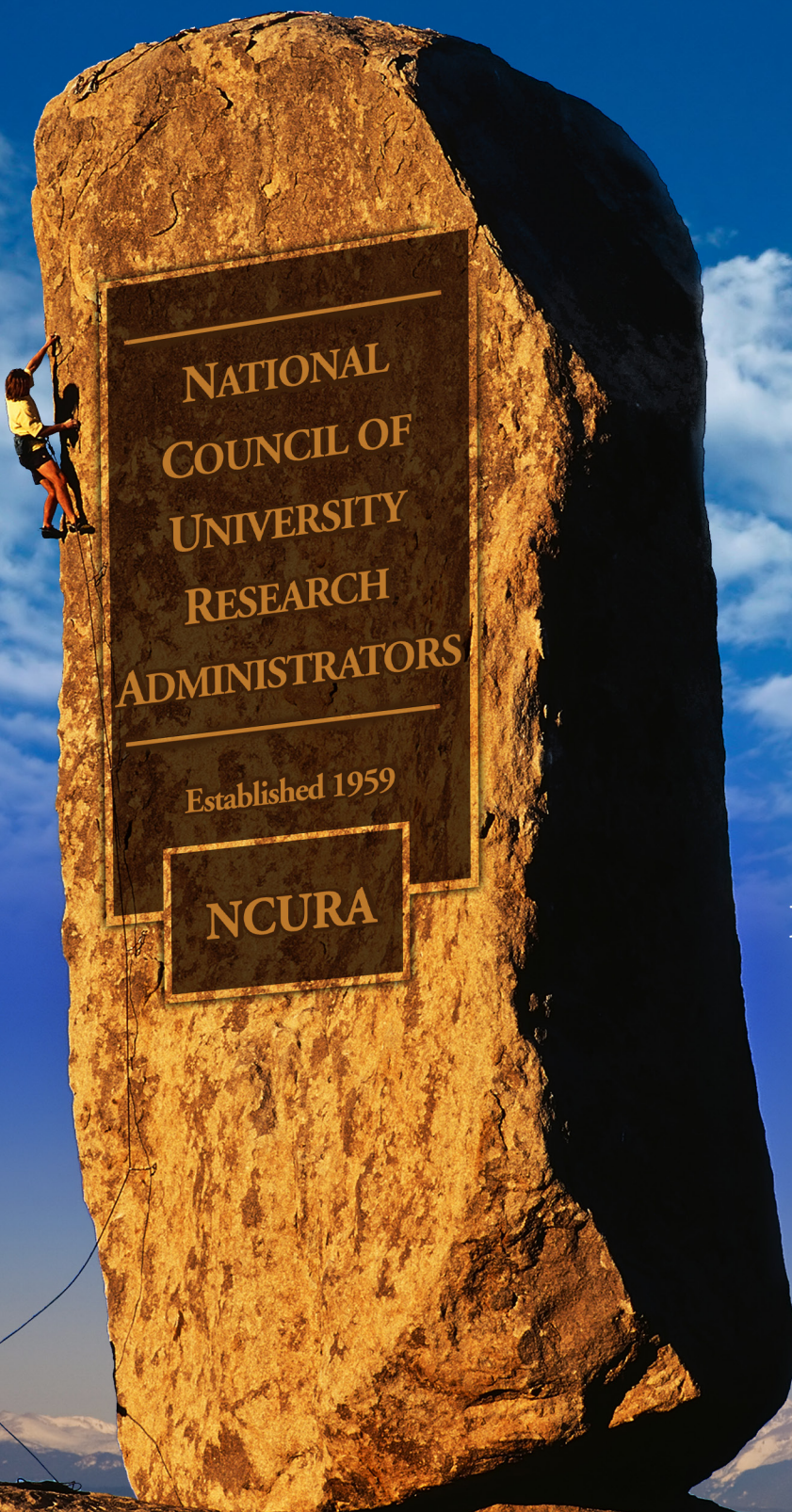


CLIMBING THE HEIGHTS OF RESEARCH ADMINISTRATION

NATIONAL COUNCIL OF UNIVERSITY RESEARCH ADMINISTRATORS



NATIONAL
COUNCIL OF
UNIVERSITY
RESEARCH
ADMINISTRATORS

Established 1959

NCURA

REGION VI AND VII
SPRING MEETING

DENVER, COLORADO
APRIL 4 – 6, 2011



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Innovative Online Master’s Degree or Graduate Certificate for Sponsored Research Professionals

Emmanuel College’s graduate programs in research administration are an academic opportunity for professionals currently working in sponsored programs. The innovative curriculum addresses critical knowledge areas including finance and accounting, compliance, legal issues and organizational behavior. Online courses, led by faculty experts, extend the reach of these programs beyond the research and health care hub of Boston. Visit gpp.emmanuel.edu for more information.

CONFERENCE OFFICE C / 4 PM – 6 PM

Saturday Early Registration Desk Open

CONFERENCE OFFICE C / 7:30 AM – 5 PM

LAWRENCE FOYER / 7:30 AM – 8:30 AM

TABOR-MOLLY BROWN / 12 PM – 1 PM

AUGUSTA / 5 PM – 7 PM

Registration Desk Open

Continental Breakfast

Lunch for Afternoon Workshop Participants and Faculty

Shawn Preston “The Magic Dude” Evening Reception for All Attendees

SUNDAY, APRIL 3

BLAKE / 8:30 AM – 4:30 PM

DEVELOPING AN EFFECTIVE RESPONSIBLE CONDUCT OF RESEARCH (RCR) TRAINING PROGRAM

What steps can you take to develop effective training and educational programs in responsible conduct of research (RCR) for your faculty, staff and students? This session will explain a variety of ethical issues encountered by researchers and will describe proven training techniques for providing the tools necessary to assess and work through those issues. In this highly interactive session, participants will be presented with the relevant rules and regulations pertaining to responsible conduct of research, will engage and discuss the ethical principles and relevant cases which justify those rules and regulations, and will understand how to design and implement instructional programs to ensure compliance with RCR policies.

Presenter: Tony Onofrietti, Director of Research Education, University of Utah

WELTON / 8:30 AM – 11:45 AM

WHATS A GRANT? WHATS A CONTRACT? AN INTRODUCTION TO A SPONSORED PROGRAM

This session will introduce the general topic of sponsored programs. We will look generally at A-21, A-133, A-21 and the FAR. We will introduce topics such as subawards, cost sharing, and close out. There will be mini-scenarios mixed into the slides to allow for practical examples of the topics. This session is for those who are new to contract administration.

Presenter: Bo Bogdanski, Senior Research Administrator, Sponsored Programs, Colorado State University

LAWRENCE A / 8:30 AM – 11:45 AM

SUBAWARDS & SUBRECIPIENT MONITORING: THE BASICS AND BEYOND

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

Presenter: Michiko Pane, Associate Director OSR, Stanford University

CURTIS / 8:30 AM – 11:45 AM

MANAGING YOUR TIME, YOUR ENERGY, AND YOUR MONKEYS: HOW TO IMPROVE CREATIVITY, PRODUCTIVITY, AND WORK-LIFE BALANCE

Traditional and non-traditional time management techniques, circadian rhythms, extroversion/introversion, work-life balance, delegating, and managing interruptions are several of the topics that will be woven into this interactive workshop. Participants will explore how and why they currently manage their time, energy, and efforts the way they do. Discussions, presentations, and hands-on activities will help participants identify ways to unlock creativity, improve productivity, and set goals to achieve a sustainable, healthy work-life balance.


Learner outcomes:

- Explore and identify your time management style
- Explore and identify how you replenish your energy
- Learn delegation techniques
- Develop a change plan to maximize your time, energy, and efforts

Presenter: Julie Guggino, Associate Director, Research and Sponsored Programs, Graduate Studies and Research, Central Washington University

Presenter: Randi Wasik, Department of Biochemistry, University of Washington

LAWRENCE A / 1:15 PM – 4:30 PM	LAWRENCE B / 1:15 PM – 4:30 PM
<p>REACHING THE HIGH POINTS OF CONTRACT NEGOTIATION: ISSUES AND STRATEGIES</p> <p>What is the first thought that comes to your mind when a contract hits your desk? Do you have the confidence to negotiate the terms and conditions? Do you have a strategy to address difficult issues? This interactive session will address research administration contract topics that traditionally require the most attention. The speakers will provide illustrations associated with the various topics and will provide practical methods of addressing these concerns. Both the federal and non-federal characteristics will be discussed. The attendees will be asked to add their own stories. By using everyday examples and experiences the attendees will be able to develop their own strategies for addressing these sometimes complex issues. This is an intermediate session and attendees should have some practical experience in dealing with both or either federal or non-federal contracts.</p> <p>Presenter: Ralph Brown, Director, Office of Research Administration, Colorado School of Mines</p> <p>Presenter: Bo Bogdanski, Senior Research Administrator, Office of Sponsored Programs, Colorado State University</p> <p>Presenter: G. Russell Brewer, Associate Director, Office of Sponsored Research, Stanford University</p>	<p>APPLICATION AND MANAGEMENT OF A COST SHARE COMMITMENT</p> <p>Cost sharing is a complex, shared responsibility that begins before an award is received, extends through the life of the award and beyond, and affects multiple offices throughout not only our own Institutions but can also impact our subcontractors. Getting control of something that has such wide-ranging repercussions can seem like a daunting prospect for central office administrators. What are potential risks to the University if you commit to cost share and how do you convince PIs that proposing a cost share commitment can offer more risks than benefits to the University? How can you identify and segregate out cost share expenses from the rest of the University's financial activity? How can you ensure PIs and departments are complying with your commitment? And perhaps the scariest of all, are you prepared to substantiate your cost share obligation if an auditor wants to review the award? This workshop will provide the opportunity to share with participants how one university designed a system to manage their cost share commitments. Case studies will provide participants an opportunity to utilize tools, policies, procedures, forms, and situational exercises to see how these can be utilized and implemented at their home institutions and be able to share their own situations with workshop participants.</p> <p>Learning objectives:</p> <ul style="list-style-type: none">• Participants will acquire an understanding of the applicable federal policies regarding cost share, including expectations for reporting and record keeping;• Participants will understand what constitutes cost sharing;• Participants will learn what types of sources can fulfill committed cost share and how to monitor these sources;• Participants will explore the details of one university's cost share processes using case studies and situational exercises to illustrate various components of a cost share commitment;• Participants will take home ideas about tools, forms, policies, procedures, and practices that will help them with managing cost share at their own institutions <p>Presenter: Brian Rogers, Proposal Analyst, Office of Contracts & Grants, University of Colorado, Boulder</p> <p>Presenter: Jennifer Ward, Assistant Director for Post Award Services, Office of Contracts & Grants, University of Colorado, Boulder</p> <p>Presenter: Diane Przygocki, Manager of Customer Support, Sponsored Projects Accounting, University of Colorado, Boulder</p> <p>Presenter: Patricia Dodson, Financial Compliance Coordinator, Sponsored Projects Accounting, University of Colorado, Boulder</p>

CURTIS / 1:15 PM – 4:30 PM	WELTON / 1:15 PM – 4:30 PM	AUGUSTA / 5 PM – 7 PM
<p>THE ART OF NEGOTIATION: TRAINING THE NON-NEGOTIATOR TO NEGOTIATE</p> <p>Utilizing the right training approach to develop a solid skillset is the secret to cultivating a successful, independent negotiating team. This session will discuss how to train your staff using specific techniques, strategies, tactics, and approaches that will significantly impact their negotiations. Teach your staff to utilize an effective approach to facilitate the process by building skills to:</p> <ul style="list-style-type: none">• Effectively analyze an agreement and assess risk• Develop effective rationale to support positions• Create a collaborative negotiation environment• Engage in meaningful, persuasive communication• Master tactics to resolve impasses and expedite negotiations• Convert challenging situations into rewarding partnerships <p>This session will provide you with successful strategies and valuable tools for training negotiators in research administration.</p> <p>Presenter: Sara Judd, Director, Department of Contracts and Grants, University of Southern California</p> <p>Presenter: Amechi Akpom, Senior Contract and Grant Administrator, Department of Contracts and Grants, University of Southern California</p>	<p>PROPOSAL DEVELOPMENT: DESPERATE ADMINISTRATORS ON HYSTERIA LANE</p> <p>This workshop will focus on using tools and time management/organization skills for preparing proposals in a time crunch and coordinating responsibilities between the Central Sponsored Research Office and the Department Administrator. There will be an emphasis on NSF, NIH, Grants.gov, and proposals with subcontracts.</p> <p>Presenter: Joyce Kroll, Assistant Director, Pre-Award Services, University of Colorado at Boulder</p> <p>Presenter: Lisa Mosley, Director, Research Advancement, Arizona State University</p>	<p>Shawn Preston “The Magic Dude” will perform a show filled with music, side splitting comedy, and remarkable demonstrations of mind power and magic. Shawn's spontaneous humor and quick delivery combined with his astounding sleight of hand skills have established him as one of Colorado's favorite performers.</p> 

MONDAY, APRIL 4

CONFERENCE OFFICE C / 7:30 AM – 5 PM	Registration Desk Open
LAWRENCE FOYER / 7:30 AM – 9 AM	Continental Breakfast
TABOR AUDITORIUM / 9 AM – 10:15 AM	Welcome and Keynote Speaker
LAWRENCE FOYER / 10:15 AM – 10:30 AM	Break
AUGUSTA / 12 PM – 1 PM	Lunch and NCURA Update
LAWRENCE FOYER / 2:45 PM – 3 PM	Break
AUGUSTA / 4:30 PM – 6 PM	New Member Reception
LODO DISTRICT / 7 PM	Pub Crawl

TABOR AUDITORIUM / 9:15 AM – 10:15 AM

KEYNOTE: KNOWLEDGE NOMADS AND THE NERVOUSLY EMPLOYED IN TURBULENT TIMES

This interactive and video enhanced presentation tries to synthesize trends and personal tension points within a workplace where being “mediocre or without passion” is not a fun place to be. Pressured to provide high quality outputs with the same or fewer resources, we continually work... or learn...or play... looking for models, techniques and strategies to be even more productive, efficient, effective, balanced and hopeful. Wow, now you're even more tired just reading that! So what's the choice? This session will provide insights about the power of self-directed career development, internal motivation and having the courage to make decisions to take back some control as times and opportunities grow more turbulent.

Presenter: Rich Feller Ph.D, Professor, Counseling and Career Development, University Distinguished Teaching Scholar, Colorado State University

CURTIS / 10:30 AM – 12 PM

CASE STUDIES IN RESEARCH ETHICS: A HISTORICAL PERSPECTIVE

Research Ethics is a relatively new discipline which has evolved over the history of science. While the responsible conduct of research (RCR) is focused on multifaceted social and ethical issues that arise in the practice of scientific research, the scientific research itself is hundreds, perhaps even thousands, of years old. Reflecting on this history of biology, chemistry, physics and medicine provides insightful examples of both responsibly conducted research, and irresponsibly conducted research, by some of the most famous scientists in history. Participants will examine a number of notable cases from the history of science and will consider how prominent scientists and their research would fare in the modern age of RCR standards.

Presenter: Tony Onofrietti, Director of Research Education, University of Utah

LAWRENCE B / 10:30 AM – 12 PM

EFFECTIVE COMMUNICATION - CUSTOMIZING YOUR TECHNIQUE

In this solution focused discussion group, participants will learn the philosophy behind Non Violent Communication and discover how the use of words tone with each other in our professional and personal lives can be formed to help us design our own communication technique. In this session we will examine the impact speech has on us and others in shaping our experiences and relationships in the workplace.

Presenter: Ludmila Budilo, Senior Grant & Contract Officer, Research Administration/Grants & Contracts, LA Biomedical Research Institute

Presenter: Candyce Lindsay, Assistant Director, Office of Research Integrity & Assurance, Office of Knowledge Enterprise Development, Arizona State University

WELTON / 10:30 AM – 12:00 PM

CREATING A DEPARTMENT RESEARCH ADMIN OFFICE

This session will focus on how to build a departmental research office from the ground up. Topics will include how to staff, electronic vs. paper files, communications, relationship building, training, procedure development, audit of processes, and doing more with less.

Presenter: Marjorie Townsend, Research Advancement Manager, Arizona State University

Presenter: Vicki Krell, Research Advancement Manager, Arizona State University

TABOR AUDITORIUM / 10:30 AM – 12 PM

SPONSORED & COLLABORATIVE RESEARCH IP DEMANDS IN DEALS BETWEEN UNIVERSITIES/RESEARCH INSTITUTIONS AND INDUSTRY

Interactive discussion among audience and panel members representing Universities/Research Institution and industry (IT and Pharma/Biotech) addressing how each entity views research collaborations, Background IP, IP rights, prosecution and enforcement of such rights and publications resulting from the research.

Moderator: Susan A. Capello, Senior IP Attorney, Intel Labs

Presenter: Thomas F. Meagher, Shareholder and Attorney, Volpe & Koenig

Presenter: Alan Naidoff, Rahway Lead - Research Contracts Management, Merck & Co., Inc.

MCCOURT / 10:30 AM – 12:00 PM

THE AUDITORS ARE COMING! THE AUDITORS ARE COMING!

Audits come in all shapes and sizes ranging from a program site visit to a property system review to an A-133 audit to an OIG visit. This session will discuss the many different audits your sponsored programs areas might experience as well as how to manage the audit process (and the auditors). It will be interactive and you will be invited to share your own experiences. We can all learn from each other as to what works and what hasn't worked well.

Presenter: Dorothy Yates, Associate Vice President for Research and Economic Development, University of Wyoming

LAWRENCE A / 10:30 AM – 12 PM

CLINICAL TRIALS PART I: PRE-CONTRACT: REGULATIONS AND PROCEDURES

The research administration field of clinical trials is truly fascinating in terms of the significant historical background to the FDA regulations which govern it, and in terms of the scientific breakthroughs underway in medical research regarding new therapies using genetic data and other innovative means. The presenters work in this field daily and will provide a streamlined introduction to the regulations and procedures required by FDA and other Federal health laws in order to conduct clinical trials. The regulations and procedures presented will create the learning foundation needed in order to negotiate clinical trial contracts.


- Learning objectives:
- Participants will gain an integrated overview of Federal regulations and procedures governing clinical trials.
 - Participants will gain confidence in their approach to medical research contracts generally.

Presenter: Stephanie C. Tramz, J.D., Contract Officer for Clinical Trials, Office of Sponsored Research, Stanford University

Presenter: Angela R. Charboneau Wishon, J.D., Assistant Vice Chancellor for Regulatory Compliance, University of Colorado Denver

LAWRENCE A / 1:30 PM – 2:45 PM	LAWRENCE B / 1:30 PM – 2:45 PM	TABOR AUDITORIUM / 1:30 PM – 2:45 PM
<p>CLINICAL TRIALS PART II: CONTRACTS, NEGOTIATION AND ADMINISTRATION</p> <p>This session will provide you with insights and decision-making steps for negotiating clinical trial contracts. In addition, we will take you beyond the contract to discuss clinical trial management issues that must be considered and provided for in negotiating the clinical trial contract, in order to prepare the path for effective and accountable clinical trial administration. The presenters will discuss important, special contract terms and conditions applicable to clinical trial contracts and share the tools and tips of the trade, and focus on potential problem areas. We will address topics such as developing sound budgets, protocol review, IRB, FDA, and HIPAA compliance, and the differences among industry-sponsored, PI-initiated, and NIH-funded clinical trials, and the uses of the Clinicaltrials.gov website.</p> <p>Learning objectives:</p> <ul style="list-style-type: none">• Participants will gain a step-by-step approach to negotiating clinical trial contracts• Participants will gain confidence in managing medical research contracts generally. <p>Presenter: Stephanie C. Tramz, J.D., Contract Officer for Clinical Trials, Office of Sponsored Research, Stanford University</p> <p>Presenter: Angela R. Charboneau Wishon, J.D., Assistant Vice Chancellor for Regulatory Compliance, University of Colorado Denver</p>	<p>BUILDING A CULTURE OF COMPLIANCE IN THE AGE OF ENFORCEMENT</p> <p>Regulatory reforms and changing community expectations about institutional and individual research behavior have increased the emphasis on the role of culture in organizational compliance. This session will explore some best practices for developing and growing a research compliance program within a culture of compliance and will investigate the relationship between administrators and investigators and the mutual need to assure compliance.</p> <p>Presenter: Debra Murphy, Director, Office of Research Integrity and Assurance, Arizona State University</p>	<p>NATIONAL SCIENCE FOUNDATION - UPDATES</p> <p>This session will be a comprehensive review of what is new and developing at the National Science Foundation. This will include information about the implementation of the America Competes Act (ACA) provisions such as the mentoring of postdoctoral researchers, the project outcomes report for the general public, responsible conduct of research and cost sharing. The session will also provide an overview of budget highlights (including current budget status), trends, and areas of special emphasis. Updates on the progress of NSF's modernization of FastLane with Research.gov will also be provided.</p> <p>Presenter: Martha Rubenstein, Chief Financial Officer & Director, Office of Budget, Finance & Award Management, National Science Foundation</p> <p>Presenter: Samantha Hunter, Policy Specialist, Policy Office, Division of Institution & Award Support, National Science Foundation</p>
	<p>WELTON / 1:30 PM – 2:45 PM</p> <p>BUDGET DEVELOPMENT - BASIC TO COMPLEX</p> <p>This session focuses on developing budgets ranging from basic to complex. Tips and tricks from department research administration and central office staff. Learn how to make federal and institution budget guidelines work while still maintaining your sanity. We will present tips on how to tame the budget without it taming you!</p> <p>Presenter: Marjorie Townsend, Research Advancement Manager, Arizona State University</p> <p>Presenter: Karin Park, Grant and Contract Officer, Arizona State University</p>	

CURTIS / 1:30 PM – 2:45 PM	MCCOURT / 1:30 PM – 2:45 PM	LAWRENCE A / 3 PM – 4:30 PM
<p>PERSPECTIVES FROM THE DARK SIDE: THE CAREER TRANSITION FOR THE RESEARCH ADMINISTRATOR</p> <p>The session will focus on developing a strategy to assist the research administrator in handling a career transition from the department level to the central administration or vice versa. Having a plan of action will enable you to make the change a concerted effort.</p> <p>What participants can expect:</p> <ul style="list-style-type: none">• An overview of everyday issues facing departmental administrator and the central office administrator;• Defining the differences in responsibilities of the Central and Departmental Research Administration;• Providing the overview of the potential problems a manager may face during the transition;• Tools for success: looking for synergistic methodologies, effectively dealing with multitasking responsibilities, and improving collaborative efforts; and• Providing the solutions for dealing with the stress of the transition. <p>Presenter: Christine Pacheco, Sr. Contract & Grant Administrator, Department of Internal Medicine, University of New Mexico</p> <p>Presenter: Oxana Lavrova, MBA, Grants and Contracts Officer, Los Angeles Biomedical Research Institute at Harbor UCLA Medical Center</p>	<p>A PROPERTY MANAGEMENT PRIMER – KEY ELEMENTS AFFECTING EQUIPMENT IN A RESEARCH CONTEXT</p> <p>Property (aka equipment) management within the context of sponsored projects poses special challenges. This session will focus on some of the key elements which should remain as a priority during pre and post award stages of a project as well as during award closeout. Regulatory requirements for various types of awards will be summarized, key personnel and their respective roles will be discussed, areas of potential risk from an administrative and audit perspective will be highlighted, and most importantly questions and interaction with the session attendees strongly encouraged ensuring information is application to their particular situations.</p> <p>Presenter: Ivonne Bachar, Director, Property Management Office, Stanford University</p>	<p>COMPLYING WITH U.S. EXPORT CONTROLS, COOPERATING WITH THE OFFICE OF EXPORT ENFORCEMENT (OEE), AND AVOIDING VIOLATIONS</p> <p>This session is designed as a rudimentary introduction to issues relating to U.S. Export controls. It will primarily discuss how to comply with U.S. Export Controls, the applicable statutes, how to cooperate with the OEE, and avoid violations. Specifically, it will address the role of OEE, statutes and penalties, provide a case example, and allow for questions and answers.</p> <p>Presenter: Anthony M. Levey, Special Agent in Charge, Los Angeles Field Office, Office of Export Enforcement, U.S. Department of Commerce</p>
	<p>MCCOURT / 3 PM – 4:30 PM</p> <p>PROFESSIONAL DEVELOPMENT/ TRAINING ON A BUDGET</p> <p>Learn about some creative ways to continue to invest in staff and yourself without busting the budget. This session will be interactive, so please bring ideas to share - it's free!</p> <p>Presenter: Lisa Mosley, Director Research Advancement, Arizona State University</p> <p>Presenter: Dennis Paffrath, Executive Director, Sponsored Programs Administration, University of Maryland, Baltimore</p>	<p>TABOR AUDITORIUM / 3 PM – 4:30 PM</p> <p>PRESENTATION OF THE LEADME PROGRAM PARTICIPANTS' PERSONAL BEST PROJECT</p> <p>During this interactive session, LEADMe program participants will make brief PowerPoint presentations about the status of his/her Personal Best Project and seek feedback from the audience about its value, how it is conceptualized, and any helpful suggestions regarding its implementation.</p> <p>Join the mentees as they examine:</p> <ul style="list-style-type: none">• Building an Institutional Capacity at Cedars-Sinai for Federal Contracting Activity• Increase Percentage of Certified Research Administrators Within the Organization• Creating an On-line Training Course in Research Administration• Assessment of a Sponsored Projects Services Office

WELTON / 3 PM – 4:30 PM	LAWRENCE B / 3 PM – 4:30 PM	CURTIS / 3 PM – 4:30 PM
WHAT ARE YOU REALLY AGREEING TO WHEN YOU SIGN A ROUTING FORM FOR A SPONSORED PROJECT? HOT TOPICS IN REGULATORY COMPLIANCE This panel discussion will rely on the traditional proposal routing form as the basis for addressing old and new compliance requirements for sponsored research. Topics will follow the route and address compliance obligations and how to address regulatory issues that might arise during the conduct of a project. University of Colorado Denver experts in the areas of sponsored program management, conflicts of interest, environmental health and safety, and electronic research administration will offer practical solutions for complying with regulations codified in the routing form answering this question - <i>Do you really know what you are agreeing to when you sign the routing form?</i> Moderator: Pamela J. Jones, Ph.D., Director, Grants and Contracts, University of Colorado Denver Panelist: Pam Vincent, Assistant Director, Post Award and Accounting, Grants and Contracts, University of Colorado Denver Panelist: Angela Wishon, J.D., Assistant Vice Chancellor, Regulatory Compliance, University of Colorado Denver Panelist: Elizabeth Collins, MSCIT, Assistant Director, Electronic Research Administration, Grants and Contracts, Univ. of Colorado Denver Panelist: Ethan Carter, Ph.D., Director, Environmental Health and Safety, Regulatory Compliance, University of Colorado Denver	CONTRACTING WITH INDUSTRY: BRIDGING THE GAP BETWEEN INDUSTRY DEMONS AND UNIVERSITY PRINCIPLES Universities and Industry have considerable incentive to cooperate in research. Industry recognizes Universities for their technological expertise and rich talent pool of faculty and students, while Universities recognize Industry as a source of market-place technology, technical know-how, and funding. While Industry funding is essential in order for academic research to continue at its present pace, commercial motivation often runs contrary to underlying academic principles that require broad dissemination of knowledge for the public good and furtherance of educational missions. As a result, a balance of competing interests must be achieved through the negotiation and contracting of research collaborations. This session will explore key issues in industry research agreements (including confidentiality, indemnification, overhead, and ownership and licensing of technology), and suggest ways to negotiate terms that address the demands of Industry without compromising the basic mission of Universities. Moderator: Lillian L. Smith, J.D., Director, Industry Sponsored Research, University of California, Los Angeles Presenter: Michael Katz, Ph.D., Executive Director, Intellectual Property and Industry Research Alliances, University of California, Berkeley Presenter: Keneth J. Polasko, Ph.D., Vice President, Business Development, Arizona Sciences & Technology Enterprises, LLC	MANAGEMENT: ORGANIZATIONAL CHANGE, LEADERSHIP AND STAFF MOTIVATION There are many elements that comprise a successful organization: leadership, commitment, motivation, and a culture that encourages professional and personal development. Effective leaders recognize that creating an environment which supports change, learning and growth empowers staff to perform effectively and to maximize their contributions to the organization. Teams are a collection of individuals, and motivating individuals to embrace a personal sense of ownership and pride in the team promotes camaraderie, fellowship and esprit-de-corps. Come join this energetic and interactive presentation to learn and discuss some proven techniques for enhancing the work environment and maximizing staff performance through team building and empowerment. Presenter: Tony Onofrietti, Director of Research Education, Univ. of Utah PUB CRAWL 7 PM  Please join your colleagues for a “Taste of Denver Microbrews” pub crawl. Enjoy a stroll through the historic LoDo district as we sample Denver’s finest.

CONFERENCE OFFICE C / 7:30 AM – 5 PM	Registration Desk Open	
LAWRENCE FOYER / 7:30 AM – 9 AM	Continental Breakfast	
LAWRENCE FOYER / 10:15 AM – 10:30 AM	Break	
REGION VII / AUGUSTA / 12 PM – 1 PM	Lunch and Business Meeting	REGION VI / TABOR-MOLLY BROWN
LAWRENCE FOYER / 2:45 PM – 3 PM	Break	
AUGUSTA / 6:30 PM – 11 PM	Dinner Reception	
LAWRENCE B / 9 AM – 10:15 AM	MCCOURT / 9 AM – 10:15 AM	TABOR AUDITORIUM / 9 AM – 10:15 AM
LEADING ORGANIZATIONAL CHANGE AND RENEWAL In this session we hope to stimulate a discussion of the challenges facing research administrators as they implement organizational and operational change to address new requirements or the need for performance improvements. We will present an overview of the UCLA Research Administration Process Improvement and Deployment (RAPID) Project begun in 2009. The RAPID initiative is a campus-wide collaborative effort to strengthen the research administration infrastructure by improving administrative and financial management processes, enhancing operational performance, and mitigating compliance risk. We will describe our approach, report on our results to-date and fuel discussion by session participants about their own campus initiatives and lessons learned. Presenter: Marcia L. Smith, Associate Vice Chancellor for Research, UCLA Presenter: Nate Haines, Director, Higher Education Practice, Huron Consulting Group	ONE VISION/TWO APPROACHES: THE GROWING EXPECTATIONS OF CUSTOMERS - A VIEW FROM 2 ENTITIES The success of our research administration office may well rest on the perception of our customers and clients. This session will explore the growing customer expectations within the framework of the Independent Research Institute and University models. This session will - highlight differences and similarities of the research institute and university research environments, - Discuss division of labor and uses of management as tools of service delivery, - and illuminate customer service strategies Presenter: Allison Weber, Director, Public/NonProfit, Office of Research Admin, Los Angeles BioMedical Research Institute at Harbor-UCLA Medical Center Presenter: Lisa Worthington, Senior Contracts & Grants Manager, Office of Sponsored Research, Beckman Research Institute Presenter: Patti Manheim, Director, Office of Contract & Grant Administration, UCLA	NIH UPDATE This session covers the latest news from the National Institutes of Health including budget information, current policy topics, policy reminders, and updates on NIH eRA activities Presenter: Carol Wigglesworth, Grants Policy Analyst, Office of Policy for Extramural Research Admin., National Institutes of Health CURTIS / 9 AM – 10:15 AM WHAT EVERY POST AWARD ADMINISTRATOR SHOULD KNOW This session will focus on the top ten survival skills for post award administrators Presenter: Randi Wasik, Administrator, Department of Biochemistry, University of Washington Presenter: Felicia Mayes, Department of Neurosurgery, Cedars-Sinai Medical Center Presenter: Cece Manoochchetri, Division of Chemistry and Chemical Engineering, California Institute of Technology

<div>WELTON / 9 AM – 10:15 AM</div> <div>BUILD OR BUY<p>If your institution is considering building or buying a computer based solution for any aspect of electronic Research Administration (eRA), such as Proposal Routing, Proposal Submission or Award Administration; then this session is for you. We will discuss and share experiences in four areas that will help you determine the best solution for your unique situation:</p><ul style="list-style-type: none">• Analyzing your current solutions and institutional culture• Working with Information Technology professionals• Considerations for computer hardware• Considerations for computer software<p>We will discuss options to consider for building your own, buying a vender system, or a hybrid of the two. There will be a noticeable lack of techno-jargon used during this friendly workshop. Level/Target Audience: Department Directors & Research Administrators who are considering or who have implemented ERA solutions Learning Outcomes: Returning to your home institution with the tools to analyze the appropriate ERA solution for your situation.</p><p>Presenter: Steve Shapiro, Computer Services Manager, University of Oregon</p></div>	<div>LAWRENCE A / 9 AM – 10:15 AM</div> <div>COST SHARE COMMITMENTS THAT'S JUST A SUGGESTION, RIGHT?<p>Cost sharing is a complex, shared responsibility that begins at the proposal stage and extends through the life of the award and beyond. This session will focus on specific aspects involved with managing cost share commitments. What are potential risks to the University if you commit to cost share and how do you convince PIs that volunteering a cost share commitment can offer more risks than benefits to the University? How can you identify and segregate out cost share expenses from the rest of the University's financial activity? How can you ensure PIs and departments are complying with your commitment? And perhaps the scariest of all, are you prepared to substantiate your cost share obligation if an auditor wants to review the award?</p><p>Learning objectives:</p><ul style="list-style-type: none">• Participants will acquire an understanding of the applicable federal policies regarding cost share, including expectations for reporting and record keeping;• Participants will understand what constitutes cost sharing;• Participants will learn what types of sources can fulfill committed cost share and how to monitor these sources.<p>Presenter: Jennifer Ward, Assistant Director for Post Award Services, Office of Contracts and Grants, University of Colorado at Boulder</p></div>	<div>Presenter: Brian Rogers, Proposal Analyst, Office of Contracts and Grants, Univ. of Colorado at Boulder</div> <div>Presenter: Patricia Dodson, Financial Compliance Coordinator, Sponsored Projects Accounting, University of Colorado at Boulder</div> <div>Presenter: Diane Przygocki, Manager of Customer Support, Sponsored Projects Accounting, University of Colorado at Boulder</div> <div>LAWRENCE A / 10:30 AM – 11:45 AM</div> <div>FEDERAL CONTRACTING, OR WHY CAN'T WE JUST GET GRANTS?<p>This session will provide an overview of some of the issues and challenges to keep in mind when negotiating a federal contract. From dealing with the FAR to ensuring your institution gets the appropriate contract type and terms, this session will focus on current trends in federal contracting and unique challenges associated with universities. The session is designed to help participants improve their negotiation position and achieve more successful outcomes.</p><p>Presenter: G. Russell Brewer, Associate Director, Office of Sponsored Research, Stanford University</p></div>	<div>LAWRENCE B / 10:30 AM – 11:45 AM</div> <div>DEPARTMENT ADMINISTRATION AND COMPLIANCE OFFICE: THE OPTIMAL PARTNERSHIP<p>In this session, participants will learn key research compliance areas to focus on when assisting faculty with pre and post award research administration activities. Tools and resources will be shared/discussed that help to define the compliance areas that department team members should request review or assistance with. Presenters will be from Arizona State University Compliance , and Unit research administration areas, so participants are also encouraged to share procedures, tools and resources that are used at their institutions to assist them in navigating these exciting compliance areas.</p><p>Presenter: Vicki Krell, Research Advancement Supervisor, Arizona State University</p><p>Presenter: Candyce Lindsay, Asst. Director, Office of Research Integrity and Assurance, Arizona State University</p></div>	<div>CURTIS / 10:30 AM – 11:45 AM</div> <div>JUGGLING YOUR ELEPHANTS: TIME MANAGEMENT FOR RESEARCH ADMINISTRATORS<p>Research administrators face special challenges in the workplace--unyielding deadlines; multiple priorities; difficult faculty; heavy workloads; open-door policies; complex collaborations; ever-changing regulations--to name but a few. This interactive session will focus on learning how to adapt traditional and non-traditional time management techniques to make your time at work more effective, juggle priorities with confidence, and improve your work/life balance. Share YOUR biggest time management challenges and the techniques that have helped you to manage them.</p><p>Presenter: Julie Guggino, Central Washington University</p><p>Presenter: Paulette Jones, The University of Montana</p></div>	<div>TABOR AUDITORIUM / 10:30 AM – 11:45 AM</div> <div>NATIONAL SCIENCE FOUNDATION - UPDATE<p>This session will be a comprehensive review of what is new and developing at the National Science Foundation. This will include information about the implementation of the America Competes Act (ACA) provisions such as the mentoring of postdoctoral researchers, the project outcomes report for the general public, responsible conduct of research and cost sharing. The session will also provide an overview of budget highlights (including current budget status), trends, and areas of special emphasis. Updates on the progress of NSF's modernization of FastLane with Research.gov will also be provided.</p><p>Presenter: Martha Rubenstein, Chief Financial Officer & Director, Office of Budget, Finance & Award Management, National Science Foundation</p><p>Presenter: Samantha Hunter, Policy Specialist, Policy Office, Division of Institution & Award Support, National Science Foundation</p></div>
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MCCOURT / 10:30 AM – 11:45 AM	WELTON / 10:30 AM – 11:45 AM	WELTON / 1:30 PM – 2:45 PM
<p>A “CAN DO” APPROACH TO COMPLIANCE SUPPORT SYSTEMS</p> <p>Achieving a “gold standard” on the implementation of Colorado State University’s Responsible Conduct of Research (RCR) training program required attention to the to the systems supporting the training effort. With high expectations, and modest funding, success would require a collaborative commitment. This presentation outlines the development of the RCR identification and reporting procedure at Colorado State University. Embraced as a collaborative effort, representatives from the Office of Sponsored Programs (SP), Research Services, and Research Integrity and Compliance Review Office (RICRO) determined how CSU award data could be tracked, merged with HR data, and ultimately used to notify department heads, PIs and students of CSU’s RCR commitment. Tips and tools from this “can do” collaborative approach will be shared during this session.</p> <p>Presenter: Marty Welsch, HR/RCR Coordinator, RICRO, Colorado State University</p> <p>Presenter: Diane Rees, IT Professional, Research Services, Colorado State University</p>	<p>ACRONYM SOUP FOR THE RESEARCH ADMINISTRATOR</p> <p>Acronyms have traditionally been a very important “food” in the research administrator community. They are simple, complex and sometimes difficult to digest. Understanding acronyms is recommended for relieving the symptoms of headaches and confusion, for research administrators new to the field. The goal of this session will be to demystify a number of those acronyms that have become prevalent within the realm of research administrators. Join us for this interactive session as we make... ”Acronym Soup for the Research Administrator”.</p> <p>Learning objectives:</p> <ul style="list-style-type: none">• Participants will gain a basic understanding of some of the acronyms used in research administration.• Participants will gain confidence in their knowledge and usage of these acronyms. <p>Presenter: Rosemary Madnick, Assistant Vice President, Research Administration, Office of Research Administration, Los Angeles Biomedical Research Institute</p> <p>Presenter: Ludmila Budilo, Senior, Grants and Contracts Officer, Office of Research Administration, Los Angeles Biomedical Research Institute</p> <p>Presenter: Maria Diaz-Romero, Post Award Manager, Office of Sponsored Programs, Charles R. Drew University of Medicine & Science</p>	<p>EDITING 101: WORKING WITH FACULTY NARRATIVES</p> <p>Research Administrators at PUIs wear many hats, including Facilitator and Editor of Narratives. If you don’t have much experience in grant writing, this session will introduce you to the basics of proposal narrative development, including structure, language, and how to get the project description to meaningfully reflect what the PI will actually be doing. Handy list of DOs & DON’Ts for grant editors to be included. John Carfora is the co-author of The Art of Funding and Implementing Ideas: A Guide to Proposal Development and Project Management and Associate Vice President for Research Advancement and Compliance at Loyola Marymount University (LMU). Cynthia Carr is a former grant writer, the Assistant Director of Pre-Award Services at LMU and is writing a book on proposal development for faculty.</p> <p>Presenter: John Carfora, Associate Vice President, Research Advancement and Compliance, Loyola Marymount University</p> <p>Presenter: Cynthia Carr, Assistant Director, Office for Research and Sponsored Projects, Loyola Marymount University</p>

LAWRENCE A / 1:30 PM – 2:45 PM	CURTIS / 1:30 PM – 2:45 PM	LAWRENCE B / 1:30 PM – 2:45 PM
<p>EXPORT CONTROLS: JUST THE BASICS - HOW TO KEEP YOUR FACULTY AND RESEARCHERS OUT OF TROUBLE (2011)</p> <p>Introduction to the basic concepts associated with export controls and university research activities to help keep your faculty and researchers out of trouble! Learn about basic export terms and common myths, know what regulations are involved that impact university research, determine what is subject to the regulations and what is not, get the basics on how to get started with developing your own export compliance program.</p> <p>Learning objectives</p> <ul style="list-style-type: none">• Participants will learn the common regulatory terms and concepts pertaining to export controls;• Participants will develop familiarity with the organization and content of the export control regulations;• Participants will learn to identify “red flags” that may indicate the need for additional export assessment for a particular grant, contract, or proposed activity;• Participants will better understand the impact export control regulations can have on research activities at colleges and universities.• Get the basics on how to get started with their own export compliance program.• They will be provided with resources on where to go for help. <p>Presenter: Adilia Koch, Director of Export Compliance, Research Administration, California Institute of Technology</p>	<p>NEGOTIATION: DEALING WITH YOUR ANXIETIES</p> <p>Contract negotiation is anxiety provoking, but some research administrators shrink from the challenge while others embrace it. Four seasoned negotiators will discuss how to prepare for and carry out successful negotiations and have fun doing it!</p> <p>Topics include:</p> <ul style="list-style-type: none">• How to prepare for negotiations;• How to analyze the agreement and develop arguments;• How to reach an agreement that is satisfactory to both sides (getting to “yes” with a smile).• Along the way, the panel will share their personal experiences about negotiating and surviving to tell the tale! <p>Moderator: Randy Draper, Director, Office of Contracts and Grants, University of Colorado Boulder</p> <p>Panelist: Winnie Ennenga, Director, Office of Grant and Contract Services, Northern Arizona University</p> <p>Panelist: Jeri Muniz, Executive Director, Department of Contracts and Grants, University of Southern California</p> <p>Panelist: Patti Young, Senior Contract and Grant Administrator, Office of Contracts and Grants, University of Colorado Boulder</p>	<p>PROPOSAL DEVELOPMENT FROM CONCEPT TO SPONSOR</p> <p>We will discuss the proposal preparation process from the initial concept to the final submission. We will use as our model a multi-disciplinary proposal to National Science Foundation. We will present this from multiple viewpoints: that of the proposal coordinator, principal investigator and operations manager. This presentation should be relevant to pre-award administrators, PI’s and anyone interested in proposal development.</p> <p>Presenter: Marcia Donnelson, Managing Director, Engineering, Colorado State University</p> <p>Presenter: Scott Denning, Professor, Engineering, Colorado State University</p> <p>Presenter: Connie Hale, Operations Manager, Engineering, Colorado State University</p>

TABOR AUDITORIUM / 1:30 PM – 2:45 PM	MCCOURT / 1:30 PM – 2:45 PM	TABOR AUDITORIUM / 3 PM – 4:30 PM
<p>TIME & EFFORT - KEEPING YOUR COMMITMENTS</p> <p>A discussion on how your Effort reporting system should capture commitment information at award level for key and non-key personnel and how to properly monitor effort performance throughout the life of an award/contract. The presentation will focus on how T & E systems such as Cedars-Sinai Medical Center (CSMS) and Seattle University capture effort, track commitment variance, and provide reporting tools and guidance to their respective institutions in monitoring this critical federal regulation. This presentation will also illustrate how CSMC, Seattle University and other institutions notify sponsors when key personnel have significant commitment variances.</p> <p>Presenter: Steven Lichtenstein, Director, Sponsored Research Fund Administration, Cedar-Sinai Medical Center</p> <p>Presenter: Ryan Schroeder, Manager, Higher Education and Non Profit, Attain</p> <p>Presenter: Lindsey Demeritt, Sponsored Research Officer, Office of Research Services and Sponsored Projects, Seattle University</p>	<p>KUALI COEUS - CUTE ANIMAL, ORGANIC VEGETABLE OR TRACE MINERAL?</p> <p>Six years ago, a number of universities concluded that either purchasing a financial system from a vendor, or building one of their own were not sound strategic paths so they formed a collaborative organization based on the concept of community source software. In 2006, Colorado State joined the community, and in 2008 became the first major research institution to implement Kuali Financials - KFS. In concert with the implementation of KFS, a team of software developers and subject matter experts from Colorado State joined teams from Cornell, Indiana, Iowa State, MIT, Michigan State, the University of Arizona, UC Berkley, and UC Davis to develop a research management system - Kuali Coeus - integrated with KFS. This session will cover broad overview of the Kuali Foundation, community source software, the Kuali document (eDoc) focused workflow (Rice) underpinning of KC, and a 50,000 foot overview of KC proposal development, institute proposals, budget development and awards. Future release of IRB and development of IACUC, Conflict of Interest etc. will also be covered.</p> <p>Presenter: Ron Splittgerber, Director, Research Services, Colorado State University</p> <p>Presenter: Tyler Wilson, Kuali Coeus Systems Analyst & Database Manager, Colorado State University</p>	<p>NIH UPDATE</p> <p>This session covers the latest news from the National Institutes of Health including budget information, current policy topics, policy reminders, and updates on NIH eRA activities</p> <p>Presenter: Carol Wigglesworth, Grants Policy Analyst, Office of Policy for Extramural Research Administration, National Institutes of Health</p> <p>LAWRENCE A / 3 PM – 4:30 PM</p> <p>IP 101</p> <p>Participants will gain a solid understanding of the fundamentals of intellectual property (IP) with specific focus on patents and copyrights. The session will also review recommended IP property provisions for universities and how such provisions negotiated today can impact their institution's technology transfer/licensing activities in the future. We will compare and contrast the different views of industry sponsors and universities and how the gap can sometimes be bridged. Some problematic IP provisions in sponsors' drafts of agreements will also be reviewed, dissected, and discussed.</p> <p>Presenter: Kate Tallman, Director, Technology Transfer Office, University of Colorado</p> <p>Presenter: Dianne Archer, Director, Engineering Research Administration, Stanford University</p>

WELTON / 3 PM – 4:30 PM	MCCOURT / 3 PM – 4:30 PM	CURTIS / 3 PM – 4:30 PM
<p>STRATEGIC PLANNING FOR THE RESEARCH ADMINISTRATOR: A NEW APPROACH IN AN ERA OF RAPID CHANGE</p> <p>Strategic planning identifies where a department wants to be at some point in the future and how it is going to get there. The “strategic” part of this planning process is the continual attention to current changes in the organization and its external environment, and how this affects the future of the department. Skills in strategic planning are critical to the long-term success of a department.</p> <p>The session will focus on:</p> <ul style="list-style-type: none">• Introduction to Strategic Planning• Preparing for Strategic Planning• Key Steps Towards a Strategic Plan• Conducting Strategic Planning• Organizational Systems and Practices Driven by Strategic Planning and Goals <p>Presenter: Rosemary Madnick, Assistant Vice President, Research Administration, Los Angeles Biomedical Research Association</p> <p>Presenter: Wanda Bowen, Assistant Director, Office of Grants and Contracts Administration, University of Alaska, Fairbanks</p>	<p>MANAGING YOUR PEEPS</p> <p>Tired of your workload managing you? Enhance your existing skills and develop new techniques for managing your customer base...the principal investigator. Turn the tides and be proactive rather than reactive to last minute submissions, long term negotiations, and day-to-day maintenance of your workload. As professionals with the unique and sometimes conflicting role of protecting the best interest of the institution while still delivering “exemplary customer service”, learning to effectively manage the human aspect involved is a key dynamic to success.</p> <p>Presenter: Brenda Lacy-Roberts, Senior Contract and Grant Administrator, Department of Contracts and Grants, University of Southern California</p> <p>Presenter: Sara Judd, Director, Department of Contracts and Grants, University of Southern California</p> <p>LAWRENCE B / 3 PM – 4:30 PM</p> <p>NAVIGATING THE DIFFERENCES BETWEEN PI-INITIATED V. SPONSOR-INITIATED CLINICAL TRIALS – WHAT ARE THE SPECIAL CONTRACT AND ADMINISTRATION ISSUES TO BE AWARE OF?</p> <p>This presentation will provide guidelines and tips on what contract administrations should consider when negotiating clinical trials, as well as the differences between PI-Initiated v. Sponsor-Initiated trials. Specific issues addressed will include: FDA compliance, Intellectual Property, Publication, Indemnification and Subject Injury.</p> <p>Presenter: Helene Orescan, Director, Clinical Trials Unit, UCLA</p> <p>Presenter: Thierry Musy-Verdel, Industry Contracts Officer, UCSF</p>	<p>ALLOWABLE COSTS - PROPOSAL DEVELOPMENT TO CLOSEOUT</p> <p>An understanding of the principles of allowable costs is one of the most fundamental and useful tools in proposal development and the management of sponsored agreements. It also can be one of the most contentious areas between PI and administrator and/or the auditor and administrator. Who hasn't found themselves in a spirited discussion about whether or not a cost can be proposed or charged to a sponsored agreement? This Allowable Costs session will include information about guiding principles, best practices, and roles/responsibilities. Perhaps most importantly, this Allowable Costs session will offer an opportunity for participants to share experiences/questions for group discussion. Please come to the session with examples of some of the most challenging allowable costs questions you have faced.</p> <p>Presenter: Gale Yamada, Director of Administrative Services, Office of Facilities and Grounds, University of Hawaii at Manoa</p> <p>Presenter: Ralph Brown, Director of Research Administration, Office of Research Administration, Colorado School of Mines</p>

CONFERENCE OFFICE C / 7:30 AM – 12 PM
LAWRENCE FOYER / 7:30 AM – 9 AM
LAWRENCE FOYER / 10:15 AM – 10:30 AM
11:45 AM

Registration Desk Open
Continental Breakfast
Break
Adjournment

LAWRENCE A / 9 AM – 10:15 AM

SUBRECIPIENT AGREEMENT TURNAROUND AND FFATA

Has your university discovered how to automate your subcontract process or even thought about it? And to add one more compliance issue, FFATA. What is it and how can your university be compliant. Come learn about FFATA and how one university has automated its process in order to comply with the new rule.

Presenter: Dennis Paffrath, Executive Director for Research Administration, University of Maryland

CURTIS / 9 AM – 10:15 AM

OMB CIRCULARS A21 AND A122: SISTER CIRCULARS

When it comes to costing and cost principles most of the attention has been focused on OMB Circular A21, the cost principle for Educational Institutions. OMB Circular A122 is the “other” cost principle used by non-profit organizations including research institutes and some health-care research organizations.

This session will:

- Participants will review the basic cost concepts (allowability, allocability, reasonability, consistency)
- Review the similarities
- Review the differences

Presenter: Ludmila Budilo, Sr. Grants and Contracts Officer, Office of Research Administration, Los Angeles Biomedical Research Institute

Presenter: Keith Andre, Sr. Grants and Contracts Officer, Office of Grant and Contract Administration, University of California, Los Angeles

LAWRENCE B / 9 AM – 10:15 AM

EXPORT CONTROLS: IN THE TRENCHES: HANDS-ON APPROACH TO EXPORT COMPLIANCE

Ensuring institutional compliance with the export regulations (ITAR & EAR) has become a priority for many institutions. This session will offer real-life examples of issues facing universities and will provide practical information for implementing an export compliance program: jurisdiction requests, types of licenses, training, technology control plans and the dreaded “Voluntary Disclosure”!

Learning objectives:

- Participants will understand the hurdles to implementing an export compliance program
- Participants will learn about various analytical approaches and strategies for risk mitigation
- How to manage contracts or agreements that deal with sensitive technologies (i.e., DoD, NASA)
- Participants will develop an understanding of the elements of putting an export compliance program into action. Overview of: Jurisdiction requests; Types of Licenses and when do you use them; Technology Controls Plans; Recordkeeping; IT Security; Voluntary Disclosures
- Participants will be provided with resources on where to go for help.

Presenter: Kay Ellis, Director, Export Compliance, University of Arizona

MCCOURT / 9 AM – 10:15 AM

WORKING WITH THE DEPARTMENT OF ENERGY

An overview of DOE funding sources and opportunities (Office of Science; ARPA-E; Office of Electricity, Energy Efficiency and Renewable Energy; Loan Guarantee Program, etc.). New initiatives in FY11 will be discussed (Sunshot Initiative, etc.). The status of funding in FY11 and the President’s Request for FY12 will be covered, as well as a review of major Recovery Act initiatives.

Presenter: Jim Spaeth, Director, Office of Commercialization and Project Management, Department of Energy

WELTON / 9 AM – 10:15 AM

MS ACCESS: TIPS, TRICKS AND RESOURCES FOR THE BEGINNING PROGRAMMER

Developing a database in MS Access (or any database) is often advertised as being easy for a nonprogrammer. The reality is that in order to develop a meaningful ERA application, you will need to incorporate at least some of the advanced aspects of the database you choose to use. This session will introduce you to database technology and differentiate between spreadsheets and databases. We’ll start with the basics and the briefly cover some advanced concepts of relational databases in order to explore their power and functionality within the context of a Research Administration office.

Presenter: Steve Shapiro, Computer Services Manager, Univ. of Oregon

CURTIS / 10:30 AM – 11:45 AM

PREPARING FOR AN F&A PROPOSAL BASE YEAR

We will start with a brief overview of F&A and then focus the remainder of the session on important issues that will help your institution get a head start on the F&A rate proposal. We will address space, facilities related topics, base issues, and other topics that are important to the F&A rate calculation. We will also discuss the critical issues that senior management should know about throughout the entire process.

Presenter: Adrienne Clifton, Director, Maximus Consulting

Presenter: Virginia Baker, Senior Manager, Maximus Consulting

LAWRENCE A / 10:30 AM – 11:45 AM

EVERYTHING THAT YOU WANTED TO KNOW ABOUT THE FAR, BUT WERE AFRAID TO ASK

Frightened by the FAR? Me too. This session will provide you with the opportunity to query a panel of FAR experts about hidden mysteries of the Federal Acquisition Regulations. Bring your questions because this is not a training session.

Moderator: Randy Draper, Director, Office of Contracts and Grants, University of Colorado Boulder

Panelist: Kathy Lorenzi, Associate Director, Office of Contracts and Grants, Univ. of Colorado Boulder

Panelist: Dennis Paffrath, Executive Director, Research Administration, University of Maryland, Baltimore

WELTON / 10:30 AM – 11:45 AM

INSTITUTIONAL CHANGE AT PUIS: WHERE IT IS AND WHERE IT’S GOING?

When visionary administrative types come up with new directions to explore, it often falls on research administrators to help spin the wheel and get the ship moving. What is it that you are being asked to implement, and how is that going? This session will cover a variety of points of view on institutional change, some specific examples of it, and the ways pre and post award, as well as management can work with each other and faculty to bring about change. The most consistent change most of us at PUIs hear is, “more grants, more research.” For the pre award office, the question is, what does this mean for faculty? This session will provide a historical context of the mission of higher education as it was envisioned by the founding fathers as well as the impact upon various types of institutions. Research from the higher education literature will be presented, including faculty workload issues, tenure & promotion, incentives, and the importance of teaching, in order to answer the question: What is the terrain really like out there? For the post award office, when is it necessary to work with internal audit, purchasing, human resources and faculty affairs? How do you educate faculty about budgets, budget changes, reporting deadlines and effort reporting? This overview will lead to a conversation on what members of the audience are experiencing that their own institutions and their own best practices for helping change along.

Moderator: Joseph McNicholas, Director, Loyola Marymount Univ.

Presenter: Winnie Wang, Director of Research and Sponsored Programs Administration, Office of the Chancellor, Chapman University

Presenter: Cynthia Carr, Assistant Director, Pre-award Services, Office for Research and Sponsored Projects, Loyola Marymount University

MCCOURT / 10:30 AM – 11:45 AM

LEADERSHIP SUCCESSION PLANNING: DEVELOPING A STRATEGY

The session will focus on developing a leadership succession strategy. Having a strategy is a valuable tool to grow future leaders and to ensure continuous development within a shifting market. Success by succession planning is an investment that leaders are recognizing as an important strategy with long term benefits.

The following topics will be covered:

- Assessment of Key Positions
- Identification of Key Talent
- Assessment of Key Talent
- Generation of Development Plans
- Development of Monitoring & Review

Presenter: Christine Pacheco, Sr. Contract & Grant Administrator, Department of Internal Medicine, University of New Mexico

Presenter: Rosemary Madnick, Assistant Vice President, Research Administration, Los Angeles BioMedical Research Institute

NCURA 2011 CALENDAR OF EVENTS

**APRIL 11-13, 2011
CHARLOTTE, NC**

Financial Research Administration Workshop

Fundamentals of Sponsored Project Administration Workshop

Sponsored Project Administration Level II Workshop

APRIL 18, 2011

NCURATV: Managing Interactions & Potential Conflicts of Interest with University Spins-Offs and Other Small Businesses

**MAY 23-25, 2011
MINNEAPOLIS, MN**

Departmental Research Administration Workshop

Fundamentals of Sponsored Project Administration Workshop

**JUNE 6-8, 2011
DENVER, CO**

Financial Research Administration Workshop

Fundamentals of Sponsored Project Administration Workshop

Sponsored Project Administration Level II Workshop

JULY 11, 2011

NCURATV: The Fiscal Aspects of Human Subjects Compliance

**JULY, 24-26, 2011
CHICAGO, IL**

Pre-Award Research Administration 5 Conference

**AUGUST, 2011
(TBA)**

Departmental Research Administration Workshop

Fundamentals of Sponsored Project Administration Workshop

OCTOBER 11, 2011

NCURATV: International Collaborations: Negotiations and Compliance

**SEPTEMBER, 2011
(TBA)**

Departmental Research Administration Workshop

Financial Research Administration Workshop

Fundamentals of Sponsored Project Administration Workshop

**NOVEMBER 6- 9, 2011
WASHINGTON, DC**

53rd Annual Meeting
Washington Hilton

**DECEMBER, 2011
(TBA)**

Departmental Research Administration Workshop

Fundamentals of Sponsored Project Administration Workshop