National Council of
University Research Administrators

NCURA Regions VI-VII
Spring Meeting
PROGRAM

April 19-21, 1998

Kaua'i, Hawaii

Outrigger Kaua'i Beach Hotel

NCURA REGIONS VI & VII SPRING MEETING
OUTRIGGER KAUA'I BEACH HOTEL—KAUA'I, HAWAI'I—APRIL 19-21, 1998

Dear Colleagues:

Aloha!

As chair of the joint Region VI/VII Program Committee, I am pleased to present the program for our 1998 Joint Regional Meeting from April 18 to 21, 1998. This year our meeting will be once again hosted by our friends in Hawai'i at the Outrigger Kaua'i Beach Hotel on the beautiful island of Kaua'i. The hotel rests along the scenic Royal Coconut Coast and overlooks the Pacific to the southeast. Sunrises are spectacular, and sunsets are golden.

Our Spring Meeting officially begins on the morning of Monday, April 20, with registration on Sunday and Monday starting at 8:00 a.m. both days. However, we have planned events on the preceding Saturday and on Sunday as an added incentive to come early to join long-time friends and make new friends who share a common bond through their commitment to research administration.

Our third annual golf tournament will be held Saturday morning, April 18. Many thanks to Hal Gollos for organizing this event. On Sunday, April 19, we have organized a full day of workshops. The workshops will be held in two half-day sessions. The workshops are a great way to improve your knowledge and understanding of some exciting topics—including the best resources for sponsored projects administration on the Web and an overview of the tools used in electronic research administration. Please select a workshop in the morning, afternoon, or both to suit your personal interests and needs. Lunch will be provided for all workshop participants.

Our Meeting will begin with a featured speaker, William "Bill" Kikuchi, Professor of Anthropology at the Kaua'i Community College. Thereafter, we offer 15 concurrent sessions through Tuesday morning, followed on Tuesday afternoon by three concurrent roundtables and, finally, a selection of open forums for discussion and synthesis of the issues brought up during the meeting.

Mary Husemoller, President of NCURA, will be sharing her vision of NCURA with us following lunch on Monday. Our premier social event will be on Monday with a lu'au. We want to offer a special invitation to your guests who are welcome to join us. Guest tickets are $45 each and will be made available through our registration form. In order to involve more attendees in hospitality events, we'll be sipping our drinks and enjoying the tropical evening for an extended period under a large tent.

I encourage you to visit the Meeting Web page at http://www-era.stanford.edu/r6ncura/p98index.html. Thanks to Dave Dungan for such a great job in putting this together and keeping the committee on time. It includes the most up-to-date schedule, hotel information, and general links for Kaua'i and Hawai'i.

We sincerely hope everyone can join us in Kaua'i. Please remember that appropriate dress for all events will be casual. Since Kaua'i is a popular vacation destination, you should make your hotel and travel arrangements as soon as possible. Rooms held for NCURA will be released on March 19. See you there!

Sincerely,

Terry May, Chair, Program Committee
Region VII

NCURA REGIONS VI & VII SPRING MEETING
OUTRIGGER KAUA'I BEACH HOTEL-KAUA'I, HAWAI'I-APRIL 19-21, 1998
SCHEDULE

SATURDAY, APRIL 18

8:00   **ORGANIZED RECREATIONAL EVENTS**

Golf - The Third Annual Spring Meeting Tournament
Contact: Hal Gollos

SUNDAY, APRIL 19

8:00-5:00   **REGISTRATION**   Lower Lobby, Outrigger Kaua'i Beach Hotel

8:30-11:30   **SUNDAY MORNING WORKSHOPS**

Overview of Common Programs/Software/Applications Used in ERA

Faculty: Erin Lindsay, R-NET Process Manager, UCLA; Steve Dowdy, Manager, Network and Information Systems, Massachusetts Institute of Technology

Have you ever asked for a list of all grants just to find out the programmer included contracts too? Today it is increasingly important for the computer professional to understand the business terminology for the functions he/she supports.
So, do you know your bits from your bytes, your pixels from your DPI? You, too, need to speak the language that the computer professional understands. This workshop will introduce managers and other research administrators to the basic terminology used when communicating with the computer professional. Topics to be covered include a brief history of ERA, hardware, software, networking and database basics.
By using and understanding the concepts presented in this workshop, the research administrator will be able to more effectively communicate with the computer professional and be better positioned to deal with ERA.

Research Administration for the Newcomer: Emphasis on Post-Award Administration

Faculty: F. John Case, Assistant Vice President and Controller, Desert Research Institute, University and Community College System of Nevada; Brian Farmer, Manager of Grants and Accounting, University of Idaho

This half-day session will provide an overview of some post-award topics for those with less than one year's research administration experience. The session is geared to give an overview of various topics post-award administrators hear about and deal with on a daily basis. Post-award topics will include cost principles and regulations, an introduction to indirect costs and its components, the new Cost Accounting Standards Board requirements, effort reporting, audit, and award close-out. The session will help new research administrators develop an understanding of these topics. The session should prove useful for new administrators from colleges, universities, and other non-profit organizations.

8:30-11:30   SUNDAY MORNING WORKSHOPS (CONTINUED)

Presentations and Public Speaking

Faculty: Samantha Wescott, Manager, Grant Proposal and Award Team, UCLA

This workshop will cover the fundamentals of public speaking for professionals and preparation and delivery of presentation materials, specifically using electronic tools such as PowerPoint. The workshop will address issues such as the art of public speaking for goals such as effective training, persuasion or instruction. We will address the issues of nervousness and fear as well as share constructive and creative solutions to many of the problems faced while speaking before an audience. We will also share secrets for preparing a professional presentation, structuring the information, and creating a professional package of materials for an effective and stimulating presentation. This would be recommended for professionals of all levels who are looking to improve their public speaking and presentation skills.

12:00-1:00   SUNDAY LUNCH (for workshop participants and faculty only)

1:30-4:30   SUNDAY AFTERNOON WORKSHOPS

Sponsored Project Resources on the Web

Faculty: Bonnie Hale, Information Editor, Sponsored Projects Office, Stanford University; Dave Dungan, Director, Engineering Research Administration, Stanford University

The WWW contains an unlimited glut of resources for students, faculty, and administrators. Some are easy to find, others present a challenge. This workshop will help beginning and intermediate Web users:
- Understand search engines
- Develop effective searches
- Use bookmarks
- Print, save, and download information
- Compare sites before you create your own

We will look at Web sources for funding information, solicitations, and guidelines; policy pages; forms; some sponsors; and post-award Web tools.

NSF FastLane

Faculty: Carolyn Miller, FastLane Project Director, National Science Foundation

The NSF FastLane workshop is a hands-on session where each participant will be guided through the use of the features of FastLane. The workshop is oriented towards the research administrator with limited experience with FastLane. Topics of the workshop include FastLane architecture, functions for research use, with special emphasis on proposal preparation, and research administration functions, including FastLane administration, institution reports, post-award requests and notification, and proposal submission. Participants should come with their own FastLane PIN (Personal Identification Number) and have been added as an NSF Principal Investigator (send e-mail to fladmin@nsf.gov to be added).

5:30-7:00   SUNDAY EVENING GATHERING

Meet in the hotel Mele Lounge (near the elevators) to have a drink before dinner on NCURA.

7:00-...   SUNDAY DINNER (on your own)

MONDAY, APRIL 20

8:00-5:00   **REGISTRATION**   Prefunction Area

8:30-9:00   **CONTINENTAL BREAKFAST**   Prefunction Area

9:00-10:15   **WELCOME AND KEYNOTE ADDRESS**   Jasmine Ballroom

Welcome: Terry May, Chair of Region VII, NCURA
Introduction of Speaker: Georgette Sakumoto, Assistant Director, Research Administration, University of Hawai'i
Keynote Speaker: William "Bill" Kikuchi, Professor of Anthropology, Kaua'i Community College
Keynote Address: **Hawai'ian Prehistory: The Need for Research Funding**

10:15-10:30   **MONDAY MORNING BREAK**

10:30-11:45   **MONDAY MORNING CONCURRENT SESSIONS**

Federal Demonstration Partnership, Phase III: A Cooperative Venture Between Federal Agencies and Participating Agencies

Moderator: Joyce Freedman, Director, Sponsored Projects Office, UC Berkeley
Panelists: Barbara Siegel, Northwestern University, Chair, FDP Steering Committee; Gerald Stuck, ERA Coordinator, Federal Demonstration Partnership

This session will include a brief overview of the Federal Demonstration Partnership along with updates on specific FDP, Phase III initiatives. Since its expansion in June 1996, FDP now boasts 65 institutional members, 11 federal agencies, and six professional organizations, including NCURA.

NIH Commons

Presenter: Diana Jaeger, Director, Division of Grants Policy, OPERA, National Institutes of Health

This session will provide an update on the status of development of the NIH Commons, including a demonstration of E-SNAP. It will also provide information on institutional requirements for interacting with the various NIH Commons components.

Funding Agency Relations: A Key Ingredient for Success in the Sponsored Program Enterprise

Presenters: Leticia McCart, Director, Sponsored Programs Faculty Development, San Jose State University; Lou Venuto, Team Leader, Program Monitoring, Higher Education Programs, U.S. Department of Education

Personal interaction with program officers can have a profound affect on the quality of proposals yet many faculty are not taking advantage of this strategy at the pre-award stage. This session will provide an opportunity to explore the stages of interaction with funders and provide tools for helping you better prepare your faculty for engaging in these critical conversations with agency staff.

12:00-1:15   **MONDAY LUNCH**   TENT IN THE LUʻAU GARDENS

Mary Husemoller, President, NCURA

1:30-2:45   **MONDAY AFTERNOON CONCURRENT SESSIONS**

NIH Program and Policy Update

Moderator: Kathleen M. Engstrom, Chair, Division of Research Services, Mayo Clinic
Scottsdale
Presenter: Diana Jaeger, Director, Division of Grants Policy, OPERA, National Institutes of
Health

The NIH update will include information on the latest NIH reinvention activities (including
information about specific ERA initiatives at NIH), NIH's implementation of OMB Circular
A-21, changes in NIH and the outlook for the future. This will be an interactive session,
audience participation is encouraged.

Proposal Submission Using NSF FastLane

Moderator: Judy Fredenberg, Grants Development Coordinator, University of Montana
Presenters: Neil Maxwell, Senior Research Administrator, UC Berkeley; Carolyn Miller,
FastLane Project Director, NSF

This session will present information on recent developments and future plans for FastLane's
proposal preparation and submission module. An interactive discussion is planned, focusing on
experiences with recent required FastLane submissions such as the IGERT, MRI, and Science
and Technology Centers programs, to improve university and NSF strategies and approaches.

**Training and Communications Programs from Central Offices for PIs and
Department Administrators**

Moderator: Don Allen, Director, Grant and Contract Services, University of Washington
Panelists: Liz Turney, Grants Specialist, College of Veterinary Medicine, Colorado State
University; Kathleen Thompson, Associate Director, Research Management Group, School of
Medicine, Stanford University

Rules and regulations affecting grants and contracts are changing rapidly. How does your
institution communicate grants management issues to PIs and Departments? This session will
provide the types of training/communications programs used at three universities in Regions
VI and VIIand allow time for an open discussion with the audience.

2:45-3:00   **MONDAY AFTERNOON BREAK**

3:00-4:15   **MONDAY AFTERNOON CONCURRENT SESSIONS**

NSF Program and Policy Update

Moderator: Denise Wallen, Office of Research Services, The University of New Mexico
Presenters: Jean Feldman, Head, Policy Office, Division of Contracts, Policy & Oversight,
NSF; Karen Sandberg, Section Head, Division of Grants & Agreements, NSF

This session will provide an update of current and future initiatives including recent and
proposed changes in NSF proposal and award policies and procedures. Staff also will describe
upcoming NSF electronic initiatives as well as provide the most up-to-date information
regarding the FY 1999 budget and new program areas.

Changes at the U.S. Department of Education: Challenges for Both the Preaward and Postaward Administrator

Presenters: Lou Venuto, Team Leader, Program Monitoring, Higher Education Programs, U.S. Department of Education; Robert Bakke, Associate Director, Office of Sponsored Projects, CSU Chico

The Government Performance and Results Act (GPRA) is likely to have a major impact on how we do our jobs. The US Department of Education has undergone significant reorganization. This session will explore how the department is responding to the GPRA and its implications for present and future grantees. In addition this session will offer suggestions on how prospective applicants might prepare more competitive proposals for programs sponsored by the Higher Education Division.

6:00-9:30   MONDAY EVENING BANQUET: LU'AU

...AND EVENING HOSPITALITY   TENT IN THE LU'AU GARDENS

Join us for a lu'au, then linger on after the meal and enjoy the tropical night. Beer, wine, and mai tais provided, other drinks may be purchased from the hotel bar.

TUESDAY, APRIL 21

8:00-9:15   REGION VI MEETING AND BREAKFAST   PAKALANA ROOM

8:00-9:15   REGION VII MEETING AND BREAKFAST   GINGER ROOM

9:30-10:45   TUESDAY MORNING CONCURRENT SESSIONS

Integrating Systems Across the Campus—Building a Research Intranet

Presenter: Rojielyn Fay, IST Mgr, Office of Contracts & Grants, UC-San Diego

There are technical and management challenges associated with integrating systems written in different software of different platforms for different needs. What are the technical issues? What are the management issues? How do you get and keep everyone on the same development path? What are the data ownership and control issues? This session will look at what is currently being developed to integrate systems across the campus.

Subcontracting

Presenter: Dick Seligman, Director, Sponsored Research, California Institute of Technology

9:30-10:45   **TUESDAY MORNING SESSIONS** (CONTINUED)

Research Office/Development Office Relations: Communication and Cooperation is the Key to Success

Presenter: Wilma Ennenga, Grant and Contract Administrator, Office of Grant and Contract Service, Northern Arizona University; Raymond Riznyk, Associate Dean, Graduate Studies and Research, Central Washington University; David Serrano, Assistant Director, Office of Research Services, University of California, Riverside

The relationship between the Research Office and the Development Office is often one of confusion and conflict. This session will focus on various ways for developing and maintaining efficient and effective working relations. Communication and cooperation is seen as the key to success. The presenters will discuss strategies that enhance positive relations and mutually beneficial interactions.

10:45-11:00   **TUESDAY MORNING BREAK**

11:00-12:15   **TUESDAY MORNING CONCURRENT SESSIONS**

Procurement Card Implementation at Universities
Moderator: F. John Case, Assistant Vice President and Controller, Desert Research Institute, University and Community College System of Nevada
Panelists: Brian Farmer, Manager of Grants and Contracts, University of Idaho; Chris Scholberg, Project Manager, Stanford University

During these times of re-engineering and cost containment, numerous institutions are reviewing processes to streamline administrative processes. This session will review the implementation of procurement cards at various organizations. Included in this discussion will be the process for implementation, issues for departments and central administration, and the effects on sponsored research activity.

Partnering Technology and Change

Moderator: Hal Gollos, Research Process Manager, Stanford University
Panelists: Erin Lindsay, Electronic Initiatives Analyst, UCLA; David O'Brien, Director, Office of Planning Services, Stanford University; Beth Kane, Managing Associate, Coopers & Lybrand

Over the next couple of years technology will change the ways we, as research administrators, do our jobs. This session will look at the different technologies coming down the road, the change management process involved with these technologies, and the training of the staff whose jobs will be vastly different due to these changes.

Developing Collaborative Proposals

Presenter: Nancy Bell, Director, Office of the Assistant VP for Research, University of Texas Medical Branch at Galveston

This highly interactive session will provide the opportunity for research administrators to become familiar with mechanisms to facilitate large, collaborative projects. Faculty are accustomed to preparing the single investigator proposal but are often confused when developing a collaborative project. The session will be organized using a project management approach.

12:30-1:30	**TUESDAY LUNCH**	TENT IN THE LUʻAU GARDENS

1:45-3:00   TUESDAY AFTERNOON ROUNDTABLES

Cost Accounting Standards Audits

Faculty Professional Development, Mentoring, and Coaching Roles for Research Administrators

Discussion Leaders: Wilma G. Ennenga, Grant and Contract Administrator, Office of Grant and Contract Service, Northern Arizona University; Barry H. Dorfman, Interim Director, Office of Research and Sponsored Projects, California State Polytechnic University, Pomona

Individual counseling and coaching can increase the capacity of faculty to successfully compete for sponsored projects that support their career goals. This session will continue a discussion started at the national NCURA meeting and will explore the role of the research administrator as mentor and coach as well as the limitations on the mentoring role.

Confidentiality Issues in Research Administration

Discussion Leaders: Reata Busby, Director of Research, University of New Mexico Health Sciences Center; Bruce Morgan, Associate Director, Office of Research Administration, University of California, Irvine

This Roundtable will discuss institutional policies and research administration experiences on the wide variety of confidentiality issues which affect research administration. These include: confidentiality terms in contracts; accepting confidential information and confidentiality agreements; industry agreements; human subject information; access to student and medical records; and Freedom of Information requests.

2:45-3:00   TUESDAY AFTERNOON BREAK

3:00-4:15   TUESDAY AFTERNOON FINAL SYNTHESIS

Open Forum for Departmental Administrators

Moderator: Carol Quintana, Associate Director, Arts and Sciences Research Center, New Mexico State University

Open Forum for Pre-Award Issues

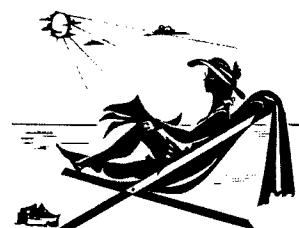Moderator: Karen R. McCrostie, Coordinator, Research Services, Office of Research Administration, Boise State University

Open Forum Post-Award Issues

4:15   CONFERENCE ADJOURNED

4:20-...?   POST-CONFERENCE WORKSHOP

Effective Tools and Methods to Reduce Stress in Research Administrators—Hands-on Workshop

Facilitator: recreational beverage of choice

S I T E   I N F O R M A T I O N

CONFERENCE HOTEL

The site for our Spring Meeting is the Outrigger Kauaʻi Beach Hotel near Lihue, on the eastern coast of the island of Kauaʻi, in Hawaiʻi. Each room is air-conditioned, and suites feature refrigerators, in-room movies, and private lanai.

Room rate: A block of rooms is being held for conference attendees until **March 19th**. Our group rate is $110 plus tax (10.166%). This rate is good for three days before and after the conference dates (maybe more, if you ask nicely). Residents of Hawaiʻi are eligible for an additional discount–ask the reservation agent about it.

Deposits and Cancellations: The hotel requires a one night room deposit plus applicable taxes at the time the room request is submitted. Deposit payment may be made by company or personal check or by credit card. Room deposits will be refunded if cancellation notice is provided no later than 72 hours prior to arrival. Cancellation received less than 72 hours of scheduled arrival will be charged a penalty of one night room revenue plus applicable taxes.

Family Plan: There is no additional charge for children, 17 and under, staying in the same room using existing bedding. Maximum of four people per room, before additional charges apply.

Car Package: $25 plus tax. The hotel will book a car through Budget Rental for airport pickup and return. The reservation agent will need your flight info to confirm your rental booking.

Phone Numbers: Reservations must be made through the Group Reservation number: 1-800-325-7171. You'll speed up the process if you tell the reservations agent you're with the National Council of Research Administrators meeting at the Kauaʻi Beach Hotel in April. Direct number to the hotel: 1-808-245-1955. (They don't take reservations at this number.) Budget Car Rental: 1-800-527-0700.

CONFERENCE REGISTRATION

See the registration form enclosed for more information. Registration must be received by April 10, 1998. Registration is $175 for the conference, and the Sunday workshop fee is $45 for one half-day workshop and $70 for two workshops. The registration coordinator is Georgette Sakamoto at the University of Hawaiʻi.

DRESS CODE

Dress code for our meeting is casual. Bring casual, comfortable clothes in lightweight fabrics. Shorts and tee-shirts are recommended—you've probably already packed your beach wear. Sandals are suggested, and definitely bring comfortable shoes if you plan on doing any hiking or exploring the island. You might need a lightweight sweater or jacket, but it won't be cold enough for anything heavier. If all your bright aloha shirts or muu muus are at the cleaners, you'll find plenty to choose from in island shops. Hawaiʻi is close to the equator, and the sun is very strong, even on overcast days.

CLIMATE

Kauaʻi is the furthest north of Hawaiʻi's main islands and has slightly cooler temperatures. Typical winter daytime highs are 76 to 80 degrees and at night, temperatures run from 60 to 64 degrees. Summer temperatures range from highs of 84 to 87 degrees to lows of 70 to 72 degrees. Spring and fall temperatures fall in between. For beach goers, the near-shore waters varies from a high of 80 degrees in summer to about 73 degrees in winter. The temperature drops 3.5 degrees with each thousand-foot rise in elevation; Kauai's highest elevations are 10 to 12 degrees cooler at sea level.

Rain isn't usually much of a problem on Kauaʻi. Rain tends to come in brief spells, typically during the night and early morning hours, with most of the heavy rainfall occuring in the mountains, not the resort areas.

ABOUT KAUA'I

Kaua'i, Hawaii's "Garden Island," is renowned for its beautiful sun-drenched beaches, lush tropical valleys, waterfalls, colorful canyons, cool highlands, and gorgeous rainbows. You're probably more familiar with Kaua'i than you realize, the island was used to film "South Pacific" "Jurassic Park," "Raiders of the Lost Ark," and many other movies. And Wailua Falls, located near our hotel, is used in the introductory segment of the TV show "Fantasy Island." Our hotel is on the eastern "Coconut Coast," rich in Hawai'ian culture, with many heiaus (sacred sites), petroglyphs, and other points of interest.

MONDAY NIGHT BANQUET—LU'AU!

Hawai'ians traditionally hold a lu'au to celebrate a special occasion. We'll celebrate on Monday evening with a lu'au by the sea. We'll sip mai tais and a selection of other beverages and feast on a sumptuous buffet of Hawai'ian specialties, entertained by music and dances of the island. As the sun sets and torches are lit, we'll enjoy the tropical evening by hosting our hospitality suite in the same beautiful setting. Complimentary mai tais, beer,and wine will be provided; other drinks may be purchased from the hotel bar.

POPULAR ACTIVITIES ON KAUA'I

✳ Consider visiting Wailua Falls or taking a boat ride up Wailua River to see beautiful Fern Grotto.

✳ For a breathtaking aerial view of Kaua'i, several companies offer helicopter tours.

✳ Drive to spectacular Waimea Canyon, nicknamed the "Grand Canyon of the Pacific" by Mark Twain.

✳ Explore the island's beauty on a hiking trail. Two of Kauai's best trails are Kukui Trail, a five-mile round trip trail that drops 2,000 feet into Waimea Canyon (and a large swimming hole at the bottom); and the four-mile Kuilau Ridge Trail, with dramatic views of small waterfalls and a wealth of flora.

✳ Kalapaki Beach is an ideal choice for swimming and sunning. The best scuba diving on Kaua'i is found along the southern shore, with visibility averaging about 50 feet and abundant sea life.

✳ Other popular activities on Kaua'i include horseback riding, windsurfing, and freshwater and saltwater fishing. Tennis can be played day or night on the hotel tennis courts.

✳ To see extensive exhibits of Hawai'ian artifacts along with memorabilia from the sugar plantation era, visit the Kaua'i Museum in nearby Lihue. Plan an outing to Kamokila Hawai'ian Village to see what ancient Hawai'i was like. Kilohana Plantation, a restored plantation estate, has 35-acre grounds with tropical gardens, a working farm, and a century old plantation village.

✳ Dance to the best in top-40 music at Kauai's "hottest" night club, Gilligan's, conveniently located at our hotel.

NCURA REGIONS VI & VII
SPRING PROGRAM COMMITTEE, 1997-98

REGION VI

Joyce Freedman (Meeting Co-Chair)
Director, Sponsored Projects
University of California, Berkeley

F. John Case
Assistant Vice President and Controller
Desert Research Institute, Nevada

Dave Dungan
Director, Engineering Research
Stanford University

Hal Gollos
Research Process Manager
School of Medicine
Stanford University

J. Terrance Manns
Associate Director, Research
California State University, Sacramento

Georgette Sakumoto
Assistant Director, Research Administration
University of Hawai'i

REGION VII

Terry May (Meeting Co-Chair)
Director, Research Administration
Northern Arizona University

Carey Conover
Grants Administrator
Office of Grant and Contract Services
Northern Arizona University

Kathi Delehoy
Assistant Director, Sponsored Programs
Colorado State University

Brian Farmer
Compliance Officer
University of Idaho

Judy Fredenberg
Assistant to the Vice President, Research
University of Montana

Chuck Howard
Executive Director, UNC Research Corporation
University of North Colorado

Karen McCrostie
Coordinator, Research Services
Boise State University