NCURA REGIONAL MEETING VI & VII BILLINGS MONTANA OCTOBER 7-10 | 2018

Education, Networking & New Connections in Big Sky Country!

PROGRAM (as of 10/1/18)
Final Program will be on Guidebook

A special thanks to our meeting sponsors! Please stop by their tables during the meeting and check Guidebook for more information!	
	Cayuse (www.cayuse.com)
	Kuali Research (www.kuali.co)
	Visit Billings (www.visitbillings.com)

Saturday, October 6, 2018

Registration Open 3:00pm - 5:00pm

Sunday, October 7, 2018

Registration Open 7:30am - 5pm

Morning Workshops (8:30am - 12:00pm)

(Workshop information and descriptions on Region VI website)
(Workshops can be added to registration at any time via NCURA website)

Afternoon Workshops (1:30pm - 5:00pm)

(Workshop information and descriptions on Region VI website)
(Workshops can be added to registration at any time via NCURA website)

Welcome Reception (6:00pm - 8:00pm)

Room	Description
Skyview 1 & 2 (20th Floor)	Come meet your colleagues on the 20th floor of our host hotel for appetizers, refreshments & libations, and views of the Billings skyline and sunset.
	Temporary registration table will be set up outside of the reception so that attendees can real-time pick up their materials (name badge, welcome bag, tickets) prior to joining the reception.

Monday, October 8, 2018

Registration Open 7:00am - 4pm

New Members & LeadMe Breakfast 7:15am - 8:15am

Continental Breakfast 7:30am - 8:15am

Conference Welcome & Keynote Address (8:30am - 10:15am)

Room	Description
Ballroom A/B/C (3rd Floor)	Meeting Welcome from Program Chairs
	Keynote: John Clayton, Author

Sessions 10:45am - 12:00pm							
Room	Track	Title	Level	Session Type	Lead Presenter	Co-Presenter(s)	Description
Skybridge 4 (2nd Floor)	Federal	NSF Grant Awards and Cash Management Overview	Basic/ Overview	Concurrent	Justin Poll, National Science Foundation		This session will provide overview of NSF's Grant Award and Cash Payment processes and procedures, and will provide participants with awardees' responsibilities, common reasons for delays and detailed information on baseline monitoring activities. Participants will gain an understanding of the grant management process.
Conference Room 3 (3rd Floor)	Departmental	Rocky Mountains and Great Plains: All Things Clinical Research	Basic/ Overview	Concurrent	Jennifer Cory, Stanford University		This session will provide an overview of clinical research: the stages of research, the roles of the various people involved and how do they most effectively work together. We will also discuss the key regulations that guide researchers/institutions and explain some of the funding challenges.
Skybridge 1 (2nd Floor)	Post-Award	The Sky's (Not Always) the Limit when Transferring Costs	Basic/ Overview	Concurrent	Nicole Pobuta, Stanford University	Erika Garcia, California Institute of Technology	Your PI says an expense was charged to the wrong project and asks you to move it. What's the big deal? Don't we want expenditures allocated to the correct account? Yes, but… Cost transfers are inevitable in the sponsored research world, but even when completely appropriate and justifiable, they can quickly raise red flags. In this session, participants will have the opportunity to learn about cost transfers from both the department and central office perspective as we discuss cost transfer fundamentals, how to write a justification that covers all the bases, and talk best practices to help avoid cost transfers.
Skybridge 2 (2nd Floor)	Contracting & Working with Industry	Intellectual Property 101: Principles and Pitfalls	Basic/ Overview	Concurrent	Jeremy Tamsen, University of Idaho	Casey Inge, University of Idaho	Copyrights, patents, and trademarks, oh my! This session is Intellectual Property 101 for university research administrators, brought to you by a small tech transfer office that packs a punch. "When can I publish? Why would I file a patent application? How long will a patent take? Who owns the IP? Who pays?" Learn to address these faculty questions, and bring your own to get the most out of this collaborative session.
Conference Room 2 (3rd Floor)	Human Capital & Professional Development	Big Sky Thinking - The Road to Resilience!	Basic/ Overview	Discussion	Theresa Caban, Kaiser Permanente		This course will help research administrators understand why RESILIENCE is important. The presenters will discuss what resilience is within RA, how you do it, and understanding and illustrating the importance of developing resilience and emotional intelligence. Additionally, the speakers will touch on the importance of having a strategy and best practices in maintaining resilience in the most difficult of circumstances. This course takes special care in providing both pre- and post-award perspectives and scenarios while explaining how resilience leads to success. Learning Objectives: - Understand the what resilience is and how to apply it. - Identify scenarios and best and worst reactions, interactions utilizing emotional intelligence and resilience. - Provide best practices and gold standards for personal and professional development of resilience.

Skybridge 3 (2nd Floor)	Pre-Award	Don’t Give In to the Dark Side: Tactics and Skills for Better Negotiations	Intermediate	Concurrent	Kay Dee Holmes, University of Idaho	Jason Oliver, University of Idaho	Do you experience dread, frustration, or anxiety when negotiating with a sponsor or PI? It’s common to dread or become anxious when negotiating. This presentation will share tried and true negotiation skills and tactics to reduce this anxiety and to help research administrators develop their own negotiation style. Research administrators negotiate all day every day. Whether convincing a PI to draft a revised budget, asking a co-worker to complete a task, or asking a sponsor to revise their contract terms, effective negotiating is a vital skill for research administrators. Developing your own negotiation style can bring value to your career and enhance your personal life. This session will include a presentation and discussion time so bring your examples and experiences to share.
Conference Room 1 3rd Floor)	Federal	Federal Cost Policy and Compliance: An Overview of Award Terms and Allowability under Uniform Guidance and Beyond	Basic/ Overview	Concurrent	Noam Pines, University of California, Berkeley	James Wang, University of California, Irvine	This session offers a basic overview of the awarding mechanisms and financial rules governing university compliance under Federal funding, and an explanation of how the landscape for compliance has changed over time, with particular emphasis on implementation of the Uniform Guidance (UG). Other topics covered include: the Code of Federal Regulations (CFR); Federal assistance awards vs contracts; the Federal Acquisition Regulation (FAR); applicable OMB Circulars prior to Uniform Guidance; managing award terms and conditions under multiple rule sets; and changes in allowability principles under UG. Participants will gain an understanding of the many layers that govern the terms and conditions of a Federal award, ranging from internal institutional policy to pre-negotiated terms under FDP/RTC to the overall framework of Federal rules and agency implementations. The responsibilities of a Research Administrator may vary depending on one’s specific role, but the goal is to introduce all participants to key concepts in federal costing policy on both a macro and micro level.
Conference Room 5 (3rd Floor)	eRA, Systems Management & Operations	Do’s and Don’ts when Implementing a New System	All levels	Concurrent	Dixon Brown, Kuali Inc.	Kat Szulc, Kuali Inc.	This presentation style session will review the lessons learned from numerous implementations (big, small, school-wide and back-office only) of an electronic research administration system and highlight the do’s and don’ts that make a successful roll-out. It will go into the struggles and challenges that you may experience during the process and provide tips on how to position your school for success. Customer’s role (your role) vs. Vendor’s role will be explored as well as effort commitment required from both parties. At the conclusion of the session, participants will have a better understanding of the necessary components involved in a successfully system implementation.

Lunch 12:00pm - 1:15pm

Room	Description
Ballroom A/B/C (3rd Floor)	Full Joint Lunch for all Meeting Attendees

Sessions 1:20pm - 2:35pm							
Room	Track	Title	Level	Session Type	Lead Presenter	Co-Presenter(s)	Description
Skybridge 4 (2nd Floor)	Post-Award	Pros and Cons of Self-Disclosure: A Cautionary Tale	Advanced	Concurrent	Diane Barrett, Colorado State University	David Doty, Colorado State University	This is a follow-up to our session last year! When accepting Federal funding there are a myriad of laws, regulations and guidelines that require awardees to disclose: improper business practices, overpayments, fraud, bribery, or other violations that potentially affect a Federal award(s). Within this session we will have a discussion a real life case study of actual self-disclosure to the Office of Inspector General. The outcomes of the disclosure and the resulting aftermath might not be what you would expect for doing the "right thing." And it might never end. Learning Objectives: - A better understanding of the actual disclosure process and subsequent actions that might be expected. What actions might be most beneficial and what might not in the disclosure process. - Possible pitfalls that might be avoided depending on the agency and the relationship with that agency. - Who to engage for help.
Skybridge 3 (2nd Floor)	Departmental	Help Me Help You: Cultivating Successful PI-Administrator Partnerships	Intermediate	Concurrent	Jennifer Cory, Stanford University		Ever feel like you've been branded as "red tape" because your work is associated with policies and regulations? Building a strong relationship with your PI—one in which you are established as a teammate instead of a barrier—can improve your research administration outcomes and better equip you to navigate challenges together. This session aims to 1) identify common obstacles in building strong PI-administrator relationships, 2) explore strategies for successful partnerships (including the impact of effective communication, positive psychology, resourcefulness, and advocacy), and 3) draw upon case studies from real life scenarios to engage in an interactive, solution-driven discussion.
Conference Room 1 (3rd Floor)	Pre-Award	Pre-Award Budgeting Basics	Basic/ Overview	Concurrent	Trisha Southergill, Montana Tech	Beth Kingsley, Denver Health	This session will take a look at pre-award budget development basics, working with faculty through budget development, and creating budget narratives.
Skybridge 2 (2nd Floor)	Human Capital & Professional Development	Let's Get to the Point! Facilitating Communication in Research Administration	Basic/ Overview	Concurrent	Mara Rivet, University of Washington		Writing clear communications is an essential skill for successful research administrators. Becoming a more effective communicator also takes practice. This session will explore strategies for helping keep your writing on point. Participants will review examples and apply lessons learned to help hone their skills.
Conference Room 2 (3rd Floor)	eRA, Systems Management & Operations	Improving Operational Efficiency: UC San Diego Sponsored Projects Office Journey to Reorganize and Balance Workload to Provide a Better Customer Experience	Intermediate	Concurrent	Ross Dammann, University of California, San Diego	Lisa Meredith, University of California, San Diego	UC San Diego Contract & Grant Administration was experiencing significant operational challenges impacting its efficiency and capacity to manage workload. To address this issue, OCGA used a data-driven approach to reorganize and redistribute workload among staff and streamline the customer experience. The discussion will take participants through UC San Diego's year-long operational assessment initiative that led to the new department model.

Conference Room 3 (3rd Floor)	Contracting & Working with Industry	Negotiation of Subawards and Subcontracts	Intermediate	Concurrent	Sandra Stevens, University of California, Irvine	Lisa Wottrich, SRI International	This interactive session will focus on the complexities of negotiating subawards and subcontracts in an environment of increasing regulation and compliance. It will include a discussion of contract clauses, how to modify them for a variety of subrecipients/subcontractors (e.g. for profit entities, international entities etc.), and strategies and practical guidance for negotiation. Case studies will be presented to facilitate discussion as well as demonstrate and reinforce concepts and topics covered. Learning Objectives: - Participants will learn strategies for negotiating clauses in subawards and subcontracts with a variety of entities (for profits, internationals organizations etc.); - Participants will be able to identify and mitigate problematic clauses and identify key issues and special considerations for working with a variety of subrecipients.
Skybridge 1 (2nd Floor)	Federal	Federal Cost Policy and Compliance: An Overview of Award Terms and Allowability under Uniform Guidance and Beyond	Basic/ Overview	Discussion	Noam Pines, University of California, Berkeley	James Wang, University of California, Irvine	This session is a follow-on discussion to the concurrent session on Federal Cost Policy and Compliance.
Conference Room 5 (3rd Floor)	LeadMe	LeadMe Graduate Presentations: Group 1	All levels	Concurrent	LeadMe Graduates: Group 1		The LeadMe Program is our professional development and leadership mentoring program, now in its ninth year. Members who are accepted into the program as Mentees are each paired with a Mentor, who supports the Mentee in identifying leadership and professional development goals and objectives, as well as to formulate their Leadership and Professional Development (L&PD) Plan. The leadership plan, which typically aligns with some situation or issue that the Mentee, under the Program, can come up with a plan to improve, streamline, and/or optimize at their home institution. This is the first of two sessions where LeadMe graduates present their leadership projects with a short Q&A session immediately following for each.

Sessions 2:45pm - 4:00pm

Room	Track	Title	Level	Session Type	Lead Presenter	Co-Presenter(s)	Description
Conference Room 1 (3rd Floor)	Pre-Award	Using Project Management Principals to Support Center and Complex Submissions	Intermediate	Concurrent	Dana Vincent, Oregon Health Sciences University		Supporting submissions of complex and center proposals requires coordination of hundreds of moving parts, multiple systems, numerous individual contributing and often multiple other institutions. Using a few standard project management tools can make these submission run smoother and less stress for the research administrators and investigators. This session will introduce a few of these tools and provide examples of how to use them to support complex submissions.
Conference Room 3 3rd Floor)	Post-Award	Self-Disclosure: What to Expect	Intermediate	Discussion	Diane Barrett, Colorado State University	David Doty, Colorado State University	This is a follow-on discussion for the concurrent session 'Pros and Cons of Self-Disclosure: A Cautionary Tale.' We will discuss what might be done to aid in the successful conclusion of self-disclosures, what various institutions have experienced with self-disclosure, and the federal landscape concerning disclosures.
Skybridge 3 (2nd Floor)	Departmental	Through the Looking Glass -- Backward: Deconstructing a Research Proposal	Basic/ Overview	Discussion	Cathy L.Z. Smith, Colorado State University	Rachel Chapman, Colorado State University	Deconstructing a research proposal by working backward through the lifecycle of a funded project
Conference Room 2 (3rd Floor)	Contracting & Working with Industry	Licensing Plant and Plant Traits	Advanced	Concurrent	Jeremy Tamsen, University of Idaho	Karen Stevenson, University of Idaho	The changing landscape of plant protection, the difference between Plant Variety Protection Certificates and Plant Patents, and what it means for the future of Ag partnerships.

Skybridge 4 (2nd Floor)	PUI	Sponsored Programs Collaboration with Advancement	All levels	Discussion	Tania N. Johnson, Swarthmore College	David Eldridge, Swarthmore College	Sponsored Programs and Advancement are both valuable but seemingly worlds apart. Nevertheless, with creativity and a collaborative spirit, colleagues in these departments can forge exciting new paths of partnership, especially when reporting to the same division. Come hear two PUI Advancement colleagues - one a sponsored programs administrator and the other an individual giving officer - share the story of their work together as part of their institution's $450 million comprehensive campaign.
Skybridge 1 (2nd Floor)	Compliance	Life Cycle of Compliance - The Road Traveled	Basic/ Overview	Concurrent	Debra Murphy, Arizona State University		As a research administrator, you are regularly responsible for providing guidance on University and federal policies. In this role you are in a great a position to offer support and assistance to researchers. This interactive concurrent session will provide an overview to help you better understand the areas in non-financial compliance including issues involving human subjects, animal care and use, environmental health and safety, export controls, intellectual property, conflicts of interest, and responsible conduct of research related to misconduct in research that intersect with award acceptance that may require special attention in advance of award acceptance.
Skybridge 2 (2nd Floor)	eRA, Systems Management & Operations	Managing Resistance to Change	Basic/ Overview	Concurrent	Barbara Inderwiesche, University of California, Irvine	Denise Clark, University of Maryland, College Park	Implementation of something new doesn't have to cause anxiety! This session is not “change management”. Human tendency is to resist change. Instead of managing the change itself, learn how to manage the humans! We will discuss and learn the common steps it takes to prepare for and facilitate a successful change by understanding the fundamental reasons affecting human's natural tendency to resist change. Other topics include managing change by facilitating communication, training, and cross-functional collaboration.
Conference Room 5 (3rd Floor)	LeadMe	LeadMe Graduate Presentations: Group 2	All levels	Concurrent	LeadMe Graduates: Group 2		The LeadMe Program is our professional development and leadership mentoring program, now in its ninth year. Members who are accepted into the program as Mentees are each paired with a Mentor, who supports the Mentee in identifying leadership and professional development goals and objectives, as well as to formulate their Leadership and Professional Development (L&PD) Plan. The leadership plan, which typically aligns with some situation or issue that the Mentee, under the Program, can come up with a plan to improve, streamline, and/or optimize at their home institution. This is the second of two sessions where LeadMe graduates present their leadership projects with a short Q&A session immediately following for each.

Networking & Happy Hour Activities 4:30pm - 6:00pm
Sign-ups are open at
http://signup.com/go/SoNtrvV

Location	Activity
Swords Park (off E. Airport Road)	Run or Walk the Rimrocks Get a few miles in with your colleagues after a day of programming on the rim rock above the city of Billings. Group will need to carpool/Uber/Taxi from hotel to the park and back. Park is 3.5 miles driving from hotel. Running or walking distance: 2 - 4 miles.

Last Chance Pub & Cider Mill 2203 Montana Avenue (3 blocks from hotel)	Cider Mill Tour & Tasting Join your colleagues for a tour of Billings' cider mill. Last Chance's cider maker will take attendees into their on-site production facility and explain how cider is made. Our group will have our own dedicated area afterward to enjoy cider and beer libations and/or food. Tour: Free Beverages/Food: Attendee pays own cost. Max group size: 40
Überbrew 2305 Montana Avenue (2 blocks from hotel)	Microbrewery Tour & Tasting Come check out how the beers are brewed at Überbrew, just across the street from the Billings Depot. Enjoy a pint or a flight and/or food afterward in their tasting room. Tour: Free Beverages/Food: Attendee pays own cost. Max group size: 30
Western Heritage Center 2822 Montana Avenue (2 blocks from hotel)	Walking Tour of Downtown Billings Kevin Kooistra, Director of the Western Heritage Center, presents an early history of Billings illustrating the railroad's impact in planning, designing, and promoting the settlement of Billings. Kooistra explains why the railroad built away from the Yellowstone River and why it placed its tracks in the middle of the downtown. The program demonstrates how the city of Billings is still shaped by choices made by the Northern Pacific Railway in 1882. Tour: $10 per person Max group size: 30

Dinner Groups 6:30 - 7:30pm
See http://signup.com/go/hBReAMh
for restaurant details and to sign up

Location	Restaurant
113 N. Broadway	Montana Brewing Company
3011 1st Avenue North	Pug Mahon's
106 N. Broadway	Stacked
2301 Montana Avenue	Ciao Mambo
2713 Montana Avenue	Wild Ginger
2700 1st Avenue North	Walkers
119 N. Broadway	Bin 119

Monday Evening Activity 8:00pm - 10:00pm

Location	Activity
Montana Audubon Center 7026 S. Billings Blvd.	Nighttime Stargazing Activity with Dr. Tim McCleary of Little Big Horn College For centuries, the Crow people have kept a careful watch on the night skies, particularly the cycles and movements of the stars, the sun, the moon, and certain planets. Their interpretations of these cosmic phenomena have shaped the principles by which the Crow live, providing a sense of right and wrong and an attendant set of values and ethics. The Crow speak of this celestial wisdom as "the stars we know." Archaeologist and educator Dr. Tim McCleary will present on Crow astronomy at the Montana Audubon Center, followed by stargazing and a campfire. In the event of an overcast sky, an alternative outdoor activity (insect and animal night sounds) will be provided. Cost: TBD per person. Transportation to/from hotel will be available. Signup information forthcoming.

Tuesday, October 9, 2018							
Session 6:15am - 7:15am							
Room		Title	Level		Lead Presenter		Description
Skyview 1 (20th Floor)		Yoga Bliss	All levels		Tara Bishop, NCURA		Join NCURA's own Tara Bishop on the 20th floor for this restorative practice. We will bring ourselves back to our natural state of balance and tap into the bliss of body, mind and spirit. Namaste
Continental Breakfast 7:30am - 8:15am							
Sessions 8:30am - 10:00am							
Room	Track	Title	Level	Session Type	Lead Presenter	Co-Presenter(s)	Description
Skybridge 2 (2nd Floor)	Human Capital & Professional Development	Effective Research Administrators Leverage Five Essential Habits	Basic/ Overview	Concurrent	Irina Rastello, University of Colorado - Boulder	David Scarbeary-Simmons, University of California, San Francisco	As research administrators, we can all become more effective in our daily work by examining the habits that could be helping or hindering our success. For decades, scientists and leadership gurus have been studying habits. Habits are powerful drivers in our lives, and we often aren't consciously aware of their impacts. Drawing upon research administrator's experiences, as well as the research and literature around habits, participants will examine five key habits that have substantial influence on our work and the strategies we can implement to leverage these habits.
Conference Room 2 (3rd Floor)	Pre-Award	Helping Faculty Navigate New NIH Human Subjects and Clinical Trials Requirements	Intermediate	Concurrent	Jamie Sweningson, University of California, Irvine		This session will provide practical examples and tools to support faculty as they follow NIH requirements for clinical research and trials. Topics will include the PHS Human Subjects and Clinical Trials Information Form and related attachments; pre- and post award requirements for studies requiring Single IRB; the Human Subjects System (HSS) to update study information and enrollment; and the NIH Final Rule requiring reporting in ClinicalTrials.gov.
Conference Room 1 (3rd Floor)	Post-Award	Cost Sharing: A Recipe for Success!	Basic/ Overview	Concurrent	Kari Vandergust, University of Oregon	Jeri Muniz, University of Southern California	Are you hungry for information on cost share? If so, then this is the session for you! In this session, we will use the concept of hosting a potluck dinner to walk through the process of cost sharing from Pre to Post, including recognition of the impacts of cost share on your organization, how to document and track cost share at all stages of the process, and identification of compliance concerns. So pull up a chair and join us for this feast of knowledge!
Skybridge 3 (2nd Floor)	Contracting & Working with Industry	Contract Clauses Help-Desk: How to Spot Issues and Effectively Resolve Them	Intermediate	Discussion	Kay Dee Holmes, University of Idaho	Cara Winnewisser, University of California, Santa Barbara	This session will guide participants through the review of contract clauses and negotiations using real-world examples and interactive exercises through group discussion. The emphasis will be on contracts with non-profit and for-profit sponsors. Participants will learn: 1) techniques to spot troublesome clauses; (2) best practices for drafting and redrafting clauses to meet the needs of the parties; and (3) how to communicate positions effectively and persuasively during contract negotiations.
Conference Room 5 (3rd Floor)	Human Capital & Professional Development	Enhancing Your Performance at Work with Mindfulness in Just a Few Minutes a Day	All levels	Concurrent	Tara Bishop, NCURA		There are days we come in to the office, only get to a few of the things on our list, and 9-10 hours later, or more, we are heading home and not sure where the day went. Sometimes we can't even remember exactly what we did all day. We can spend a great deal of our day thinking about something other than we are doing in the moment. In addition, we need to absorb and process a growing stream of information in order to make the best decision we can in the moment. This ability to maintain focus is as important as technical and management skills. A mindfulness practice can alter the executive functioning of our brains and how we engage with ourselves, our colleagues and our faculty. Join us as we learn mindfulness techniques that take just a few minutes throughout the day, and can change everything.

Conference Room 3 (3rd Floor)	eRA, Systems Management & Operations	Using Six Sigma and Lean Principles for Business Process Improvements in Higher Education	Intermediate	Concurrent	Nicole Joyce, University of California, San Diego	Ross Dammann, University of California, San Diego	Lean Six Sigma (LSS) principles have been around since the mid 1980's, but after morphing out of manufacturing and into service, institutions of higher education are taking a page out of the business books and are starting to adopt Lean Six Sigma to become more efficient. At the end of this class, learners will be able to explain the basics of Lean Six Sigma, define the DMAIC model, articulate the 8 Wastes and identify business process improvement tools. In this interactive class we will also discuss a case study on the application of LSS within higher education and learners will develop a project charter that will serve as the start to applying LSS at your institution.
Skybridge 4 (2nd Floor)	Post-Award	Forecasting: Time Invested Now Avoids Time Wasted Later	Intermediate	Concurrent	Manilyn Matau, University of California, Irvine	Ashley Stahle, Colorado State University	With the numerous deadlines that research administrators have to meet, forecasting (and reporting) may be left on the back burner. This session will provide insights (from both departmental and central administration perspectives) on the importance of forecasting and reporting and how investing time for it now can avoid future problems. We will go through tips on how to monitor, analyze, and compare actual expenditures with future plans to avoid missed no-cost extension opportunities, processing unnecessary cost transfers, adjustments, and the worst, audit findings!
Skybridge 1 (2nd Floor)	PUI	Professional Development on a Shoestring Budget	All levels		Amanda Snyder, University of Washington	Tolise Dailey, University of Colorado - Boulder	Who is responsible for your professional development? You are! Join us for this session and learn some tips and tricks for getting the most out of a modest (or sparse) training budget.
Morning Refreshment Break 10:00am - 10:15am							
Sessions 10:20am - 11:40am							
Room	Track	Title	Level	Session Type	Lead Presenter	Co-Presenter(s)	Description
Skybridge 1 (2nd Floor)	eRA, Systems Management & Operations	Don't Make it Hard, Make it Microsoft with Office 365	Basic/ Overview	Discussion	Tolise Dailey, University of Colorado - Boulder		Success cannot be built on weakness so we must focus on strength. How do we enhance productivity and performance with the people we collaborate with on a daily basis? The key to greatness is maximizing the tools you have at your disposal, work smart with Office 365. Learn how to get your organization to collaborate in Teams and make a PowerPoint Sway in just OneNote. All it takes is just OneDrive and a positive Outlook to help you succeed.
Conference Room 5 (3rd Floor)	Federal	National Science Foundation Update	All levels	Concurrent	Beth Strausser, National Science Foundation		This session will cover new developments at the National Science Foundation (NSF) - programs, policies, people and budgets. Beth Strausser, Senior Policy Specialist at the NSF Policy Officer, will attend our meeting and provide a comprehensive review of what is new and developing at NSF.
Conference Room 1 (3rd Floor)	Pre-Award	Proposal Basics: A Roadmap to Success	Basic/ Overview	Concurrent	Beth Grande, University of California, San Francisco	Patrick Lennon, University of Washington	This session will provide a basic overview of how to support a PI with preparing and submitting a proposal. This session will cover the various elements involved in the proposal stage, in addition to each individual's role throughout the process. We will discuss the steps that sponsored projects administrators can take to ensure that a proposal submission is successful.
Skybridge 3 (2nd Floor)	Post-Award	Planning for the Unplannable: Portfolio Management and Transitions	Intermediate	Concurrent	Michael Hitchcock, Stanford University	Brian Del Bono, Stanford University	Transitions happen. Whether by internal decisions or external forces, how one prepares for these changes makes the difference between order and chaos. This session takes an in depth look at the various types of portfolio transitions we deal with and what steps we can take to make sure our organization is prepared. The focus of this session is management of the post-award activities and how to make sure nothing is lost in the shuffle. We will look at methods to manage coverage situations as well as how to onboard someone with the least disturbance to our faculty.

Skybridge 2 (2nd Floor)	Departmental	Scaling the Heights: Helping Junior Faculty Reach New Peaks	Advanced	Concurrent	Theresa Caban, Kaiser Permanente	Jennifer Lawrence, University of Arizona	In this session, we will discuss best practices in mentoring and preparing junior faculty for research. We will explore the needs of junior faculty in RA, and touch on the importance of training and mentoring in this arena. The session will delve into where research administrators have opportunities to chart a course for and support junior faculty growth. We will spend time discussing areas of concern and methodologies for creating and operationalizing programs.
Conference Room 3 (3rd Floor)	Contracting & Working with Industry	Universities as Grant Makers: Effectively Navigating Collaboration Agreements for Research Under Gift Funding and Other Unrestricted Funds	Intermediate	Concurrent	Saiqa Anne Qureshi, University of California, San Francisco	Noam Pines, University of California, Berkeley Karim Hussein, University of California, San Diego	Many institutions receive research support in the form of gift funding or other unrestricted funding (or university sponsored research, funds from clinical trials). This is an area that may be growing going forward as the composition of research funding changes over time. This gift funding may necessitate contracts or purchase agreements with collaborators and partners with funds provided under gifts in order to further support the institutions own research efforts. However, in facilitating collaborative research efforts, it can be uniquely challenging to draft, negotiate, track and manage a subawards to a collaborator without prime award terms and conditions to flow down to the subrecipient. This session will explore and discuss a broad range of things to consider for effectively entering into and managing such contracts for research and purchase agreements under gifts. Learning Objectives: - Participants will understand the unique characteristics of a subaward under a gift. - Participants will learn tips and tools for managing and tracking subawards and purchase agreements under gifts. - Participants will learn key items to communicate to collaborators and partners for managing subawards and purchase agreements under gifts.
Conference Room 2 (3rd Floor)	Human Capital & Professional Development	Effective and Flexible Operations Model for Innovative Research Programs	Basic/ Overview	Concurrent	Cynthia Kuan, University of California, San Diego	Jennifer Braswell, University of California, San Diego	What kind of research administration program would you build if you have $100 million? How would you add value to your institution without burning through the funds you have? This session will examine how to develop innovative and strategy-driven research administration models that complement existing infrastructure. This session will take you through the process of building effective and flexible operations models that enable science and medicine. Session participants will learn to plan and leverage essential resources – people, money, time, and "stuff" – to successfully start a program with enterprise-wide impact.
Skybridge 4 (2nd Floor)	Compliance	Reviewing Subrecipient Single Audits – An Audit Perspective	Intermediate	Concurrent	Laura Register, Stanford University		Ever wonder what that material weakness means and why it's a problem? Hate worrying what the auditors will think of your subrecipient single audit review? Wish you could be better prepared for subrecipient monitoring questions? As Uniform Guidance places emphasis on subawards and risk assessment, reviewing and understanding the single audit report and subawarding risk becomes an integral step in subrecipient monitoring and management. This session will focus on preparing you to review and interpret the single audit report, identify risk factors, and understand what your auditors are expecting from you.

Regional Business Meetings & Lunch: 11:45am - 1:15pm

Room	Description
Ballroom A/B (3rd Floor)	Region VI Business Meeting & Lunch
Ballroom C (3rd Floor)	Region VII Business Meeting & Lunch

Sessions 1:20pm - 2:30pm

Room	Track	Title	Level	Session Type	Lead Presenter	Co-Presenter(s)	Description
Skybridge 2 (2nd Floor)	Human Capital & Professional Development	Clear as The Big Sky: An Exploration in to Emotional Intelligence	Intermediate	Discussion	Rashonda Harris, Emory University	Brigidann Cooper, Los Angeles Biomedical Research Institute	Emotional Intelligence (EQ) is the ability to manage our relationships and ourselves effectively. EQ consist of four fundamental capabilities: self-awareness, self-management, social awareness (empathy) and social skill. This session will explore the values of each, leaving attendees with an increased sense of self and ways in which that new awareness can be applied for a more robust work/life balance.
Skybridge 3 (2nd Floor)	Compliance	IRB Wizard	Intermediate		Jane McChutcheon, New York University	Debra Murphy, Arizona State University	Excessive review of minimal-risk human subjects research could be substantially reduced by an automated tool, or wizard, for self-determining and documenting the exempt status of benign research investigations. This article describes results of a pilot test of this type of wizard conducted by the Federal Demonstration Partnership (FDP). With determination times of under 15 minutes, results suggest that vast amounts of investigator and staff time could be saved, while simultaneously alerting Institutional Review Boards (IRBs) to studies requiring additional review. A second, refined, wizard is being tested now in a larger demonstration project to document the wizard’s benefits.
Skybridge 4 (2nd Floor)	Contracting & Working with Industry	The Other Agreements: NDAs, MTAs and Data Use Agreements	Intermediate	Concurrent	Theresa Caban, Kaiser Permanente	Jenna Nakano, University of California, Santa Barbara	What's it all about? Uncovering the mystery of the Other Agreements: NDA’s, MTA’s and Data Use Agreements. This session will explain the differences between these non-monetary agreements, when to use them and why you should. Though no money may be exchanged, the rights of the organization, the PI and even PHI need to be considered and protected - these agreements will do just that. We will discuss the importance of these agreements as they pertain to data ownership, intellectual property, material transfer, liabilities etc. Learning Objectives: - Participants will gain the ability to differentiate between each type of agreement; - Participants will gain an understanding of when it's appropriate to use which agreement; - Participants will gain the ability to understand and identify the key issues associated with each during negotiations.
Ballroom C (3rd Floor)	Human Capital & Professional Development	Chair Yoga for all! Come Back to Your Natural State of Balance	All levels		Tara Bishop, NCURA		Chair yoga is a gentle form of yoga that we can experience while sitting in our chair, or while standing and using a chair for support. Taking a few minutes at our desk can release stress, help us become more responsive and less reactive, increase productivity, and bring us back to our natural state of balance. Join us as we experience the benefits of chair yoga.

Conference Room 1 (3rd Floor)	Post-Award	Managing a Center with Success and Finesse	Intermediate	Concurrent	Joanne Lee, Stanford University	Paulette Jones, University of Montana	When you hear the words, "Managing a Center", what initially comes to mind-- Fear? How do I do this? Where do I go to find out how to manage a center grant? What are the steps in the process? Center grants are broadly based, multidisciplinary, and typically involve large group efforts, and managing them can be challenging, no matter the size. Yet, it can be a simple process if we employ some effective management strategies. With an exchange of ideas between colleagues, we'll explore how in our various spheres we've managed to "tame this dragon" and come out stronger for it.
Conference Room 5 (3rd Floor)	Departmental	NIH Proposal Budgeting: Can Seem as Vast as the Montana Sky; We Will Help You Navigate with Pre- and Post- Considerations	Basic/ Overview	Concurrent	Sandra Logue, University of Colorado Anschutz Medical Campus	Natalie Buys, University of Colorado Anschutz Medical Campus	Session will cover basic budgeting considerations from the pre-award perspective as well as post-award cost principles and how to effectively communicate within your department to stay on the same page. Compliant projects=happy research admins!!
Conference Room 3 (3rd Floor)	Pre-Award	Setting up a Proposal Development Office	Basic/ Overview	Concurrent	Carly Cummings, University of Idaho	Csilla Csaplár, Stanford University	This session will provide insights and experiences with establishing a proposal development office at the central and college levels.
Conference Room 2 (3rd Floor)	eRA, Systems Management & Operations	KR (Kuali Research) Upgrade Experiences	Intermediate	Concurrent	Barbara Inderwiesche, University of California, Irvine	David Tieu, University of California, Irvine	On a dark and stormy night, we sat down for the 5-hour stretch of work to upgrade from Kuali Coeus to Kuali Research. We had planned for this for over a year. We have communicated, tested, trained and vetted decisions with all major stakeholders. The upgrade schedule for that night had been very carefully planned; down to the minute. According to the plan, we should be done by 10PM and all get a good night sleep in preparation for hyper support the next day. How does this story end? Come to this session and find out.
Skybridge 1 (2nd Floor)	PUI	Creating an Environment to Support Proposal Writing	Basic/ Overview	Concurrent	Dennis Paffrath, University of Maryland - Baltimore	Deborah Shaver, University of Idaho	All institutions face problems with providing adequate support for proposal development, but due to size, staffing and other issues, PUIs may find it more difficult to cultivate a nurturing environment. Please join us for a collaborative session pertaining to the tools and processes needed to bolster the submission of quality proposals, most of which are of moderate cost but substantial effectiveness.
Sessions 2:35pm - 3:45pm							
Room	Track	Title	Level	Session Type	Lead Presenter	Co-Presenter(s)	Description
Skybridge 3 (2nd Floor)	eRA, Systems Management & Operations	Paper to PDF: Pitfalls and Successes to Going Paperless	Basic/ Overview	Concurrent	Brett Fortier, University of California, Santa Barbara	John Butzer, University of California, Santa Barbara	The pitfalls and successes of moving to a completely paperless proposal and award life cycle.
Skybridge 4 (2nd Floor)	Compliance	Updates to the Common Rule	Basic/ Overview	Concurrent	Debra Murphy, Arizona State University		As of June 18, 2018, - The Final Rule delays the general compliance date of the 2018 Requirements for an additional 6-month period until January 21, 2019. The transition provision in the Final Rule is structured so that regulated entities cannot implement the revised Common Rule in its entirety, in lieu of compliance with the current version of the Common Rule, until the general compliance date noted above. As a result of this delay to the general compliance date, regulated entities will be required, with an exception, to continue to comply with the requirements of the pre-2018 version of the Common Rule until January 21, 2019. The exception to this general rule is that institutions will be permitted (but not required) to implement, for certain studies, three burden-reducing provisions of the 2018 Requirements during the delay period (July 19, 2018 through January 20, 2019). Burden Reducing provisions may be implimented in advance - that will be the focus of the discussion.

Conference Room 5 (3rd Floor)	Federal	National Institutes of Health (NIH) Update	All levels	Concurrent	Shellie Wilburn, National Institutes of Health		Participants will learn about the newest policy updates and how their respective institutions may be impacted. Upon completion of the presentation, participants will have the opportunity to ask questions about new and existing policies and procedures.
Skybridge 2 (2nd Floor)	Pre-Award	International Intricacies: A USAID Seminar	Intermediate	Concurrent	Ryan Vann, Dickinson College		This presentation examines proposal development for projects of an international scope, with a specific focus on United States Agency for International Development (USAID). The first section of the presentation briefly examines mechanisms of award and policies pertinent to USAID. The second portion of the presentation delves into budgetary and practical considerations when developing a response to a USAID opportunity.
Skybridge 1 (2nd Floor)	Post-Award	Challenges in Fiscal Compliance	Advanced	Concurrent	Andra Sawyer, University of Washington		Ensuring fiscal compliance is an increasing challenge given the current environment. This includes: unclear or ever-changing federal regulations, pressure to "make it work," auditor's increasing use of data analytics, shrinking budgets, program implementation with multiple funding sources, adherence to your own institution's principles and culture… all while ensuring a streamlined and audit-proof process. This presentation will use case studies to examine common challenges and approaches on how to ensure fiscal compliance in this environment.
Conference Room 3 (3rd Floor)	Departmental	Strategies for Restructuring Departmental Research Teams as A Result of Change	Intermediate	Concurrent	Derick Jones, Los Angeles Biomedical Research Institute	Rashonda Harris, Emory University	This discussion group will focus on strategies for structuring research support teams within an centralized unit or department that maximizes limited resources available for administrative activities due to change. Facilitators will share two strategies for structuring research support for centralized units/department environments, focusing on scalability and availability of resources. Discussion topics will focus on the operational perspective e.g. staff burnout, recruitment, knowledge management and transfer, on-boarding new team members if applicable, workload management, flexibility in performing tasks, response/ turnaround time, cross-training and re-motivating your team through change.
Conference Room 1 (3rd Floor)	Human Capital & Professional Development	Mountains, Valleys and Vistas of Alternative Work Arrangements	Advanced	Concurrent	Alexa Van Dalsem, University of Colorado	Dennis Paffrath, University of Maryland, Baltimore	Colorado and Maryland offer a wide variety of activities to enjoy outside of work, and the central sponsored projects office at the University of Colorado Boulder and University of Maryland Baltimore are committed to supporting our staff's work-life balance. Alternative work arrangements – part-time schedules, telecommuting both part and full-time, flex time, and long-term absences – have become a normal part of our staff's schedule. This session will explore what works well, challenges, and things to consider as a manager when implementing and managing alternative work arrangements.
Conference Room 2 (3rd Floor)	Contracting & Working with Industry	Clinical Trial Contracting	Basic/ Overview	Concurrent	Angie Karchmer, University of California, Irvine	Kimberlee Eudy, University of Southern California	Most clinical trial agreements contain complex legal, regulatory, financial and administrative language that are challenging to review and negotiate. Depending on the type of clinical trial (Sponsor Initiated vs Investigator Initiated) the terms such as indemnification, intellectual property, and publication will differ. In addition, with so many stakeholders involved, it is becoming increasingly necessary that the negotiator employ a skilled, innovative approach with each contract. In this session, the presenters will provide an introduction to clinical trial agreements by discussing the major clauses of clinical trials agreements in a sponsor initiated and PI initiated clinical trials, regardless of funding source.
Afternoon Refreshment Break 3:45pm - 4:00pm							

Sessions 4:00pm - 5:00pm							
Room	Track	Title	Level	Session Type	Lead Presenter	Co-Presenter(s)	Description
Conference Room 5 (3rd Floor)	eRA, Systems Management & Operations	Leveraging Social Media to Support Training and Development	Basic/ Overview	Concurrent	Nicole Joyce, University of California, San Diego		We often reference social media for its abilities to connect, share and promote. That is why it can be an increasingly useful tool to research administration support training and development efforts, even in a higher education environment. At the end of this session participates will have gain ability to discuss and evaluate primary social media platforms and their potential use for application at their institution.
Skybridge 1 (2nd Floor)	Human Capital & Professional Development	Diversity & Inclusion: Why it Matters?	Basic/ Overview	Discussion	Tolise Dailey, University of Colorado - Boulder		Come learn about NCURA's Task Force on Diversity and Inclusion. Join us for and open forum discussion on diversity and what that means for NCURA.
Conference Room 3 (3rd Floor)	Pre-Award	Thinking BIG - The Role of Development in Research Administration	Intermediate	Concurrent	Theresa Caban, Kaiser Permanente	Matthew Kirk, Cedars-Sinai Medical Center	This course will help department research administrators understand why extramural funding is important. The presenters will discuss and review the types and sources of funding and illustrate the importance of determining and developing funding priorities and targets for your department. Additionally, the speakers will touch on the importance of having a funding strategy and diversified portfolio for your researchers and best practices in disseminating and tracking funding opportunities. This course takes special care in providing both the researcher's perspective as well as the institution's perspective in what sponsored research funding means. Learning Objectives: - Understand the difference in funding by sponsor type. You will know the importance of diversification and relationship in the development process. - You will be able to identify funding opportunities for your researchers and provide helpful insights into best practices for disseminating that information.
Ballroom C (3rd Floor)	Compliance	Export Control Compliance at a University	Basic/ Overview	Concurrent	Nancy Henderson, Arizona State University	Debra Murphy, Arizona State University	This session is an introduction to the basic concepts associated with the export control regulations and the impact of the regulations on the university community. The participants will learn basic export control terminology, know what regulations and sanctions are involved, and understand how to better identify and manage potential export control risks on their campus. Actual real-world examples, best practices, and resources will be provided to cover the export control review of proposals and awards, the ramifications of hiring non-U.S. person employees/students to work on certain research projects, working with foreign collaborators, measures needed to protect export controlled projects, and the implications of travel or research outside the U.S.
Conference Room 1 (3rd Floor)	Departmental	Forecasting - Reach for the Sky, but Know the Numbers to Get You There	Intermediate	Concurrent	Randi Wasik, University of Washington		What is forecasting – it is the process of making predications of the future based on past and present data and most commonly by analysis of trends. In short you need to get to know your researchers, your institution, your sponsors so that you understand what they are strategizing on and what they think it is going to take to reach goals, objectives, mission and so on. Numbers can be applied to almost everything we do and be our partner, taking the emotions out of difficult questions/conversation. The are is in pulling the numbers together to answer the question/make the case and then how to speak to them to build partnerships.

Skybridge 2 (2nd Floor)	Post-Award	Conquering the Closeout	Basic/ Overview	Concurrent	Adrienne Aviles, Huron Consulting Group	Csilla Csaplár, Stanford University	When does the closeout process start? How can we best manage awards to ensure smooth closeout at the end of the project period? This session lays out a collaborative road map for departmental and central office administrators to coordinate the completion of financial and non-financial award obligations. We will discuss best practices, challenges, and practical approaches to manage for closeout through the entire project lifecycle.
Skybridge 3 (2nd Floor)	Departmental	Cowboy Wisdom: Lassoing the Biosketch and Other Support	Basic/ Overview	Concurrent	Jackie Lucas, City of Hope	Jennifer Lawrence, University of Arizona; Andra Kiscaden, University of New Mexico	What's the purpose of a Biosketch and Other Support page.. and who's lookin' at 'em!? If you have ever pondered this question, this session is for you! In this session you will learn (almost) all there is to know about Biosketches & Other Support, including their similarities and differences, how to tailor to your audience and to the current proposal, formatting and content requirements by sponsor, resources available to assist you and your PI, and MUCH more! This session is great for those who are new to research administration and those looking for a deeper dive into these documents. Both central and departmental folks will find value in this presentation.
Skybridge 4 (2nd Floor)	PUI	PUI Party vs. Pity - Celebrating Advantages and Simpler Solutions	All levels	Discussion	Sylvia Bradshaw, Dixie State University		The PUI environment is unique and justifiably frustrating. This discussion will identify the advantages and disadvantages faced in the PUI environment, while also discussing solutions provided from the discussion group. Please come prepared to not only learn from others but to also share your expertise and successes.
Conference Room 2 (3rd Floor)	Contracting & Working with Industry	Clinical Trial Contracting	Basic/ Overview	Discussion	Angie Karchmer, University of California, Irvine	Kimberlee Eudy, University of Southern California	This discussion group is a follow on the Clinical Trial Contracting concurrent session.

Tuesday Evening Dinner & Entertainment 6:30pm - 10:00pm

Location	Description
Billings Depot 2310 Montana Avenue (3 blocks from hotel)	Come join your colleagues at the historic Billings train depot for Tuesday night dinner, entertainment, the annual state basket raffles, and activities. Transport will be available for those that need arrangements.

Wednesday, October 10, 2018							
Registration Open 7:30am - 8:30am							
Continental Breakfast 7:30am - 8:15am							
Sessions 8:30am - 10:00am							
Room	Track	Title	Level	Session Type	Lead Presenter	Co-Presenter(s)	Description
Conference Room 5 (3rd Floor)	eRA, Systems Management & Operations	From Paper to Project-based Certification and Lived to Talk About It!	Intermediate	Concurrent	Chris Carsten, Colorado State University		Colorado State University went live in January 2018 with an online project-based certification application, Huron ecrt. We transitioned from a paper-based process to the cloud application with minimal discombobulation. The transition to project (as opposed to individual) statements has been a learning curve for our community, but the response has been positive. As we enter our 2nd year of experience with ecrt, we are already approaching 100% certification compliance -- the Grail of effort reporting. This session will provide an opportunity for discussion of future effort certification trends and possibilities.
Conference Room 2 (3rd Floor)	Compliance	A Culture of Compliance - Find Your Hidden Treasures	Intermediate	Concurrent	Laura Register, Stanford University	Lisa Wottrich, SRI International	Compliance, risk, and ethics are all terms prevalent in research administration, but what do they really mean for the larger organization? Old-school piecemeal compliance is being replaced with an organization-wide approach to managing risks. This session will focus on how to create an organizational culture that is not only aware of compliance, risk, and ethics, but integrates these elements into all aspects of operations with buy-in and investment from employees at all levels. This will include strategies to reduce administrative burden while improving organizational compliance.
Conference Room 3 (3rd Floor)	Human Capital & Professional Development	How Am I Ever Going to Do That? Problem Solving	Basic/ Overview	Concurrent	Trisha Southergill, Montana Tech	Sandra Logue, University of Colorado Anschutz Medical Campus	Research Administrators are expected to be problem solvers. Their institutions count on them for smooth operations and processes. Yet, as any professional in Research Administration will tell you, every day is filled with challenges and opportunities for improvement. In this session, we'll explore seven obstacles that all research administrators face daily. Participants will learn the PRO method of response to these common problems: Proactivity (long term problem-solving), Reactivity (short term, immediate reaction), and Operationality (servicing relationships and finding the learning moment). Challenges to include: organization, PI interaction, work allocation, timeline issues, technological issues, communication, and work place structure.
Skybridge 3 (2nd Floor)	Contracting & Working with Industry	A Mountain of information on SBIR/STTR from the Pre Award, Post Award and Office of Technology Transfer perspectives.	Basic/Overview	Concurrent	Ann-Marie Bilderback, University of Idaho	Jeremy Tamsen, University of Idaho Vicki Russell, University of Idaho	This session focuses on SBIR/STTR from the Pre Award, Post Award and OTT perspective. The Pre Award emphasis is on the history of SBIR/STTR up to present day, comparison of the SBIR to the STTR, and the corresponding level of university involvement. The Post Award segment of the session highlights the differences and similarities of subaward agreements from the small business with those of other sponsors. The OTT portion sheds light on the important role of the Office of Technology Transfer for the university, CO-PI, and small business ensuring IP agreements are in place prior to submission.

Conference Room 1 (3rd Floor)	Human Capital & Professional Development	Changing Lanes: How to Transition from an Individual Contributor to a Team Leader	Intermediate	Discussion	Nicole Pobuta, Stanford University	Brian Del Bono, Stanford University	Congratulations – you're a new manager! Being promoted to a manager marks a major milestone in your career and is a sign of your professional growth and success; but as with any new job, it's not without its own distinct challenges. In this session we'll discuss both challenges and strategies for making the transition. We'll talk about leveraging the traits that made you successful and the new skills you'll need to develop, as well as how to navigate the roles fluidly and how to recognize which hat to wear and when. We'll also discuss how team dynamics and relationships change, how to prepare your team for success and how to reframe your personal mission to make you a successful manager and leader.
Skybridge 4 (2nd Floor)	Departmental	DRA Bootcamp for the Combat Veteran	Intermediate	Concurrent	Derick Jones, Los Angeles Biomedical Research Institute	Rashonda Harris, Emory University	This session will provide an overview of subject matters which departmental research administrators (DRAs) need to know in order to effectively manage research. We will cover the role of a DRA, sponsored vs non-sponsored support for researchers, compliance issues, space and facilities, on-boarding, maneuvering change and more. We will explain how to review research portfolios in terms of sustainability, forecasting, strategic planning, succession planning, recognizing financial cliffs, expanding your business model and tools to supplement traditional methods of financial support. We will also discuss the fundamentals of working with faculty: helping them develop proposal plans, familiarizing them with the local and global research opportunities and funding cultures and helping them navigate the multitude of compliance regulations associated with research.
Skybridge 1 (2nd Floor)	Human Capital & Professional Development	Intergenerational Communication: Working in Multigenerational Teams	Intermediate	Concurrent	Saiqa Anne Qureshi, University of California, San Francisco	Dennis Paffrath, University of Maryland - Baltimore	As the demographics of the workplace continues to shift and older workers stay in the workforce longer and younger workers increase to fill vacancies, this session considers specific tools and techniques to support both managers and colleagues to communicate more effectively in a multigenerational team. These types of teams can in fact provide huge strength and be a resource to be harnesses, but if not managed well they can be a minefield of stereotypes, rivalries and barriers. This session will provide a greater understanding of the four or five generations in the workforce, how to support intergenerational communication and how to harness the team to maximize the impact of the strengths of a multigenerational workforce.
Skybridge 2 (2nd Floor)	PUI	Is Your Institution Ready for an Electronic Research Administration System?	Basic/ Overview	Concurrent	Deborah Shaver, University of Idaho	Diane Barrett, Colorado State University	Considering the purchase of an electronic research administration package? How do you know if your institution is ready? What info do you need to guide your decision? Join us for a frank discussion of the risks and benefits of implementing an eRA system.

Morning Refreshment Break 10:00am - 10:20am

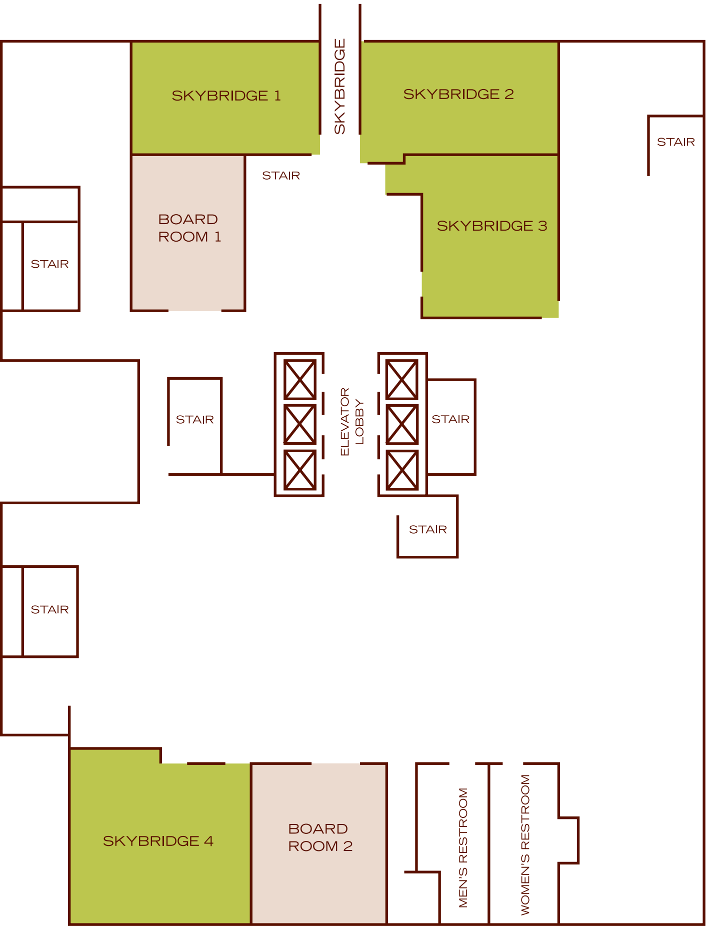
Sessions 10:20am - 11:45am

Room	Track	Title	Level	Session Type	Lead Presenter	Co-Presenter(s)	Description
Conference Room 5 (3rd Floor)	PUI	ERA in a PUI: A Collaborative Solution to the ERA Woes	All levels	Concurrent	Sylvia Bradshaw, Dixie State University	Julia Anderson, Southern Utah University	This session will detail the process taken by three institutions in Utah to procure and ERA software system. Research shows that 48% of institutions are working without an ERA system in place. Southern Utah University, Dixie State University, and Utah Valley University were all in this category. We will share the journey and our process in arranging a collaborative purchase of an ERA software system.

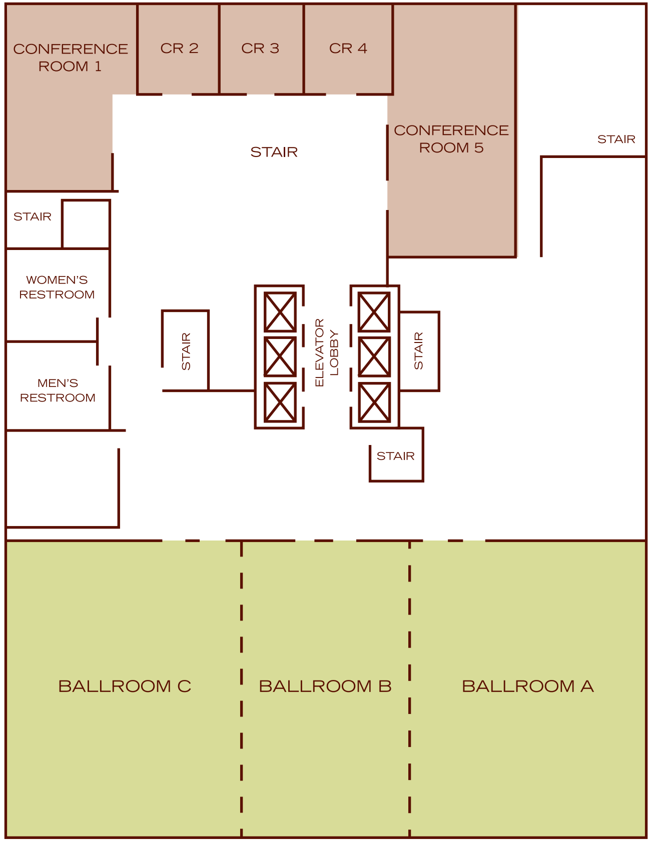
Skybridge 1 (2nd Floor)	Human Capital & Professional Development	Learning to Understand your Other Half: Central is from Mars and Departments are from Venus	Intermediate/ Advanced	Concurrent	Catherine Douras, Colorado State University	Liz Grinstead, Colorado State University	The divide between a central research office and university departments can be daunting and hinder efficient research support. Understanding the challenges that departmental and central offices face is best done when you experience the challenges yourself. Colorado State University has implemented a number of new initiatives to help strengthen the bridge between central and department. We will present our success stories and roadbumps, and explore our vision for future collaborations. Discussion will invite participants to share their experiences and identify areas of potential for cross training at their own institutions.
Conference Room 2 (3rd Floor)	Pre-Award	Working with Development vs. Working with Sponsored Projects: Culture & Language Differences Explored	Advanced	Concurrent	Matthew Kirk, Cedars-Sinai Medical Center		Sponsored Programs Offices must be able to work effectively with their fundraising counterparts to facilitate the research enterprise. These relationships can be complicated by poorly understood expectations, differing cultures and languages, and separate reporting structures. We will examine the competing priorities of these two components that are vital to your institution's success, and share challenges and success stories. Target audience: Central and departmental leaders and staff who have responsibility for stewardship of philanthropic donations that support research.
Conference Room 1 (3rd Floor)	Contracting & Working with Industry	The Federal Acquisition Regulations: Federal Contracts for Research and Development	Intermediate	Concurrent	Kevin Stewart, University of California, Santa Barbara	Cara Winnewisser, University of California, Santa Barbara	This session will review and analyze the core components of a FAR-based procurement contract for research and development. There will be a brief overview of the structure and functions of the FAR, but the session will otherwise focus specifically on the form, structure, and the terms and conditions applied to contracts for research by the Federal agencies. Key contract clauses for R&D will be reviewed and analyzed (base FAR clauses as well as agency-specific clauses). Time will also be devoted to reviewing some key challenging clauses for sponsored research at universities. Learning Objectives: - Participants will gain a better understanding of the components of, and requirements of, Federal contracts for research, - Participants will be able to identify and understand the obligations for key FAR clauses in R&D contracts, - Participants will gain a working understanding of some of the problematic & troublesome clauses encountered in Federal R&D contracts.
Conference Room 3 (3rd Floor)	Departmental	Universities as Funders: The UCSF Case Study, Gift Funding a Research Program	Intermediate	Concurrent	Saiqa Anne Qureshi, University of California, San Francisco		As diversification of funding increases, specifically towards philanthropy dollars, it is interesting to consider the impact that this shift in funding creates. All dollars are not created equally and this shift in funding requires a shift in consideration by the university and department and skills in the research administrator. This session will consider a case study from UCSF, funding a research program of $50m entirely in gift funding. It will consider how the program was set up, lessons learned and the structural differences and their impact on the research manager.

Skybridge 3 (2nd Floor)	Post-Award	Burden of Proof on Questionable Costs: How to Keep Orange Out of Your Color Wheel	Advanced	Concurrent	Randi Wasik, Washington State University	Manilyn Matau, University of California Irvine	This session will explore what are questionable costs/allocations/transfers. We will review best practices, how to manage, reporting and justifying. We will also focus on navigating conversations which is the trickiest aspect of this topic and when to reach out to your campus partners and/or the sponsor. We will provide insights into using routine reporting and numbers/concrete data to navigate crucial conversations. We will share best practices, resources, tools and techniques as it takes a myriad of resources to navigate the conversation. You have to be able to nimbly navigate and know when to stop, regroup and try again.
Skybridge 2 (2nd Floor)	Pre-Award	Problem Solving Subawards - Seeing the Forest for the Trees	All levels	Discussion	Laura Register, Stanford University	Erin Kinne, Stanford University	Let's bring together the research community to problem solve subawards! Bring your questions, comments, and expertise to discuss subaward issues and work towards solutions. Everything from federal requirements, compliance, monitoring, and contracting is welcome for discussion.
Skybridge 4 (2nd Floor)	Departmental	Compliance Essentials for Departmental Research Administrators	Basic/ Overview	Concurrent	Theresa Caban, Kaiser Permanente	Patrick Lennon, University of Washington	This session will introduce the fundamental areas of non-fiscal compliance that departmental research administrators should be aware of. Topics will include managing human subjects and animal research (IRB and IACUC), conflict of interest, export controls, contracting, and responsible conduct of research. This session will give a basic overview of each compliance area, including potential issues, best practices, and resources for additional learning.
Meeting Adjourns							

2ND FLOOR MEETING FACILITIES



3RD FLOOR MEETING FACILITIES



20TH FLOOR MEETING FACILITIES