

Research Administration: Keeping up with the Changing Tides

Sunday, April 18, 2010	
7:30 AM- Noon	Registration Desk Open -- Pacific Coast Foyer
7:30 AM-8:30 AM Rose Garden Seaview Terrace	Continental Breakfast for Workshop Participants and Faculty --
8:30 AM-11:45 AM Sunset/Laguna	Workshop 1 - Emergency Planning for the Department –
Departmental	USAir's Capt. Sullenberger credited training and planning with his successful ditching in the Hudson last year. You too can face Swine Flu, fires and chemical spills with confidence if you have developed and trained for the emergencies your department might face. We will go over some of the national requirements (OSHA, EPA) that inform the local statutes and policies, as well as common sense ideas on how to "socialize" the idea of preparedness. Checklists take the burden off your staff during difficult times. Join us for a workshop on Emergency Planning and leave at least a little bit more prepared. Presenter: Terrie Ekin, Director Research Administration – College of Liberal Arts and Sciences, Arizona State University.
8:30 AM-11:45 AM Cardiff	Workshop 2 - Federal Contracts: Let's Dig Deeper and Maybe Find Some Gold –
Senior Forum	The workshop will go beyond general federal contracting courses and dig into contracting concepts. We will dissect FAR prescriptions, discuss clauses, analyze complex issues, and explore areas of federal contracts which are problematic. This workshop is designed for the more seasoned contract administrator, having had the opportunity to work with the FAR and government contracts and attended some related training prior to coming to this conference. We expect the participant to understand the general concepts of federal contracts, have some familiarity with contract content, and, at a minimum, have some limited hands-on experience with federal acquisitions. It is not recommend participants who took the morning FAR session attend this offering. Attendees should be prepared to contribute with anecdotes, questions and personal experiences. By the end of the class, all will understand that learning about the federal contracts is a never-ending saga. Learning Objectives: <ul style="list-style-type: none"> • To understand the elements and concepts of the uniform contract format • To identify and a develop negotiation strategies for issues which could have long-term Negative impacts on contract performance • To work through FAR clauses and prescriptions developing a clearer understanding of the need and reason for the clauses and alternates in federal contracts • To learn how to minimize risks and pitfalls associate with federal contracts or to accept those risks as part of a legitimate business decision • To understand commonalities and differences between various types of contract mechanisms Presenters: Vincent A "Bo" Bogdanski, Office of Sponsored Programs, Colorado State University; Randall Draper, Director, Office of Contracts and Grants, University of Colorado at Boulder.
8:30 AM-11:45 AM Baycliff	Workshop 3 - What to do when someone says, "Export Control:" An A - Z Primer on Export Controls --
Research Compliance/Legal	This workshop will cover the basics that every export control officer (and research administrator) needs to know: a) ITAR/EAR/OFAC? b) setting up an export control review process, from proposal to contract to audit; c) writing a TCP; d) Commodity Jurisdiction Requests; e) Commodity Classification requests; f) Voluntary Disclosures, and more. The workshop will be hands-on and discussion oriented. Moderator: Nora Moriarty, Export Control Officer, Vice President for Research, University of Arizona; Presenters: Lewis Barbieri, Director, Office of Research Contracts and Analysis, Vice President for Research, University of Arizona; Adilia Koch, Director of Export Compliance, Office of Research Administration, California Institute of Technology; Kay Ellis, Associate Director and Export Control Officer, Sponsored Projects Office, University of Texas, Austin.
12:00 PM-1:00 PM	Registration Desk Closed -- Pacific Coast Foyer
1:00 PM-5:00 PM	Registration Desk Open – Pacific Coast Foyer
12:00 PM-1:00 PM Rose Garden Seaview Terrace	Lunch for Workshop Participants and Faculty - -

Note: The track for each session is listed in **boldface** under the time and location of the session.

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Sunday, April 18, 2010	
1:15 PM-4:30 PM Baycliff	Workshop 4 - Clinical Trials: Contract Negotiation and Administration
Preaward	This workshop will provide you with insights and decision-making steps for negotiating clinical trial contracts. In addition, we will take you beyond the contract to discuss regulatory, administrative and study management issues that must be considered and provided for in negotiating the contract to prepare the path for effective and accountable clinical trial administration. Panel members will present important, special contract terms and conditions applicable to clinical trial contracts, the historical and current bases for regulatory requirements, share the tools and tips of the trade, and focus on potential problem areas. We will address topics such as developing sound budgets, the regulatory procedures required for protocol review, IRB, FDA, and HIPAA compliance, the differences Among industry-sponsored, PI-initiated and NIH-funded clinical trials, and the uses of the Clinicaltrials.gov website. Presenters: Stephanie Tranz, Contract and Grant Officer, Stanford University; Angela Wishon, Assistant Vice Chancellor, Regulatory Compliance, University of Colorado, Denver.
1:15 PM-4:30 PM Sunset/Laguna	Workshop 5 - Is it OK if I? What I should know about A-21? –
Research Compliance/Legal	Using Office of Management and Budget (OMB) Circular A-21: "Cost Principles for Educational Institutions" is absolutely necessary for every research administrator. A-21 is our costing bible, the primary reference for determining allowable and unallowable costs. This session studies A-21 in depth, looking at not only the structure of the document but the actual words and their meaning. There will be discussions regarding the government's intent in writing various paragraphs. The attendee will be asked to consider scenarios based on real occurrences. The session is targeted toward the less experienced research administrator, individuals who have not had much experience with A-21. By the end of the class the attendee will be comfortable using A-21 as the basis for costing decisions and will have the background to explain the rationale for those decisions. Learning objectives: <ul style="list-style-type: none"> • To know the reasons and functions of the principles within of A-21 • To understand the four criteria for considering the appropriateness of an expense; allowable, allocable, reasonable, consistent • To use the institution's disclosure statement and accounting practices to support costing decisions • To understand the purpose of Cost Accounting Standards in the research enterprise • To recognize the difference between direct and indirect costs associated with an agreement • To recognize the concepts in Section J of A-21. Presenter: Vincent A "Bo" Bogdanski, Assistant Director, Sponsored Programs, Colorado State University.
1:15 PM-4:30 PM Cardiff	Workshop 6 - Introduction to the Federal Acquisition Regulation –
Government	Negotiating contracts under the Federal Acquisition Regulation (FAR) can be a challenging proposition for even an experienced research administrator. This workshop will introduce participants to how the FAR works and how to use the FAR to one's advantage when negotiating a federal contract, regardless of whether you receive it directly from a federal agency, or as a flow-down from a higher tier contractor. Upon completion, participants will be able to describe the structure of the FAR as well as look up a FAR clause and trace it back to its prescriptive clause. Participants will also be able to identify some of the basic contract types (e.g. fixed price, cost reimbursement, etc.) and determine whether a particular FAR clause is appropriate for the situation. Presenter: David J. Mayo, Director, California Institute of Technology.
8:30 AM - 4:30 PM Salon E	Region VI - Lead Me --
General	This session is open to everyone at no charges. Come and see the NCURA Region VI Mentees of the LEADME program presenting their Personal Best Projects and show your support to our Mentees. Here are a few examples: The concept to create an all-volunteer organizations of retired Research Administrator (RA) who will provide their knowledge and expertise to organizations in Region VI. Volunteers will be recruited from Region VI to assist Foundations, Small non-profits, Community Colleges and other institutions of higher education. Sponsored programs offices at predominantly undergraduate institutions, much like their larger neighbors, run the gamut in organizational schema, responsibilities, and personnel. One difference, however, is that PUIs tend to have only one or two person offices performing all of the various sponsored programs functions. Using the five practices of successful leader's perspective (Kouzes & Posner, 2007) this poster presentation will (1) describe the establishment of a Sponsored Programs Office at a mid-sized PUI; and (2) elaborate on the professional growth of the faculty as well as the professional growth of the SPO personnel. And many more projects from our Mentees. Presenter: Heather Kubinec, Sr. Research Administrator, The Broad Foundation.

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7:30 AM-Noon	Registration Desk Open – Pacific Coast Foyer
7:30 AM-9:00 AM	Continental Breakfast -- Rose Garden/Seaview Terrace
9:00 AM-9:15 AM Salon A-D	Welcome and Introductions --
9:15 AM-10:15 AM Salon A-D	Keynote -- Marine conservation: estimating the connections among coastal populations; Dr. Robert Warner, Professor and Chair of the Dept of Ecology at UC Santa Barbara.
10:15 AM-10:30 AM	Break -- Pacific Coast Foyer
10:30 AM-11:45 AM Salon E	Session 1 - NSF Update -- This session will be a comprehensive review of what is new and developing with the National Science Foundation's programs, policies, people and budgets. Participants will learn about changes affecting their institution and new programs of interest to their researchers. Participants will have an understanding of recent and upcoming changes to NSF policies and procedures, including the American Recovery and Reinvestment Act. In addition, attendees will receive updates to NSF involvement with Government-wide grant streamlining initiatives including advances with Research.gov. Presenters: Mary Santonastasso, Division Director, BFA/DIAS, NSF; Beth Strausser, NSF.
10:30 AM-11:45 AM Baycliff	Session 2 - Conflict of Interest: Beyond the Basics -- This session will examine a range of conflict of interest issues, including the new NIH regulations, start-up companies, human subjects' accreditation, model programs, and more. Presenters: Elizabeth Boyd, Assistant Vice President, Research Compliance and Policy, Vice President for Research, University of Arizona; Valerie Dixon, Director, University of California, San Diego; Ann Pollack, Assistant Vice Chancellor for Research, Vice Chancellor for Research, University of California, Los Angeles; Grace Jee Young Park, Conflict of Interest Administrator, Office of Research Administration, University of California, Irvine.
10:30 AM-11:45 AM Sunset Laguna	Session 3 - University-Industry Collaborations - Beyond the Single Research Agreement The University/Industry Demonstration Partnership was created under the auspices of the National Academy of Sciences was created to find ways to break down barriers in the negotiation process. We will talk about objectives, membership and ongoing projects. Presenters: Dudley Sharp, Assistant Director, ORSPA, Arizona State University; Jeff Southerton, PhD, MBA, Executive Director – Worldwide Business Development, Pfizer Global Research and Development.
10:30 AM-11:45 AM Salon F	Session 4 - Redesigning Your Office Website -- In PUIs, design of the office website often falls to "the someone" in the office -- maybe you. What sort of information should be presented, and how? What is the point of view represented by the website? In this session, you will learn the basics of designing a PUI pre-award website with the faculty user in mind. You'll learn the basics of style, how to communicate effectively on the web, and how to organize information. Presenters: Cynthia Carr, Assistant Director of Pre-Award Services, Pre-Award, Loyola Marymount University; Linda Campbell, Director, Sponsored Projects, Santa Clara University.
10:30 AM-11:45 AM Cardiff	Session 5 - Budgets: Not Just a Bunch of Numbers -- This session will focus on a typical life cycle of a budget from proposal submission to award administration. We will guide you through the components needed for creating a successful budget, processing and tracking expenditures, and bringing it to a close. Presenters: Nannette Pettis, Grants Manager, Department of Chemistry and Chemical Engineering, California Institute of Technology; Marca S. Gurule', Assistant Director for Research Advancement, Mary Lou Fulton Institute and Graduate School of Education, Arizona State University.

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Monday, April 19, 2010	
Noon - 1:00 PM	Registration Desk Closed -- Pacific Coast Foyer
12:00 PM-1:00 PM Salon A-D	Monday Lunch and NCURA Update --
1:00 PM-5:00 PM	Registration Desk Open – Pacific Coast Foyer
1:30 PM-2:45 PM Salon F	Session 6 - \$50M going on a \$100M: Managing an Institutional Growth Spurt, A Perspective from Post-Award Stress Syndrome Survivors --
Financial	In this session central and departmental research administrators will describe one institution's experience on the path to maturity as a research institution. This session will provide coping techniques for dealing with growing pains associated with the "awkward phase" of institutional development including preparation of a disclosure statement, research administration identity crises, and rebellion against institutional culture. Presenters: Dawn Boatman, Director of Research Accounting, Research Accounting, Portland State University; Sinnamon Tierney, Manager & Research Administrator, Department of Chemistry, College of Liberal Arts & Sciences, Portland State University.
1:30 PM-2:45 PM Salon E	Session 7 - NIH Update --
Government	This session will review NIH policy updates; ongoing changes in requirements to apply, compete, and receive NIH grants; along with information on the NIH budget and legislation affecting NIH. Presenter: Dave Curren, OPERA, NIH.
1:30 PM-2:45 PM Cardiff	Session 8 - Effective Meetings: Producing Results --
Departmental Administration	The session will focus on the structure to conduct a meeting to effectively present information, engage the audience, and ultimately produce effective outcomes using basic meeting planning skills. The following topics will be covered: 1) Develop a purpose 2) Determine attendance 3) Conduct the meeting 4) Follow-up with Action Items 5) Monitor Follow-Up Tasks. Presenters: Christine Pacheco, Sr. Contract & Grant Administrator, University of New Mexico; Rosemary Madnick, Assistant Vice President, Research Administration, Los Angeles Biomedical Research Institute.
1:30 PM-2:45 PM Baycliff	Session 9 -Why Do We Do That? --
Senior Forum	If you are newer to research administration, there is an awful lot to comprehend. Often you are fed "by a fire-hose" and new information is constantly bombarding you. In the process of submitting proposals, reviewing awards and negotiating contracts, we often get so involved with the "WHAT" of the process that we lose the perspective of the actions we are taking. This session will allow the less experienced research administration to listen to more experienced administrators explain "Why" our efforts are important. We'll ask the attendees to think about their work process and activities. Do they make sense? If not, here is the opportunity to ask "WHY." This interactive session will provide the opportunity to obtain concrete information not usually available in publications. Learning objectives: To think about the "why" of research administration activities, not just the "what." To hear the perspectives of senior research administrators regarding the long-term results of everyday actions. To share experiences that illustrate common issues have potential positive or negative consequences depending on processes. Moderator: Vincent A "Bo" Bogdanski, Office of Sponsored Programs, Colorado State University; Presenters: Dennis Paffrath, Executive Director, University of Maryland, Baltimore; Dennis Paffrath, Executive Director, University of Maryland, Baltimore; Bruce Morgan, Assistant Vice Chancellor for Research, Office of Research Administration, University of California, Irvine.
1:30 PM-2:45 PM Sunset/Laguna	Session 10 - Public Opinion: How do they really feel about animal research? --
Research Compliance/Legal	The Foundation for Biomedical Research (FBR) will present 'grand rounds' as a dynamic presentation on public views of animal research, how the biomedical research community can 'move the needle' of public opinion and will include a review and discussion of the Foundation's latest TV promotional . Moderator: Debra Murphy, Director, Research Integrity & Assurance, Arizona State University; Presenter: Paul McKellips, Executive Vice President, Foundation for Biomedical Research.

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Monday, April 19, 2010	
2:45 PM-3:00 PM	Break -- Pacific Coast Foyer
3:00 PM – 4:15 PM	Session 11 - IT - Open Discussion --
Salon F	<p>Bring your questions and experiences about the use of information technology in Research Administration to this open ended discussion. Topics and questions might include managing servers and databases, networks, security, Grants.Gov, useful desktop applications, home grown ERA systems vs. commercial systems, web site and data management, reporting, problems you are currently experiencing and useful gizmos.</p> <p>Moderator: Steve Shapiro, Computer Services Manager, Office of Research Services and Administration, University of Oregon.</p>
Information Technology	
3:00 PM-4:15 PM	Session 12 - Fundamentals of Contract Negotiation --
Baycliff	<p>Today's session will address the basic issues affecting contract negotiation: types of agreements, terms and conditions, and negotiation strategies. The focus, however, will be on troublesome clauses, the remedies acceptable to most universities and the different issues posed by federal and non-federal contracts. Learning Outcomes: To understand the difference between a grant and a contract; types of contracts; funding mechanisms To understand the basic contracting process To be able to identify the key parts of federal and non-federal contracts To be able to identify and offer alternatives for troublesome clauses.</p> <p>Presenters: Sherylle Mills Englander, Director, Office of Technology & Industry Alliances, UC Santa Barbara; Kevin Stewart, Senior Sponsored Projects Officer, Sponsored Projects, UC Santa Barbara.</p>
Research Compliance/Legal	
3:00 PM-4:15 PM	Session 13 -NSF Update - Repeat --
Salon E	<p>This session will be a comprehensive review of what is new and developing with the National Science Foundation's programs, policies, people and budgets. Participants will learn about changes affecting their institution and new programs of interest to their researchers. Participants will have an understanding of recent and upcoming changes to NSF policies and procedures, including the American Recovery and Reinvestment Act. In addition, attendees will receive updates to NSF involvement with Government-wide grant streamlining initiatives including advances with Research.gov.</p> <p>Presenters: Beth Strausser, BFA/DIAS, NSF; Mary Santonastasso, Division Director, BFA/DIAS, NSF.</p>
Government	
3:00 PM-4:15 PM	Session 14 - Creating Online Training Modules for Research Education --
Cardiff	<p>The future of research education is here! What steps can you take to develop and implement effective online training modules and instructional web resources at your institution? This session will provide you with the information you need to integrate curriculum content, instructional design best practices and interactive technology to develop and implement effective online training modules and instructional web resources. Compliance with SCORM and IMS implementation will also be discussed. Online training involves more than simply placing PowerPoint slides and lecture materials onto a learning management platform. The subject matter must be carefully analyzed with learning objectives and measurable outcomes established based upon sound pedagogical principles. Qualitative features which enhance the learners' experience while providing additional references and review exercises must be included to create a meaningful and visually appealing environment. Proper structuring of proficiency tests enable the evaluation of training results to ensure that the course objectives have been accomplished. You can create excitement in your research training programs by offering a variety of online training modules and web resources. Save time and money, better track the performance of learners, and more efficiently deploy your human resources to support those who need assistance by creating effective online training modules!</p> <p>Presenters: Jackie Hinton, M.S., Project Administrator, Pediatrics, The University of Utah; Tony Onofrietti, M.S., Director of Research Education, Office of the Vice President for Research, University of Utah.</p>
Senior Forum	
3:00 PM-4:15 PM	Session 15 - Time & Effort Reporting – How to Manage Compliance --
Sunset/Laguna	<p>Time & Effort compliance obligations go beyond the timely certification of reports. This session will discuss different reporting models, the reconciliation between salary and effort and the tracking of commitment variance. We will also address what happens in the case of non-compliance and strategies for resolution with sponsoring agencies.</p> <p>Presenters: Steven Lichtenstein, Director, Cedars Sinai; Ryan Schroeder, Manager, Time and Effort, Cedars Sinai.</p>
Financial	

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4:30 PM-5:30 PM	New Member Reception --
Salon F	
6:00 PM-9:00 PM	Dinner on your own --

Tuesday, April 20, 2010

7:30 AM-12:00 PM	Registration Desk Open -- Pacific Coast Foyer
7:30 AM-9:00 AM	Continental Breakfast – Rose Garden Seaview Terrace
9:00 AM-10:15 AM	Session 16 - Basics of Intellectual Property --
Cardiff	
Research Compliance/Legal	This session is intended to provide attendees with a solid basic understanding of intellectual property. Participants will learn fundamentals of intellectual property, with specific focus on patents and copyrights. The session will then review standard intellectual property provisions for universities, which will aid in understanding of the purpose behind each section. Some problematic IP provisions in sponsors' drafts of agreements will also be reviewed, dissected, and discussed. Presenters: Sherylle Mills Englander, Director, Office of Technology & Industry Alliances, University of California - Santa Barbara; Ronnie Hanecak, Assistant Vice Chancellor, Office of Technology Alliances, University of California, Irvine.
9:00 AM-10:15 AM	Session 17 - What to expect when the Auditors Come? --
Salon E	
Financial	This session will help attendees prepare for all types of audits (internal, external, on-site, desk reviews) so that actions can be taken to be proactive in the audit process. We will describe how a typical audit unfolds, including steps to manage the process. Personal tips and pointers will be included in hopes of making the word "audit" seem less intimidating and scary, although some horror stories may be included! Presenter: Lynne Yorita, Audit Manager, Audit & Advisory Services, UCLA.
9:00 AM-10:15 AM	Session 18 -Senior Forum: Federal Issues on ARRA --
Baycliff	
Government	Federal Panel to address issues on ARRA funding Moderator: Denise Wallen, Ph.D., Director, Faculty Research Support Services, University of New Mexico; Panelist: Debbie Rafi, Office of Naval Research; Dave Curren, National Institutes of Health; Beth Strausser, National Science Foundation.
9:00 AM-10:15 AM	Session 19 - Coping with the Increasing International Research Landscape" --
Salon F	
Preaward	Focus: "providing tools to help the Research Administration Office to excel while providing the highest quality leadership and support to assist our institutions and constituencies to grow. Agenda: - Current international Research landscape (Funding related) - US and European perspectives on International Collaboration and Funding. Moderator: John M. Carfora; Executive Director for Research Advancement and Compliance, Office for Research and Sponsored Projects, Loyola Marymount University Presenters: Josine Stallinga Elsevier A&G - North America.; Carla Pieroni, Customer Development Director, Elsevier A&G - North America.

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9:00 AM-10:15 AM Sunset/Laguna	Session 20 - Professional Development for the Research Administrator: How to Stay Fresh and Happy in Your Career –
Senior Forum	Professional growth is the key to happiness and satisfaction for most research administrators. It's what keeps us feeling fresh and invigorated in our careers. However, achieving one's professional development goals can be challenging and often requires a sustained individual effort. How does one shape a fulfilling and gratifying career in research administration? How does one find direction, maintain a positive outlook and reap the rewards of career advancement and recognition? Is career development more or less difficult for research administrators at predominantly undergraduate institutions? Is the current economy a hindrance to professional growth or a unique opportunity for advancement? In this session, the panelists and participants will discuss various ways that individuals can achieve their professional development goals, including strategies for learning, growth and advancement. This session may be most useful for those in mid-level professional positions; however, all participants at any stage of their career are invited to attend. Presenters: Bruce Morgan, Assistant Vice Chancellor for Research, University of California, Irvine; Joseph McNicholas, Ph.D., Director, Pre-Award Services and Associate Director, Office for Research and Sponsored Projects, Loyola Marymount University.
9:00 AM-10:15 AM Del Mar	Session 21 -Short Form F&A Proposal Preparation –
Financial	This session will provide the necessary information to help institution's complete a short form facilities and administrative cost rate proposal that will be compliant with the federal guidelines in 2 CFR, Part 220 (A-21) and the Division of Cost Allocation of Department of Health and Human Services sample format. Moderator: Sinh Simmons, Assistant Director, Office of Sponsored Programs, University of Washington; Presenters: Ginger Baker, Senior Manager, Maximus Consulting; Eileen Campbell, Maximus Consulting.
10:15 AM-10:30 AM	Break -- Pacific Coast Foyer
10:30 AM-11:45 AM Cardiff	Session 22 - Developing Effective Responsible Conduct of Research (RCR) Trainings --
Research Compliance/Legal	What steps can you take to develop effective training and educational programs in responsible conduct of research (RCR) for your faculty, staff and students? This session will explain a variety of ethical issues encountered by researchers and will describe proven training techniques for providing the tools necessary to assess and work through those issues. In this highly interactive session, participants will be presented with the relevant rules and regulations pertaining to responsible conduct of research, will engage and discuss the ethical principles and relevant cases which justify those rules and regulations, and will understand how to design and implement instructional programs to ensure compliance with RCR policies. Presenter: Tony Onofrietti, Director of Education, Office of the Vice President for Research, University of Utah.
10:30 AM-11:45 AM Del Mar	Session 23 - Tools of Trade for the Department Administrator --
Departmental	Best Practices for a department administrator; what are the resources and tools needed to be successful? The department administrator has many roles and the current trend to decentralize processes has added new responsibilities. What tools does a department administrator need to cope with the added workload and the constantly changing proposal preparation and management requirements? Presenters: Cecelia (Cece) Manoochehri, Fiscal Manager, Division of Chemistry and Chemical Engineering, California Institute of Technology; Alvin Torres, Grant Manager, Division of Chemistry and Chemical Engineering, California Institute of Technology; Rene Remillard, Grant Liaison, Maseeh College of Engineering & Computer Science, Portland State University.
10:30 AM-11:45 AM Salon E	Session 24 -NIH Update - Repeat --
Government	This session will review NIH policy updates; ongoing changes in requirements to apply, compete, and receive NIH grants; along with information on the NIH budget and legislation affecting NIH. Presenter: Dave Curren, NIH.

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10:30 AM-11:45 AM	Session 25 - Almost Pioneers: How Sponsored Projects and Research Development Offices work together to develop and oversee the research enterprise at an emerging University --
Salon F	
Preaward	<p>The panelists at this concurrent session will discuss implementation, development and interaction of the Sponsored Projects Office (SPO) and a new Research Development Office with a particular focus on that interaction at a small, emerging new campus in the University of California system. Topics to be covered include the different roles and responsibilities of Research Development and Sponsored Projects administrators; interactions between faculty, Research Development and Sponsored projects in proposal submission; integration of new programs with long-established systemwide policies and procedures; and how Research Development and SPO can each support the activities of the other. The role of the Vice Chancellor for Research, in overseeing both units and their activities, will also be discussed. Thea Vicari, Director of the Sponsored Projects Office at the University of California, Merced (UC Merced) will present an overview of her office and its role in the research proposal submission process. She will also discuss the challenges of building a Sponsored Projects Office an an emerging University and integrating research administration policies and activities at UC Merced with the long-established research administration policies and procedures of the University of California System overall. Susan Carter, Coordinator of Research Development activities at UC Merced, will present an overview of the challenges of developing a new Research Development unit, particularly at an emerging University, and will discuss her office's role in the research proposal development and submission process and how it differs from the role of the SPO research administrator. Susan will also provide information on how she works and interacts with faculty and with SPO officials in the research development process. The workshop will include ample time for questions and answers and discussion with audience participants.</p> <p>Panelist: Thea Vicari, Director, SPO, Office of Research, UC Merced; Susan Carter, Coordinator of Research Development, Office of Research, UC Merced.</p>
10:30 AM-11:45 AM	Session 26 - Performance Improvement in Research Administration --
Baycliff	
Senior Forum	<p>Attendees will learn from real examples of how measurable changes have been made to improve efficiency by working smarter and more collaboratively. The presenters will do this by sharing examples from their experience working at different universities. Topics will include pre-award, post-award, and others.</p> <p>Presenters: Marcia Smith, Associate Vice Chancellor for Research, Office of Research Administration, UCLA; Raellen Man, Director of Research Administration, Department of Medicine, UCLA; Nathan Haines, Director, Huron Consulting Group Lynne Yorita, Manager, UCLA Audit and Advisory Services, UCLA.</p>
10:30 AM-11:45 AM	Session 27 - The art of negotiation: Training the non-negotiator to negotiate --
Sunset/Laguna	
Senior Forum	<p>Utilizing the right training approach to develop a solid skillset is the secret to cultivating a successful, independent negotiating team. This session will discuss how to train your staff using specific techniques, strategies, tactics, and approaches that will significantly impact their negotiations. Teach your staff to utilize an effective approach to facilitate the process by building skills to:</p> <ul style="list-style-type: none"> • Effectively analyze an agreement and assess risk • Develop effective rationale to support positions • Create a collaborative negotiation environment • Engage in meaningful, persuasive communication • Master tactics to resolve impasses and expedite negotiations • Convert challenging situations into rewarding partnerships <p>This session will provide you with successful strategies and valuable tools for training negotiators in research administration.</p> <p>Presenters: Sara Judd, University of Southern California; Amechi Akpom, Contracts and Grants Administrator, University of Southern California.</p>
12:00 PM-1:00 PM	Registration Desk Closed - - Pacific Coast Foyer
12:00 PM-1:00 PM	Region VI Lunch and Business Meeting --
Salon A - B	
12:00 AM-1:00 PM	Region VII Lunch and Business Meeting --
Salon C - D	

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Tuesday, April 20, 2010	
1:00 PM-5:00 PM	Registration Desk Open – Pacific Coast Foyer
1:30 PM-2:45 PM Salon F	Session 28 - Moving Beyond Excel: Tracking Proposal Activity in Microsoft Access - Part 1 --
Information Technology	This is a primer on developing a Microsoft Access database to track proposal activity, specifically targeted at PUIs or departmental administrators. This will be a hands on workshop, what will include a shared data set so that participants can build a database during the session. Participants would be encouraged to bring their laptops and actively participate. Topics include: Excel vs Access: What is the difference?; Deciding what to track; How to set up a database; Common problems encountered while using Access; Using wizards to build queries, develop forms and produce reports. The presentation will be offered in two concurrent sessions. Presenter: Yolanda Uzzell, Assistant Director, Pre-Award Services, Loyola Marymount University.
1:30 PM-2:45 PM Baycliff	Session 29 -Career Exploration - Transitioning your Career --
Departmental	Assessing yourself is the first step of the career exploration process. Making a career transition can be a complex process with many variables. There is a logical flow to the step-by-step process but we all know that life is not linear. We will cover all aspects of the process when transitioning. In addition, we will provide the tools to break down the career exploration process into five manageable steps. · Assess Yourself · Explore Career Options · Gain Skills · Find a Job · Manage Your Career. Presenter: Rosemary Madnick, Assistant Vice President, Research Administration, Los Angeles Biomedical Research Institute.
1:30 PM-2:45 PM Del Mar	Session 30 -Cost Sharing --
Financial	Why does a university cost here? How does it affect the bottom line and does it make the proposal stronger? This session will try to guide the participants through the cost share definition along with how it affects F&A, your record keeping and your sanity. Presenter: Dennis J. Paffrath, Executive Director for Research Administration, University of Maryland, Baltimore.
1:30 PM-2:45 PM Sunset/Laguna	Session 31 - International Research Collaborations: An Update and Discussion. --
Senior Forum	Description: The discussion will open with an update on recent developments in the growing area of international research administration, and will also review of a number of proven methods for effectively developing international expertise at college or university sponsored programs offices. Participants will be encouraged to share their thinking and experience along these lines, and attendees will gain valuable insights on what is working best for fellow research administrators at colleges and universities in the USA and abroad. Presenter: John Carfora, Executive Director, Office for Research and Sponsored Projects, Loyola Marymount University.
1:30 PM-2:45 PM Cardiff	Session 32 - Complex proposal development, tools you can use! --
Preaward	As the focus at more of our institutions turns toward ways to collaborate across disciplines, many research administrators are challenged with developing proposal budgets that are more complex and task driven. This session will discuss challenges in developing the complex multi-investigator, multi-disciplinary, multi-institutional proposals. Tools designed by institutional research administrators and unit research administrators will be introduced. Learning Objectives: Goal of this session is for the participant to leave the session with resources/tools that they can use to develop complex multi-PI, multi-task budgets for federal sponsors. Pre-requisites: Familiarity with basic proposal budget development activities. Presenters: Candyce Lindsay, Assistant Director, Sponsored Projects Services, Arizona State University; Avery Wright, Site Supervisor, Sponsored Projects Services, Arizona State University.

Note: The track for each session is listed in **boldface** under the time and location of the session.

Research Administration: Keeping up with the Changing Tides

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1:30 PM-2:45 PM Salon E	Session 33 - Preparing and filing nonimmigrant, immigrant, and employment-based visa applications for foreign scholars and researchers --
Research Compliance/Legal	<p>We recognize the urgent time constraints of the competitive world faced by academic institutions. We also recognize how critically important it is to education and research that our schools, universities, and research institutes are able to attract and retain the best and brightest talent from around the globe.</p> <p>Maintaining a reputation of achievement in the advancement of knowledge can depend on hiring the best scholars, teachers, researchers, scientists, or other experts in their fields. Often, hiring the best and brightest requires the consideration and hiring of foreign nationals. The complex legal obligations that come into play for these employees and their family members must be addressed quickly, professionally, and completely.</p> <p>Areas Covered: Developing and implementing strategies to hire employees from the international community; Obtaining and maintaining permanent resident status and United States citizenship; Providing advice and counsel on federal immigration law compliance including representing employers in audits and investigations; Structuring individual immigration solutions for academics and scientist with international reputations or extraordinary ability.</p> <p>Moderator: Tim Edwards, Accountant, College of Health Professions and Biomedical Sciences The University of Montana; Presenters: Richard J. Tasoff, Tasoff & Tasoff, PC.</p>
2:45 PM-3:00 PM	Break -- Pacific Coast Foyer
3:00 PM-4:15 PM Cardiff	Session 34 - Understanding the FAR: A Primer for Departmental Administrators and Other Compliance Professionals --
Research Compliance/Legal	<p>This introductory session on the Federal Acquisition Regulations (FAR) does <i>not</i> focus on the "negotiator" role, but rather is aimed toward those tasked with duties in the administration of FAR-based contracts, and those who have the need (or desire) to understand some of the responsibilities for contractual compliance under the FAR. The session will provide an introduction to the organization and content of the FAR and some contrasts will be drawn between Federal contracts and Federal grants/cooperative agreement, to illustrate fundamental differences between the two types of awards. The session will then focus on notable responsibilities that are of primary concern for contracts proposals and contract awards that will be subject to the FAR. Topics that will be discussed include post-award administrative reporting requirements and responsibilities, equipment (property) provisions, technical data/computer software provisions, and Small Business Subcontracting Plans.</p> <p>Presenters: Michiko Pane, Associate Director, Office of Sponsored Research, Stanford University; Kevin Stewart, Senior Sponsored Projects Officer, Sponsored Projects, University of California - Santa Barbara.</p>
3:00 PM-4:15 PM Salon F	Session 35 - Moving Beyond Excel: Tracking Proposal Activity in Microsoft Access - Part 2
Information Technology	<p>This is a primer on developing a Microsoft Access database to track proposal activity, specifically targeted at PUIs or departmental administrators. This will be a hands on workshop, what will include a shared data set so that participants can build a database during the session. Participants would be encouraged to bring their laptops and actively participate. Topics include: Excel versus Access: What is the difference?; Deciding what to track; How to set up a database; Common problems encountered while using Access; Using wizards to build queries, develop forms and produce reports. The presentation will be offered in two concurrent sessions.</p> <p>Presenter: Yolanda Uzzell, Assistant Director, Loyola Marymount University.</p>
3:00 PM-4:15 PM Baycliff	Session 36 - Implementing a Distributed Service Model for Research Administration --
Departmental	<p>This presentation will provide an overview of Arizona State University's effort to implement a Distributed Service Model to support the research enterprise. The overview will include the logic behind the decision to implement this model, the challenges with transitioning, and the goals of the end product.</p> <p>Presenters: Lisa Mosley, Director, Research Advancement, Arizona State University; Vicki Krell, Research Advancement Manager, Arizona State University.</p>

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3:00 PM-4:15 PM Salon E	Session 37 - Negotiation Strategy –
Preaward	You can never have too many negotiation techniques, strategies and tools to effectively influence people who don't work for you and may not agree with you! Discussions will encompass contract issues that tend to be problematic including intellectual property, confidentiality, indemnification and subject injury, with an emphasis on successful negotiation strategies and approaches, effective rationale, persuasive communication and creative tactics to resolve an impasse. Learning Objective: This session will provide tools that will enhance negotiation skill set for new and seasoned negotiators alike. Presenters: Sara Judd, Director, Department of Contracts and Grants, University of Southern California; Jeri Muniz, Executive Director, Department of Contracts & Grants, University of Southern California.
3:00 PM-4:15 PM Sunset/Laguna	Session 38 - Sponsor Projects and Technology Transfer: Working Together to Build Successful and Effective Industry-University Cooperative Research Centers –
Senior Forum	Federal and State governments have long touted, and sometimes supported, collaborations between universities and industry. On paper, they appear to be business relationships with unlimited potential. Far too often, however, the dream doesn't turn into reality. Federal or State support dries up; industry becomes disenchanted with university IP and publication policies; Principal Investigators lose interest. Why does this happen? What are the pitfalls? How can Sponsored Projects and Technology Transfer work together to build and manage financially successful and scientifically effective centers? This session will address the expectations, responsibilities, and roles of each of the parties, including the sponsoring agencies; review various organizational structures/functions that facilitate or inhibit success; and delve into the practical issues of managing a university – industry center to success. (Time permitting, we will review By-Laws, Membership Agreements, and licensing plans that work and don't work.) Presenters: Randall Draper, Director, Office of Contracts and Grants, University of Colorado at Boulder; Sherylle Mills Englander, Director, Office of Technology & Industry Alliances, University of California, Santa Barbara.
6:30 PM-11:00 PM	Dinner and Entertainment – Rose Garden/Seaview Terrace

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7:30 AM-12:00 PM	Registration Desk Open – Pacific Coast Foyer
7:30 AM-9:00 AM Salon A - D	Buffet Breakfast --
9:00 AM-10:15 AM Cardiff	Session 39 - Managing Your Peeps --
Preaward	Tired of your workload managing you? Enhance your existing skills and develop new techniques for managing your customer base...the principal investigator. Turn the tides and be proactive rather than reactive to last minute submissions, long term negotiations, and day-to-day maintenance of your workload. As professionals with the unique and sometimes conflicting role of protecting the best interest of the institution while still delivering "exemplary customer service", learning to effectively manage the human aspect involved is a key dynamic to success. Presenters: Sara Judd, Director, Department of Contracts and Grants, University of Southern California; Brenda Lacy-Roberts, Department of Contracts and Grants, University of Southern California.
9:00 AM-10:15 AM Sunset/Laguna	Session 40 - Foreign Researchers at the University of Tokushima: Cordial Hospitality Provided by Awa-no-kuni --
Senior Forum	This session will be presented by one of our colleagues from Japan, who recently visited the University of Washington to learn more about American research administration. The presentation will include practical information about identifying research opportunities in Japan, applying for financial support from the Japanese Ministry of Education, and learning to adjust to the cultural differences between Japan and the U.S. Presenter: Yoko Takagi, University of Tokushima.

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9:00 AM-10:15 AM	Session 41 - Creative Budgeting 101; When it's just plain odd! --
Salon E	Drugs, booze, and guns... just for starters! This session hopes to give you some hints at explaining and justifying, to your sponsor, those oddities that your PI wants. We will provide examples of some, along with their budget justifications.
Financial	Presenter: Maggie Griscavage, Director, Grants & Contracts Administration, University of Alaska Fairbanks.
9:00 AM-10:15 AM	Session 42 - How to Prepare Your University for Targeting by Animal Activists --
Salon F	Although animal activists have long demonstrated on university campuses in opposition to the use of animals in research, the number of illegal and often violent acts by animal activists, including targeting researcher's homes and families, has brought this issue to the forefront of crisis preparation and management at research universities. This will be a proactive discussion of issues to consider prior to and when you are targeted by animal activists. Bring your experience and questions to discuss topics ranging from coordinating within the institution (e.g., personnel/human resource issues, security concerns, public relations, legal concerns) and with the local community, political and/or governmental leaders (police, FBI, funding agencies), to the wording of research documents for public and scientific dissemination and a myriad of other topics! Learning objectives: Awareness of the necessary elements for managing animal activist targeting of research universities including approaches institutions and organizations have taken; identify potential vulnerabilities; and awareness of key resources for additional study.
Research Compliance/Legal	Presenters: Wilma G. (Winnie) Ennenga, Director, Office of Grant and Contract Services, Northern Arizona University; Debra Murphy, Director, Research Integrity and Assurance, Arizona State University.
9:00 AM-10:15 AM	Session 43 - ONR Audit Resolution Issues and Relevant Issues on A-110 and A-133 --
Baycliff	This session will offer a federal perspective of audit resolution of A-133 audits, close-out audits of DoD awards, current issues, and a candid discussion on how the process can be improved.
Government	Presenter: Debbie Rafi, Director, Indirect Cost Branch, Office of Naval Research.
10:15 AM-10:30 AM	Break -- Pacific Coast Foyer
10:30 AM-11:45 AM	Session 44 - Time Management for Research Administrators and Other Adrenaline Junkies --
Sunset/Laguna	Do you long for a mellow day at work so you can get caught up and when you get one discover you are bored to tears before lunch? Do you make endless lists only to lose them? Do you suspect there are better ways to manage your time? Come join us for a lively discussion of time management styles, issues, tools, and tips. Come prepared to discuss what works for you and what you would change if you could.
Senior Forum	Presenter: Julie Guggino, Director, Central Washington University.
10:30 AM-11:45 AM	Session 45 - The Role of the DRA - The Buck Stops Here! --
Cardiff	The session will focus on the role of the Departmental Research administrator in a one person office. There are several pros and cons to being a single person operation office. In this session, the following topics will be covered: 1. Understanding your role as a DRA 2. Discuss the pros and cons of being a one person office 3. Leveraging your resources 4. Avoiding the pitfalls 5. Tools for successful management in a one person environment.
Departmental Administration	Presenters: Derick F. Jones, Sr. Administrative Service Associate, Cedars-Sinai Medical Center; Felicia Mayes,, Sr. Administrative Service Associate, Cedars-Sinai Medical Center.
10:30 AM-11:45 AM	Session 46 - Say what?! Getting and Responding to Feedback in the Pre-award Office --
Baycliff	At Loyola Marymount University, faculty and administration have been doing a lot of strategic planning in the last few years. It has been important for the ORSP to be involved in conversations about how grants fit into the university's larger vision of scholarship and research. So we decided to take a survey to learn what faculty really thought and to give ourselves an opportunity to contribute to their thinking. Hold on to your hats as we hear what this PUI's faculty has to say about applying for external funding. We'll also share strategies for how we used all that information. . . . deep breathing helps.
Preaward	Presenters: Joseph McNicholas, Director, Pre-Award, Office for Research and Sponsored Projects, Loyola Marymount University; Cynthia Carr, Assistant Director, Pre-Award Services, Office for Research and Sponsored Projects, Loyola Marymount University.
10:30 AM-11:45 AM	Session 47 -ARRA Reporting (Basics) --
Salon E	Session Description: This session will provide the participants with a basic understanding of the data elements and why the government needs this data. Also to be discussed is, what's next after ARRA? This session should give you a good understanding of ARRA and how it applies to your university. Presenter: Dennis Paffrath, Executive Director for Research Administration, University of Maryland, Baltimore.
Financial	
11:45 AM-11:45 AM	Adjournment --
12:00 PM-1:00 PM	Program Committee Wrap-up Meeting and Lunch – Atrium
Artium	

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