Take a Chance:
Pioneering the Future of Research Administration

Program Committee

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Regional Leadership

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Hospital Los Angeles

Derick Jones, Secretary, Region VI
Program Manager, Los Angeles Biomedical
Research Institute

Sharon Elenbaas, Treasurer, Region VI
Director of Post Award Administration and
Accounting, Loyola Marymount University

Workshop Faculty

Name	Institution
Christine Boyes	Children's Hospital, Los Angeles
Noah Congelliere	University of Southern California
Csilla Csaplar	Stanford University
Lindsey Demeritt	Children's Hospital, Los Angeles
Randy Draper	University of Colorado
Sherylle Englander	University of California, Santa Barbara
Anne Feuerborn	Maximus, Inc.
Gina Hooten	
Derick Jones	Los Angeles Biomedical Research Institute
Matthew Kirk	
Vicki Krell	Arizona State University
Jeri Muniz	University of Southern California
Michiko Pane	Stanford University
Mitali Revendrakumar	
Tara Seaton	
Elizabeth Sexton	University of Utah
Laleh Shayesteh	
Kevin Stewart	University of California, Santa Barbara
Sinnamon Tierney	Portland State University
Marj Townsend	Arizona State University

"The danger of venturing into uncharted waters is not nearly as dangerous as staying on shore, waiting for your boat to come in." ~Charles F. Glassman

National Council of University Research Administrators
Region VI and VII Conference
Program

Sunday, 8:30 am – 12:00 noon

Touring Export Controls in the University Environment	Intermediate	Carson 1
This workshop will cover the basics for research administrators and export control officers to understand the regulations governing and agencies for ITAR and EAR. Information will include details on setting up an export control review processes covering activities beginning with proposal submission, contract acceptance, post approval monitoring, developing technology control pans. Stops along the way will include understanding Commodity Jurisdiction and Classification Requests, preparing and submitting Voluntary Disclosures and monitoring techniques for Technology Control Plans. The workshop will offer hands-on tools, case studies and interactive discussions.	Compliance and Ethics	Debra Murphy

Predominantly Undergraduate Institutions		Crystal 1
ENTER DESCRIPTION		Pam Whitlock

"I have noticed that even those who assert that everything is predestined and that we can change nothing about it still look both ways before they cross the street." ~ Stephen Hawking

Advanced Post Award topics	**Advanced**	**Crystal 2**

This workshop will address some of the more difficult challenges we face managing sponsored projects from account set up through closeout (and audit). We will discuss both financial and non-financial issues, including:

	Post Award	Randy Draper
		Tara Seaton

1. The effect of proposal development and award negotiation on post award management; 2. Start-up issues and opportunities; 3. Grant versus contract management; 4. The impact of the Uniform Guidance on project management; 5. Account reconciliation, closeout, and preparing for an audit.

Specific topics will be chosen based upon the interests of the participants, but may include conflict of Interest; cost accounting standards; cost reimbursement and fixed price agreements; effort reporting;, export laws; intellectual property; property management; and subawards, subcontracts and vendor agreements. We intend for this to be an interactive workshop building upon the experience (and inexperience) of the participants.

From Peer to Manager	**Intermediate**	**Crystal 5**

Half-Day workshop aimed at mid-career research administrators who are starting to make the move from peer to management. Attendees will learn strategies for making the transition as smoothly as possible. Attendees will also learn strategies for maintaining relationships in the new dynamic. Session will also assist attendees in developing the skills to be an effective manager: how to prepare a meaningful annual evaluation/review, how to provide constructive feedback to your staff, and how to manage your manager.

	Professional Development	Christine Boyes

Basic Overview of Uniform Guidance Subpart D and Subpart E **Intermediate** **Crystal 3**

This session will focus on the changes made to the federal post award requirements and cost principles, published within 2 CFR Part 200, Subpart D and Subpart E. We will point out specific sections that distinguish the new guidance from the preceding circulars, or in which it is significant that there was no change. We will welcome discussion throughout the presentation of the implications to your institution's policies and procedures.

Anne Feuerborn

Gina Hooten

NCURA 101 **Basic** **Grand Ballroom**

This workshop is a free workshop geared toward new and returning members to NCURA. This workshop will give you an overview of the organization as well as showing you all of the tools available through membership. We will also discuss opportunities for volunteerism and leadership development. The goal is to let them know that is more than an organization to come to for a conference but one in which you can get valuable career aides to assist you with your professional journey.

Professional Development

Derick Jones

Mitali Revendrakumar

Matthew Kirk

Departmental Research Administration: Part One **Crystal 4**

ENTER DESCRIPTION

Csilla Csaplar

Lindsey Demeritt

Sinnamon Tierney

Creating the Paperless Office	Intermediate	Crystal 5

Are you considering making your operations paper-free? Have you considered what electronic files should look like and how they should move within your office? How do you convert all those old paper files? How to convince everyone to "let go" of the paper? How much efficiency can be achieved with having files at your fingertips? Discussions: strategies for designing a paperless filing system, even in the absence of an electronic data system; design and folder structure for electronic filing system; conversion options for years of old paper files and disposing of paper files; implementation strategies for an electronic filing system; pitfalls and lessons learned from the implementation of a paperless system; how paperless files has improved office workflow, customer service and proposal/award management.

Sponsored Programs Administration and Operations

Jeri Muniz

Noah Congelliere

FAR/DFAR update	Advanced	Crystal 2

This session will provide an overview of how to use the FAR, DFARS, and agency supplements, recognizing and handling contract changes in Government contracts, and problematic IT clauses/problematic FAR clauses. This training will help you better understand: The contractor's performance obligations under different types of contracts; what things will aid the contractor to be successful under each type; explain what contract changes are, how they work, the risks with a FFP, CPFF, CPAF, CPIF, T&M contract, and opportunities and discuss strategies for managing constructive changes.

Contracting and Legal

Randy Draper

Kevin Stewart

Navigating Federal Forms	Basic	Crystal 1

This session will cover federal sponsor specific forms and how to navigate them. (This workshop was very well received at PRA). Sponsors covered are NSF, NIH, NASA, and the Department of Education. Representations and certifications will also be covered.

Marj Townsend

Vicki Krell

Policy Development	Intermediate	Grand Ballroom

This workshop provides a foundational understanding of the key components of policy development and management. Developing policies can be challenging because this process requires that they be clear and concise and that all parties are compliant with these stated policies. This workshop will provide the attendees with the entire process of developing policies, communicating and implementing them within the university setting and provide strategies so that these polices are being followed as well as developing a monitoring process. Developing policies effectively is critical and that all parties must understand the importance of such development.

	Sponsored Programs Administration and Operations	Dennis Paffrath
		Denise Clark
		Lisa Mosley

Subrecipient Monitoring	Intermediate	Carson 1
		Mich Pane

This workshop will explore the full cycle of subawards and subrecipient monitoring, a complex, shared responsibility that begins at the time of proposal development and extends throughout the life of the subaward. The workshop will focus on sharing tips, strategies and practical guidance, and is designed to introduce the topic to newcomers, as well as provide comprehensive tools to more experienced research administrators. Through discussions, case studies and exercises, participants will work through implementation strategies, approaches and solutions in areas of pre-award risk analysis, as well as post-award monitoring.

Industry Contracts: A Survival Guide	Intermediate	Crystal 3

This workshop will focus on building a foundation for, and confidence with, reviewing and negotiating agreements with industry, including research agreements, material transfer agreements and non-disclosure agreements. The workshop will include the anatomy of industry contracts, how to identify and mitigate problematic clauses, the fundamentals of intellectual property and licensing (a common discussion point in industry agreements) and tips for approaching negotiations.

	Contract and Legal;	Sherylle Englander
	Compliance and Ethics	Laleh Shayesteh

Departmental Research Administration: Part Two		Crystal 4

National Council of University Research Administrators

Region VI and VII Conference
Program

October 6th
Monday, 8:30 am – 10:00 am

Keynote Address   **Grand Ballroom**

Developing therapies for Children with Muscular Dystrophy

 The long term goal of my research program is to develop therapies for children with muscular dystrophy. My laboratory employs a translational approach to move discoveries made in the laboratory to the bedside to improve the lives of patients and their families. To achieve this goal, my laboratory uses a combination of cell and molecular biology, transgenic and knockout mouse technology, muscle physiology, biochemistry and high throughput drug discovery to understand disease pathogenesis and identify novel therapeutic targets and treatments for fatal muscle diseases. In this presentation I will cover my research program and the critical role the University of Nevada, Reno administrative personnel and support services play in moving my research program forward.

Dr. Dean Burkin

Professor of Pharmacology

Director, Cellular and Molecular Pharmacology and Physiology Graduate Program

University of Nevada School of Medicine, Reno

Founder and CEO, StrykaGen Corp.

Enter Sponsorship Information, if applicable

October 6th
Monday, 10:30 am – 12:00 noon

CONCURRENT SESSIONS

Financial Interests and Intertwined Relationships	Intermediate	Crystal 3
ENTER DESCRIPTION	Compliance and Ethics; Post Award	ENTER PANELISTS
International Contracting – How to think globally, researching locally while (hopefully) avoiding mutually assured destruction	Intermediate	Crystal 4
U.S. Universities are increasingly embracing funding from international companies and governments. It can be enormously challenging to harmonize the business cultures, research administrations and contracting practices of two countries, while simultaneously mitigating the risks faced by your university. This session will provide an overview of international contracting, including a discussion of standard contract clauses and how to modify them for international collaborations, contract clauses of unique importance in international collaborations, how to mitigate risks when entering into international contracts, the differences in the business cultures, standard terms and contracting practices of various countries/regions (including EU, US, Asia and the Middle East, etc.) and strategies to proactively break down barriers.	Contracting and Legal	Sherylle Mills Englander Kristine M. Needle Ty Helpenstill
Proposal Prep 101	Basic	Crystal 1
This session will look at the grants.gov and NSF FastLane proposal preparation from a novice level. Attendees will learn the most common errors/issues/oversights when preparing a proposal and how to prevent them	Pre Award	Lindsey Demeritt

" It's choice - not chance - that determines your destiny." ~ Jean Nidetch

Got Personality? How to manage different personalities in the workplace successfully	Basic	Crystal 2
The workplace is a vast network of differing personalities, each new work environment rife with pitfalls. We have all been part of a work team or department that had great potential for success only to have personality conflicts stand in the way. This session will focus on identifying the types of personality in your workplace and how best to use that knowledge to create an effective team. Learning Objectives: - Identifying and understand the different personality types you may encounter - Understand how different personality traits impact decision making and attitude - Learn how to build a team to highlight and focus each members strength, while providing tools to bolster employee weaknesses - Manage personality based conflict.	Professional Development	Susan Frei Carson
Performance Indicators and Assessment of a Grants and Contracts Office/Benchmarking	Intermediate	Carson 1
ENTER DESCRIPTION	Sponsored Programs Administration and Operations	Dan Nordquist Mich Pane
Implementing a Distributed Service Model for Research Administration	Basic	Crystal 5
ENTER DESCRIPTION	Sponsored Programs Administration and Operations	ENTER PANELISTS UCSF

IACUC, IRB, and IBC | | **Crystal 3**

ENTER DESCRIPTION | Compliance and Ethics | ENTER PANELISTS

The Research Administrator as a Change Agent: Advocating Process Improvements | Basic | **Crystal 2**

In our world of research administration, change is the only constant. Change management is a structured approach for ensuring that changes are smoothly implemented and that the lasting benefits are achieved. We will focus on the impacts of change, particularly on people, and how they, as individuals and teams, move from the current situation to the new one. This session will draw on the speakers' personal experiences and provide helpful tips and identify pitfalls when facilitating process improvements, bridging gaps, and promoting collaborations. Attendees will take away a clear understanding of change management and a framework for advocating change within their institutions. | Professional Development | Nannette Pettis

Jackie Hinton

Subaward Risk Awareness and Best Practices | Intermediate | **Crystal 1**

This Session will provide intermediate-level information on subaward risk awareness and suggested best practices to follow. Representatives from Washington State University and Stanford University will discuss potential concerns that you may encounter at the onset or during the life of a project, and provide prospective risk assessment and monitoring solutions. Specific case studies, including items from both WSU and Stanford, will be highlighted. | Pre Award | Derek Brown

Laura Register

Are you a Good Steward of your Sponsored Research Dollars?	Basic	Crystal 4
Stewardship is an ethic that embodies the responsible planning and management of resources. Does your Department have it? More than just following the guidelines, good stewardship goes above and beyond. Are you set up for the successful life cycle of a sponsored project? This session will focus on how to be a good steward and how to set up successful systems, leadership, mentorship, and infrastructure in order to be successful.	Post Award	Susan Frei Carson Samantha Aleshire
Problematic Clauses	Intermediate	Crystal 5
ENTER DESCRIPTION	Contracting and Legal	Kevin Stewart Allison Ramos

Training & Mentoring the Next Generation/Successful Mentoring	Overview	Carson 1

For the first time in modern history, the workplace now spans four generations (Traditionalists, Baby Boomers, Generation Xers and the Millennials). The challenge over the next decade will be to attract and retain a workforce as the business continues to tighten and technology continues to advance. Each group has their unique characteristics and attitudes towards work based on experiences. To effectively integrate these diverse generations into the workplace, leaders will need to embrace the changes and create a culture that demonstrates inclusion of this multigenerational workforce. Objectives: The session will focus on: • Gain an understanding of the characteristics, attitudes and values of each generation • Identifying specific actions a leader can take to coach, motivate and get results from each generation • Determine how which management approach may need to change when coaching, managing and retaining employees of different generations. Mentoring plays a significant role in enhancing the quality of work and professional career development of research administrators. The fundamental characteristics of a successful mentoring relationship involve clear communication, respect and a mutual understanding of the roles and responsibilities of both mentors and trainees. In this highly interactive session, key components in the process of mentoring in an academic environment will be described. Proper supervision and evaluation methods will be examined and some common pitfalls to avoid in mentoring relationships will be identified. Strategies to enhance responsible mentoring will be discussed.

Overview column: Sponsored Programs Administration and Operations; Professional Development

Carson 1 column: Tony Onofrietti / Rosemary Madnick / Elizabeth Sexton

" Opportunists seek for a chance. Entrepreneurs make new chances." ~ Toba Beta

Negotiating a Clinical Trial Agreement	**Intermediate**	**Crystal 5**
ENTER DESCRIPTION	Contracting and Legal	ENTER PANELISTS
Budget Development and Justifying the Costs	**Overview**	**Crystal 1**
Novice to Intermediate level information on Budget Development and the process of Justifying those costs. We will talk about all the aspects of building a budget and then an interactive step by step process to building a budget.	Pre Award	Mitali Ravindrakumar Kasey Zanoli
Establishing Proposal Deadlines	**Basic**	**Carson 1**
Central and departmental perspectives of establishing proposal deadlines.	Sponsored Programs Administration and Operations; Pre Award	Nancy Lewis Patti Manheim Mark Bourbonnais
Federal Grants – Why and How Federal Grants are Different from Federal Contracts	**Basic**	**Crystal 3**
We will define the difference between procurement and assistance transactions, and discuss the appropriate circulars and regulations that apply to each.		Csilla Csaplar

Lead Me	Intermediate	Crystal 2

The Candidates for the Class of 2014 for the Lead Me program will present their Leadership Development project. Each mentee is tasked with developing a leadership project that will impact Research administration at their institutions and beyond. With the guidance of their assigned mentee, mentees have worked over the course of the program to incorporate the 5 practices of successful Leadership into their projects. 1. Model the Way 2. Inspire a Shared Vision 3. Challenge the Process 4. Enable others to Act 5. Encourage the Heart Presenting your final presentation is a requirement for successful completion and graduation from the program.

Derick Jones

Natalie Baronian

Kimberly Jackson

Myrna Lindo

Yvette Villacana

Leighsa Washington

Kasey Zanolli

Mythbusting F&A	Basic	Crystal 4

This session will explain the purpose of F&A rates at universities by discussing: the myths surrounding them, how university decisions can impact the F&A rate outcomes, and how the F&A rates impact various stakeholders at the university.

Post-Award

Anne Feuerborn

Gina Hooten

October 7th
Tuesday, 8:30 am – 10:00 am

CONCURRENT SESSIONS

Roles and Responsibilities: Compliance Matters	**Intermediate**	**Crystal 3**
ENTER DESCRIPTION	Compliance and Ethics	ENTER PANELISTS

Unleashing the Power of Anticipation to Develop Strategies to Meet Deadlines	**Overview**	**Crystal 2**
Do you find yourself working from a "dreadlines" mindset when it comes to meeting deadlines? Explore ways to unleash the power of anticipation by dusting off the skillset you probably already possess. We will focus on ways to apply this powerful set of skills to research administration. Wouldn't you love to meet all those pesky deadlines with greater finesse and reduce your stress level at the same time?	Professional Development	Julie Guggino

Change Management: Surviving and Thriving	Intermediate	**Carson 1**
Change Management is a structured approach for ensuring that changes are thoroughly and smoothly implemented and the lasting benefits of change are realized. The session will focus on the wider impacts of change management and how research administrators can establish the framework for managing change systematically.	Sponsored Programs Administration and Operations; Professional Development	Rosemary Madnick Elizabeth Sexton
Collaborative Science and the Role of the Researcher in Society	Intermediate	**Crystal 4**
A variety of collaborative relationships in research amongst academia, industry, government and society result in different roles for the researcher. Whether viewed as a "discoverer of new knowledge", an "independent authority", or a "deliverer of tangible goods", researchers often face conflicting agendas while striving to ensure scientific objectivity and ethical decision-making in their work. Research Administrators can become more effective and productive in their work and interactions with researchers by better understanding these differing roles and dynamics. This presentation will discuss some of these conflicting agendas, the different roles of researchers, how the practice of science is affected, and how the training of new researchers and staff members are impacted.	Pre Award	Tony Onofrietti
Effective Job Descriptions	Basic	**Crystal 1**
ENTER DESCRIPTION	Sponsored Programs Administration and Operations	ENTER PANELISTS

DISCUSSION GROUP

Favorite Post Award Topics		Crystal 5
This discussion group will focus on common issues facing post award administrators. We will talk about managing cost-sharing, cost-transfers, rebudgeting requests and close-outs. Please come with post-award issues that you would like to discuss with the group.	Post Award	Kim Eudy

CONCURRENT SESSIONS

SPA Office Reorganization	Intermediate	Crystal 1
In response to new institutional initiatives. Reinventing your business model.	Sponsored Programs Administration and Operations	Dennis Paffrath
MCA: Best Practices and Fear	Intermediate	Carson 1
Coverage analysis and feasibility for clinical trials. How to do budgeting, coverage analysis using institutional resources, why to do this, etc. Rationale and mechanism for doing feasibility study of the trial prior to contract negotiation.		Helene Orescan Bishoy Anastasi
Research Administration Portals: Making our Jobs Easier Up and Down the Line	Overview	Crystal 5
This Session will give overview level information on what every research administrator needs to know about homegrown portals. Washington State University and Stanford University will demonstrate their portals, which connect online routing and approval systems with their grants databases, powerful monitoring and reporting tools in and of themselves. Routing procedures, practice database reporting queries, and some "lessons learned along the way" will provide a great overview of an efficient homegrown system. We will even show you how to drag and drop.	Sponsored Programs Administration and Operations	Dan Nordquist Mich Pane Derek Brown

DISCUSSION GROUPS

Best Practices for Closing Out Sponsored Projects	Basic	Crystal 4

Yay, a project has ended, now what do we do? Project closeout is an important step because it could be the last opportunity an institution may have to ensure the project was compliant with the award terms and conditions. The purpose of this discussion group is to share best practices in closing out awards. Topics will include project cost review, award reporting requirements, and property disposition.

	Post Award	Tara Seaton

Strategies for Surviving Audits		Crystal 2

In this session, we will present strategies, tips and best practices to prepare for and manage the audit process. Emphasis will be on audit preparation strategies, how to respond to and implement recommendations, and best practices for addressing findings.

	Post Award	Andres Chan
		Alison Sanders

The Conflicted Party: What constitutes an OCI vs. an FCOI and what's the big fuss all about? Identifying, Disclosing and Resolving Organizational vs. Financial Conflicts of Interests.	Intermediate	Crystal 3

This session will discuss, What is an OCI vs. an FCOI and what does it matter; what laws and federal regulation define both and key overarching concerns regarding both. Organization Conflicts of Interest (OCI) vs. Financial Conflict of Interest–The session will discuss the key OCI FAR Regulation that applies government wide to non-profits and the HHS requirement for FCOI affecting the management of grant funding. We will discuss the two overarching concerns regarding OCI and provide Specific case studies add examples to address the range of possible conflicts that can arise in modern government contracting, as well the issues involved with subrecipient monitoring. In addition, proper disclosure and appropriate means to mitigate apparent or perceived conflicts will be provided.

	Contracting and Legal; Compliance and Ethics	Christine Marquez
		Lillie Ryans-Culclager

Tuesday Lunch: Regional Business Meetings

Relationship Building

Basic   Carson 1

Making friends on campus.

ENTER PANELISTS

Central and Department Together: Bridging the Gap

Intermediate   Crystal 1

Most Research Administrators often find themselves asking the same question. Who's responsibility is it? Central or Departmental? This session will help Research Administrators know how to navigate the gray area and how to set up clear lines of communications, responsibilities, and routing to ensure all aspects of Award Administration are met. Identifying the gaps and solutions on how to bridge the often large informational gap between the two. Learning

Sponsored Program Administration and Operations;

Post Award

Marj Townsend

Mich Pane

Josie Jimenez

Vickie Krell

Susan Frei Carson

Samantha Aleshire

Climbing the Ladder: Panel Discussion from Senior Leadership on How to Move Up in Your Career Path

Overview   Crystal 2

Have you ever wondered how someone became the Pre-Award Manager, Director of the Office of Sponsored Projects or the Vice President of Research? This panel discussion will feature panelists in senior leadership positions within the field of research administration providing insight into their career path, hurdles, challenges and successes as well as provide feedback on the necessary resources to be successful in creating a professional development path. The panelists will also address the skills, credentials, education and "advice" on how to move forward or transition in your career. If you are in pre-award and interested in learning compliance or post-award, or perhaps you wish to move from a specialist to an officer or from departmental coordinator to central. This panel is for you! Please come with your questions.

Professional Development

Moderator: Vanessa Quiroz Hotz

Panelists:

Dan Nordquist

Tony Onofrietti

Marjorie Piechowski

Sandra Sward

and more!

Collaborating with Tech Transfer | Advanced | Crystal 3

Spin-off companies by faculty SBIR/STTR

Sponsored Program Administration and Operations

Nancy Lewis

Earle Hager

Pre-Award Preparation for Post-Award Success | Overview | Crystal 4

Do you in the Pre-Award Office keep asking yourself the following questions about your Post Award colleagues – Why do they keep coming back asking more questions? Who are those guys? Who let them in here? Why don't they get it? A Post Award veteran "old-timer" will attempt to explain for Pre-Award colleagues why we sometimes drive you crazy. It is not only because we enjoy it, but also because just like you we are trying to provide excellent customer service. This session will try to highlight the issues Post Award hopes every award document includes and why it is important to us.

Pre-Award

Tim Reuter

New Software Implementation | Intermediate | Crystal 5

ENTER DESCRIPTION

Sponsored Program Administration and Operations

Karen Smith

Websites – Can you find what you're looking for? | Basic | Carson 1

Tips and techniques for setting up a user friendly and informative website.

Sponsored Program Administration and Operations

Patti McCabe

Motivating Investigators	Intermediate	Crystal 2
Motivating reluctant, inactive, or discouraged investigators.		Marjorie Piechowski

Developing Standard Operating Procedures (SOP's): Cliff notes to creating a collaborative, efficient and performance driven process	Overview	Crystal 1
The development of a system of quality and integrity contains within in it a standardized method of operating. Standard Operating Procedures (SOP's) are an effective method for organizations to employ in order to meet those standards. It is necessary to evaluate the need for an SOP versus a work practice document. Development of SOP's is really just the beginning. Training, maintenance, updating and integration are all keys to the ongoing success of your standard operating procedures manuals. Objectives: The session will focus on: • Understanding of the reason/need to develop SOP's and if a work practice document would better serve the need • Development of an SOP that meets the need without snaring the institution • Benefits to the effective development and maintenance of SOP's from administration to the person whom joined the team, today	Sponsored Program Administration and Operations	Rosemary Madnick Elizabeth Sexton

Compliance Review at Proposal Stage	Intermediate	Crystal 3
ENTER DESCRIPTION	Compliance and Ethics Pre-Award	ENTER PANELISTS

Preparing for and Managing Center Grants	Overview	Crystal 4
This session will provide an overview of how to prepare proposals for large centers as well as oversight and administration of the center during the life of the project. Attendees will be exposed to the complexities of preparing a large center grant proposal, mitigation of common pitfalls, and how to avoid errors associated with proposal preparation. In addition, we will demonstrate best practices for organization, execution, and award administration, of these center grants.	Pre Award	Gary Podesta Sherrie Dennehy
IP Growing Concerns in a changing IP environment – "Know when to hold, and know when to fold."	Intermediate	Crystal 5
This session will provide an overview of the key characteristics of intellectual property: Trade secrets, copyrights, and patents. Specific examples of issues related to FAR and DFAR IP provisions and data rights in Government contracts will be addressed. The facilitator will share tips for maximizing and preserving your IP when negotiating Government contracts.	Contracting and Legal	Laleh Shayesteh

National Council of University Research Administrators

Region VI and VII Conference
Program

October 8th

Crowdsourcing	**Basic**	**Crystal 1**
ENTER DESCRIPTION	Sponsored Program Administration and Operations	Tam Tran

Social Media Do's and Don'ts	**Basic**	**Crystal 2**
ENTER DESCRIPTION	Sponsored Program Administration and Operations	Derick Jones Natalie Baronian

Ongoing Compliance Reviews	**Intermediate**	**Crystal 3**
ENTER DESCRIPTION	Compliance and Ethics Post-Award	ENTER PANELISTS

Wednesday, 8:30 am – 10:00 am

CONCURRENT SESSIONS

Understanding Confidentiality/Non-Disclosure Agreements and Teaming Agreements	Intermediate	Crystal 5
This session will explain why an NDA /confidentiality/teaming agreement is important, and when an NDA/Teaming Agreement should be used. In addition, this session will include discussion around other forms of disclosure that may or may not be necessary or appropriate. Some of the most commonly negotiated changes in NDAs will be discussed.	**Contracting and Legal**	**ENTER PANELISTS**

Wednesday, 10:30 am – 12:00 pm

CONCURRENT SESSION

Getting the Message Across	Overview	Crystal 2
Effective and appropriate communication - the written word and how you deliver it. Delivering the message professionally, tactfully and concisely not only demonstrates your command of communication, but also ensures you minimize encountering situations where you are either misunderstood or misinterpreted, or both! Communication also covers procedural manuals - are they well written, do they deliver meaningful information? Is more necessarily better? Come visit with us for this fun and informational session!!	Professional Development	Maggie Griscavage Julie Benson

Wednesday, 10:30 am – 12:00 pm

DISCUSSION GROUPS

Reducing Administrative Burden		Crystal 3
ENTER DESCRIPTION	Compliance and Ethics	ENTER PANELISTS

Career Exploration: Transitioning your Career and Job

	Basic	Crystal 1

Career exploration is not the same as job searching. Job searching is a short-term pursuit of a position that matches your financial and career goals. Career exploration is a long, progressive process of choosing education, training, and jobs that fit your interests and skills. The session will focus on the following: * Assess yourself * Explore Career Options * Gain Skills * Find a Job * Manage Your Career*

Sponsored Program Administration and Operations

Rosemary Madnick

Lisa Jordan

What Every Post Award Admin Needs to Know

	Overview	Crystal 4

The focus of this Discussion Group will be on survival skills and core competencies; how we orient and initially train Post-Award staff members; and, typically, what resources are provided to newly hired staff members to help them get through their first six months on the job. This is not intended to be a discussion of "best practices", but, rather, what we do and what we can do better.

Post-Award

Randy Draper