GUIDE TO NCURA’S MEMBERSHIP BENEFITS, EDUCATION, AND PROGRAMS

MAXIMIZE YOUR NCURA MEMBERSHIP

MEMBERSHIP BENEFITS INCLUDE:

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

✔ Automatic membership into one of our eight regions connects you with other Research Administrators in your area.

✔ Volunteering gives you the opportunity to establish a strong network of peers, to acquire new skills and experiences, to help guide the future of NCURA, and to help advance the profession of Research Administration.

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

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

✔ Exclusive member discounts for all NCURA meetings, conferences, education, and bookstore purchases.

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

✔ Access to NCURA’s Member Directory to find the colleague you need by area of expertise and responsibility to grow your network.

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

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

✔ Weekly 2-3 minute videos on diverse topics posted to our YouTube Tuesday channel, which can be used in institution on-campus training programs.

NCURA as an organization is the essence of my professionalism in the sense that this is where I’ve learned and grown as a research administrator and it is an opportunity to continue that growth from here to the future.”

Dave Richardson
Associate Vice Chancellor for Research
University of Illinois at Urbana-Champaign
NCURA Distinguished Educator

WHO ARE RESEARCH ADMINISTRATORS AND WHAT IS NCURA?

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

NOT A MEMBER YET?
JOIN TODAY!
NCURA HOSTS 3 NATIONAL MEETINGS A YEAR

Annual Meeting of the Membership
The annual meeting of the membership is held in August each year in Washington, DC. Over 2,000 of our 7,000+ members attend. We begin with a full day of workshops and senior level seminars which are a supplemental training program open to all registrants of the annual meeting. This in-depth, targeted training and professional development includes offerings for those new to the profession to our most senior level members.

We then embark on two and a half days of presentations, discussions, open forums and networking opportunities spanning all areas of research administration including, but not limited to, Pre-Award, Post-Award, Compliance, Departmental, Intellectual Property, Contracts, International, Predominantly Undergraduate Institutions, Electronic Research Administration, and Medical Center/Hospital Issues. This also includes our Sunday and Tuesday evening events, dinner groups, regional networking events, and numerous volunteer activities that create the opportunities for you to meet and connect with your colleagues and create your peer network. In addition to the education and networking opportunities provided, our sponsor and exhibitor partners will be available to share information on the products and services to support you and your institution.

Financial Research Administration (FRA)
Join over 1,000 members for this special topic conference on post-award issues, held every year in a new location between February and late March.

Pre-Award Research Administration (PRA)
This conference of over 600 participants is held back to back with the FRA conference noted above, covering in-depth pre-award sessions and discussions.

TRAVELING WORKSHOPS
NCURA offers 7 different workshops that are 2 or 2 ½ days and travel around the country throughout the year. And, with a commitment of 60 participants, NCURA can bring one of these 7 workshops to your campus!

- Contract Negotiation and Administration Workshop
- Departmental Research Administration Workshop
- Export Controls Workshop
- Financial Research Administration Workshop
- Level I: Fundamentals of Sponsored Project Administration
- Level II: Sponsored Project Administration: Critical Issues in Research Administration
- The Practical Side of Leadership: A Senior Level Workshop

NCURA Workshops: Global Edition
NCURA has hosted workshops in Europe, Africa, the Middle East, and Asia focused on the fundamentals and advanced topics of research administration. These workshops also serve as venues for forming research collaborations and partnerships while also enabling research administrators to develop their professional networks. Workshops can be customized to fit the needs of your institution. Previous workshop topics have included:

- Funding Opportunities
- Successful Grant Proposal Preparation
- Financial Management
- Regulatory Compliance

For more information on how you can bring this workshop to your country, please contact Claire Chen at chen@ncura.edu

I greatly enjoyed the dynamic employed by the presenters, who were all clearly collegial and comfortable with each other’s differing styles. The depth and breadth of their knowledge and passion for the subject matter was clear, yet they were still accessible and entertaining.”

Michael Gouin-Hart
Director, Office of Sponsored Programs
Grand Valley State University
NCURA 10 WEEK ONLINE TUTORIALS - LEARN AT YOUR OWN PACE!

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

A Primer on Intellectual Property in Research Agreements
A broad introduction to the basics through actual research and licensing agreements, plus negotiation tips.

A Primer on Subawards Under Federal Assistance Awards
An overview of the complex process from drafting and negotiating through review.

A Primer on Federal Contracting
Understand the federal contracting process, regulations, negotiation and risks.

A Primer on Clinical Trials Management
Focused on Clinical Trials Management, including key administrative, financial and regulatory issues that arise from planning through close-out.

REGISTER TODAY AND START THE FIRST LESSON anytime that works for your schedule. You will have ten weeks, from the first time you login, to complete the course.

WEBINARS

1. License to use as onboarding training or include in your existing campus training
2. CEUs available for all participants
3. Registrations include on-demand viewing and MP4 downloadable copy

Recent Topics Include
- Research Terms and Conditions
- Effort Reporting
- Data Security
- Regulated Research Data
- The Revised Common Rule
- Cost Sharing
- Data Transfer and Use Agreements
- Developing Policies and Procedures
- Managing Risk in an International Environment
- Communication Strategies for International Collaboration
- Communication with PIs
- Internal Controls
- Single IRBs
- Public Access Policies
- Diving Into Contracting

LIFE CYCLE SERIES

The Life Cycle video webinar series covers the major components of the research project life cycle. The webinar recordings, case studies, forms and supplementary resources can be incorporated into your institution’s on-boarding and continuing education programs.

- Compliance – 2 Part Series; Two hours each
- Award Monitoring/Award Management – 2 Part Series; Two hours each
- Award Negotiation and Acceptance – 3 Part Series; 90 minutes each
- Pre-Award / Budgeting – 3 Part Series; 90 minutes each
- Proposal Development – 3 Part Series; 90 minutes each

NCURA WEBINARS AND LIFE CYCLE OF THE AWARD SERIES ARE YOURS TO KEEP!

Registration includes a license for your institution to download, post and embed the webinar in your institution’s internal training systems for continuous use on your campus!

Available at onlinelearning.ncura.edu
PUBLICATIONS

Need to expand your knowledge? Visit the NCURA Store online for more information and to purchase these affordable resources!

- Compensation – Personal Services: Managing and Reporting Effort
- Cost Sharing: An Overview
- Facilities and Administrative Costs in Higher Education
- Establishing and Managing an Office of Sponsored Programs at Predominantly Undergraduate Institutions
- A Primer on Clinical Trials for the Research Administrator
- A Primer on Intellectual Property
- The Role of Research Administration
- Writing and Negotiating Subawards
- Regulation and Compliance: A Compendium of Regulations and Certifications Applicable to Sponsored Programs
- Sponsored Research Administration: A Guide to Effective Strategies and Recommended Practices
- Uniform Guidance Desk Reference

On-demand Downloadable Publications

- How to Manage a Financially Focused University Research Audit Effectively
- A Primer on Export Controls
- Additional topics coming soon!

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

As the scholarly journal for NCURA, the RMR is concerned with the broad range of issues affecting the administration of research and the changing research environment at the national and international levels.

NCURA Magazine

NCURA’s magazine is published six times a year with cutting edge pieces on management, perspectives on federal policy written by members and non-members, and the latest information and explanations on topics of interest to Research Administrators.

FELLOWSHIP PROGRAM

NCURA Fellowship programs are a joint initiative between NCURA and our sister research administration organizations as well as between our U.S. Regions and the International Region. These programs are intended to reduce barriers to global research administration and create an administrative framework conducive to global research collaboration.

NCURA currently offers 5 different Fellowship programs a year. The Fellowship programs have two underlying objectives: (i) the training of research administrators, and (ii) enhancing global research collaboration. These Fellowship programs will provide an opportunity for research administrators to travel to another country’s research organization and to immerse themselves in a program of mutual learning and knowledge exchange.

PEER REVIEW PROGRAM

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

PEER ADVISORY SERVICES

NCURA Peer Advisory Services assist institutions in planning research administration infrastructure and priorities, as well as with addressing specific areas within the institution through deep analysis or education on specific topics.

- Research Administration Planning
- Focused Analysis
- Directed Education

For more information visit: www.ncura.edu/institutionalprograms/peeradvisoryservices