate (ICR) recovery; (ICR was discussed at the 8/13/2003 Audit & Oversight meeting of the NSB and the committee concurred that no changes were necessary in this area); and
- A more robust review of cost sharing requirements as part of the NSF clearance process.

Cost sharing was most recently discussed at the NSB’s 382nd meeting on October 13-14th, 2004, when the Board was presented with an update that included the following considerations:

- Many small, baccalaureate, and minority-serving institutions have found it difficult to cover the costs of complying with cost sharing requirements, and therefore, may not be able to participate fully in NSF programs;
- Comments submitted as part of the National Science & Technology Council’s Subcommittee on Research Business Models emphasized that equity in cost reimbursement by Federal agencies is seen as important in order for the Federal/university partnership to succeed;
- Compliance mandates for universities and research institutions have increased substantially over the last ten years (e.g., Visas, HIPAA, Patriot Act, Export Controls, Select Agents, etc.) making it difficult for institutions to contribute cost sharing funds; and,
In consideration of the above, the National Science Board approved a revision to the existing cost-sharing policy to eliminate program-specific cost sharing and require only the existing statutory cost sharing requirement (1%). Even with issuance of this new policy, it should be noted that institution of the Foundation-wide cost sharing policy in 1999 (and the subsequent revisions to this policy) has significantly reduced both the number of dollars associated with cost sharing in NSF awards (see Exhibit 1), as well as the number of new program solicitations that required cost sharing (see Exhibit 2).

Given NSF’s 40-year history with cost sharing, it is not surprising that the Foundation, and its proposer community, were not instantaneously transformed with the Board’s decision. NSF is in the process of developing appropriate guidance on the new cost sharing policy, to include issuance of an Important Notice. This guidance is being drafted to respond to the full range of remaining issues in order to provide the most comprehensive set of implementation instructions possible for both internal and external use.

A Win-Win: The New NSF Policy on Cost Sharing

by Pat Fitzgerald

On October 14, 2004 the National Science Board, the governing body of the National Science Foundation (NSF), approved a change in NSF’s policy on cost sharing. The new policy eliminates program-cost sharing on solicited proposals. While institutions must still comply with the 1% statutory cost sharing requirement on all unsolicited NSF projects, cost sharing will no longer be a factor in the submission, or evaluation, of proposals submitted in response to NSF program announcements. I applaud NSF for this progressive policy change; it has the potential to significantly reduce the administration of NSF awards for both universities and the NSF.

More importantly, the new policy removes cost sharing as an eligibility criterion and reinforces the importance of scientific merit in the review and awarding process. By removing cost sharing requirements on most NSF programs, the playing field is leveled and institutions are no longer excluded from the competition for NSF awards because they cannot afford to meet the cost sharing requirements. This policy should result in the selection of the proposals with the highest scientific scores, which is a win-win situation for universities and the NSF.

The cost associated with the identification, tracking and reporting of cost sharing is not insignificant. At my institution, the Massachusetts Institute of Technology, (MIT), we have a policy on cost sharing and detailed procedures to track cost sharing commitments and expenditures. We require institutional approval for all research proposals that include a cost sharing commitment and proposals must be routed to the appropriate Institute Official for signature. We require the Principal Investigator to identify in the proposal the funding source for the committed cost sharing. The Office of Sponsored Programs then screens all proposals to ensure that we have identified all cost sharing commitments prior to submission to the sponsor. Once an award is made a process is initiated which computes the annual cost sharing requirement and moves the applicable funding from the source account into a companion (“child”) account of the research award. Cost sharing expenditures are recorded in the cost sharing account as they are incurred and these expenditures are thereby linked to the sponsored research award. Monitoring and reporting of actual cost sharing expenses continues through the life of the award. With the change in NSF policy, the extensive requirements associated with cost sharing should be eliminated on most NSF awards and the steps described above will be greatly simplified, and in some cases eliminated. This will result in a simplification of our processes and a reduction in administrative burden for both academic departments and central administration. This will also reduce the burden on NSF personnel, including the NSF Inspector General, which has spent considerable resources in recent years performing cost sharing audits.

While the NSF policy change significantly reduces the administrative burden for MIT, we will still be responsible for tracking cost sharing on NIH proposals and awards. The irony here is that NIH does not require cost sharing, yet we are forced to account for cost sharing on virtually every one of our NIH research awards because of Office of Management and Budget (OMB) policy. The fact that NIH proposals require a...
The report of the Department of Commerce Inspector General (IG) entitled Deemed Export Controls May Not Stop the Transfer of Sensitive Technology to Foreign Nationals in the U.S. (IGPE-16176) released in March 2004 contained recommendations that have heightened concerns and anxiety about what universities, especially research offices, should be doing to ensure adequate oversight for export controls compliance. Several sessions at the recent NCURA annual meeting focused on export controls and, in particular, examples of how some universities are addressing compliance. Increased research compliance requirements have already stretched institutional capacities beyond capabilities and funding availability making this an even more daunting challenge.

So what constitutes adequate oversight? First and foremost, an empowered official for export controls who is familiar with the regulations should be designated by the institution and information should be readily available on the research homepage. If that person is not an attorney, they need to have an ally who is, whether in the form of internal or external counsel. The empowered official needs to have a good general knowledge of National Security Decision Directive 189 (NSDD 189), the Department of Commerce’s Export Administration Regulations (EAR), the Department of State’s International Traffic in Arms Regulations (ITAR) and the sanctions imposed by the Office of Foreign Assets Controls (OFAC) under the Department of the Treasury. Workshops/training opportunities will be offered in 2005 by NCURA and the Department of Commerce.

It is important for universities to develop a system for oversight and documentation for decisions. It is not overkill to document review centrally and to include additional copies in individual project files. Researcher input is necessary for determining whether a project might involve controlled equipment or technology. Although you will need to look at individual projects, when you ask researchers to assist you with the tedious task of reviewing the classification categories, ask them to think in terms of all the research they conduct and equipment they utilize, not just one project.

It is advisable to initiate the review for export controls at the proposal stage. This will allow for more time to determine if a license is required and to initiate that process early. The following preliminary questions probe for potential export control issues.

- Does the research involve any of the EAR categories?
- Does the research involve any item on the ITAR Munitions List?
- Does the research involve technology or devices designed for use in military, security and intelligence applications?
- Does the research involve anything else with a substantial or dual-use military application?
- Will you collaborate in any way with a foreign national?
- Will you use a research assistant that is a foreign national?
- Will you send your research results to a foreign country or foreign citizen?
- Do you anticipate any foreign travel associated with the project?

Once you have identified a potential export control issue, additional information will be needed to determine if an export control issue might apply. Review the statement of work/abstract and program guidelines to identify controlled technologies. If the work contemplated involves the development, design and/or production of a controlled item or technology, a license may be needed. It can also be useful to look at the budget and/or budget narrative. Determine what equipment and software are involved and if those are controlled. If controlled software is identified, will anyone involved have access to the source code? Determine if there might be restrictions on publications or use of foreign nationals in award terms and conditions. Ask the researcher to review the pertinent section of the Commerce Control List or Munitions List and identify any controls that might apply. Consider if there are issues related to subcontractors. If controlled technology, equipment or software is involved, you need to determine the nationality of all involved with the project. Even if you have controlled technology, equipment or software, if no foreign nationals are involved, you won’t need a license.

If you are not comfortable with making the decision on your own, don’t be afraid to ask for guidance from the staff at Commerce, State and/or Treasury. They are eager to help and respond best to telephone inquiries, but don’t hold your breath waiting for them to put their opinions in writing. Follow telephone conversations with an email recapping what was discussed with the individual with whom you spoke, giving them the opportunity to correct or affirm your understanding of their guidance. You can request an EAR commodity classification using the Simplified Network Classification Process found at http://snap.bis.doc.gov/.

Understand that while the NSDD 189 provides the accepted definition for the fundamental research exception, it does contain the caveat “except as provided in applicable U.S. Statutes.” My discussions with the Bureau of Industry Security (BIS) in the Department of Commerce have led me to understand that you could leave the door open for an export control violation if you simply classify a project as fundamental research based upon the fact that the research is being conducted on your campus and the results would ordinarily be published. You must look at the statement of work and ask the pertinent questions to assess if the contemplated research involves the design, development or production of controlled technology or if controlled equipment is utilized in the conduct of the project that exceeds the normal operational use.
A critical component of a compliance program is training to raise awareness on campus. The target audience should not be limited to researchers and those working on research projects, although that is the focus of this guidance. From personal experience, export controls can crop up in non-research areas including student organizations and international and outreach programs. Staff in the offices of procurement/purchasing, financial support services, technology development/licensing, legal counsel, student services, international programs, and information technology, chemistry storeroom personnel and persons authorized to acquire federal excess property as well as executive officers, deans, directors and chairs should be aware of the regulations and understand who to contact with their concerns. Ideally, you should read and familiarize yourself with the content of all of the regulations, but the following sections of the regulations will provide you with the critical knowledge and enough information to give you an overview.

**EAR**
- 734 Scope of the Regulations
- 738 Commerce Controls List Country Chart
- Supplement No. 1 to Part 738 Commerce Country Chart
- Part 772 Definitions of Terms
- Part 774 Commerce Controls List
- Alphabetical Index to the Commerce Control List

Hint: When reviewing a category under Part 774 or the Index, you can conduct a keyword search using the WordPerfect version. You can also save those documents as Word files. It may also be necessary to use the Denied Persons List to search for individuals/entities for which restrictions exist. The Department of Commerce has identified the following categories as those of greatest concern: Category 3 Electronics, Category 4 Computers and Category 5 Telecommunications and Information Security.

**ITAR**
- Part 120 Purpose and Definitions
- Part 121 Munitions List
- Part 126 General Policies and Provisions

**OFAC**
- List of Sanctioned Countries
- Recent OFAC Actions
- Specifically Designated Nationals (SDN) List

Compliance and understanding at all levels is expected. A central point of contact is required and that should be the empowered official. It is important to have a policy statement regarding export controls and to conduct the oversight procedures consistently. Perceptions are important. Representatives from the Department of Commerce have stated in presentations that universities, in the event of a violation, with an evidenced commitment in the event of a violation, with an evidenced commitment to comply will fare better than those without a program.

Susan Wyatt Sedwick, Associate Vice President for Research and Executive Director, Office of Research Services, University of Oklahoma-Norman Campus.

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**A Win-Win continued from page 3**

percentage of effort for all personnel working on the project triggers a cost sharing commitment by virtue of the OMB cost sharing clarification memo issued January 5, 2001. When a research proposal includes a commitment of effort without a corresponding request for salary, this is cost sharing which must be tracked and reported. In addition to paying the salary and benefits, the institution is penalized because the facilities and administrative (F&A) rate is reduced through the addition of cost sharing to the base in the F&A rate equation. While this may make sense to a cost accounting purist, it doesn’t make sense as a Federal policy because it creates a disincentive for institutions to pay project related costs. Furthermore, it seems inappropriate to impose a policy that requires the same standard of accountability for costs not reimbursed by the sponsor and costs that are reimbursed.

In bygone days when there were no caps on F&A reimbursement or limitations on the recovery of direct costs, it made sense for Federal sponsors to expect institutions to share in the cost of research. We have moved far away from the principle of full-cost reimbursement and universities now routinely share in the cost of research projects in many different ways. By eliminating the requirement to provide cost sharing the NSF has taken an important step in promoting fairness and merit in the evaluation of research proposals. I believe this change will also result in a significant reduction in administrative activities for both universities and the NSF.

It is my hope that the change in NSF policy will cause the NIH to reevaluate its policy of requiring a specific commitment of effort on NIH proposals for personnel who are charging no salary to the project. While it is entirely appropriate for NIH to require the principal investigator to make a specific commitment of effort or salary for individuals who charge salary to the project, it seems unnecessary to require an explicit commitment of effort when there is no request for salary reimbursement. Several years ago NIH introduced modular grants as a concept to simplify administration and to eliminate itemization and cost detail on smaller awards. While proposals for modular awards do not require a detailed line item budget, they do require a percentage of effort even when no salary is requested. Modular awards have reduced administration for both universities and NIH but NIH can go farther. Eliminating the requirement to include an explicit commitment of effort on NIH proposals would be an important next step in the streamlining of research administration.

Pat Fitzgerald is the Immediate Past President of NCURA and serves as the Director, Office of Sponsored Programs for the Massachusetts Institute of Technology.

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**Noteworthy!**

**Milestones**

JOAN HOWETH of the University of Oklahoma retired in December. Joan has served on NCURA regional and national committees as well as serving as the Chair of Region V. Please join us in wishing her a happy retirement!

NANCY WILKINSON has returned to the University of Florida where her career in research administration began. Welcome home Nancy!

JAMES J. CASEY, JR. has been named Executive Director of Sponsored Programs at Cardinal Stritch University, Milwaukee, WI.

PAT FITZGERALD has been named the Director of the Office of Sponsored Programs for the Massachusetts Institute of Technology.
The purpose of this memorandum is to remind NIH grant recipients of the importance of biosafety review and oversight for research involving recombinant DNA. This is a matter whose significance is enhanced as many institutions are undertaking new programs of research related to biodefense and emerging infectious disease threats, which often involve recombinant DNA technologies and require stringent attention to the proper containment of highly pathogenic organisms.

When institutions receive NIH funding for research involving recombinant DNA molecules, they must follow the provisions for containment and biosafety oversight set forth in the NIH Guidelines for Research Involving Recombinant DNA Molecules (NIH Guidelines). Compliance with the NIH Guidelines is mandatory; failure to adhere to the NIH Guidelines can result in suspension or termination of NIH funding for this type of research or lead to a requirement for prior NIH approval of any or all recombinant DNA projects at the institution. Further, compliance with the NIH Guidelines is critical to the safe conduct of research and to the fulfillment of an institutional commitment to the protection of staff, the environment, and public health.

In the coming year, the NIH will be conducting site visits at selected institutions to obtain further information on IBC compliance with the NIH Guidelines and to educate institutions more directly about requirements that apply to the conduct of recombinant DNA research. In the meantime, institutions are strongly encouraged to take stock of the portfolio of recombinant DNA research they are conducting and to verify that research projects are being registered and, as appropriate, approved by a duly-constituted Institutional Biosafety Committee (IBC).

Section IV-B-2 of the NIH Guidelines requires institutions to establish an IBC to review research subject to the NIH Guidelines and to oversee investigator compliance with the biosafety and reporting requirements set forth in the NIH Guidelines. Institutions must ensure that their IBCs are properly constituted and functioning in full compliance with the NIH Guidelines. Compliance includes:

- Registering the IBC with the NIH Office of Biotechnology Activities; the registration must include (1) a roster of IBC members indicating their principal role on the committee (e.g., chair, contact person, expert in areas identified by the NIH Guidelines) and (2) biosketches of committee members. Biosketches should reflect the professional background and perspective of the individual. Preferably, these documents should not include private personal information (e.g., home address, Social Security Number);
- Filing a report at least annually that updates the committee roster and biosketches; and
- Ensuring that the IBC fulfills all the administrative, oversight, review and reporting functions described in Sections IV-B-2-a and IV-B-2-b of the NIH Guidelines.

The NIH Guidelines are accessible on the Internet at: http://www4.od.nih.gov/oba/IBC/IBCnihguidelines.htm. Section III of the NIH Guidelines describes categories of experiments subject to the NIH Guidelines and the attendant levels of IBC notification and review. The definition of recombinant DNA is found in Section I-B. Experiments exempted from the NIH Guidelines are listed in Section III-F. OBA is pleased to assist with any questions concerning proper interpretation and implementation of the NIH Guidelines.


If you have questions about requirements associated with the NIH Guidelines, please contact Allan C. Shipp, Director of Outreach, at 301-435-2132 or at shippa@od.nih.gov.
President's Focus

Areas of 2005

Increasing Partnerships with our Federal and Association Members/Colleagues – Federal agencies are the largest provider of research funding to colleges and universities. It is, therefore, only logical that NCURA work closely with our Federal colleagues to gain their perspective on issues. One step in this direction is the appointment of Tom Cooley, CFO and Director of Budget, Finance and Award Management for the National Science Foundation, to the NCURA Board of Directors.

There is also crossover in membership and crossover on issues with associations such as the Council on Governmental Relations (COGR), the Federal Demonstration Partnership (FDP), the Association of University Technology Managers (AUTM), and the National Association of College and University Attorneys (NACUA). NCURA will continue to foster partnerships with other organizations whenever practical.

I look forward to the coming year and ask that you contact me, one of the other officers or the NCURA staff with any thoughts or suggestions.

Jerry Fife is the 2005 NCURA President and serves as the Assistant Vice Chancellor for Research Finance, Vanderbilt University.

2005 Catherine Core Minority Travel Award

The 2004 Catherine Core Travel Award recipients were: Teresa Almengor, University of Texas at El Paso; Abigail Archila, University of New Hampshire; Blanche Burch, Emory University; and Adrienne Lee, University of Hawaii John A. Burns School of Medicine. The NCURA Nominating and Leadership Development Committee eagerly anticipate the participation and leadership that our winners will bring to future NCURA activities.

The deadline for applications for the 2005 Catherine Core Minority Travel Award is June 1, 2005. The application form is available on the NCURA web site at www.ncura.edu. The criteria for selection are as follows:

The applicant should:

• Be engaged in the administration of sponsored programs
• Represent one of the following minority classifications: African American, Hispanic, American Indian or Alaskan Native, Asian or Pacific Islander
• Never have attended an NCURA national meeting
• Agree to stay at the host hotel for the duration of the meeting and be responsible for making own room and travel reservations
• Include with the application: 1) a letter of support from an official at their institution, and 2) a personal statement (no more than 1 page) that explains how the applicant and the institution will benefit. NOTE: The application and the supplemental information will be used in the selection process.
• Agree to submit a report on his/her annual meeting experiences within thirty (30) days of the meeting.

We look forward to many outstanding applications in 2005!

Expect the Unexpected

Tip of the Month

by Marianne Woods

Expect the unexpected and beware of other types of compliance issues that arise in research which are peculiar to a particular activity and which do not show up in any research administration book or training on regulatory compliance. I am continually amazed at the special documents or committees I need to put together in order to comply with a little known federal regulation. At the University of Alabama we just got an experimental airplane that will be used to gather weather related data. It is only big enough for two small framed people. After signing a cooperative agreement with a federal agency I discovered, after the fact, that we need an experimental airplane safety plan. In addition to the experimental airplane safety plan we needed an experimental airplane safety monitoring board. I am now obtaining samples of such plans and looking at the composition of the monitoring board, which needs to include external as well as internal experts in safety related to experimental planes. This is further confirmation that regulatory compliance enters into all aspects of research, even in areas you least expect.

Marianne Woods is the Co-editor of the NCURA Newsletter and serves as the Associate Vice President for Research, The University of Alabama.
Rooms are moving fast as we approach NCURA’s sixth Financial Research Administration Conference, February 20-22, 2005! Lodging and registration information can be found at http://www.ncura.edu/conferences/fravi/

KEYNOTE
Curt Coffman co-author of the New York Times Best Seller: First, Break All the Rules: What the World’s Greatest Managers Do Differently. Curt’s mission is to help organizations clearly understand the key characteristics of a positive, productive, service-oriented work environment. We look forward to getting the inside track on the most cost effective way to lead in the many roles we play at our institutions.

SESSIONS
With over 70 sessions, workshops, primers, discussion groups and round tables dedicated to all aspects of financial administration for research, this is an outstanding professional development and networking opportunity! We look forward to having you with us.

Our presenters are putting the finishing touches on their presentations and would like your input!

Monday, February 21st 1:30 - 3:00 pm
If you have a scenario or question on effort reporting, please send it to fraviquestions@ncura.edu so we can include it in our moderated forum.

Monday, February 21st 3:30 - 5:00 pm
The panel for Integration of Conflict of Interest and IRB Review would like your input. Please take a moment to complete the short survey at http://www.ncura.edu/surveys/fra6sessionsurvey.asp

Monday, February 21st 3:30 - 5:00 pm
ERA and the FDP: Financial Implications for Department Administrators– The FDP has worked closely with grants.gov and Federal agencies over the past few years to help with pre-award activities. Now that agencies are working closely with grants.gov on pre-award activities, we are seeing an increase in the number of post-award related systems being deployed. This session will provide an overview of some of those systems.

We also want to make sure we cover any of your topics of interest. Are there any post-award systems you must deal with that are causing you particular problems? What post-award systems do you routinely access to perform your duties at your home institutions? Please send your thoughts and comments to Tammy Custer, tjb3@cornell.edu and Steve Dowdy, sdowdy@mit.edu so we can make sure we cover those items that you are most particularly interested in.

We look forward to seeing you at FRA VI and if you have any questions or need assistance, please don’t hesitate to contact the NCURA office at (202) 466-3894 or info@ncura.edu

Rooms are Going Fast at Disney World for FRA VI Conference!
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REGION I New England

Congratulations to all involved in putting together a superb program for the 46th NCURA Annual Meeting. The meeting was a huge success that I’m sure was enjoyed by all who attended. It was announced at our Regional Business meeting that over 150 Region I members were in attendance. Congratulations went out to the winners of the Bernard McLane Travel Award, Christina Karunaratne, Cambridge Health Alliance and Theresa Applegate, Beth Israel Deaconess Medical Center. In addition, graduates of the 2004 Leadership Development Institute class were congratulated. The graduates were Ann Pascucci, Rhode Island College; Louise Rosenbaum, Dartmouth College; and Jennifer Crockett, Massachusetts Institute of Technology.

We are now looking forward to our Regional Spring Meeting. The program committee is hard at work putting together a strong program. In case you haven’t heard, the meeting will be held in Mystic, Ct. from May 15 through May 18. The host hotel for the meeting will be the Mystic Hilton. Stay tuned for more details.

Thanks to all who participated in the electronic balloting for the Region I Secretary. It gives me great pleasure to announce that Susan Cassidy, Brigham and Women’s Hospital, is the new Region I Secretary. Susan assumed her new role effective January 1, 2005. On behalf of the Region, I would like to send a very special thank you to our outgoing Secretary, Stacy Riseman, for her hard work and exceptional dedication over the past two years.

Ben Prince is Chair of Region I and Administrator for the Meyers Primary Institute, University of Massachusetts Medical School.

REGION II Mid-Atlantic

At our annual business meeting in Washington, the attendees indicated an interest in bringing two issues to the general membership of the region. The first was selection of the venue for our spring meeting in 2006 and the second was how to use our current budget surplus to benefit the region. Almost 200 members of the Region provided input on the issues. The Seaview Marriott Resort and Spa in Galloway, N.J. was selected as the site for our spring meeting in 2006 and there was strong support for using some of the surplus to offset registration fees at the Region II 2005 meeting in April and to provide more travel awards, both to the national meeting and the regional meeting.

Speaking of meetings, if you haven’t marked the 2005 Region II meeting on your calendar yet, do it now. The meeting will be held April 17-19 at the Crowne Plaza Hotel in Philadelphia. You can expect more details in late January.

Bob DeMartino of Seton Hall has succeeded me as Region II Chair on January 1, 2005 and Margie Zack of RIT has succeeded Kerry Peluso as Treasurer. Carol Berdar of the Research Foundation of SUNY continues as our Secretary. Jennifer Barron of Johns Hopkins will be doing double duty as Program Chair for the Philadelphia meeting and as Chair-elect.

Best wishes for a healthy and safe 2005.

Charlie Kaars is Chair of Region II and serves as the Assistant Vice President for Sponsored Programs Administration, State University of New York at Buffalo.

REGION III Southeast

A record number of Region III members attended the National Meeting this year – 326!! Of this amount, slightly over 100 were NEW Region III members. Region III’s own Jerry Fife (Vanderbilt University) was the Chair of the National Program Committee that organized this year’s great program. Jeanne Ware (New College of Florida) was the 2004 Travel Award recipient.

The 2005 Regional meeting is planned for May 15-18, 2005 at the Fairmont Hotel in New Orleans, LA. Mark your calendars now to attend. Because of contractual difficulties, the 2006 Regional meeting that was scheduled to be in Key West, Florida has been moved to Miami Beach at the Wyndham Hotel. It has been proposed to have a joint meeting in 2007 with Region IV.

The NCURA Leadership Development Institute’s (LDI) Class of 2005 has been selected, three of which are Region III members: Michelle Joy Clark (Georgia Institute of Technology), Maria Thompson (Tennessee State University), and Tony Ventimiglia (Auburn University).

Congratulations and good luck!

Juanita Syljuberget is the Region III Newsletter Editor and serves as a Contract & Grant Administrator II in the Office of Sponsored Programs, Auburn University.

REGION IV Mid-America

January grey is here,
Like a sexton by her grave;
February bears the beer,
March with grief doth howl and rave,
And April weeps—but, O ye hours!
Follow with May’s fairest flowers.

Take heed of Shelley, Region IV’ers, and plan ahead for a resilient spring meeting in Chicago! Heather Offhaus and the Program Committee are busy putting the finishing touches on what promises to be a great
program with something for everyone, including agency updates, fundamentals, executive administration, and professional development, biomedical and departmental sessions. The theme for this year’s meeting is “Dive In! to Research Administration.”

The meeting will be held May 1-4, 2005 at the Holiday Inn Chicago City Centre Hotel. This will be a joint meeting with the Society of Research Administrators (SRA) Midwest Section. Early registration is $25, late registration is $275, and onsite registration is $300. Workshops will be held on Sunday, May 1. Workshop rates are $60 for half-day workshops and $115 for full-day workshops.

The meeting proper will begin on May 2 with a keynote address and concurrent sessions, punctuated by an awards luncheon and topped off with Monday evening dinner groups. The meeting continues on Tuesday with more sessions and discussion groups followed by a Tuesday Night Event at the Shedd Aquarium, certain to be a high point of this year’s meeting. The meeting ends at midday on Wednesday, May 4, leaving everyone fully equipped to dive back in to research administration.

The twenty-six story high-rise conference hotel is located in downtown Chicago near the Navy Pier and Michigan Avenue’s famous “Magnificent Mile,” so an abundance of department stores, specialty shops and restaurants will all be within easy walking distance. The room rate for all room types is $130/night. Be sure to book early since our meeting is competing with an all-midway on Wednesday, May 4, leaving everyone fully equipped to dive back in to research administration.

For updates on the spring meeting, details about registration and booking a room at the conference hotel, visit the Region IV website’s meeting page at http://graduate.siue.edu/ncura4/meetings/index.html. See you in Chicago!

Pam Vargas (formerly Krauser) is the Chair of Region IV and is Director of Sponsored Programs at the Air Force Institute of Technology.

REGION V
Southwestern

With the National meeting behind us, we now look forward to our Regional meeting, April 10-13 in Tulsa, Oklahoma. Thanks to our members, our last Regional meeting attendance was up 50% from the previous meeting with over 150 attendees. Because of the support of the members, we will definitely be offering our Travel Awards in the spring to new/newer research administrators. Judy Cook, Immediate Past Chair, will be chairing that committee so please watch for the announcement and nominate someone (even yourself) for the award(s). As Vice-Chair, Govind Narasimhan will be coordinating that meeting. His Program Committee to date consists of Lisa Faulkner, Oklahoma State University; Jan Madole, Oklahoma State University; Matt Berry, University of Oklahoma; Carlos Garcia, Rice University; and Linda Golden, University of Tulsa.

If you would like to serve on this committee or participate in any way, please contact him at gonarasi@utmb.edu.

In keeping with news of the Region, I received word that Joan Howeth, the University of Oklahoma, retired effective January 3, 2005. Joan has served as Chair of this Region and on many regional and national committees. I’m sure we all wish her a fond farewell and (with a little convincing) we may be able to see her at the regional meeting in Tulsa. Along those lines, if any of you are aware of any promotions, relocations, or retirements among folks in our Region, please let me know and I will get that information out to our members. NCURA has offered us not only a place to go to learn and share ideas, but to form long lasting friendships. I would like to thank this opportunity to thank someone who, by the nature of her position in the Region, may not always be that visible: Cindy Lopez did an outstanding job as Secretary/ Treasurer, an especially difficult task in those years when Region VI and VII won the regional competition at Tuesday Night’s Main Street USA event (due in no small part to Pat Hawk, Dick Seligman, and Judy Fredenberg manning our Kissing Booth).

I would like to take this opportunity to thank someone who, by the nature of her position in the Region, may not always be that visible: Cindy Lopez did an outstanding job as Secretary/ Treasurer, an especially difficult task in those years when Region VI manages the logistics of the Regional Meeting. I would also like to thank Dick Seligman, Dan Nordquist, and Cora Diaz for their efforts on the Nominating Committee. And Dan Nordquist again, and Monte Sutton, for maintaining the Region VI web site.

REGION VI
Western

Dear Region VI:

I’m writing my last Regional Corner and wondering where the year went. The last thing I remember was freaking out over all of the stuff I had to do for the San Francisco meeting last April. Now as my term as Chair is just about up, I do want to tell you how much I enjoyed working with you all.

I’m pleased to say that Region VI’s financial situation has improved considerably over this last year. Net income from the San Francisco meeting was about $16,000. There are so many things that can affect attendance at a regional meeting; fortunately, everything came together last April for a very successful meeting. Our ending cash balance this year should be about $24,000. That, combined with our existing Mutual Funds balance, will give us a year end total of approximately $39,000.

Since Region VI will be starting 2005 with the ledgers showing a much darker color of black, the Regional Advisory Committee has discussed re-instituting both the Regional Travel Award program, and the Helen Carrier Award program, so look forward to more information on these exciting opportunities.

The National Meeting in D.C had record breaking attendance. I saw many new faces in the hospitality suite and, as you might expect, the combined powerhouse team of Regions VI and VII won the regional competition at Tuesday Night’s Main Street USA event (due in no small part to Pat Hawk, Dick Seligman, and Judy Fredenberg manning our Kissing Booth).

I would like to take this opportunity to thank someone who, by the nature of her position in the Region, may not always be that visible: Cindy Lopez did an outstanding job as Secretary/ Treasurer, an especially difficult task in those years when Region VI manages the logistics of the Regional Meeting. I would also like to thank Dick Seligman, Dan Nordquist, and Cora Diaz for their efforts on the Nominating Committee. And Dan Nordquist again, and Monte Sutton, for maintaining the Region VI web site.

continued on page 15
From beginning to end....NCURA’s

SESSIONS

KEYNOTE

AWARDS

LDI

NCURA friends and colleagues toast Julie Norris, who retired from the Massachusetts Institute of Technology.

James Carville and Mary Matalin share their insights on politics and the next day’s Presidential election.

Catherine Core, who our Travel Award is named in honor of, is joined by the recipients and members of the Nominating and Leadership Development Committee. (l to r standing) Peggy Lowry, N&LDC Chair; Josie Jimenez, Committee Member (CM); Teresa Almengor, University of South Carolina; Milton Cole, Villanova University; Stephen Erickson, Boston College; Cheryl-Lee Howard, Johns Hopkins University; and Regina White, Brown University.

Chuck Paoletti, Office of Naval Research is presented the Joseph Carabanso Award by 2004 NCURA President Pat Fitzgerald, Massachusetts Institute of Technology.

The 2004 Distinguished Service Award Winners (l to r) Tommy Coggins, University of South Carolina; Milton Cole, Villanova University; Stephen Erickson, Boston College; Cheryl-Lee Howard, Johns Hopkins University; and Regina White, Brown University.

Kim Moreland, University of Wisconsin-Madison, receives the NCURA Outstanding Achievement in Research Administration Award from her friend and colleague Joanne Altieri, University of Kansas.

Class of 2004 Leadership Development Institute: (l to r standing) Robert Andrews, University of Wisconsin-Madison; Kallie Firestone, Vanderbilt University; Tamara Hill, University of Cincinnati; Tricia Callahan, Western Kentucky University; Lisa Laatsch, University of Arizona; Louise Rosenbaum, Dartmouth College; Jaynee Tolle, University of Cincinnati; Nancy Sue Danceau, California Institute of Technology; Anne Pascucci, Rhode Island College; (sitting l to r) Mary Beth Curtin, Binghamton University; Gale Wood, LDI Facilitator; Jennifer Crockett, Massachusetts Institute of Technology; Joseph McNicholas, University of Redlands, and Elizabeth Kennedy, Dublin Institute of Technology, Ireland.

Kim Reuter, University of Cincinnati (left) and Bo Bogdanski, University of Utah (right) leading sessions at the 46th Annual Meeting.

Interactive sessions are a hallmark of NCURA’s annual homecoming.

Tim Reuter, University of Cincinnati (left) and Bo Bogdanski, University of Utah (right) leading sessions at the 46th Annual Meeting.

A packed house enjoyed the candor, humor and interplay between our dynamic keynote speakers Carville and Matalin.

Kim Moreland, University of Wisconsin-Madison, receives the NCURA Outstanding Achievement in Research Administration Award from her friend and colleague Joanne Altieri, University of Kansas.

Catherine Core, who our Travel Award is named in honor of, is joined by the recipients and members of the Nominating and Leadership Development Committee. (l to r standing) Peggy Lowry, N&LDC Chair; Josie Jimenez, Committee Member (CM); Teresa Almengor, University of Texas at El Paso; Jan Fox (CM); Blanche Burch, Emory University; Dan Nordquist (CM); (sitting l to r) Joan Warfield (CM); Abigail Archila, University of New Hampshire; Catherine Core; and Adrienne Lee, University of Hawaii John A. Burns School of Medicine.
46th Annual Meeting a success!

**LEADERSHIP**

2004 President, Pat Fitzgerald, MIT (left) passes the gavel to incoming 2005 President Jerry Fife, Vanderbilt University (right).

**COMMUNITY**

Members enjoy Main Street USA and the Annual Tuesday Night Get Together!

NCURA thanks its 46th Annual Meeting Partners and Sponsors

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NCURA's two bands, Soul Source and the NCURAbles keep members on their feet!

A sold-out exhibit hall gave members the opportunity to connect with programs, services, consultants and agencies to support them in serving their faculty and institutions.
2005 VIDEO WORKSHOP SERIES

JANUARY 25, 2005

Sponsored Research Financial Management: Current Pre- and Post-Award Issues
This video workshop will provide an update for pre- and post-award viewers on the following financial administration topics: allowable costs for budgets, including a brief discussion of the disconnect between grants management personnel, PIs and auditors; an overview of current issues in time and effort reporting; cost-sharing, purchasing, and subcontracting (including subs between FDP and non-FDP institutions). Viewers will receive a glimpse of policy changes at the federal level, in addition to a discussion of institutional best practices at the central and departmental levels. This program is intended for Pre and Post Award Administrators, Departmental Administrators, Faculty, Auditors.

Moderator/Team Leader: Jerry Fife, Assistant Vice Chancellor for Research Finance, Vanderbilt University
Faculty: Cynthia White, Director, Research Office, Washington University at St. Louis; F. Edward Herran, Director, Office of Sponsored Projects, Memorial Sloan-Kettering Cancer Center; Bob Galloway, Professor of Biomedical Engineering, School of Engineering, Vanderbilt University; Michelle Fortnam, Associate Director, Internal Audit Department, Stanford University

MARCH 8, 2005

International Sponsored Programs Administration
As faculty look for new opportunities, research institutions are engaging in a greater number of international collaborations. The management of international projects can be quite challenging and complex. Research administrators in central and departmental settings are responsible for the managing of the grants, contracts, and other agreements resulting from these collaborations.

The purpose of the video workshop will be to provide an overview of key regulatory issues, negotiating strategies, and administrative techniques in managing international projects and to hear from faculty on how current regulation is affecting their research. The session will be broad based, to attract as wide an audience as possible. Topics may include:

a. Fundamentals of budgeting and contract negotiation for international projects
b. Working with foreign students & scientists
c. Export Regulations: ITAR/EAR/OFAC
d. Subcontracting/contracting with foreign sites
e. Monitoring foreign sites
f. Intellectual property ownership and management

Moderator/Team Leader: Jilda Diehl Garton, Associate Vice Provost for Research and General Manager of GTRC, Georgia Institute of Technology

JUNE 14, 2005

Principles of Federal R+D Contracting
This video workshop will serve as a training opportunity for research administrators in central and department levels who are assigned the tasks of identifying sponsored research opportunities, submitting proposals, and negotiating and managing sponsored agreements. Adapted from annual meeting workshops held on this topic, items to be discussed will be: reading and interpreting federal RFP’s (requests for proposals), preparation of contract budgets and work scopes, communications, reporting, and identifying the regulatory sources of information, e.g., FAR, DFARS, Bayh-Dole, export controls, etc. Comparison will be made between federal and industrial agreements and contracts, as well as state versus private institution concerns. Troublesome contract provisions will be reviewed, possible solutions identified, and negotiation strategies and tactics explored.

Moderator/Team Leader: Norm Hebert, Director, Office of Research Administration, Brown University
Faculty: Randy Draper, Director, Office of Contracts and Grants, University of Colorado at Boulder; Kathleen Irwin, Senior University Legal Counsel, University of Wisconsin - Madison; Vincent “Bo” Bogdanski, Assistant Director, Office of Sponsored Projects, University of Utah

SEPTEMBER 13, 2005

Best Practices in Research Compliance: Update on Policies and Regulations and Implementation at Institutions
This video workshop includes an overview of the current state of various non-fiscal compliance areas such as human subjects, animal use, DNA, safety, biohazards, select agents, and conflicts-of-interest. The faculty for this workshop will address centralized vs. decentralized responsibility and include examples of lines of responsibility. Suggestions on monitoring to ensure compliance and look at available tools will be highlighted. The workshop will conclude by sharing information on how institutions are covering the increasing cost of compliance.

Moderator/Team Leader: Marianne Woods, Associate Vice President for Research, The University of Alabama
Faculty: Daniel Vasgird, Director, Office for Responsible Conduct of Research, Columbia University; Benjamin Fontes, Biosafety Officer and Manager, Safety Advisor Program, Office of Environmental Health & Safety, Yale University; Todd Gutman, Associate Vice President for Research Compliance, The Ohio State University; Linda Triemer, Director, Office of Research Ethics and Standards, Michigan State University; Michael Carome, Associate Director for Regulatory Affairs, Office for Human Research Protections, US Department of Health & Human Services

Visit www.ncura.edu for Registration Form
By the time you read this, your incoming regional Chair, Gary Chaffins will be working on his first Regional Corner. Gary has asked me to pass on the following information regarding the upcoming Spring Meeting.

“The combined Region VI/VII Spring Meeting, to be held at the San Marcos Resort in Chandler, Arizona from April 17 through 20, will include six workshops and approximately 33 sessions. The program committee is working to develop a comprehensive program that will provide an array of sessions that will be informative and thought provoking. We will have session tracks covering grant and contract related issues for all levels of experience and topics from A (the A-Circulars) to Z (zeroing out a project). On Saturday, prior to the meeting, a golf event at the Resort golf course is planned. Check out the Regional web site for a preliminary agenda to be posted soon.”

Well, that’s about it. Although you will read this after the fact, I hope you all have/had a wonderful holiday season.

David Mayo is the Chair of Region VI, and serves as Associate Director of Sponsored Research at the California Institute of Technology.

**REGION VII**  
**Rocky Mountain**

I have enjoyed the past two years serving as Regional Chair and look forward to working with our new regional chair Josie Jimenez, New Mexico State University.

Our new Member-at-Large is Jeanne W. Cox, replacing Debra Barnes Murphy, Arizona State University. Dianne Horrocks, Idaho State University is our new Board Member from Region VII; and Tim Edwards, University of Montana is our representative to the Leadership and Nominating Committee. On behalf of the entire region, I would like to extend a heartfelt thanks to all for their efforts and service. And a congratulations to our new officers and representatives.

We had a great turn-out to the National Meeting in DC. Thanks to all of you for your contributions and participation. Our Main Street Booth with Region VI was a success -- the Route 66 Theme attracted a lot of visitors, as did our prizes!!! The meeting, as always, provided a perfect opportunity for professional development and networking.

We are now busy planning the 2005 Joint Region VI and VII Meeting which will be held in Chandler, Arizona, April 17- 20, 2005. A preliminary program can be found at the regional website at http://www.unm.edu/~ncuravii/

This promises to be another stellar meeting in a superb resort environment. I hope to see you in Arizona.

Denise Wallen is Chair of Region VII and is the Special Assistant to the Vice Provost for Research at the University of New Mexico.
As stated in NCURA’s Professional Development Policy statement titled Mission and Goals of NCURA Professional Development, “A primary mission of NCURA is to promote the development of college, university, and not-for-profit member institution’s research administration of sponsored programs as a professional field, and to stimulate the personal and professional growth of the members of the council.” As such, NCURA strives to provide quality programming to its membership. To ensure continuous quality programming requires a sound evaluation process for all programs.

To accomplish this, the NCURA Professional Development Committee (PDC), the NCURA Executive Committee, and the PDC Evaluation Coordinator were tasked with ensuring that NCURA programs maintain a high standard of excellence by encouraging improvement in teaching, communication, and delivery techniques for instructors.

Over the past four years, Myrta Stager, University of Texas Medical Branch at Galveston, has evaluated all of NCURA’s programming as the PDC’s Evaluation Coordinator. In itself, that statement sounds rather simplistic. But, when you considered the diversity of NCURA’s programming and how NCURA’s programming has grown considerably over the years, that statement sounds much more overwhelming.

NCURA’s programming currently consists of the Annual Meeting, Annual Meeting Workshops, Fundamentals of Sponsored Project Administration (Fundamentals), Sponsored Projects Administration Level II (SPA II), Financial Research Administration (FRA), University/Industry Conference, Video Workshop Series, On-Line Educational Programs, and Web-Based Professional Development Training Modules. With that summary of offerings, I am sure you can now envision the huge undertaking involved with evaluating NCURA’s programming.

Given the number of NCURA programs and the thorough evaluation process anticipated, the Professional Development Committee created an Evaluation Subcommittee earlier this year. A Call For Volunteers was sent to the NCURA membership and many volunteers came forward. In addition, Myrta’s term as Evaluation Coordinator ended December 2004, so a Call For Volunteers was also sent out soliciting Myrta’s successor.

Chaired by Jill Frazier Tincher, University of Miami, the Evaluation Subcommittee was formed immediately prior to the 46th Annual Meeting. Emails were sent out to all subcommittee members and an initial conference call allowed for a quick meet and greet. Michelle Clark, Georgia Institute of Technology, was named PDC Evaluation Coordinator. Her term began January 1, 2005.

Assisting Jill and Michelle, the remaining subcommittee members consist of: Myrta Stager, University of Texas Medical Branch at Galveston; Patti McCabe, Stanford University; David Moore, University of California – Davis; Claudine Riccillo, University of Texas at El Paso; and William Ploog, Dartmouth College. All members possess expertise in education/training, program development, delivery and evaluation. Therefore, each member will be a valuable asset to the evaluation process.

Immediately after identifying its members, the Evaluation Subcommittee went right to work. They finalized evaluations for the Annual Meeting, Annual Meeting Workshops and Fundamentals. Shortly, the subcommittee will begin looking at an evaluation prepared by an outside consultant tasked with assessing the Fundamentals programming. The Evaluation Subcommittee will evaluate NCURA programming annually as we strive to ensure sound evaluation processes for all programming.

This newly formed subcommittee is soliciting any and all comments from the NCURA membership to ensure NCURA continues to provide quality programming for its membership. Please share your thoughts and suggestions by contacting Jill Frazier Tincher at jtincher@med.miami.edu. Thank you.

Jill Frazier Tincher serves as Senior Director, Research Administration School of Medicine at the University of Miami and Myrta Stager serves as Executive Director, Research Services at the University of Texas Medical Branch at Galveston.
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**ORDER YOUR COPIES OF REGULATION AND COMPLIANCE: 2005 TODAY!**

The job of sponsored programs managers brings them into regular contact with citations to federal requirements their colleges or universities must comply with, or face potentially dire consequences. Some are well known (e.g., OMB Circular A-21 or OSHA), others are new (e.g., the 2002 security and bioterrorism law), and many are arcane (e.g., the Anti-Kickback Act of 1986). These wildly diverse requirements have two things in common: (1) failure to comply can be costly for colleges and universities, and (2) they are summarized in **REGULATION AND COMPLIANCE: 2005**... so sponsored programs managers have one reliable reference book at their fingertips, whenever they need it.

☐ YES! Please send me **REGULATION AND COMPLIANCE: 2005**, with practical guidance on more than 75 of the most significant sets of requirements referenced in federal contracts and grants.

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In 2005, regulators will focus more attention than ever on the diverse group of federal rules that fall under the umbrella of “research compliance.” This collection of rapidly changing government requirements – Can torpedo the reputation of even the most prestigious U.S. universities. Ranges widely from internal business issues (e.g., effort reporting) to grave matters of international security (e.g., select agents missing from your lab). Can have a very sudden impact on your funding and financial well-being, is the focus of complex rules and penalties from a dozen federal agencies. Is under constant review on Capitol Hill, where political volleyballs like the Patriot Act now have a direct impact on colleges, universities and teaching hospitals.

To help research administrators manage these complicated issues and do their jobs more effectively, NCURA and AIS are offering Report on Research Compliance, a unique three-part service. Full Year Subscription Includes: Weekly e-mail newsletters, Unlimited Web site access, Monthly 12-page print newsletters. For more information, visit www.ReportonResearchCompliance.com.

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Late Proposals

By Dorothy Spurlock

These are the Top 10 best excuses for the late proposal, provided by attendees at the session entitled, Signed, Sealed & Delivered: Managing Last Minute Proposals held at the NCURA Annual Meeting on November 1, 2004:

10. The computer broke down
9. I thought the deadline/target date was a suggested date.
8. I didn’t know I had to go through your office.
7. My colleague’s wife just had a baby and we couldn’t get it done before that.
6. My Chair just told me to submit it today.
5. I didn’t know this office existed!
4. My Co-PI is on a beach in Burma and I can’t reach him.
3. I do my best writing at the last minute - can’t you work around my schedule?
2. You guys in the Grants Office are so good, I know you can do this.
1. Well it really only takes you a minute to sign your name doesn’t it?

Dorothy Spurlock serves as Director, Research & Sponsored Programs, Office of Research, University of Toledo.

The University of Texas Medical Branch at Galveston invites applications and nominations for Associate Dean for Research Services Administration.

Established in 1891 as the University of Texas Medical Department, UTMB has grown from one building to become a modern health science center with more than 70 major buildings, 2,500 students, and 1,000 faculty. The 84-acre campus includes four schools, two institutes for advanced study, a major medical library, a network of hospitals and clinics that provide a full range of primary and specialized medical care, an affiliated Shriners Burns Hospital, and numerous research facilities. The most recent addition is the construction of the Biosafety Level 4 Lab, one of only two Level 4 labs in the nation. UTMB is a component of the University of Texas System.

The Associate Dean for Research Services Administration reports to the Dean, School of Medicine and oversees the business, operational, and administrative functions of Research Support Services. The Associate Dean will be responsible for assuring that a comprehensive research infrastructure is in place that will strengthen and streamline all key functional areas that support individual researchers, departments, and Schools, and that will enhance research activity and preserve financial integrity. The functional areas of responsibility include Office of Sponsored Programs, Office of Research Education, Office of Research Compliance, IRB/IACUC, Animal Resource Center, and Research Technology Support. The Associate Dean is responsible for approximately 150 FTE’s who support a $268 million revenue research enterprise.

The successful candidate will have a master degree in business, healthcare or related field and eight years of related experience or a bachelor’s degree and 10 years of related experience in the oversight and leadership of research operations within a large and complex academic and/or medical center organization. S/he will have a thorough understanding of federal and other sponsor regulations governing grant and contract administration, and knowledge of the laws, regulations, and policies related to the protection of human subjects, animal welfare, conflict of interest, and scientific misconduct.

For further information or to apply, contact Katie Dean, Senior Vice President, Opus Search Partners, Inc., by email at katie.dean@opuspartners.net. Please send resumes electronically.
Huron Consulting Group is proud to be working with Julie Norris, former director of the Office of Sponsored Programs at the Massachusetts Institute of Technology (MIT), assisting clients with complex matters of research administration.

Huron’s Higher Education practice helps research universities and academic medical centers address pressing issues relative to finance, strategy and technology. Our professionals have worked with over 100 universities, non-profit research institutions, and academic medical centers to develop and implement solutions in a manner consistent with each institution’s unique culture.

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The University of Michigan, Ann Arbor, one of the nation’s premier research universities with annual research volume exceeding $750M, is seeking a Vice President for Research, who serves as an executive officer and the chief research official of the University. In facilitating and energizing the University’s research agenda, the Vice President works closely with the Provost, the Executive Vice President for Medical Affairs, and Deans and Directors of schools, colleges, and institutes.

The Vice President will take a leadership role in national and international activities regarding research policy and will guide the University in defining and meeting the emerging research opportunities of the future. Important goals of the research agenda include promotion of interdisciplinary and cross-disciplinary research; integration of research and education, both graduate and undergraduate; promotion and facilitation of technology transfer and economic development; affirmation of the integrity of research processes and policies; stewardship of the special physical and IT-based infrastructure necessary for research leadership; establishment of national and international cooperative ventures in research at the University; participation in federal and state research-related policy making; and coordination of activities that promote participation of a broad range of individuals in research, scholarly, or creative activity that strengthen the University’s research agenda.

The Vice President for Research reports to the President and leads and oversees the Office of the Vice President for Research, which currently includes four Associate Vice Presidents — two who are faculty and two who are administrative staff, including the Executive Director of Research Administration. Also reporting to the Vice President are six research units and six service units that support research and research-related activities on campus.

The Vice President for Research should be an internationally recognized scholar with a strong background in a research-intensive discipline and deeply committed to stimulating collaboration across multiple disciplines. Tenure appointment in an appropriate academic unit will provide a base for continuing active personal scholarship.

Nominations and applications will be reviewed on an ongoing basis and will be accepted until the position is filled. Candidates from underrepresented groups are encouraged to apply. Correspondence should be addressed to: Dr. Raymond Ruddon, Chair, VP Research Search Advisory Committee, c/o Gary D. Krenz, Special Counsel to the President, University of Michigan, 2074 Fleming Administration Building, Ann Arbor, Michigan 48109-1340. Email may be addressed to VP.Research.Search@umich.edu.

The University of Michigan is an equal opportunity/affirmative action employer.
Grants Manager/Specialist

Working in a team setting with other Grants Managers, Grants Specialists and reporting to a Senior Grants Manager, incumbent is responsible for providing both pre-award and post-award sponsored program administration for selected Congressional Programs. Responsibilities include providing oversight of research program managers and principal investigators in the areas of proposal development, budgeting, project execution and evaluation, and research administration, and closeout activities. Working independently, advise and assist principal investigators and program administrators in the administration of grants, sub-awards, and cooperative agreements to include: Working directly with investigators and program administrators as needed to conduct funding searches, prepare more complicated grant applications (assisting with budget development, text formatting, overall compliance with submission guidelines of the funding agency), obtain grant submission authorization from the performance site institution, and obtain various assurances and certifications. Tracking and facilitating the internal progress of proposals in view of established deadlines and agency regulations and assisting in the collection of documents necessary to process proposals. Reviewing grant applications prior to submission to funding agencies or private sponsors to assure applications are accurate, complete, and comply with all applicable Foundation and sponsor regulations and conform to all policies and regulations of the research performance sites. Reviewing awards to assure terms and conditions are applicable to project and acceptable to Foundation. Assisting investigators and program administrators, with assistance of Financial Grants Specialist, in project management including assisting with re-budgeting by assuring that changes are accurate and allowable with Foundation policies, performance site organization policies, Federal regulations, and funding agency requirements or restrictions; monitoring the status of appropriate assurances (animal use, human subjects, etc.); and assuring that funding agency reporting requirements are met. Developing and negotiating more complicated sub-awards and contracts for service. Resolving problems and making decisions within established policies, procedures, and guidelines. Keeping current in Foundation, sponsor, and government policies, rules, regulations, and practices with respect to project administration. Demonstrating the ability to handle confidential and sensitive information with discretion. Interfacing with Foundation research, financial, and legal office personnel as well as representatives of sponsors and other organizations. Facilitating information flow between program members, scientific directors, the Federal sponsor, and the HJF Headquarters personnel. Coordinating the decision-making process between all program participants. Providing advice on staff utilization, workflow, and operational procedures to increase efficiency, productivity, and make overall improvements for the programs. Conducting meetings with principal investigators, program administrators, and other relevant parties. Executing multiple tasks, responding to multiple demands, considering multiple alternatives, and setting priorities to accomplish mission while maintaining harmonious relationships with a wide range of faculty and staff in a fast-paced, deadline-driven environment. Utilizing PeopleSoft, Microsoft Word and Microsoft Excel applications, and others as needed to perform and enhance pre-award and post-award services. Completing other projects as assigned. This position will report to and take direction from the Senior Grants Manager - Congressional Programs. Knowledge of organizational objectives and the Federal acquisition process; thorough understanding of laboratory operations, the use of research animals and human subject volunteers; ability to work independently; ability to use sound judgment in solving problems; ability to coordinate many complex systems and programs at the same time; possession of excellent communication and interpersonal skills; having the ability to organize and prioritize tasks; exhibiting knowledge of record keeping and filing; and extensive experience in spreadsheets and data-base software is required. Must have a Bachelors degree in public administration, program evaluation and management, or a scientific or related field or equivalent experience. Masters Preferred. 5 to 10 years related experience in scientific project or program administration including specific experience in design, preparation, evaluation and analysis in support of research studies.

Please apply on-line at www.hjf.org/careers Job Req No. 200848

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Visit http://www.ncura.edu for updates and further information!
Pat Hawk, Oregon State University and Kerry Peluso, University of Pennsylvania will serve as Co-chairs of NCURA's 47th Annual Meeting, October 30 - November 2, 2005. Working closely with 2005 Vice President, Laura Wade, University of Texas Medical Branch at Galveston, Pat and Kerry will be meeting with their program committee in February to plan for our next Annual Meeting!