

NATIONAL  
COUNCIL OF  
UNIVERSITY  
RESEARCH  
ADMINISTRATORS

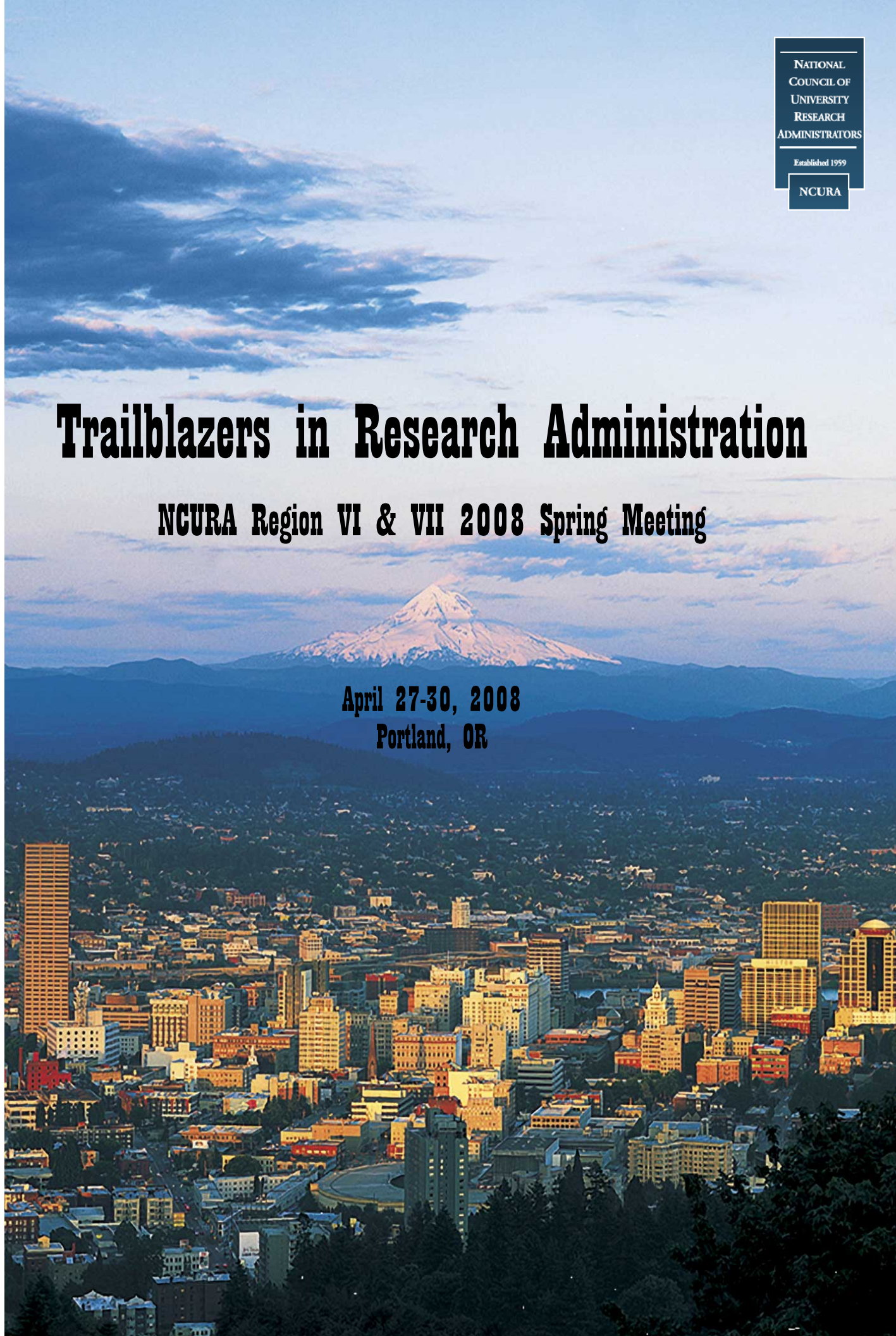
Established 1959

NCURA

# **Trailblazers in Research Administration**

**NCURA Region VI & VII 2008 Spring Meeting**

**April 27-30, 2008  
Portland, OR**



## Program Committee

<u>Name</u>	<u>Track*</u>	<u>Region</u>
Winnie Ennenga	Chair	VII
Bruce Morgan	Site Chair	VI
Kim Calvery	Casino Night	VI
Brian Christian	Information Technology	VII
Csilla Csaplar	Pre-Award	VI
Cora Diaz	Registration & Site	VI
Randy Draper	Compliance & Legal	VII
Sherylle Mills Englander	Compliance & Legal	VI
Judy Fredenberg	Government	VII
Julie Guggino	Sponsor/Vendor	VI
Chris Hansen	Government	VI
Pat Hawk	Keynote	VI
Jackie Hinton	Volunteers	VII
Josie Jimenez	Evaluations	VII
Vicki Krell	Pre-Award	VII
Joseph McNicholas	Volunteers	VI
Jeri Muniz	Pre-Award	VI
Dan Nordquist	Information Technology	VI
Ted Mordhorst	Financial	VI
Jesse Null	Local Support	VI
Georgette Sakumoto	Evaluations	VI
Gale Yamada	Evaluations	VI
Leslie Schmidt	Financial	VII
Dick Seligman	Senior/Professional Development	VI
Monte Sutton	Information Technology	VI
Denise Wallen	Senior/Professional Development	VII
Samantha Westcott	Registration & Site	VI

\*The Track for each session is listed with each session in **boldface** under the time and location of the session.

*CPE credits are not available at Regional Meetings.*

# NCURA Region VI & VII Spring Meeting

## Trailblazers in Research Administration

### Saturday, April 26

4:00PM-6:00PM  
Plaza Foyer West

**Registration**

### Sunday, April 27

7:30AM-5:00PM  
Plaza Foyer West

**Registration**

7:30AM-8:30AM  
Pavilion Ballroom West

**Continental Breakfast (Morning Workshop Participants and Faculty only)**

8:30AM-11:45AM  
Broadway I

**Professional  
Development**

#### **Workshop 1: Creating Dynamic Presentations**

With its focus on professional development, NCURA is our Trailblazer in Research Administration. As NCURA volunteers, we are the heart of NCURA's programming success. This workshop targets participants with an interest in developing or improving their skills for giving dynamic presentations at regional and national meetings. Participants will learn how to develop effective PowerPoint slides, how to incorporate adult learning styles into presentations, and how to adapt presentations to formats used by NCURA. As an added bonus, participants will learn how to use interactive PowerPoint slides and wireless keypads to enhance teaching effectiveness and trainee comprehension. **Presenters:** Tony Onofrietti, Director of Research Education, VP for Research University of Utah; Jackie Hinton, Grant Writer/Project Administrator, Dept. of Pediatrics, University of Utah

8:30AM-11:45AM  
Broadway III/IV

**University Financial**

#### **Workshop 2: Subawards workshop – Beginning to end, staying in compliance**

This workshop will explore the entire cycle of subawards, from proposal development through negotiation and execution of an agreement to monitoring and closeout. Topics that will be discussed include subrecipient monitoring, invoicing, compliance with federal and sponsor requirements, and upfront risk analysis to enable successful management of agreements. This workshop will engage the participants in a lively discussion designed to introduce this complex topic to newcomers, and to provide comprehensive tools to more experienced research administrators. **Presenters:** Csilla Csaplar, Contract & Grant Officer, Office of Sponsored Research, Stanford University; Michiko Pane, Associate Director, Stanford University; Nancy Lewis, Director of Sponsored Projects, Office of Research, UC Santa Barbara

8:30AM-11:45AM  
Broadway II

**Research Compliance/  
Legal**

#### **Workshop 3: The Art of the Difficult Deal - Contract Legalese**

Sponsored research agreements contain many "standard" terms. Often, sponsored projects offices have limited access to attorneys to help understand and interpret them. As a result, sponsored projects negotiators are often forced to apply mechanistic rules which may create obstacles and bumps in negotiations. Using a combination of lecture, examples and interactive exercises, this workshop will teach the meaning and context of common legal clauses (such as conflict of laws, indemnification, disclaimer of liability and integration clauses), as well as how to use them to your advantage. Attention will also be spent on techniques to review difficult contracts and spot troublesome clauses or contract drafting. The workshop will then present how to analyze the risk and importance of particular terms for specific research projects and how to build and communicate positions persuasively and effectively during difficult negotiations. The course will draw from materials in negotiation, risk assessment and contract law to examine the contract review, negotiation and strategy. **Presenter:** Sherylle Mills Englander, Director, Office of Technology & Industry Alliances, University of California, Santa Barbara

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**Sunday, April 27**

12:00PM-1:00PM Alexander's Restaurant	<b>Sunday Lunch (Afternoon Workshop Participants and Faculty only)</b>
1:15PM-4:30PM Broadway III/IV  <b>University Pre-Award</b>	<b>Workshop 4: All You Want to Know About Using Adobe Forms with Grants.gov</b> How did we get here? What programs work and how? What is status of each agency? Is Adobe better than PureEdge? What do we still want fixed? <b>Presenter:</b> Robert Beattie, Managing Senior Project Representative, Division of Research Development and Administration, University of Michigan
1:15PM-4:30PM Broadway I  <b>Research Compliance/ Legal</b>	<b>Workshop 5: Intellectual Property Demystified</b> This workshop will focus on providing a solid foundation for working with intellectual property in a research administration environment. The workshop will first focus on teaching a strong understanding of what patents and copyrights are and how they arise in the university research setting. The workshop will then dissect standard intellectual property terms for research agreements, emphasizing how particular language choices serve to protect the university as well as exploring problematic language commonly encountered during negotiations and practical work-arounds. Finally the workshop will focus on special topics that occur during negotiations, such as the Bayh-Dole Act, requests for non-exclusive royalty-free licenses, background intellectual property rights, and the meaning/effect of placing intellectual property "in the public domain." <b>Presenters:</b> Wendy Streitz, Director, PACS, Office of Technology Transfer, University of California, Office of the President; Sherylle Mills Englander, Director, Office of Technology & Industry Alliances, University of California, Santa Barbara
1:15PM-4:30PM Broadway II  <b>Government</b>	<b>Workshop 6: Export Controls: Beyond the Borders</b> Export controls affect more than shipments outside of the U.S. The controls apply to international collaborations, visiting scientists, field studies, payments to foreign entities, and deemed exports. This session will review the basics of export controls, describe recent enforcement actions, summarize the work of the federal Deemed Export Advisory Committee, and review obvious control points within the university environment. <b>Moderator:</b> Patrick Schlesinger, Director of Research Compliance, Office of the President, University of California; <b>Presenters:</b> Kathleen Reneau Lorenzi, Associate Director, Office of Contracts and Grants, University of Colorado at Boulder; Adilia Koch, Export Compliance Coordinator, Office of Sponsored Research, California Institute of Technology
1:15PM-4:30PM Plaza Suite  <b>Senior/Professional Development</b>	<b>Workshop 7: Build, Buy or Both</b> 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 interactive workshop is for you. We will discuss and share experiences in four areas that will help you determine the best solution for your unique situation: Analyzing your current solutions and institutional culture; working with Information Technology professionals; considerations for computer hardware; and considerations for computer software. 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. <b>Presenter:</b> Steve Shapiro, Technical Group Manager, Office of Research Services and Administration, University of Oregon
5:00PM-7:00PM Alexander's Restaurant	<b>Sunday Evening Reception</b>

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## Monday, April 28

7:30AM-5:00PM Plaza Foyer West	<b>Registration:</b> The registration desk will be closed from 12:00 - 1:15pm.
7:30AM-9:00AM Pavilion Ballroom	<b>Continental Breakfast</b>
9:00AM-9:15AM Pavilion Ballroom	<b>Welcome and Opening Remarks</b>
9:15AM-10:15AM Pavilion Ballroom	<p><b>Keynote: The Ocean Observing Initiative - Extending Our Eyes Into the Sea</b></p> <p><b>Speaker:</b> Dr. Robert Collier, Professor, Chemical Oceanography, Oregon State University</p> <p>Building on the heritage of the ship-based expeditionary era of the last century, oceanography is commencing a new phase in which scientists, managers, and the public seek continuous interaction with the ocean environment to better observe the earth-ocean-atmosphere system. Such approaches are crucial to resolving the full range of natural and human-driven changes in ocean processes that directly impact human society, our climate and the incredible range of natural phenomena found in the largest ecosystem of the planet. The Ocean Observatories Initiative (OOI) is a \$331M project enabled by the National Science Foundation's Major Research Equipment and Facilities Construction (MREFC) account. It will help create a new research and education platform that will accelerate understanding of the ocean and seafloor and their roles in the planetary environment. The distributed OOI Network will deploy sensors to study the coastal, regional, and global-scale ocean using permanent observatory installations and autonomous vehicles in continuous connection through the internet. The project will begin with a five-year construction phase and is designed for a subsequent 25-year operational lifetime. This project will transform the way we interact with the Oceans. NSF is also transforming the way they handle Large Facilities through the MREFC account. These new models introduce scientists to unfamiliar management territory and make life "interesting" for University Research Administrators!</p>
10:15AM-10:30AM Plaza Foyer West	<b>Monday Morning Break</b>
10:30AM-11:45AM Council Suite	<p><b>What to Expect When the Auditors Come</b></p> <p>This session will help attendees prepare for all types of audits (internal, external, on-site, desk reviews) so that actions can be taken to be proactive in the audit process. We will describe how a typical audit unfolds, including steps to manage the process. Personal tips and pointers will be included in hopes of making the word "audit" seem less intimidating and scary, although some horror stories may be included! <b>Panelists:</b> Lynne Yorita, Audit Manager, Internal Audit, UCLA; Leslie Schmidt, Assistant Vice President of Research, Research, Montana State University</p>
10:30AM-11:45AM Broadway III/IV	<p><b>Building Leadership Capacity and Capabilities</b></p> <p>This forum will focus on strategies, best practices and ideas for building and supporting an environment that encourages and nurtures leadership and innovation in Offices of Sponsored Research and in the Profession. <b>Panelists:</b> David Mayo, Director, Office of Sponsored Research, California Institute of Technology and President, NCURA; Judy Fredenberg, University of Montana Federal Relations; Bruce Morgan, Assistant Vice Chancellor for Research, University of California Riverside; <b>Moderator:</b> Denise Wallen, Director of Research Development, University of New Mexico</p>
10:30AM-11:45AM Plaza Suite	<p><b>Versioning</b></p> <p>Versioning - Application/Forms Management; Data Mapping Across Forms; Common and Specific Data Redundancy - Sync or Single Source; Update Previous or Snapshot and Store</p> <p><b>Moderator:</b> Jim Kresl, Director, Office of Research IT, Washington State University</p>

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## Monday, April 28

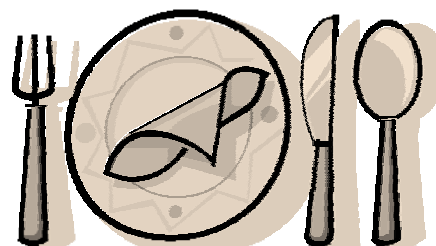
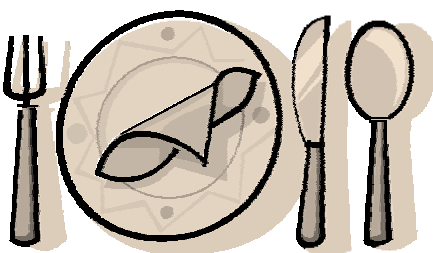
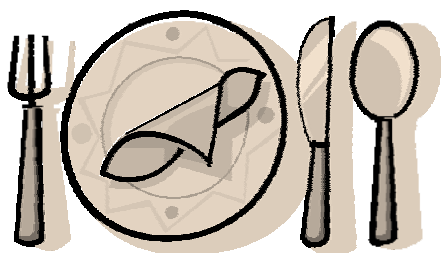
10:30AM-11:45AM Broadway I/II	<b>Research Compliance/ Legal</b>	<p><b>Research Agreements and Licensing: Coordinating for the Institutional "Win"</b> In most universities, the intellectual property terms in research agreements, contracts and grants are negotiated by sponsored projects. When an invention develops from the research, it is the technology transfer office's turn, with enthusiastic researchers envisioning changing the world with their innovation. What is not often discussed at the early stages of this process is the effect the IP terms in research agreements can have on the subsequent transfer of technology. This session will focus on the intersection between the sponsored projects and technology transfer offices. The mission of university technology transfer will be presented with a brief discussion of the common pressure points for technology transfer offices. The session will then move to an exploration of how common IP terms can either enhance or complicate the licensing process, presenting methods and alternative terms to consider to minimize any negative future impacts of difficult IP terms. Finally, the session will discuss how the technology transfer office can be engaged to support the sponsored projects office.</p> <p><b>Moderator:</b> Wendy Streitz, Director, Office of Technology Transfer, University of California, Office of the President; <b>Panelist:</b> Sherylle Mills Englander, Director, Office of Technology &amp; Industry Alliances, University of California, Santa Barbara</p>
10:30AM-11:45AM Forum Suite	<b>University Pre-Award</b>	<p><b>Central and Department Administrators Working Together</b> The research administrator's role continues to grow in breadth and complexity, whether you're in a central office or in a decentralized department, and regardless of your institution's type or size. With so many competing priorities, gaining an understanding of central and departmental administrators' respective roles and responsibilities can go a long way toward keeping the jobs manageable. Join us for a session on crafting the best collaborative proposal yet and share your ideas on how central and departmental administrators can be proactive in relationship building. Learning Objectives: Participants will gain an understanding of the competing priorities faced by both central and departmental research administrators and be able to speak to some of the similarities and differences. Participants will learn strategies to facilitate communication between central and departmental colleagues. <b>Panelists:</b> Samantha Westcott, Grant Manager, Division of Biology, California Institute of Technology; Susan Phillips-Moskowitz, Project Coordinator, Geophysics Department, Stanford University</p>
10:30AM-11:45AM Directors Suite	<b>Research Compliance/ Legal</b>	<p><b>Clinical Trials: From Negotiation to Compliance</b> The negotiation and administration of clinical trial agreements continues to evolve rapidly in response to changing federal regulatory requirements and sponsor policies. This session will focus on general issues related to the negotiation of clinical trial agreements, and on specific issues related to their administration including billing compliance and federal anti-kickback statutes. Differences between the types of studies, such as investigator-initiated and sponsor-initiated studies, will be discussed, and points of negotiation ranging from publication rights to indemnification and subject injury will be examined. Finally, an overview of billing compliance and federal anti-kickback statutes, and their associated risks, will be presented. <b>Moderator:</b> Erik Lium, Director, Industry Contracts Division, University of California, San Francisco; <b>Panelist:</b> Lewis Barbieri, Director, Contracts, University of Arizona</p>
12:00PM-1:15PM Pavilion Ballroom		<b>Monday Lunch &amp; Remarks by NCURA President David Mayo</b>
1:30PM-2:45PM Council Suite	<b>University Financial</b>	<p><b>Allowable Costs—Proposal Development to Project Close-out</b> 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 a 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 session will include information about guiding principles, best practices, and roles/responsibilities. Perhaps most importantly, this 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. <b>Panelists:</b> Diana Vasquez, Sr. Business Administrator, Colorado State University; Ralph Brown, Colorado School of Mines</p>
1:30PM-2:45PM Pavilion Ballroom East	<b>Government</b>	<p><b>NIH Update</b> (This session repeated on Tuesday, April 29<sup>th</sup> at 3:00 p.m.) This session will cover the latest administrative, funding, and policy updates of the National Institute of Health. <b>Panelist:</b> Joe Ellis, Director, OPERA, National Institutes of Health</p>

## Monday, April 28

1:30PM-2:45PM Broadway I/II	<b>Growing Industry Relationships</b> Growing faculty research programs is a continual endeavor for research universities and we often focus on federal research dollars because of the competitive, objective way of obtaining these funds. However, growing your industrial sponsored research program can have broad impact including significant gift giving, job opportunities for our undergraduate and graduate students, commercialization of technology, growing the universities state reputation, etc. We will be discussing ways to grow these types of funds and opportunities, across the board, to support our faculty and the universities reputation. <b>Moderator:</b> Dan, Nordquist, Office of Grant and Research Development, Washington State University; <b>Panelists:</b> Randy Draper, Director, Office of Contracts and Grants, University of Colorado at Boulder; Sherylle Mills Englander, Director, Office of Technology & Industry Alliances, University of California, Santa Barbara
1:30PM-2:45AM Directors Suite	<b>Dynamic Web Pages: Connecting Databases to the Web</b> We will look at several techniques for taking information in a database and publishing it on a website, and gathering information from a form on a website and entering it into a database. There will be some light techno-jargon used during this session. Level/Target Audience: Department Directors, Research Administrators and IT professionals who are looking to modernize their web site or are considering building or modernizing an ERA system. Learning Outcomes: Returning to your home institution with a better understanding of how dynamic web pages are constructed. This session will be useful to those who are considering building any part of their own ERA system, or who wish to better understand how a purchased system works. <b>Moderator:</b> Steve Shapiro, Technical Group Manager, Office of Research Services and Administration, University of Oregon
1:30PM-2:45PM Broadway III/IV	<b>Post-award Issues for the Pre-award Administrator</b> There is no "they!" Pre-award and post-award administrators are important parts of the same team, and each will need to understand the needs of the other to enable successful research management. Many post-award issues can be avoided if the conversation is facilitated early enough in the process. This session will explore the types of issues that arise between pre-award and post-award, and will discuss ways to enhance the communication between the teams. Come prepared to talk about your institution's experience with these issues, and share your solutions or hear what other institutions are doing! <b>Panelists:</b> Tim Leung, Senior Research Accountant, Office of Sponsored Research, Stanford University; Csilla Csaplar, Contract & Grant Officer, Office of Sponsored Research, Stanford University; Craig Johnson, Compliance Analyst, Office of Sponsored Programs, University of Washington
2:45PM-3:00PM Plaza Foyer West	<b>Monday Afternoon Break</b>
3:00PM-4:15PM Broadway I/II	<b>Grant Closeout: Federal Expectations and Perspectives</b> Representatives from the Office of Naval Research and the National Institutes of Health will present and discuss their requirements and procedures for grant closeout. This will provide an overview of these requirements and allow participations to gain a fuller understanding and contrast these agency's perspectives on grant closeout. <b>Panelists:</b> C.C. Everley, Office of Naval Research; Joe Ellis, Director, Office of Policy for Extramural Research Administration (OPERA), National Institutes of Health
3:00PM-4:15PM Pavilion Ballroom East	<b>NSF Update</b> (This session repeated on Tuesday, April 29 <sup>th</sup> at 1:30 p.m.) New developments at NSF (programs, policies, people, and budgets) will be reviewed. We will identify policy changes affecting your institution and identify new programs of interest to your researchers. <b>Panelists:</b> David Elizalde, Division Director, Division of Acquisition & Cooperative Support, National Science Foundation; Samantha Hunter, Policy Specialist, Division of Institution & Award Support, National Science Foundation
3:00PM-4:15PM Plaza Suite	<b>Laws Behind "Hard-copy (paper)" and "Digital" Documents</b> The Federal Rules of Civil Procedures (FRCP) and how that impacts our e-mail. State laws for archiving digital and hard-copy data - are you ready for "usable, searchable, retrievable, and authentic"? Our discussion will center around whether our systems are properly compatible for these laws that have already been implemented. <b>Moderator:</b> Dan Nordquist, Director, Office of Grant and Research Development, Washington State University

## Monday, April 28

3:00PM-4:15PM Council Suite	<p><b>Research Compliance/Legal</b></p> <p><b>Stem Cells</b> Research involving stem cells and especially research involving human embryonic stem cells (hESC), is both important and highly controversial. This primer on stem cell research is intended to introduce the audience to the topic. Panelists will provide a basic introduction to stem cell research, and will talk about the ethical considerations of undertaking hESC research, some policy considerations, and some ways in which two California institutions - one public and one private, have addressed some of the issues involved in ensuring that stem cell research is being conducted in consideration with ethical and social issues, and conform to applicable federal regulations, state regulations where they exist, guidelines issued by the National Academy of Science (NAS) and University-specific policies and procedures.</p> <p><b>Moderator:</b> Ann Pollack, Assistant Vice Chancellor - Research, University of California, Los Angeles; <b>Panelists:</b> Ellen Auriti, Executive Director, Research Policy and Legislation, Office of the President, University of California; Stanley Korenman, M.D., Professor of Medicine, Associate Dean for Ethics and Member, ESCRO Committee, David Geffen School of Medicine, University of California, Los Angeles; Anne Hannigan, Associate Vice President for Research Administration, Stanford University</p>
3:00PM-4:15PM Directors Suite	<p><b>Research Compliance/Legal</b></p> <p><b>Research Compliance Technology</b> Come and join us for a discussion related to research compliance technology. The panelists have much experience going down the right road and the wrong road when considering how to move ahead related to research compliance technology and put together a dozen issues/talking points related to the eIRB consortium effort and compare it to their previous attempts. Modifying an existing home-grown system and the "buy and customize" project with Webridge/ClickComm. Other research compliance technology topics will be discussed and possibly shown as well. <b>Panelists:</b> Jim Kresl, Director, Office of Research IT, University of Washington; Monte Sutton, IT Manager, Office of Grant and Research Development, Washington State University</p>
3:00PM-4:15PM Broadway III/IV	<p><b>Professional Development</b></p> <p><b>NCURA: A Guide to Navigating Your Professional Development</b> (This session repeated on Tuesday, April 29<sup>th</sup> at 10:30 a.m.) Chances are, like the majority of your colleagues, you accidentally stumbled into research administration. We all know there is no map for navigating this complex and constantly changing field, but consider NCURA as your GPS for keeping on track and staying in compliance with the latest rules and regulations. The session will guide you through an overview of NCURA's educational programs, resources and current initiatives. Those who are interested in becoming more involved but are unsure how to go about it will find this session of value as well. Come learn how NCURA can help you map your own research administration trail! <b>Panelist:</b> Marc Schiffman, Assistant Executive Director/Manager, Education Program Development, National Council of University Research Administrators</p>
<b>New to NCURA?</b>	<b>Please join us at the New Member Welcome and Orientation (details listed below)</b>
4:30PM-5:30PM Broadway III/IV	<p><b>New Member Welcome and Orientation</b> Welcome to NCURA! Are you a Trailblazing Research Administrator? Then you're in the right place. Discover the richness of working together with colleagues in Regions VI and VII. Meet your regional officers and other volunteers. Experience the benefits and fun of NCURA connections. Join us!</p>
6:00PM-10:00PM	<b>Monday Dinner Groups</b>





## Tuesday, April 29

7:30AM-5:00PM Plaza Foyer West	<b>Registration:</b> The registration desk will be closed from 12:00 - 1:15pm.
7:30AM-9:00AM Pavilion Ballroom	<b>Continental Breakfast</b>
9:00AM-10:15AM Broadway I/II  <b>Research Compliance/Legal</b>	<b>Conflict of Interest</b> This session will review the purpose of conflict of interest policies and procedures, the ethical and institutional reasons why conflicts of interest should be identified, the procedures for review of conflicts, and the strategies used for managing, reducing or eliminating them. Conflict of interest programs at two institutions will be compared. <b>Moderator:</b> Nancy Lewis, Director, Sponsored Projects Office, University of California, Santa Barbara; <b>Panelist:</b> Jean E. Wylie, Compliance Director - Conflict of Interest and Commitment, University of Colorado – Boulder
9:00AM-10:15AM Council Suite  <b>University Financial</b>	<b>Sense and Sensibility – A Review of Two Post Award Office Structures</b> This session provides an overview of the design of two post award offices and the pros and cons of these designs. The program will also cover how these offices are affected by growth, centralization, communications, institutional culture and other factors. <b>Panelists:</b> Rochelle Athey, Executive Director, Sponsored Programs, University of Nevada Las Vegas; Kim Calvery, Assistant Director Business Affairs, Post Award Administration, Oregon State University
9:00AM-10:15AM Pavilion Ballroom East  <b>Government</b>	<b>ED Update</b> Department of Education representative will review programs supporting student achievement and preparing the workforce for global competitiveness, including Graduate Assistance in Areas of National Need (GAANN), Fund for the Improvement of Postsecondary Education Comprehensive Program (FIPSE), and fellowship programs. Discussion will cover new policy and annual budget projections. Time will be available for questions. <b>Panelist:</b> Eric Earling, Deputy Secretary's Regional Representative, Region X, U.S. Department of Education
9:00AM-1:00AM Broadway III/IV  <b>University Pre-Award</b>	<b>What's Up with FFATA?</b> How well does your data match what USA spending shows and how is the Sub-award pilot going? If you are in the pilot, please come and share your thoughts. What do we need to do make sure this turns out to be something we can work with? <b>Panelist:</b> Robert Beattie, Managing Senior Project Representative, Division of Research Development and Administration, University of Michigan
9:00AM-10:15AM Forum Suite  <b>Senior/Professional Development</b>	<b>Facilitating Large and Complex Proposal Efforts</b> This forum will highlight strategies and effective measures and models for planning, developing and supporting large and complex proposal efforts. These interdisciplinary efforts bring complex issues and challenges that require unique solutions and increased levels of support. <b>Panelists:</b> Denise Wallen, Director of Research Development, University of New Mexico; Carla Whitacre, Director, Research Development, University of California, Santa Barbara; Jane Schultz, Director, Research Development, University of California-Riverside
9:00AM-10:15AM Plaza Suite  <b>Information Technology</b>	<b>Discussing our Experiences on the Implementation of a Store Bought System (Oracle/PeopleSoft, Banner, etc.)</b> Discussing our Experiences on the Implementation of a Store Bought System (Oracle/PeopleSoft, Banner, etc.) <b>Moderator:</b> Steve Shapiro, Technical Group Manager, Office of Research Services and Administration, University of Oregon
10:15AM-10:30AM Plaza Foyer West	<b>Tuesday Morning Break</b>

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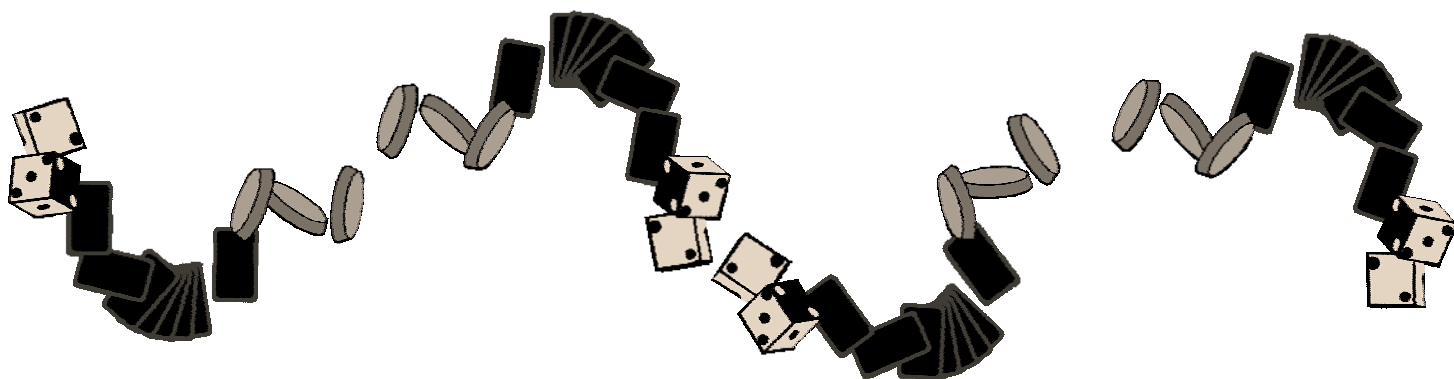
10:30AM-11:45AM Broadway I/II  <b>Research Compliance/Legal</b>	<b><i>Research Agreements: Analysis and Negotiation</i></b> This session will address the basic issues (and opportunities) affecting contract negotiations: types of agreements, the negotiation process, and the different challenges posed by federal and nonfederal contracts. Much of the focus will be on troublesome clauses, the remedies acceptable to most universities, and "winning" strategies. Designed for newer professionals, all research administrators are invited to participate and contribute their perspectives and experiences to the discussion. <b>Moderator:</b> Randy Draper, Director, Office of Contracts and Grants, University of Colorado at Boulder
10:30AM-11:45AM Pavilion Ballroom East  <b>Senior/Professional Development</b>	<b><i>Trailblazers Federal Forum - Ask the Feds</i></b> Like the pioneers who traveled the Oregon Trail, this session gathers round attendees to talk about the day's issues. Want to know what is really happening in a federal agency? What the plans are for tomorrow? Here is your opportunity to address questions to federal agency representatives in an informal setting. <b>Panelists:</b> Eric Earling, Deputy Secretary's Regional Representative, Department of Education; David Elizalde, Division Director, Division of Acquisition & Cooperative Support, NSF; Joe Ellis, Office of Policy for Extramural Research Administration, NIH; Dr. John Cortinas Jr., PhD, Cooperative Institute Program Manager, NOAA; <b>Moderator:</b> Chris Hansen, Assistant Vice Chancellor, Office of Research Administration, UC Irvine
10:30AM-11:45AM Forum Suite  <b>University Financial</b>	<b><i>Facilities &amp; Administrative Costs - What Does this Truly Mean?</i></b> This will be a basic overview of how the F&A rate is calculated and how it is applied. We will introduce the elements of the rate components and the bases, and show a simplified example of a rate calculation using these elements. We will also discuss the MTDC vs. TDC applications, Cost Accounting Standards and exceptions, and obstacles to be aware of when applying a new F&A rate. <b>Panelists:</b> Louis Guin, Manager, Bearing Point; Anne Feuerborn, Manager, Research Admin and Analysis, Arizona State University
10:30AM – 11:45AM Council Suite  <b>Professional Development</b>	<b><i>NCURA: A Guide to Navigating Your Professional Development (Repeat of Monday's session.)</i></b> Chances are, like the majority of your colleagues, you accidentally stumbled into research administration. We all know there is no map for navigating this complex and constantly changing field, but consider NCURA as your GPS for keeping on track and staying in compliance with the latest rules and regulations. The session will guide you through an overview of NCURA's educational programs, resources and current initiatives. Those who are interested in becoming more involved but are unsure how to go about it will find this session of value as well. Come learn how NCURA can help you map your own research administration trail! <b>Panelist:</b> Marc Schiffman, Assistant Executive Director/Manager, Education Program Development, National Council of University Research Administrators
10:30AM-11:45AM Broadway III/IV  <b>University Pre-Award</b>	<b><i>Cutting Edge Research Training Programs</i></b> Does your institution have a plan for research succession training? Over the next few years, institutions will lose a significant number of knowledgeable research administrators to retirement. Join us to learn about the University of Utah's formal research training program, targeting departmental administrators, faculty, principal investigators, and compliance officers. You'll be introduced to a new, powerful electronic learning tool—Audience Response System—to actively engage participants. Learn how to enhance your teaching effectiveness and trainee comprehension using interactive PowerPoint slides and wireless keypads that enable instantaneous group feedback. We will demonstrate how to use question exercises, case studies, priority ranking, comparative analysis, demographics and more! Don't miss this exciting look at research training program trends for the future. <b>Panelists:</b> Tony Onofrietti, Director, Research Education, VP for Research, University of Utah; Jackie Hinton, Grant Writer/Project Administrator, Dept. of Pediatrics Research Enterprise, University of Utah
10:30AM-11:45AM Plaza Suite  <b>Information Technology</b>	<b><i>Managing Data Access</i></b> Managing Data Access - Std/Ad Hoc Reports (SQL Reporting Services); Direct Connections (ODBC/ADO/Web Services); Level of Controls (Role and/or Column), Data Mart v. Warehouse, <b>Moderator:</b> Monte Sutton, IT Manager, Office of Grant and Research Development, Washington State University

## Tuesday, April 29

12:00PM-1:15PM Pavilion Ballroom West	<b>Region VI Business Meeting &amp; Lunch</b>
12:00PM-1:15PM Broadway I/II	<b>Region VII Business Meeting &amp; Lunch</b>
1:30PM-2:45PM Forum Suite	<b>Communication Strategies for Research Administrators</b> Effective communication strategies between an institution and its external partners are a key component in developing and maintaining relationships with the intent to generate funding for sponsored research. Successful communication requires an understanding of the academic environment, the research environment, and the external funding environment. The panelists will share tips and lessons learned as we explore ways to establish productive partnerships for sponsored research funding. <b>Panelists:</b> Paula J. Roberts, Ph.D. M.B.A., Associate Vice President and Director, Office of Research Services and Administration, University of Oregon; Dianne Horrocks, Director, Office of Sponsored Programs, Idaho State University; Dorothy Spurlock, Director, Sponsored Projects, Main Campus, University of Toledo
1:30PM-2:45PM Broadway III/IV	<b>Subawards: Contracting for Special Cases and Complexities</b> Many of us use the FDP template to streamline the subawarding process. But there are other instances when we may want/need to include other terms, including those that are required by the sponsor. This session will discuss considerations that need to be taken when drafting a subaward agreement, such as when the prime is a clinical trial or non-federal sponsor, or the subrecipient is a small start-up company or an entity with significant audit findings. The panelists will discuss the impact of such circumstances on contract language insertions. <b>Moderator:</b> Michiko Pane, Associate Director, Office of Sponsored Research, Stanford University; <b>Panelists:</b> Derrick Lin, Senior Contract & Grant Officer, Stanford University; Stephanie C. Tramz, Subrecipient Monitoring Coordinator, Office of Sponsored Research, Stanford University
1:30PM-2:45PM Pavilion Ballroom West	<b>NSF Update (Repeat of Monday's session.)</b> New developments at NSF (programs, policies, people, and budgets) will be reviewed. We will identify policy changes affecting your institution and identify new programs of interest to your researchers. <b>Panelists:</b> David Elizalde, Division Director, Division of Acquisition & Cooperative Support, National Science Foundation; Samantha Hunter, Policy Specialist, Division of Institution & Award Support, National Science Foundation
1:30PM-2:45PM Council Suite	<b>Transforming PowerPoint Slideshows to Web Pages</b> You've created the ultimate Sponsored Projects PowerPoint slide show. Numerous people have asked you to "put it on the web" so they can review it and share it with colleagues. The challenge is that the slides alone, without your commentary, is often not very helpful. In this session, we'll cover the basics of using tools available in PowerPoint 2002/2003 to convert your slide show into a meaningful web presentation, so that people who did not attend your presentation will get its full value. <b>Moderator:</b> Steve Shapiro, Technical Group Manager, Office of Research Services and Administration, University of Oregon
1:30PM-2:45PM Broadway I/II	<b>Working with Industry: Strategies for Successful Negotiations</b> This intermediate/senior level session will discuss a range of topics surrounding university relations with industry in the negotiation arena. Discussions will focus on contract issues that tend to be problematic with industry sponsors, such as intellectual property, confidentiality, indemnification and subject injury, with an emphasis on successful negotiation strategies and approaches, navigating through the gray areas, developing rationale, and implementing creative options to resolve an impasse. These issues will be addressed in the context of sponsored research agreements, collaboration agreements, and clinical trial agreements. The presenters will assume that attendees already understand the issues and have experience negotiating these terms. <b>Panelists:</b> Sara Judd, Assistant Director, Sponsored Projects, University of California, Irvine; Jeri Muniz, Executive Director, Contracts and Grants, University of Southern California
2:45PM-3:00PM Plaza Foyer West	<b>Tuesday Afternoon Break</b>

## Tuesday, April 29

3:00PM-4:15PM Broadway I/II	<b>Cost Sharing How To's</b> This session will cover a Background of Cost Share, Types of Cost Share, Sources of Cost Share and the documentation standards associated with cost share.
<b>University Financial</b>	<b>Panelists:</b> Wanda Bowen, Assistant Director, Office of Grants and Contracts Administration, University of Alaska, Fairbanks; Kim Small, Accounting Manager, Sponsored Programs Services, Washington State University; Cindy M. Kiel, Executive Director, Sponsored Projects, Sponsored Projects, University of Nevada, Reno
3:00PM-4:15PM Pavilion Ballroom West	<b>NIH Update</b> (Repeat of Monday's session.) This session will cover the latest administrative, funding, and policy updates of the National Institute of Health. <b>Panelist:</b> Joe Ellis, Director, OPERA, NIH
<b>Government</b>	
3:00PM-4:15PM Broadway III/IV	<b>Coordinating Compliance Across Campus</b> This session is intended to demonstrate and discuss the complexities of ensuring that all institutional stakeholders are involved, informed and most importantly, engaged in the compliance process. Concentrations will include the Institutional Review Board, Animal Care & Use, Conflicts of Interest, Biosafety and Export Control. The panelists will discuss best practices based on their experience and the institutional climate they work in and will share tricks, tips and tools. <b>Moderator:</b> Debra Murphy, Director, Research Compliance Office, Arizona State University; <b>Panelists:</b> Ann Pollack, Assistant Vice Chancellor, University of California, Los Angeles; Angela R. Wishon, JD, Assistant Vice Chancellor for Regulatory Compliance, University of Colorado at Denver Health Sciences Center
<b>Research Compliance/Legal</b>	
3:00PM-4:15PM Council Suite	<b>How a Pre-Award Office Utilizes Technology</b> The focus of this discussion will be on how a pre-award office utilizes technology. The panelists will show their use of technology for normal pre-award type functions which may include the limited submission processes, internal competition processes, proposal and award processes, training and education, etc. We will look at real-time reports, imaging systems, RFP creation, document logging, campus communication, and other items of interest. The goal is to provide an opportunity for ideas to be developed and discussed. <b>Panelists:</b> Dan Nordquist, Director, Office of Grant and Research Development, Washington State University; Monte Sutton, IT Manager, Office of Research, Washington State University
<b>University Pre-Award</b>	
3:00PM-4:15PM Forum Suite	<b>Electronic Routing for Grants &amp; Contracts - the UW Solution</b> Come see a demonstration of the UW eApproval process, learn how the form data and approval rules for each school/college determine the approval graph and how this online tool streamlines our business process. We will discuss the UW build vs buy decision and what alternatives might look like. A list of critical functionality, tips and lessons learned will be provided. <b>Panelists:</b> Gretchen Richey, Outreach & Support Mgr., Office of Res. Info Services, University of Washington; Ted Mordhorst, Assistant Director for Compliance, University of Washington
<b>University Pre-Award</b>	
6:00PM-9:00PM Pavilion Ballroom	<b>Buffet Dinner &amp; Casino Night</b>





## Wednesday, April 30

7:30AM-12:00PM Plaza Foyer West	<b>Registration</b>
7:30AM-9:00AM Pavilion Ballroom	<b>Buffet Breakfast</b>
9:00AM-10:15AM Broadway III/IV  <b>University Pre-Award</b>	<b>Proposal ABC's</b> Everything the new administrator wanted to know about proposals but was afraid to find out! This primer session will cover the various sections of a typical grant proposal - electronic or paper - and give lots of useful tips on what to do as well as what to avoid. <b>Panelists:</b> Vicki Krell, Sponsored Projects Site Supervisor, Sponsored Projects Services, Office for Research and Sponsored Projects Administration, Arizona State University; Dennis Paffrath, Senior Director, Grants and Contracts, Office of Grants and Contracts, University of Maryland, Baltimore
9:00AM-10:15AM Council Suite  <b>University Financial</b>	<b>Rewards and Pitfalls of Interpreting Contracts for Post Award Administrators</b> Congratulations, you have a contract in place! So what does this mean? Your sponsored research office typically reads the fine print so you don't have to. However, there are things you and your PI should know. This session is designed to help you enjoy the rewards, and avoid the pitfalls, of contract administration. We will take you through contract terms that are most meaningful to PIs and their staff. We will also discuss some other basic contract clauses and what they mean to the PI and the Institution. Lastly, we will discuss some of the 'deal breakers' and why these clauses are so important. <b>Panelists:</b> Tammie Bain, Associate Director, Contract Administration, Office of Research Services and Administration, University of Oregon; Cecelia (Cece) Manoochchri, Fiscal Manager, Division of Chemistry and Chemical Engineering, California Institute of Technology
9:00AM-10:15AM Broadway I/II  <b>Government</b>	<b>NOAA Update</b> This session will provide an opportunity for participants to discuss a variety of topics specific to NOAA, such as current and anticipated research priorities, existing policies, programs, and people, and tips on developing strong university-agency relationships. <b>Panelist:</b> John Cortinas, Jr., Cooperative Institute Program Manager, NOAA
9:00AM-10:15AM Plaza Suite  <b>Information Technology</b>	<b>Tech Staff Skill-Sets to Encourage</b> Tech Staff Skill-Sets to Encourage - Test Driven Dev., Unit Testing, Pair Programming, Business Analyst Skills, Quality Assurance Techniques <b>Moderator:</b> Jim Kresl, Director, Office of Research IT, University of Washington
10:15AM-10:30AM Plaza Foyer West	<b>Wednesday Morning Break</b>
10:30AM-11:45AM Council Suite  <b>Senior/Professional Development</b>	<b>Training and Retaining Key Research Administrators</b> As we head into the retirement of the baby boomer generation, how is your organization training your future leaders in research administration? It is important for us to be able to identify, motivate and retain our best staff. This session will share ideas on how some Sponsored Program offices have identified key roles, developed training programs, and found resources to retain their best employees. Bring your ideas and solutions to share with your peers! <b>Panelists:</b> Georgette Sakumoto, Administrative Officer, Office of Research Services, University of Hawaii; Dan Nordquist, Assistant Vice Provost for Research, OGRD, Washington State University; Dennis Paffrath, Senior Director of Grants and Contracts, University of Maryland, Baltimore; Patricia Hawk, Interim Director, Sponsored Programs, Oregon State University
10:30AM-11:45AM Broadway I/II  <b>Government</b>	<b>ONR Update</b> Providing a broad update and general information, this session allows participants to ask questions and discussion issues about ONR from electronic proposal submission to the new DoD IDC cap. <b>Panelist:</b> Debbie Rafi, Director, Indirect Cost Branch, University Business Affairs, Office of Naval Research

## Wednesday, April 30

10:30AM-11:45PM Broadway III/IV  <b>Research Compliance/Legal</b>	<b>Export Control</b> Staying on top of export regulations and practices is a full time job! Join us and hear the latest information available, such as the recommendations of the Deemed Export Advisory Committee, the latest enforcement actions, latest examples of the cost of noncompliance, and, how Customs is turning up the heat at the borders. This session is designed to complement the Export Control Workshop presented on Sunday and will add emphasis and information to the importance of a strong export program that you can take home and share with your university. <b>Panelists:</b> Adilia Koch, Export Compliance Coordinator, Office of Sponsored Research, California Institute of Technology; Patrick Schlesinger, Director of Research Compliance, Office of the President, the University of California <b>Moderator:</b> Kathy Lorenzi, Associate Director, Office of Contracts and Grants at the University of Colorado at Boulder
10:30AM-11:45AM Plaza Suite  <b>Information Technology</b>	<b>Autopopulating Acrobat GAPs with institutional information</b> Techniques and ideas for programmatically getting your institutional information into Grant Application Packages. <b>Moderator:</b> Steve Shapiro, Technical Group Manager, Office of Research Services and Administration, University of Oregon
11:45AM	<b>Adjournment</b>

Thank you to all the members of the Program Committee for their hours of hard work dedicated to the success of this program. We are also grateful to all the workshops presenters, panelists, and moderators who provide the professional development that helps us all grow in the profession of research administration. Finally, we also wish to thank everyone who helped stuff folders, alphabetize name badges, connect A/V equipment, staff the registration desk and assure the tasks that are required for this conference were handled by volunteering time to help make this a successful conference.

# Thank you!

See you in Santa Fe, NM  
April 5<sup>th</sup> through April 8<sup>th</sup>, 2009  
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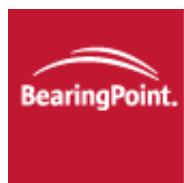
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**Demonstration on Tuesday, April 29<sup>th</sup> at 1:30 p.m.**

The Huron Consulting Group Strategic Grants Management Services team professionals have worked at over 100 academic research institutions to assist with a wide array of challenges associated with managing the research enterprise. Our team of more than 250 people is coordinated on a national basis to bring the best knowledge and experience to focus upon each of your challenges. We

understand the research enterprise and have substantial experience helping manage the increasingly large and complex research activity including aspects related to: Faculty and Sponsor Service, Organization Structure, Strategic Planning, Compliance, Operations, Financial Management, and Cost Recovery. Visit our website at [www.huronconsultinggroup.com](http://www.huronconsultinggroup.com) to learn more.



Management  
& Technology  
Consultants

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achieve their goals, and working closely with them to get the job done. BearingPoint was one of the first companies to dedicate a management and technology consulting practice to higher education, academic medical centers, research hospitals and other institutions. We've been on the forefront of helping our clients meet new challenges for more than 35 years. Today, we are the leading service provider, offering deep consulting, technology and industry expertise, and have served more than 80 percent of major research Institutions.

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Our pre- and post-award services include analytical and compliance reviews, operational and strategic planning, action plans for constituency management, and organizational studies. We are available to direct and support grants management and research services on short- or long-term projects, including data clean-up and testing, system implementations, general business process improvement, review and closeouts of individual awards, and technology solution implementation (grants management solutions, effort reporting). Our Higher Education Consulting Practice originated from Facilities & Administrative Rate services, then entitled Indirect Cost. As a result, we have developed an approach that not only is time tested and confirmed, but also industry leading and effective in helping our clients improve their indirect cost recoveries. To each project, we bring experience in the review, analysis and development of institutional costing methodologies, cost analysis studies and other costing issues. For more information, contact us at 866.BRNGPNT or visit [www.bearingpoint.com](http://www.bearingpoint.com).



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control. With Click's eResearch Portal you can adapt your solution to your workflow processes, eliminate hours of proposal drudgery, improve the probability of application acceptance, and ensure accurate effort and COI reporting.

**Demonstration on Monday, April 28<sup>th</sup> at 10:30 a.m.**

GAMS is a complete lifecycle grant management application which actively assists researchers and research administrators and fiscal administrators in developing proposals, managing awards for all sponsors and billing for grant related expenses. A robust Business Information module provides visibility, accountability and audit ability into research related activities. Cross browser/Cross Platform compatible, full lifecycle, web based application providing Support for Grants.gov electronic submissions as well as printable forms.\* Cross Platform \* Cross-Browser \* Full Life Cycle \*



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Cayuse, Inc is the creator of Cayuse424, a Web-based application designed to streamline proposal development and increase funding competitiveness. Tailored for the federal grant

proposal process and Grants.gov, Cayuse424 delivers online form validations, automatic budget calculations, auto-filled fields and many other productivity features that far surpass the capabilities of the downloadable forms in the PureEdge and Adobe formats. Cayuse, Inc. is dedicated to helping research institutions succeed in applying for and managing federal funding.

**Demonstration on Tuesday, April 29<sup>th</sup> at 10:30 a.m.**