National Council of Research Administrators
CONFERENCE PROGRAM
Region VI and Region VII Meeting
Salt Lake City - October 4-7, 2015

Saturday, October 3, 2015

Registration Open: 4:00 PM to 6:00 PM

Sunday, October 4, 2015

(Pre-Conference Workshops - ***requires separate registration*****)**

Registration Open: 7:00 AM to 5:00 PM

Morning Workshop Attendees - Continental Breakfast: 7:30 AM to 8:15 AM

Workshops - Morning: 8:30 AM to 12:00PM

Morning Workshop Break 10:15 AM-10:30 AM

Flagstaff	W1	Part I: Essentials of Research Administration for Department Administrators	Basic	Workshop	Jennifer Cory, Stanford University, Gareth Evans, Stanford University, and Anna Khachatryan, Childrens Hospital Los Angeles
		W1 (Part I) Essentials of Research Administration for Department Administrators Workshop Description: As a departmental research administrator, you are the first person investigators approach with questions, the go-to for problem solving, and the best placed to ensure adherence to policy while also facilitating successful research endeavors. Our roles are complex and broad and we work in a fast-paced environment. Departmental research administrators need to have a strong understanding of pre-award processes, post-award management of financials, and be aware of the various compliance issues that touch research. This workshop will guide you in navigating federal regulations, institutional policies and procedures; teach you the financial aspects of research administration and familiarize you with compliance issues such as institutional review board requirements, audit risks, conflict of interest, to name a few. We will also describe best practices for working with faculty and research staff, sharing stories and lessons learned, and will offer tools for learners to take back to the job. We will help you define your success by increasing your technical knowledge and teaching you how to be savvy in working with a diverse workforce. We will also share our experiences of how networking with colleagues who can be mentors and advisors has facilitated professional growth. Learning Objectives • gain a broad understanding of federal policies and how they get implemented			
Wasatch	W2	Post-Award Basics	Basic	Workshop	Kim Calvery, Oregon State University, and Sam Aleshire, University of Alaska, Fairbanks
		W2 Post Award Basics Workshop Description: This workshop will focus on the daily tasks of a Post Award Financial Administrator and managing the many facets of sponsored projects. Discussionwill focus on invoicing and collections issues as well as managing overspending on sponsored projects, cost transfers, and reasonable, allowable and allocable costs. You will learn how to prepare for a review or audit of these same issues and much more. Come join us for a lively discussion on the challenges and lessons learned. Learning Objectives: • Participants will acquire information and techniques to effectively manage the day to day activities of post award sponsored projects. • Participants will examine the roles and responsibilities of key stakeholders in post award administration.			
Tucson	W3	Uniform Guidance: Policy Assesssment for Uniform Guidance	Overview	Workshop	Dennis Paffrath, University of Maryland, Baltimore, and Denise Clark, University of Maryland, College Park
		W3 Uniform Guidance/Policy Assessment for Uniform Guidance Workshop Description: How does the consolidation of the OMB Circulars into government-wide Uniform Guidance affect award administration at colleges and universities? Has the "super-circular" made federal award administration "super-confusing"? In reality, when it comes to administering federal assistance awards, some things have changed, but much has stayed the same. This workshop will outline the Uniform Guidance and how it applies to day-to-day award administration. Designed for the newcomer as well as the seasoned research administrator unfamiliar with the Uniform Guidance, this overview will examine the requirements with an emphasis on the "super-important" basics. Come prepared to learn the ins and outs of administrative rules and how the individual federal agencies have incorporated the Guidance into their own administrative requirements. Learning objectives: • Participants will gain an understanding of the OMB Uniform Guidance. • Participants will learn how the federal agencies have implemented the Uniform Guidance. • Participants will learn how to apply the Guidance to federal awards administration.			
Sawtooth	W4	Compliance Basics 101	Overview	Workshop	Deb Murphy, Arizona State University, and Rosemary Madnick, University of Alaska, Fairbanks
		W4 Compliance Basics 101 Workshop Description: Are you new to the world of compliance and looking to understand the basics? This workshop will provide an introduction to the primary areas of the compliance landscape: Institutional Review Board (IRB), Institutional Animal Care and Use Committee (IACUC), Institutional Biosafety (IBC), and Conflicts of Interest (COIs). The interactive workshop will include case studies, discussions, lessons learned and exercises to help you understand the regulations governing these areas that are the cornerstones of non-financial compliance. Learning Objectives: • Participants will be able to identify how the areas intersect with Research administration and the research enterprise; • Participants will gain an understanding of common research compliance issues; and • Participants will be able to identify project activities that may require a compliance review.			
Uintah	W5	Demystifying Complex Contract Negotiations	Advanced	Workshop	Kevin Stewart, University of California, Santa Barbara, and Nancy Lewis, University of California, Irvine

		W5 Demystifying Complex Contract Negotiations & FAR Clauses Workshop Description: The legal terms of a contract for sponsored research can be exceedingly complex and contain a multitude of competing concerns that need to be addressed during a contract review. With so many moving parts in a contract, it can be very challenging to comprehensively assess and address all of the legal, financial, programmatic, and administrative obligations to satisfy both parties – a challenge that is faced by all universities with all sponsor types. This workshop will help attendees hone their skills at breaking down a contract into its primary components and addressing the issues that need to be resolved. The topics of intellectual property, publication, termination, regulatory compliance, remuneration and more will be discussed, where the perspectives and considerations of the different sponsor types (US Federal, non-profit, and private sector) will be explored. Specific examples of clauses based on topic and sponsor type will be reviewed and discussed. Learning Objectives: • Participants will learn about the contract mechanisms used for research funded by different types of entities • Participants will gain perspective in understanding the unique challenges in review and negotiation of contract terms based on types of sponsoring entity (Federal, non-profit, industry) • Participants will learn strategies and best practices for drafting, redrafting, and negotiating contract clauses to meet the needs of the parties			
Sun Valley	W6	NCURA 101: Roadmap to Professional Development and Leadership (No Fee)	Overview	Workshop	Mark Schiffman, NCURA, and Derick Jones, Los Angeles Biomedical Research Institute at Harbor - UCLA Medical Center
		W6 NCURA 101: Roadmap to Professional Development and Leadership (No Fee) Workshop Description: Looking to elevate your career? This free workshop is geared toward new and returning members of NCURA. The workshop will provide an overview of the organization as well as an introduction to the resources and tools available to members. We will also discuss opportunities for volunteerism and leadership development and their positive impact on career development and advancement. Join us for this overview of the programs, resources, services and opportunities your professional society provides that can help you reach the next level. Learning objectives: Explore the resources, tools and benefits of NCURA membership.			

Afternoon Workshop Attendees - Lunch Break: 12:00PM to 1:30PM

Workshops - Afternoon: 1:30 PM to 5:00 PM

Afternoon Workshop Break 3:00 PM - 3:30 PM

Flagstaff	W1	Part II: Essentials of Research Administration for Department Administrators	Intermediate	Workshop	Jennifer Cory, Stanford University
		W1 (PART II) Essentials of Research Administration for Department Administrators Workshop Description: As a departmental research administrator, you are the first person investigators approach with questions, the go-to for problem solving, and the best placed to ensure adherence to policy while also facilitating successful research endeavors. Our roles are complex and broad and we work in a fast-paced environment. Departmental research administrators need to have a strong understanding of pre-award processes, post-award management of financials, and be aware of the various compliance issues that touch research. This workshop will guide you in navigating federal regulations, institutional policies and procedures; teach you the financial aspects of research administration and familiarize you with compliance issues such as institutional review board requirements, audit risks, conflict of interest, to name a few. We will also describe best practices for working with faculty and research staff, sharing stories and lessons learned, and will offer tools for learners to take back to the job. We will help you define your success by increasing your technical knowledge and teaching you how to be savvy in working with a diverse workforce. We will also share our experiences of how networking with colleagues who can be mentors and advisors has facilitated professional growth. Learning Objectives • gain a broad understanding of federal policies and how they get implemented • learn how to navigate policies and find solutions/answers • learn best practices for working with researchers and with colleagues			
Sun Valley	W7	Pre-Award Basics	Basic	Workshop	Dennis Paffrath, University of Maryland, Baltimore, and Denise Clark, University of Maryland, College Park
		W7 Pre-Award Basics Workshop Description: As research administrators, we play a key supportive role in assisting principal investigators to navigate their research projects through the various phases in the sponsored projects lifecycle. The pre-award phase of the lifecycle encompasses the development, institutional review and submission of proposals to external sponsors, as well as the negotiation and acceptance of sponsored research awards. Throughout the pre-award phase, research administrators are consistently challenged with ever changing rules and regulations related to a countless number of topics, including proposal submission, conflict of interest, use of animals in research, and export controls, just to name a few. In this workshop, we will investigate the general regulations governing sponsored research and how to apply them in the context of case studies. We will also explore many of the key pre-award processes, as well as examine key compliance areas that affect sponsored research during the pre-award phase of the sponsored projects lifecycle. Learning Objectives: Articulate the various stages and activities associated with the pre-award phase of the sponsored projects lifecycle. • Communicate, interpret and apply the general regulations • Applicable to sponsored research in the context of the pre-award phase. • Identify the various elements of a proposal and describe their purpose and importance. • Discuss the key compliance areas that impact the pre-award phase.			
Sawtooth	W9	Subawards and Subrecipient Monitoring	Intermediate	Workshop	Mich Pane, Stanford University, Laura Register, Stanford University, and Lisa Jordan, SRI International
		W9 Sub-awards and Sub-recipient Monitoring Workshop Description: 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. Learning objectives: • Recognizing subaward characteristics • Understand subrecipient monitoring responsibilities • Strategies for addressing day-to-day monitoring issues • Strategies for addressing central monitoring responsibilities			
Uintah	W10	Management: Organizational Change, Leadership, and Staff Motivation	Intermediate	Workshop	Tony Onofrietti, University of Utah, and Danny Trujillo, University of Utah

		W10 Management: Organizational Change, Leadership, and Staff Motivation Workshop Description: 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. Learning objectives: • Learn specific leadership strategies for developing effective teams and fostering staff motivation to more efficiently achieve organizational goals. • Understand effective training programs that leaders can implement to foster organizational change, build stronger teams, and empower staff to excel in the workplace.			
Wasatch	W11	Data Integrity: Responsible Conduct of Research and Research Integrity	Overview	Workshop	Joann Waite, Gonzaga, William Michener, University of New Mexico, and Scott Moore, National Science Foundation, Office of Inspector General
		W11 Data Integrity: Responsible Conduct of Research and Research Integrity Workshop Description: As Research Administrators we lead our institutions in proposal development, submissions, reporting, and often compliance. This workshop will walk through research misconduct regulations and how misconduct impacts proposals and publications for our PIs, institutions, and the work we do. Experts from the National Science Foundation will answer questions and give examples to prepare us in responding to misconduct, if you suspect misconduct, and what is expected with the Uniform Guidance, Data Management Plans, and Responsible Conduct of Research trainings. Learning objectives: • Identify at-risk populations and situations • Identify vulnerable populations within your institution • Design strategies to mitigate your areas of highest risk • Review your institutional policies for compliance and streamlined processes • Anticipate situations that could be costly to your PIs and your institution • Be able to explain how data and data management are of significant importance to you and your PIs for publications, proposals, and promotions			

Evening Welcome Reception: 6:00 PM -8:00 PM *- East Terrace*

Monday, October 5, 2015

Registration Open: 7:00 AM to 5:00 PM

Continental Breakfast: 7:00 AM to 8:15 AM

(New Members Breakfast: 7:00 AM to 8:15 AM - Arizona)

Conference Welcome and Keynote Address: 8:30 AM to 10:30 AM

Ballroom A&B	Keynote	Bridging Generations, Sponsored by Stanford University		Keynote	Phil Gwoke, Bridgeworks
		The Keynote Speaker, Phil Gwoke, a Generations Expert, will share the unique set of attitudes, values and work styles of four distinct generations in the work place. It used to be that older workers were bosses and younger workers took orders. Now, roles are all over the map and rules are being re-written. Organizations are feeling the pain of the generations as they struggle to manage productivity, morale, while maintaining high standards of quality of services. Phil Gwoke will provide the tools to convert this form of diversity from a challenge to an opportunity.			

Morning Networking and Refreshment Break: 10:30AM to 10:45 AM *-Foyer A & B*

Sessions 10:45 AM to 12:00 PM

Wasatch	Professional Development	Team Building Tactics	Advanced	Presentation	Rosemary Madnick, University of Alaska Fairbanks
		As organizations grow they too often allow a layer of bureaucracy to trickle into their organization that inhibits their strongest resources; their people. It's critical that employees are engaged at work. Nothing less than your Institution's ability to develop long-term growth is at stake. An engaged workforce is your competitive advantage. It often establishes itself in an ethos that believes organizations grow from the outside in – through profit, margin and customer satisfaction. It is a misguided and flawed paradigm. Profits, margins and customer satisfaction are a result of people, and growth begins on the inside when individuals are engaged. An engaged workforce will produce profit, healthy margins, and exceptional customer service. This session will provide the tools to engage and build effective teams.			
Sawtooth	Sponsored Programs Administration and	Uniform Guidance - Policy Development, Changes in Institutional Policies Since Implementation	Intermediate	Presentation	Dennis Paffrath, University of Maryland Baltimore; Denise Clark, University of Maryland College Park
		Developing policies that are clear, concise and easy to follow so all parties can be compliant can be challenging. This session will provide attendees the opportunity to walk through portions of the processes of policy development and implementation within a university setting. The session will also cover some of the major communication strategies related to policy implementation and changes, the difference between a policy and a process as well as the importance of developing a policy monitoring process. Objectives: Participants will gain an understanding of the key components of policy development, management and implementation. An understanding of how policies can increase audit risk. Communication strategies around policy implementation and updates.			
Sun Valley	Pre-Award	Challenges and Opportunities of Managing an Office of Sponsored Research at a Predominately Undergraduate Institution	Intermediate	Presentation	Cece Manoochehri, Pitzer College and Bidushi Bhattacharya, Claremont Colleges
		There are many challenges and opportunities of managing a Sponsored Research Office at a Predominately Undergraduate Institution (PUI). Most PUIs are one person offices that handle all of the functions of Sponsored Research from searching for funding opportunities, grant preparation, submission of proposals, post award management and policy. There is often nowhere to go for help within the college regarding sponsored research issues and more that often the basic polices are not in place. The session will outline important aspects of managing a one-person SRO and tips for survival. Objectives: • Participants should be able to demonstrate an understanding of the varied functions of a Sponsored Research Office. • Participants should be able to draw parallels between the PUI Sponsored Research requirements and those of a Sponsored Research Office found at a major research institution.			
Tucson	Post-Award	Get Familiar with Cost Principles in the Uniform Guidance	Basic	Presentation	Anne Feuerborn, MAXIMUS, Higher Education Practice

		This session will focus on the highlights of Cost Principles in 2 CFR Part 200, Subpart E. Topics will include changes to direct charging to grants, revisions to the utility cost adjustment (UCA), and issues pertinent to the F&A rate calculation. Changes from A-21 to the new guidance will be noted. Objectives: Understand the main topics encompassed in the Uniform Guidance Sub Part E.			
Uintah	Contracting and Legal	Into the Weeds: Delving into the Other Clauses in Clinical Trial Agreements	Intermediate/Advanced	Presentation	Heather Kubinec, University of California, Irvine, and Angie Karchmer, University of California, Irvine
		Are you interested in exploring the Sunshine and Foreign Corrupt Practices Acts? Do you want to discuss the particulars of debarment and record retention provisions? In this session, we'll delve into clauses in clinical trial agreements that receive less attention, offering negotiation strategies and tips. Objectives: (1) Participants will gain a better understanding of challenging provisions in clinical trial agreements; (2) Participants will develop skills to tackle often overlooked clauses.			
Flagstaff	Compliance and Ethics	Case Studies in Research Ethics: A Historical Perspective	Intermediate	Presentation	Tony Onofrietti, University of Utah, and Danny Trujillo, University of Utah
		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. Note: This is a highly interactive session to engage participants, evaluate feedback and formulate group consensus on a variety of ethical issues and questions. Objectives: 1. Describe a variety of famous cases involving ethical issues in research and apply modern RCR standards to better assess and work through those issues. 2. Discuss the relevant rules and regulations of modern RCR standards and the ethical principles and cases that justify current institutional compliance policies.			
Joint RVI & RVII Lunch: 12:00 PM to 1:30 PM - *Ballroom A & B*					
Sessions 1:30 PM to 3:00 PM					
Uintah	Professional Development	Lead Me Final Presentations (A)	Intermediate	Presentation	Derick F. Jones, Los Angeles Biomedical Research Institute and LeadMe Presenters: 1. Irina Cozianu, 2. Michael Sanderson, 3. Angie Karchmer, 4. Elaine Moya, 5. Dian Ross Nelson 6. Nannette Pettis
		This session in designed for the LeadMe candidates from regions VI and VII to present their final projects for the program participation. Each of the candidates have worked all year in the program to develop a leadership project to benefit their campuses incorporating the 5 practices of successful leadership. Model the way Inspire a Shared Vision Challenge the process Enable others to Act Encourage the heart			
Tucson	Sponsored Programs Administration and Operations	Participant Support, Research Incentives and Gift Card Costs: A Life-Cycle Review of Best Practices, Policies, and University Responsibilities	Intermediate	Presentation	Christopher Day, Portland State University, and Alex Leeding, Portland State University
		Many agencies and institutions have varying policies regarding the treatment of participant support costs, research incentives and how they are charged to sponsored projects. The purpose of this session is to educate research administrators about the differences between the federal, agency, and institutional policies governing these costs, provide examples of best practices to ensure compliance with both their sponsors and institutions, and to understand how the roles of various university offices affect the treatment of these costs throughout the lifecycle of the project. Objectives: Federal, sponsor and institutional definitions of participant support & research incentives costs; Best practices when budgeting for participant costs & research incentives at the proposal stage; The different payment mechanisms and how to select the appropriate method depending on the type of participant; How to ensure compliance when issuing payments to participants; How to communicate with PIs regarding their responsibilities to the sponsor and institution when working with participants; Best practices with regards to dissemination, tracking & reconciliation of gift cards; And the interconnected roles and responsibilities of PIs, research administrators, and other university officials when working with participants.			
Sun Valley	Pre-Award	Creative Solutions-Nightmare preaward situations and how to navigate through them.	Advanced	Presentation	Russell Brewer, Stanford University
		In this session, the presenters will showcase some of their worst pre award scenarios and how they navigated through it towards a successful outcome (or not!). The session will offer opportunity for attendees to share their experiences as well. Objectives: Attendees will learn that craziness happens everywhere, creativity and calm are key.			
Flagstaff	Post-Award	The Lifecycle of a Subaward	Basic	Presentation	Carrie Chesbro, University of Oregon, and Kari Vandergust, University of Oregon
		We will work through the process of subawarding from Pre to Post through closeout, narrowing in on the responsibilities for the PI, Departmental Administrator and Sponsored Projects Office at each stage. We will discuss subrecipient monitoring under Uniform Guidance, and best practices for the pass-through entity. Objectives: • Develop an understanding of our roles throughout the subaward process • Ideas to improve efficiency from step to step • Understand applicable policies and best practices.			
Sawtooth	Contracting and Legal	The Federal Acquisition Regulations: An Analysis and Assessment of Contracts for Research & Development	Intermediate	Presentation	Kevin Stewart, University of California, Santa Barbara, and Cara Egan-Williams, University of California, Santa Barbara
		This session will review and analyze the core components of a FAR-based procurement contract for research and development. There will be a brief overview of the structure and functions of the FAR, but the session will otherwise focus specifically on the form, structure, and the terms and conditions applied to contracts for research by the Federal agencies. Key contract clauses for R&D will be reviewed and analyzed (base FAR clauses as well as agency-specific clauses). Time will also be devoted to reviewing some key challenging clauses for sponsored research at universities. Objectives: 1) Participants will gain a better understanding of the components of, and requirements of, Federal contracts for research, (2) participants will be able to identify and understand the obligations for key FAR clauses in R&D contracts, (3) participants will gain a working understanding of some of the problematic & troublesome clauses encountered in Federal R&D contracts.			
Wasatch	Compliance and Ethics	Export Control Compliance - 101	Basic	Presentation	Marci Copeland, University of California, Irvine
		While universities generally have a mission to disseminate knowledge to the greatest extent possible, US Export regulations are designed to restrict dissemination of technology, commodities, and services to non-US persons and locations. This session will provide an overview of the regulations applicable to university research while providing some basic guidance for administrators on how to maintain compliance while staying true to the mission of the university. We will discuss questions such as: When do OFAC sanctions apply to research? What is a "deemed export"? What is the fundamental research exclusion and when does it apply? What are the technologies I need to be concerned about? What are the export control considerations for international research? Session will include examples and scenarios. Objectives:			
Afternoon Networking and Refreshment: Break 3:00 PM to 3:30 PM - *Foyer A & B*					
Spark Session 3:10PM to 3:25 PM					
	Spark Session	Shadow Systems: The Good, the Bad and the Ugly	Intermediate	Spark Session	Gareth Evans Research Compliance Manager Stanford University

		When managed correctly, shadow systems can be your best friend for monitoring faculty financial portfolios. They can capture information from a variety of institutional systems and accurately analyze past trends and forecast future activity. This can be instrumental in communicating the financial status of portfolios to faculty. However, if left unattended or not accurately updated they can show bad data which can be catastrophic! If shadow systems are managed well, they can make your life much easier and help when there is staff turnover in research administration staff. Objectives: 1. Understand how to accurately transpose data from institutional systems to excel 2. Understand how to present data in meaningful and clear ways to aid communication with faculty 3. Learn how to forecast data and use burn rates to predict future spending patterns 4. Understand how to show PIs when their P&L (profit/loss) statement shows funding blackholes/overcommitments.			

Sessions 3:30 PM to 5:00 PM

Uintah	Professional Development	Lead Me Final Presentations (B)	Intermediate	Presentation	Derick F. Jones, Los Angeles Biomedical Research Institute and LeadMe Presenters: 1. Sandra Purves, 2. Paul Lekutai , 3. Erika Blossom, 4. Marianne Green, 5. Aimee Knudson
		This session in designed for the LeadMe candidates from regions VI and VII to present their final projects for the program participation. Each of the candidates have worked all year in the program to develop a leadership project to benefit their campuses incorporating the 5 practices of successful leadership. Model the way Inspire a Shared Vision Challenge the process Enable others to Act Encourage the heart			
Casper	Sponsored Programs Administration and	Strategies for Increasing PUI Faculty Engagement with Your Office	Intermediate/Advanced	Discussion	Anne Sebanc,Whittier College; and Shuna Holmes, Whittier College
		At this discussion group, research administrators at PUIs will learn about strategies to increase faculty involvement with PUIs. We will share what is effective in three areas: (1) sharing grant opportunities, electronic search engines, and strategies based on other liberal arts college's funded opportunities (pre-pre-award), (2) offering workshops, professional development seminars and other speakers or professional development opportunities for faculty, and (3) interdisciplinary collaboration on campus and cooperative grants. We will share how we solicit faculty feedback in a variety of ways from our steering committee, regular surveys, and workshop evaluations. The two discussion leaders established the first Office of Research and Sponsored Programs (ORSP) three years ago at Whittier College when they received NIH BRAD award G11HD073000. Objectives: 1. Participants will learn about a variety of strategies that increase faculty contact with an office of sponsored programs at a PUI. 2. We will discuss how best to share grant opportunities with including electronic resources. 3. Participants will share how other sponsored programs assist with faculty development in terms of workshops, speakers and interdisciplinary research opportunities.			
Tucson	Pre-Award	Training for the Research Administrator - changed to "Using Training Effectively: The Importance of Onboarding"	Intermediate	Presentation	Rosemary Madnick, University of Alaska Fairbanks, and Nancy Lewis, University of California, Irvine
		Training is crucial for organizational development and success. Research Administrators are hard to recruit, so many of us are relying on our skills of hiring great people, and training them. Most of us have also identified super performers in our groups, and want to offer them training to move to the next level. Or, maybe you want to move an employee from average to excellent. What we know for sure, the lack of an effective training program can lead to the loss of good employees and thus cripple the organization. Developing an effective research administrator training program is vital to the long term success and growth of your organization. By taking an organized approach to training, you can achieve an excellent return on your training investment. Objectives: The objectives to be covered in the session: - Identifying your essential training requirements for onbaording. -Deciding on the training goals and objectives. - The tools to create a training program. -Monityoring and evaluating the training.			
Sun Valley	Post-Award	Preparing a Simplified Method Facilities and Administrative Cost Rate Proposal under the Uniform Guidance	Basic	Presentation	Virginia (Ginger) M. Baker, California Institute of Technology
		This session will cover how to develop a Facilities and Administrative Cost Rate using the Simplified Method under the new Uniform Guidance. Strategies for negotiating these rates will also be discussed. Objectives: Individuals will leave this session with the basic information necessary to understand how to complete a short form Facilities and Administrative Cost Rate Proposal under the Uniform Guidance.			
Flagstaff	Contracting and Legal	The Complexities when Negotiating Federal Flow-through Industry Contracts	Intermediate	Presentation	Caroline Jones, Stanford University, and Kevin Stuart, University of California, Santa Barbara
		Navigating through the topics and concerns in Federally-funded research where industry is the prime contractor and the university is the subcontract can be quite complex. While for some issues, such as intellectual property, the contractual provisions incorporated in the university subcontract are for the most part dictated by the company's own prime contract, other issues, such as for termination, publication, export control compliance, it can become highly complicated in attempting to address the university's concerns as well as those of both the Federal Government AND the industry prime contractor. Additionally, companies that apply their standard purchase order terms and conditions in a university subcontract can be the most formidable set of terms of all to navigate. This session will explore those unique challenges and more in reviewing, negotiating and coming to agreement on the terms of Federal flow-through subcontracts from industry.			
Sawtooth	Compliance and Ethics	IRB-IACUC 101	Basic	Presentation	Buffy Beattie, Huron Consulting, and Frank Conti, Huron Consulting
		This course will provide an overview of human subjects protections and animal care and use programs and regulations. Participants will develop a basic understanding of the governing regulations surrounding human subject and animal research, and understand the role and involvement of IRB and IACUC in the research space.			

Dinner Groups: Meet in lobby at 5:45 PM (5:45 PM to 8:00 PM) (sign-up required by noon on Monday, no host)

SLC Evening Tour: Meet in lobby at 5:15 PM (5:15 PM to 8:15 PM) Sign-up required, $35.00pp

Tuesday, October 6, 2015

Registration Open: 7:00 AM to 5:00 PM

Continental Breakfast: 7:00 AM to 8:15 AM *- Foyer A & B*

Morning rountable discussion groups 7:30 AM to 8:15 AM

Sessions 8:30 AM to 10:00 AM

Tucson	Professional Development	Ready! Set! Mission! Defining Professional Values and How to Harness the Power of Creativity	Basic	Presentation	Felicity Snyder, Arizona State University, and Sarah Kern, Arizona State University
		Too often professionals are "dragged along" in their careers, allowing outside individuals and events to direct their course, contributing to a sense of purposelessness and disengagement. This session will focus on the important strategy of identifying a small pool of key values with which to make decisions and develop a self-directed purpose. Attendees will learn the power that creativity has in professional development and will have hands-on experience in applying it to their key value set.			
Idaho	Sponsored Programs Administration and	Is my Institution Ready for an eRA System?	Basic	Presentation	Diane Barrett, Navigator Management Partners, and Deborah Shaver, University of Idaho, Paul Houser, KualiCo
		There are many considerations when contemplating a new electronic grants management system. When is the timing right? Do I need outside help? What does my RFP need to include? What are my internal IT requirements? How much time and resources might it need? What is my budget? When do I communicate with whom? What can I expect? Hear from 'seasoned' research administrators who have recently implemented an electronic system for the first time as they share what they learned in the process. Objectives: Participants will be able to describe an overview of the process. • Participants will identify pitfalls to avoid. • Participants will evaluate how to access your institution's readiness. • Participants will analyze what to consider when writing an RFP. • Participants will evaluate what realistic timelines you can expect.			

Sun Valley	Sponsored Programs Administration	Compliance Oversight on the Department Level in the Age of the Uniformed Guidance	Intermediate	Discussion	Derick F. Jones, Los Angeles Biomedical Research Institute, and Paul Lekutai, University of California, Irvine
		In the age of the Uniformed Guidance, compliance on the department level is more challenging and complex. Because departmental research administrators are the first line of defense for compliance for their organizations, it is important that DRAs fully understand the importance of compliance monitoring in every aspect of their research operation. This discussion will center around compliance related challenges for the DRA while offering practical solutions to common concerns.			
Flagstaff	Contracting and Legal	Navigating Contract Clause Reviews & Negotiations	Intermediate/Advanced	Presentation	Heather Kubinec, University of California, Irvine, and Hilda Vasquez, University of California, Santa Barbara
		This session will guide participants through the review of contract clauses and negotiations using real-world examples and interactive exercises through group interaction. The emphasis will be on contracts with non-profit and for-profit sponsors. Objectives: (1) Participants will learn techniques to spot troublesome clauses; (2) participants will learn best practices for drafting and redrafting clauses to meet the needs of the parties; (3) participants will learn to communicate positions effectively and persuasively during contract negotiations.			
Sawtooth	Compliance and Ethics	Export Control: Beyond the Basics	Intermediate	Presentation	Shannon Woodman, University of Arizona
		Ensuring institutional compliance with the export regulations has become a priority for many institutions. It has been said that it takes a "village" to manage export controls - no one person can do it all! We all must work together to ensure export control compliance. This session will offer real-life examples of issues facing universities and will provide practical information and examples for implementing export compliance procedures. This session will also include a brief overview of jurisdiction requests, types of export licenses and authorizations, technology control plans, and the dreaded "Voluntary Disclosure"! Objectives: • Participants will understand the hurdles to implementing an export compliance program • Participants will develop an understanding of the elements of putting export compliance procedures into action, including: o Communication procedures between the pre-award and post-award areas about export controlled projects o Liaison Program o Procedures for screening vendors, foreign visitors and hiring non U.S. citizens o Procedures for the approval of foreign travel • Participants will receive a brief overview of the following: o Jurisdiction requests o Types of Licenses and when do you use them o Technology Controls Plans o Recordkeeping o IT Security o Voluntary Disclosures • Participants will be provided with resources. Pre-Requisites Knowledge of the export regulations, ITAR and/or EAR regulations.			
Arizona	Agencies	National Science Foundation: Update	Overview	Presentation	NSF Staff, National Science Foundation
		This webcast session will cover the latest news from the National Science Foundation (NSF), including information on the NSF budget, current policy topics, policy reminders and updates.			
Morning Networking and Refreshment Break: 10:00AM to 10:30 AM *- Foyer A & B*					
Sessions 10:30 AM to 12:00 PM					
Idaho	Professional Development	Magic of Conflict	Overview	Presentation	Linda Reed, University of Utah
		This workshop will explore the nature of conflict and develop new ways of responding with balance, grace, and effectiveness. Based on the principles of harmony and connection from Aikido, the martial art of peace, we will practice ways of speaking and moving to make conflict productive. Through a combination of facilitated dialogue and safe, non-strenuous movements, we will physically experience moving through conflict in ways that don't resist, escalate, or give in to it, but rather use it as a creative force.			
Flagstaff	Sponsored Programs Administration and	Preparing for the Bonfire: Creating a Paperless Office	Basic	Presentation	Noah Congelliere, University of Southern California
		Are you considering making your operations paper-free? Have you considered what electronic files should look like and how they should move within your office? How do you convert all those old paper files? How to convince everyone to "let go" of the paper? How much efficiency can be achieved with having files at your fingertips? Discussions include: strategies for designing a paperless filing system, even in the absence of an electronic data system; design and folder structure for electronic filing systems; conversion options for old paper files and disposing of paper files; implementation strategies for an electronic filing system; pitfalls and lessons learned from the implementation of a paperless system; how paperless files have improved office workflow, customer service and proposal/award management. Objectives: • The long-term benefits of going paperless. • Implementation strategies for transitioning to a digital environment. • Best practices for designing a robust document repository. • Vendor selection for hardware and software. • Indexing documents and extracting metadata. • Connecting document repositories to data systems. • Potential pitfalls of a paperless system.			
Arizona	Pre-Award	Things to Consider when Drafting Subaward Agreements	Basic	Presentation	Mich Tanaguchi, and Caroline Jones, Stanford University
		Issuing a subaward sometimes requires more than slapping on a scope of work and budget to a template agreement. This session will focus on the contextual elements that should be considered when drafting a subaward agreement. It will include a discussion of how things like scope of work, deliverables, prime sponsor terms, and project-level and entity-level risk analysis should drive how and what gets put into an agreement. Objectives: Participants will learn strategies for how to approach drafting subaward agreements, Participants will be able to identify areas for special consideration in working with a variety of subaward scenarios. Prerequisites: Participants should have basic experience in drafting subawards.			
Wyoming	Post-Award	Ramp it up, Wrap it up: Tools for Account Establishment and Close	Basic	Presentation	Susan Frei, University of Alaska Fairbanks, and Samantha Aleshire, University of Alaska Fairbanks

		This session will cover project start up and close-out activities. Explore strategies and tools to successfully launch and manage a project to ensure a smooth trouble free close out. Learn management techniques and tracking systems to ensure you start your project out on the right foot from Day 1. Discover project close-out activities such as necessary /required documents, useful checklists, and general collection processes associated with a project lifecycle. Combine this with excellent project management and see just how smooth closeout can be! Techniques for managing, tracking and documenting a research project are essential to successfully meeting sponsor requirements and project deliverables from Ramp Up to Wrap Up. Objectives: Learn project management techniques to ensure a trouble free start up of a project. Track, organize, and define roles and responsibilities within the project team. Learn close out techniques to help ensure all requirements are met, correctly and on time. Explore checklists, internal status documents, and necessary documents to ensure a project is closed out properly.			
Tucson	Contracting and Legal	The Other Agreements: NDAs, MTAs, and Data Use Agreements	Basic	Presentation	Theresa Caban, Kaiser Permanente Southern California
		What's it all about? Uncovering the mystery of the Other Agreements: NDA's, MTA's and Data Use Agreements. This session will explain the differences between these non-monetary agreements, when to use them and why you should. Though no money may be exchanged, the rights of the organization, the PI and even PHI need to be considered and protected - these agreements will do just that. We will discuss the importance of these agreements as they pertain to data ownership, intellectual property, material transfer, liabilities etc. Objectives: (1) Participants will gain the ability to differentiate between each type of agreement; (2) participants will gain an understanding of when it's appropriate to use which agreement; (3) participants will gain the ability to understand and identify the key issues associated with each during negotiations.			
Sun Valley	Compliance and Ethics	Implementing Research Ethics Training Programs	Intermediate	Presentation	Tony Onofrietti, University of Utah and Danny Trujillo University of Utah
		Responsible Conduct of Research (RCR) education is required for a variety of National Institutes of Health training grants and for students and postdoctoral fellows on studies funded by National Science Foundation. 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. Discussion will include examples of "what works" and "what does not" work and will include recommendations regarding content, methods, documentation, and administration of effective RCR programs. 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. Objectives: 1. Attendees will gain an understanding of a variety of proven techniques for delivering effective research ethics and responsible conduct of research training programs. 2. Attendees will better understand the ethical issues encountered by researchers and how proper training can provide the tools necessary to assess and work through those issues. 3. Attendees will learn how to implement effective teaching methodologies and instructional technologies to enhance teaching and learning effectiveness for all research constituencies.			

RVI Lunch & Business Meeting: 12:00 PM to 1:30 PM - *Ballroom A*

RVII Lunch & Business Meeting: 12:00 PM to 1:30 PM - *Ballroom B*

Sessions 1:30 PM to 2:30 PM

Flagstaff	Professional Development	NCURA: A Guide to Navigating Your Professional Development	Overview	Presentation	Marc Schiffman, NCURA, Judy Fredenberg, University of Montana
		Looking to elevate your career? Whether it's through professional development, networking or volunteering NCURA can help. Join us for this overview of the programs, resources, services and opportunities your professional society provides that can help you reach the next level.			
Tucson	Sponsored Programs Administration and	Shared Services Model(s) and other Workload Management Strategies for Research Administration Support	Basic/Intermediate	Presentation	Jessica Robins, Arizona State University, and Sarah Kern, Arizona State University
		Urgent surprises, high-volume deadlines, conflicting priorities, and staffing issues are among the most significant challenges that many departmental and central research administrators experience in their efforts to stay organized and on top of things. Likewise, misconceptions about shared services models exist amongst faculty and administrators. In this session we will discuss the benefits of a shared services approach, tactics for structuring a team, tools and approaches for managing work assignments, and organization strategies for success with our individual workloads and projects. Objectives: • Learners will be introduced to strategies for identifying, attracting, and hiring stellar entry-level candidates • Learners will understand the benefits of recruiting less-obvious candidates (entry-level and otherwise) • Learners will understand the importance of considering diversity in their recruitment process • Learners will be introduced to recruitment tools and potential interview questions • Learners will have the opportunity to discuss their recruitment challenges and share what has worked for them.			
Sun Valley	Pre-Award	Proposal Development: Working with the PI to Submit a Compliant Proposal	Basic	Presentation	Megan Dietrich, Stanford, and Kari Vandergust, Stanford
		Competition for grant funding is becoming increasingly challenging every year and as a result, if a proposal doesn't pass basic compliance checks, it may be returned before the scientific merits are considered. As such, it is important that we, as research administrators, provide support and guidance to ensure Investigators are submitting compliant proposals in order to increase their chances of a success. This session will address what we as research administrators can do when working with faculty during the proposal preparation process to ensure applications are compliant. Objectives: Breaking Down funding Announcements Developing timeliness for both yoursefla nd your PI(s), The power of checklists and templates, budget and budget justification dos and don'ts, tips for completing application forms, Review, review, review!			
Arizona	Post-Award	Tips and Solutions to Award Change Management Challenges	Intermediate	Presentation	Justin W Poll, Arizona State University, and April MacCleary, Arizona State University
		Have you had a prior approval request denied based on a sponsor interpretation of a regulation that you disagreed with? Have you ever felt the detail requested by a sponsor is excessive and unnecessary? Have requests from your faculty raised compliance concerns? In this session we will provide tips and solutions to challenges such as these which post-award research administrators often face. We will pull from case examples to demonstrate how you can respectfully push back when a prior approval request is initially declined, how to avoid compliance concerns becoming an audit risk, developing better justifications and wording for requests of approval, and how to negotiate the reduction of excessive terms and conditions. Objectives: Participants will learn techniques that will improve their sponsor interaction, Participants will learn to identify solutions to common compliance concerns, and Participants will learn techniques to producing better support documentation and justifications.			
Idaho	Contracting and Legal	Intellectual Property Terms in Research Agreements	Basic/Intermediate	Presentation	Michiko Pane, Stanford University, and Jeri Muniz, University of Southern California
		The basic concepts behind intellectual property in the context of university research agreements aren't nearly as intimidating and complex as some would have you believe. With each party looking out for their own interests, coming to terms on IP language can require negotiation. But, doing some homework before you plunge in can prepare you for what's ahead. Context matters. We'll discuss some basic elements of intellectual property terms, as well as things to consider and questions to ask your investigator before you charge ahead with negotiations. Objectives: (1) Participants will learn to define Intellectual Property (IP), explain why IP is important to the University, and define an invention and describe the categories of IP Protection; (2) participants will recognize the importance of data, know-how and research materials and how they impact IP at the University; (3) participants will identify and discuss basic IP clauses, and identify questions to ask themselves and their investigator(s) to prepare for the negotiation.			
Snowbasin	Compliance and Ethics	How Your Institution is Implementing the Use of Unmanned Aircrafts Systems in Research.	Intermediate	Discussion	Dan Nordquist, Washington State University and Rosemary Madnick, University of Alaska Fairbanks

		This discussion group will explore the challenges and opportunities associated with Unmanned Aircraft System (UAS) operations. The focus will be on how to manage UAS operations at universities that do not have aviation programs to rely on for programmatic support. The discussions will also explore the issues implicated by UAS operations generally and offer suggested solutions and real world examples of how various universities have eliminated, reduced, or managed the risks. While the discussions will involve detailed and precise information, the overarching issues will be to discuss explain practical ways that attendees will have a usable "toolkit" of topics to take back home with them.			
Afternoon Refreshment Break: 2:30 PM to 2:45PM - *Foyer A & B*					
Sessions 2:45 PM to 3:45 PM					
Sawtooth	Professional Development	Work/Life Balance in Research Administration	Intermediate	Discussion	Jeri Muniz, University of Southern California, and Barbara Inderwieshce, University of Southern California
		Ask yourself, when was the last time you achieved AND enjoyed something at work? What about achieved AND enjoyed something with your family? Your friends? And how recently have you achieved AND enjoyed something just for you? The concept of balancing work and life seems simple, but what makes it so challenging is that work-life balance means something different to everyone. We all have the same amount of hours each day and as research administrators, there is plenty to do to fill up that time. So how do you achieve AND enjoy both work and life? Join this discussion group to discuss strategies for a healthier, more balanced road to success; one based on the most effective ways to work and recharge. Bring your strategies and we will share ours!			
Flagstaff	Sponsored Programs Administration and Operations	Improving Grants Management, for Department Administrators and Faculty, through Transparency and Availability of Information and Data	Intermediate	Presentation	Derek Brown, Washington State University, Jason Myers, University of Washington, Dan Nordquist, Washington State University, Jim Kresl, University of Washington
		This session will introduce you to tools used to increase the transparency and accessibility of information and data in order to improve grants management processes. We will discuss how decisions were made to develop the tools, why specific tools were developed, and the value of the tools to end users. There will be demonstrations of tools from the University of Washington and Washington State University, with lots of opportunities to ask questions and interact. Objectives: Provide an overview of IT portals and other tools that will allow others to assess - Learn how to do business capability mapping (in the context of the research lifecycle) - Better understanding of the complexity of the research lifecycle - A look at different tools and systems that can be employed to support research administration. Objectives: Provide an overview of IT portals and other tools that will allow others to assess - Learn how to do business capability mapping (in the context of the research lifecycle) - Better understanding of the complexity of the research lifecycle - A look at different tools and systems that can be employed to support research administration.			
Snowbasin	Pre-Award	The DRA: The Challenges of Being Multifaceted	Advanced	Discussion	Derick Jones, and Paul Lekutai, University of California, Irvine
		This discussion group is geared toward the departmental administrator who wears multiple hats other than research project management. Many DRA are responsible for vast aspects of their departmental operational management. This discussion group will explore this complexity and identify some key challenges and hurdles associated with this multifaceted role. Objectives 1. Identify challenge areas for the DRA 2. Share best practices for success for the DRA			
Arizona	Post-Award	Opportunities for Direct Charging per the Uniform Guidance	Intermediate	Presentation	Anne Feuerborn, MAXIMUS Higher Education Practice, and Carrie Chesbro, University of Oregon
		This session will explore the major changes in the language in the uniform guidance which allow increased opportunities for direct charging to sponsored projects. Objectives: Learn opportunities and risks per the direct charging guidelines of the Uniform Guidance.			
Tucson	Contracting and Legal	Globalization: Considerations When Working with a Foreign Entity on a Research Project	Basic/Intermediate	Presentation	Caroline Jones, Stanford University
		Whether you are talking about economic growth or research administration the buzz word you hear is globalization. Working with a foreign entity will sometimes requires you, your PI, and your university to consider issues that are unique to working and conducting research in an overseas environment. This session will focus on the contextual elements that should be considered when drafting an agreement to a foreign entity or receiving an agreement with foreign funding. It will include a discussion of how variables such as location, scope of work, deliverables, prime sponsor terms, currency, governing law, economic sanctions, export control, anti-terrorism, foreign corrupt practices, and anti-bribery could affect the contracting process and final agreement. These topics should be considered in the risk analysis and may drive which terms to include in an agreement in order to mitigate the risk and protect your researcher's project. Objectives: (1) Participants will be able to identify areas for special consideration in working with a variety of contracting and subcontracting scenarios with foreign entities; (2) additional factors to consider and incorporate into risk analysis and suggested approaches to mitigate risk.			
Sun Valley	Compliance and Ethics	New Flexibility for Universities and Researchers Under the HIPAA Final Omnibus Rule	Basic	Presentation	Andrew Mahler,University of Arizona and John Bailey, St. Jude Children's Research Hospital
		Understanding the Law, Practical Considerations and Recent Case Studies. Objectives: Learn how HIPAA impacts your institution. Learn how to respond to questions and incidents. Learn how to create and implement policies and procedures that help your institution avoid unnecessary risk.			
Break: 3:45 PM to 4:00 PM					
Sessions 4:00 PM to 5:00 PM					
Flagstaff	Professional Development	Preparing for Promotion	Advanced	Presentation	Judy Fredenberg, University of Montana, Diane Barrett, Navigator Management Partners, and Dan Nordquist, Washington State University
		The idea of moving into a position of more responsibility and authority is exciting. We'll learn new things, meet new people, and excel at new challenges and responsibilities. However, thinking about being promoted can be a lot like wanting to lose weight. Many of us think about it but we don't often don't put in place the changes necessary for it to become reality. Join seasoned research administrators for an open discussion that will include some tips and realities to consider as individuals think about preparing for promotion, such as: • Are there small changes I could implement to better prepare? • How can I make the change from a follower to a leader? • What does it mean to move from a micro to macro perspective? • Can I maintain work/life balance and handle the stress of a promotion?			
Tucson	Sponsored Programs Administration and	The Money Ball Approach to Recruitment: Finding and Hiring "Diamonds in the Rough"	Basic	Presentation	Jessica Robins, Arizona State University, and Felicity Snyder, Arizona State University

		Vying for the obvious candidate – with flawless grades, glittering resume, and perfectly impeccable appearance – can sometimes lead to frustrations as they are scooped up by competing employers, or worse, accept a position in your office only to (a) receive and accept a "better offer" shortly thereafter, or (b) bring with them a sense of entitlement and unrealistic expectations of a rapid rise through the ranks. Identifying, attracting, and hiring stellar, (but less-obvious), candidates may at times be more advantageous in the long-run – creating cohesive teams and bringing loyal, engaged, and innovative people into the field of research administration. In this session, we'll discuss recruiting tools, strategies, and approaches for getting a better return on our investment and diversifying our community.			
Arizona	Pre-Award	Mentorship Team Development: The Essential Inclusion of the Research Administrator	Intermediate	Presentation	Rebecca M. Childs, University of Utah, and Erin E. Wachs, University of Utah
		It is not news that mentorship has been identified as a key component in the success and retention of faculty. What is new is including the research administrator as an essential part of the mentorship team. In this session you will learn about a new mentoring model successfully piloted at an academic health center. We will explore the value of the research administrator, an established component in this model, and the dynamics of defining this role. An administrator is the best resource to train the investigator at all stages in the holistic research process. They maximize limited resources and reduce scientific mentor's time by training new investigators on the fundamentals needed to navigate the research processes, i.e., institutional policies, grant submission, financial policies, and compliance issues. During the session we will provide examples and tools for the administrator to facilitate expansion of their role within the mentorship team. Over the past 8 years, we have developed and successfully piloted a holistic institutional mentoring program to support junior faculty members engaged in clinical and translational science. The program uses the mentoring matrix model (MMM) that includes five levels of mentorship: self, senior, scientific, peer, and staff. These levels of mentorship are synergistic and create a nurturing environment that fosters accountability, communication, and skills development to create empowered principal investigators. A unique aspect of the MMM is the importance it places on staff mentorship. Throughout a faculty's time in the program, they receive training and contextual experiences from staff on the holistic research process. By working closely with the staff, they learn funding agency policies and research compliance at the local and national level. Additionally, the faculty better appreciate the time and resources required for a successful grant submission and the vital roles staff can play. Building this relationship between the investigator and staff creates a stronger infrastructure that supports their long-term research and career development. The goal of our session is to demonstrate how redefining the role of the research administrator as part of the mentorship team contributes, not only to a better grant proposal, but to the faculty's long term development as an independent investigator. Objectives: During the workshop we will: -Provide the MMM outline and describe how it was used to redefine the staff's role from service to mentorship. -Share structured curriculum samples, templates, etc. that utilizes the value of the research administrator in the mentor/training process of a researcher.-Identify different approaches used to provide integrated, team based support to an early stage investigator.-Identify ways to translate and adapt the model to their institutions and programs.			
Idaho	Post-Award	How the Uniform Guidance has Changed the Requirements for Effort Reporting	Intermediate	Panel	Mary E. Lemon, Arizona State University; Lee Pettit, Arizona State University, Heather Nelson, Idaho State University, and Kim Calvery, Oregon State University
		The new Uniform guidance has removed specific examples of acceptable effort certifications, thus allowing for new perspectives in how effort reports can be facilitated. Even though new mechanisms can be implemented in the procedures we use to capture this information, we must keep in mind that the compliance standards have not been reduced and must still be met. This discussion will give an opportunity for us to share next steps – do we attempt to change or improve our processes now, who is venturing, and what are some potential consequences? Objectives: This panel discussion will give attendees the opportunity to discuss options, problems, and solutions to accurately capture and record effort. Topics to discuss are: i. How the Uniform Guidance has changed requirements for effort reporting ii. Challenges in the next steps – To change or not to change iii. Department Challenges and Perspective iv. Options for revising your institutions certification v. Feedback – Options within other institutions in Effort reporting and Certifications			
Snowbasin	Contracting and Legal	Contracting and Compliance: Central and Department Administration Working Together for Success	Intermediate	Discussion	Nancy Lewis, University of California, Irvine, and Marci Copeland, University of California, Irvine, and Jeff Wojcieschowski, University of California, Irvine
		In this time of increased focus on compliance it is imperative that central and department staff navigate these issues with the goal of ensuring that research will move forward while maintaining compliance with university and sponsor policies and procedures and applicable regulations. Depending upon the complexity of the issues presented, nuanced approaches may be needed. The focus of this discussion group will be how central contracting and compliance staff work with departmental staff to navigate complex issues that arise during the contract negotiation, including strategies to ensure compliance with contract terms with the ultimate goal of facilitating research. We will discuss how we work as a "team" to navigate gray areas and facilitate solutions.			
Wyoming	Compliance and Ethics	A-133: Transition to Uniform Guidance	Advanced	Presentation	John Sites, Huron Consulting, and Alison Sanders, San Francisco State University
		This session will summarize the impact of the Uniformed Guidance on the A-133 Single Audit Act and the associated Compliance Requirements. In addition, we will present a case study on how it has been interpreted and applied during a recent A-133 Audit for FY 2015			

Evening Dinner and Entertainment: 6:30 PM - 10:30 PM - Ballroom A & B

Wednesday, October 7, 2015

Breakfast 7:00 AM to 8:15 AM *- Ballroom A & B*

Sessions 8:30 AM to 10:00 AM

Sun Valley	Professional Development	Creating Dynamic Presentations	Intermediate	Presentation	Tony Onofrietti, University of Utah and Danny Trujillo, University of Utah
		As research administration professionals, we are committed to facilitating the sharing of knowledge and information amongst and between colleagues to enhance best practices and methodologies. Institutional training and educational programs are often conducted on either a formal or informal level. At the regional and national levels, NCURA relies on its members to share their experiences through a wide variety of presentation formats. This session will assist participants in preparing effective power point presentations, understanding the principles of adult learning, and facilitating instructional group exercises and discussion. NOTE: Use of an electronic audience response system will further engage participants and foster discussion of this practical and informative topic.			
Tucson	Sponsored Programs Administration and	LEAN Principles: Applications for a Research Administrative Core Office	Intermediate	Presentation	Kris Larrabee, University of Utah; Sandy Drollinger, University of Utah
		LEAN principles when defined in simple terms means creating more value for customers with fewer resources. Ideas to consider when applying LEAN concepts to a research administrative core office:			
Flagstaff	Post-Award	Post-Award Process Improvement: There are No Losers	Advanced	Presentation	Rick Blair, University of California, San Francisco, and Mary Catherine (MC) Gaisbauer, University of California, San Francisco

		This session will examine how incorporating business process improvement into a post award contracts and grants accounting area can enhance customer satisfaction, maximize process performance and leverage technology to gain a reasonable return on investment. Processes to evaluate the business process and organization will be shared in order for opportunities to increase service levels, efficiency, effectiveness, and transparency while leveraging systems and performing a gap fit analysis for system upgrades will be shared with participants. Objectives: The learning objectives are as follows: • Evaluate the ABC's of processes to identify and eliminate non-value-added activities from the perspective of the customer – primarily the researcher: o Award Set-Up o Billing & Collection o Close-Out and Financial Reporting • Considering how Post Award Management Monitoring is performed throughout these core processes • Review the interconnection with pre-award offices to ensure a seamless service • Share the project approach • Share outcomes • Evaluate opportunities			
Unitah	Contracting and Legal	The Complexities when Negotiationg Subawards and Subcontracts	Advanced	Presentation	Sandra Stevens, University of California, Irvine, and Lisa Jordan, SRI International
		This interactive session will focus on the complexities of negotiating subawards and subcontracts in an environment of increasing regulation and compliance. It will include a discussion of contract clauses, how to modify them for a variety of subrecipients/subcontractors (e.g. for profit entities, international entities etc.), and strategies and practical guidance for negotiation. Case studies will be presented to facilitate discussion as well as demonstrate and reinforce concepts and topics covered. Objectives: (1) Participants will learn strategies for negotiating clauses in subawards and subcontracts with a variety of entities (for profits, internationals organizations etc.); (2) participants will be able to identify and mitigate problematic clauses and identify key issues and special considerations for working with a variety of subrecipients.			
Idaho	Compliance and Ethics	Compliance in the New World of Uniform Guidance (Part 1 - Session)	Advanced	Presentation	Debra Murphy, Arizona State University
		Compliance in the world of new UG. To include iFCOI - How to manage as an institution all the way to subrecipents and professional service providers.			
Arizona	Agencies	National Institutes of Health: Update (Webcast)	Overview	Presentation	Michelle Bulls, National Institutes of Health
		This webcast session will cover the latest news from the National Institutes of Health (NIH), including information on the NIH budget, current policy topics, policy			
Morning Networking Break 10:00 AM to 10:30AM *- Foyer A & B*					
Sessions 10:30 AM to 11:45 PM					
Sun Valley	Professional Development	Mentoring, Coaching and Managing the Sponsored Research Staff/Professionals	Advanced	Presentation	Dan Nordquist, Washington State University
		What does it really mean to mentor, coach and manage? Many of us have our tips and "things that work" at our University to help us develop our staff. So let's evaluate our techniques related to standard best practices and have a discussion that moves us forward as better mentors, coaches, managers, and maybe at times, a good counselor. Remember a good solution always starts with a good conversation.			
Arizona	Pre-Award	Research Administration According to Dr. Sheldon Cooper	Intermediate	Presentation	Nancy Lewis, University of California, Irvine, and Bruce Morgan, University of California, Irvine, and Sean Williams, California State University, East Bay
		"The Big Bang Theory" is one of the most successful shows on television, and while the general public finds the show to be hilarious, those of us in research administration understand the comedy on a deeper level. That level is what we call reality. The antics of Drs. Cooper, Hofstadter, Koothrappali, and Mr. Wolowitz have made us all cringe on numerous occasions. From inappropriate use of government property to poor stewardship of sponsored funds, this session will highlight many of their on screen policy violations and incidents of noncompliance while also examining the actual, real life regulations involved. Learning Objectives: This session will: - Highlight the on screen scenarios that are related to research administration - Explain the real world policy and regulation violations committed - Examine the long term consequences should these violations take place within our institutions			
Tucson	Post-Award	Tools for Managing a Successful Audit	Advanced	Presentation	Kim Calvery, Oregon State University, and Lee Pettit, Arizona State University
		Objectives: Participants will learn techniques to prepare for an audit, coordinating an audit, and responding to an audit.			
Idaho	Compliance and Ethics	Follow-up to Presentation: Compliance in the New World of Uniform Guidance (Part 2-Discussion)	Advanced	Discussion	Debra Murphy, Arizona State University
		Compliance in the world of new UG. To include iFCOI - How to manage as an institution all the way to subrecipents and professional service providers.			
Uintah	Pre-Award	Pitfalls and Challenges: Managing Commercially Sponsored Clinical Trials	Intermediate	Discussion	Kris Larrabee, University of Utah, and Sandy Drollinger, University of Utah
		This course covers the varying challenges in negotiating, implementing and managing commercially sponsored clinical trials. Presenters will dive into areas often overlooked in the management of clinical trials; such as, pre-negotiation agreements, time-based budgeting, margin calculation, insuring project goal alignment with institutional policies and mission, post clinical trial analysis. Objectives: Pre-award agreements: CDA/NDA, start-up agreements. -time based budgeting, clinical trial budget development, protocol review tips for the non-scientist. -margin calculation - accounting for variances . -research mission of the academic institution, departmental goals. -helping the study team develop a plan of initiation based on contract proceedings. -post clinical trial financial analysis to discover areas for improvement.			