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 7000+ research administrators, and we foster innovative and collaborative education and networking as we support research…together.

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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 podcasts and educational videos from meetings and conferences including full session videos.
- Weekly 2-3 minute videos on diverse topics posted to our Tuesday channel, which can be used in institution on-campus training programs.
- Resource Center – The best of NCURA’s content, easy to find in one place, and sectioned into 8 topical areas.
- Salary Survey – NCURA members can access Salary Survey results free of charge! This resource will help you determine salaries based on years of experience, position type, institution type, and so much more!
- Webinars – NCURA periodically holds complimentary webinars for our members to view live and on-demand. New in 2021, NCURA is holding six Diversity, Equity, and Inclusion webinars for our members!
NCURA HOSTS 3 NATIONAL MEETINGS A YEAR

Annual Meeting of the Membership
The annual meeting of the membership is virtual and in-person for 2021, and 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, 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 8 different workshops that are 2 or 2 ½ days and travel around the country throughout the year. For 2021, we will be offering our traveling workshops virtually! And, with a commitment of 60 participants, NCURA can bring one of these 7 workshops to your campus in-person or virtually.

- An Auditor’s Guide to Research Administration Workshop
- 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 fill 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 campus or virtually, 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 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!

WEBINARS
- License to use as onboarding training or include in your existing campus training
- CEUs available for all participants
- Registrations include on-demand viewing and MP4 downloadable copy
- Unlimited free additional logins for live event

Recent Topics Include:
- Data Security for the Research Administrator
- HR Series
- Intellectual Property: Know the Basics as it Applies to Research Administration
- How to Audit-Peer Your Department
- Designing and Implementing Training Programs for Your Institution: Techniques, Tools, and Tips
- Federal and Institutional Efforts to Address Security Concerns and Foreign Threats to the Integrity of the U.S. Research Enterprise
- Many more!

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.

SUCCESSFULLY MANAGING YOUR INSTITUTIONAL RESEARCH PORTFOLIO
A Three-Part Online Series for the Senior Research Officer (SRO) at Your Institution: Vice President – Vice Provost – Vice Chancellor for Research

Part I: The Important Role the SRO plays
Part II: Legal and Regulatory Framework
Part III: Leading the Research Enterprise

This three-part series from NCURA should be required viewing for all SROs, whether new to the role or a bit more seasoned, to help them fully understand how, and the degree to which, their vision for excellence in research depends upon excellence in research administration.

Craig A. Reynolds
Assistant Vice President for Research - Sponsored Projects, Office of Research and Sponsored Programs (ORSPP)
University of Michigan

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 onboarding 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

THE AWARD SERIES ARE YOURS TO KEEP!
These primers are intended for those new to each area or who have had very limited exposure.

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.

NCURA 10 WEEK ONLINE TUTORIALS - LEARN AT YOUR OWN PACE!
These tutorials are for those with very limited exposure or for those who are new to the area.

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Available at onlinelearning.ncura.edu
PUBLICATIONS AND PROGRAMS

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
- Administering Research Contracts
- Financial Management of Sponsored Program Awards
- How to Manage a Financially Focused University Research Audit Effectively
- Improving Efficiencies: Assessing the Sponsored Research Operation
- International Research Collaborations
- A Primer on Business Continuity in Research Administration: Planning, Implementation, Redesign and Resumption
- Primer on Export Controls

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. NCURA members can apply to become an NCURA virtual fellow and collaborate with an organization in another part of the world to learn and support global research collaborations.

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 the review. 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