

**Workshops - Sunday, September 22, 2024 (Available for additional \$100 per workshop)**

AM Workshop: 8:30 AM - 12:00 PM

PM Workshop: 1:00 PM - 4:30 PM

Title	Session Type	Session Level	Session Description	Learning Objectives	Lead Presenter	Co-Presenters
Rising Above: How to Soar Through (and Survive!) Complex Proposals	Workshop	Intermediate	The aim of this workshop is to share with attendees how we as presenters have prepared, navigated, and managed complex proposals from a multitude of sponsors. We'll touch on the importance of communication, what to look out for, our life experience (good and bad!), and we aim to include several case studies for the audience to really connect with what is presented here. We hope this session would be helpful for early career pre-award admins, as well as mid-career, and even some senior folks at less research-intensive institutions.	TBA	Jeff Derr, Specialist Leader, Attain Partners	Melinda Marino, Arizona State, Research Advancement Manager
The NIH Grant Cycle: An Overview from RFA through Closeout	Workshop	Intermediate	On paper, the complete NIH Grant Cycle can appear to be quite daunting, however with a general understanding of the processes involved, submitting, and managing NIH Grants can be fairly straight forward. In this workshop, we will review best practices for the different parts of the NIH Grant Cycle. We will start with a review of advanced RFAs, identify the different parts of the most common mistakes in submitting an NIH proposal, and review the Just-in-Time and award requirements. Now that we have our award, we will review annual reporting, subaward requirement/management for domestic and foreign subawards, and conclude with closeout. We will show our participants many resources available to them to make the NIH Grant Cycle a little bit easier to manage and challenge them with activities research administrators will encounter during an NIH Grant Cycle.	TBA	Kimberly Smith, Oregon State University	TBA
Reaching New Heights of Mutual Understanding: The grant life cycle from departmental and central perspectives	Workshop	Basic/Overview	Do you work in a central office and wonder why departments are doing what they're doing? Do you work in a department and wonder why we even have central offices? Wonder no more! This workshop will walk through the full grant cycle, from the PI's initial idea to records retention, through the lens of both central offices and departments. Everyone can benefit from understanding the full life of an award, especially steps they aren't directly involved in. Join us as we talk about challenges to watch out for and best practices to follow on the road to smoother grant administration.	TBA	Patrick Lennon, Administrator for Research, Department of Pediatrics, UW	Ashley Stahle, Associate Director, Office of Sponsored Programs, CSU

Cost Share: A Captivating and Complex Confection	Workshop	Basic/Overview	Do you love candy? Are you interested in learning more about cost share? Then this workshop is for you! In this session, we take inspiration from the widely varied world of confectionary treats to discuss the full life cycle of cost sharing, from including a commitment during proposal development to maintaining compliance through closeout. We will meet and analyze sometimes delicious and sometimes less than appealing candy offerings: mandatory committed cost sharing (sugar free candy), voluntary committed cost sharing (peeps), and voluntary uncommitted cost sharing (Swedish fish). We'll then continue our tour of the candy factory and how to safely ingest these confections as we discuss how to successfully manage and report on cash (chocolate), in-kind (everlasting gobstoppers), and third-party contributions (every flavor jellybeans) throughout an award.	TBA	Megan Dietrich, Stanford University	Kari Vandergust, Contract and Grant Associate, ORA, Stanford University & Carrie Chesbro , Assistant Director, Subawards and Subrecipient Monitoring
Up, Up, and Contract Away: A High-Flying Negotiation Adventure	Workshop	Intermediate	In the high-flying world of grants, cooperative agreements, and contracts, this award negotiation workshop takes flight like a colorful hot air balloon. Jump in our gondola to learn more about navigating agreement terms and conditions, while avoiding turbulence; understanding why terms and conditions are important; and piloting acceptable terms for your institution. Throughout the workshop journey we will discuss negotiating in an honest, fair, and professional way with a wide range of sponsors; personal strategies for communication; and avoiding thunderstorms.	TBA	Trisha Southergill, Senior Research Administrator, CSU	Kathryn O'Hayre, CSU
<b>Pre-Award Track</b>						
Title	Session Type	Session Level	Session Description	Learning Objectives	Lead Presenter	Co-Presenters
Soaring Together: Navigating Tribal Collaborations from a PreAward Perspective	Discussion	Basic/Overview	This discussion is aimed at guiding researchers through the complexities of engaging with Tribal Nations before project approval. This session will explore the essential steps for securing written approval from Tribal officials, understanding the significance of cultural and resource impacts, and ensuring compliance with NSF and other sponsor requirements. Discussion facilitators will share insights on best practices for communication and building respectful partnerships, and participants will learn how to effectively include Tribal perspectives in research proposals.	TBA	Eric Everett, PreAward Unit Lead, University of Idaho	TBA
Rejection is Cool: Reclaiming and Reframing 'No'	Concurrent	Intermediate	The act of research is built on relationality. In any relationship, all types of human emotions arise, but especially in the context of research, threats to acceptance and belonging may be the strongest. In fact, the most common emotional responses to rejection include hurt, jealousy, loneliness, guilt, shame, social anxiety, embarrassment, sadness, and anger (Leary, 2015). In this session, we explore the phenomena of rejection in research administration. We also share examples of how our own sponsored programs office has been addressing and even celebrating rejection, which every PI/PD will experience in their lifetime. Remember, rejection is cool.	TBA	Anna Frost, PhD, Senior Grant Writer & Proposal Developer, Eastern Washington University	Erin Endres, MS, Eastern Washington University, Program Coordinator

Building Strong University Partnerships for Effective Research Administration	Concurrent	Intermediate	The presentation will highlight the importance of developing robust partnerships with other universities within a university system and geographical area. By fostering collaborative relationships, institutions can address system-specific and local challenges more effectively. However, it is crucial to approach partnerships with caution to ensure the protection of sensitive information. Attendees will gain insights into successful strategies for cultivating strong alliances, navigating the sharing of information, and leveraging collective resources to enhance research administration practices.	TBA	Jeff Warner, Manager Award Team, UCSF	Chrissy Barua, UCSF
Reaching New Heights Together: Navigating Proposal Reviews Across Institutional Altitudes	Concurrent	TBA	This session will aim to build a better understanding of the role Central and Departmental offices serve in the proposal review process. We will discuss the overall role that each office serves in the process, including similarities and differences in their responsibilities. We will also share our best practices and recommendations for communication across the different offices. In addition, insight will be provided to help with any individual who is considering transitioning from one role to another.	TBA	Becky Libera, Senior Research Administrator, CSU	Jeff Derr, Specialist Leader, Attain Partners
Essentials of Budget Planning: Crafting Detailed and Realistic Budget Proposals	Concurrent	Basic/Overview	TBA	TBA	Noelle Strom, Director of External Funding, Denver University	Melody Wang, City of Hope, Research Operations Analyst
Pre-Award Game Changers: Resource Share and Best Practices	Discussion	Basic/Overview	TBA	TBA	Tiffany Gregory, Proposal Analyst, UCSC	Alexus Robertson Assistant Director, Operation, ASU
Building Effective Collaborations: Preparing Joint Proposals for Multidisciplinary Research	TBA	Intermediate	TBA	TBA	Alyssa Ray, Research Administrator, Stanford University	Melody Wang, City of Hope, Research Operations Analyst
Breaking down "Intimidating" Budget Categories	Concurrent	Intermediate	TBA	TBA	Eric Everett, PreAward Unit Lead, University of Idaho	Jessica Parker, University of Washington, Grants and Contracts Analyst & Garrett Steed, University of Colorado Anschutz, PreAward Manager

**Post-Award Track**

Title	Session Type	Session Level	Session Description	Learning Objectives	Lead Presenter	Co-Presenters
The Cost Transfer Rodeo	Concurrent	Intermediate	How is a cost transfer like a bull ride? Here's your chance to find out! Saddle up and join us for a fun and interactive ride through these unpredictable transactions and the big impacts they can have. We'll discuss the importance of justification, documentation, and compliance to ensure that your financial practices stay on the right side of the fence.	TBA	Brigitte Pfister, Financial Compliance Manager, CSU	Kim Melville-Smith, Post-Award Director, CSU
How to avoid a hard landing: Appropriations and Cancelling Funds	Concurrent	Basic/Overview	TBA	TBA	Genevieve Hurst, Senior Grant Officer, University of Colorado	Erika Archer, University of Colorado
Going from Good to Great, Starting with Grit	Concurrent	Basic/Overview	It's often easy to overlook our own potential for excellence. However, by cultivating determination and perseverance, we can elevate ourselves from a state of "good" to one of true greatness. In this session, newly appointed research administrators will receive a light onboarding experience designed to provide guidance on different positions and expected job tasks, how to deal with faculty, tips for pre-award and post-award administration, and the importance of community and networking. Participants can expect to gain insight into key concepts, such as account management terms and forms, process ideas, ways to train, career opportunities, and using networking as a tool to access vital information.	TBA	Alexus Robertson Assistant Director, Operation, ASU	
Is that a light at the end of Carlsbad Caverns: Identifying Key Components in an Award Notice	Concurrent	Basic/Overview	Understanding and identifying all key components of a notice of award including sponsor tracking information, project period versus budget period and reporting terms.	TBA	TBA	Jason Galloway, UNM
Financial Award Management: Projections and Reconciliation	Concurrent	Basic/Overview	Session will provide key framework for the Research Administrator related to departmental post-award management, specifically the importance of using your financial systems/reports and developing a schedule for monthly projections and reconciliation to ensure compliance and a clean closeout process.	TBA	Vanessa Quiroz Hotz, Attain Partners	TBA
Risk Management in Post- Award: Identifying and Mitigating Common Pitfalls	TBA	TBA	TBA	TBA	Yulissa Garcia, CSU	TBA
Single Audit Preparation: An Auditee Perspective	TBA	Basic/Overview	TBA	TBA	Kate Charleston, UNM	Teresa Hammit, UNM
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**Departmental/PUI Track**

Title	Session Type	Session Level	Session Description	Learning Objectives	Lead Presenter	Co-Presenters
Non-Financial Compliance Fundamentals for the Departmental Research Administrator	Concurrent	Basic/Overview	This session will cover the essential compliance areas in which Departmental Research Administrators (DRA) should be versed. In order to maintain compliance with federal and institutional regulations, the DRA needs to have a broad and basic understanding of managing animal and human subject research, maintaining a safe research lab, overseeing personnel, and applying policies. Topics covered will include non-financial compliance issues but not financial compliance.	TBA	Jennifer Cory, Director of Strategy & Operations, Stanford University	TBA
Negotiations in Research Administration: The Call is Coming from Inside the House	Concurrent	Basic/Overview	Research Administration can be “negotiation-heavy,” and plenty of time and effort is spent negotiating with external institutions, whether that be for subawards, clinical trials, or prime agreements. However – an oft overlooked piece of RA is negotiating internally – with General Counsel, Compliance, and most importantly – with PIs! In this session, we will cover: 1) Negotiating contracts with external entities, when PIs need to be involved, and how to communicate legalise to scientists; 2) Collaborating with internal departments effectively – compliance, departmental administration, etc.;; 3) “Managing Up” - best practices for working with PIs from the department perspective – from pre-award to post-award.	TBA	Megan Reed, Sr. Grants & Contracts Administrator, Beckman Research Institute	Ariana Ortega, City of Hope, Grants & Contracts Coordinator; Paola Cespedes De Ergueta, City of Hope, Research Operations,Analyst
Strategies for Managing Growing Demand for Research Support & Services at PUIs	Discussion	Intermediate	While research development has emerged as a new service to provide, federal sponsors have recognized the need to engage with emerging research institutions, and institutional belts are tightening as the ‘demographic cliff’ approaches, sponsored project offices are struggling to keep up. This discussion will focus on strategies to manage growing demand for research development and administration in the context of PUIs. Discussion hosts will share how they’ve leveraged existing resources, used data to track trends, and adjusted processes to accommodate the growing demand. Participants can share their strategies to address the challenges of increased demand on a small office.	TBA	Jenna Isakson, Director, Office of Sponsored Projects, Seattle University	TBA
Tools and Checklists ... when you don't have institutional systems for that.	Concurrent	Basic/Overview	Tools and Checklists ... when you don't have institutional systems for that.	TBA	Vanessa Quiroz Hotz, Attain Partners	TBA
Inflating the Balloon: What's needed to create robust budgets	Concurrent	Intermediate	Inflating the Balloon: What's needed to create robust budgets	TBA	Brigidann Cooper, Contracts & Grants Manager, UW	Cristi Williams, Lundquist Institute

WANDER-ing How to Build Workforce Capacity in a PUI Through the NSF GRANTED Planning Award	Concurrent	Intermediate	WANDER-ing How to Build Workforce Capacity in a PUI Through the NSF GRANTED Planning Award	TBA	Anna Frost, PhD, Senior Grant Writer & Proposal Developer, Eastern Washington University	Joanna Matos, PhD, Eastern Washington University, Special Assistant to the Provost for Research & Grants; Mason Hayes, MBA, Eastern Washington University, Interim Associate Director; Erin Endres, MS, Eastern Washington University, Program Coordinator
NSF GRANTED discussion	Discussion	TBA	NSF GRANTED discussion	TBA	Katie Freeman, Southern Utah University	Anna Frost, PhD, Senior Grant Writer & Proposal Developer, Eastern Washington University
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<b>Human Capital/Professional Development Track</b>						
Title	Session type	Session Level	Session Description	Learning Objectives	Lead Presenter	Co-Presenters
How Do I NCURA...Get Engaged!	Discussion	Basic/Overview	NCURA Volunteers are the lifeblood our community! Come find your next opportunity and ask the subcommittees all of your questions. Whether you're a networking ninja, a workgroup wizard, or a seminar superhero, there's a place for you to shine. Discover teams that align with your skills and interests, and learn how your involvement can spark change and innovation within NCURA. Join us, and let's turn 'I think I can' into 'I know I did'!	TBA	Antoinette Sabedra, OSP Manager, UNM	TBA
Successful Strategies for Navigating the Remote Workplace	Discussion	Basic/Overview	TBA	TBA	Lynn Robinson, USC	Garrett K. Larsen, J.D. - Principal Contract Officer, UC Irvine
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**Compliance Track**

Title	Session Type	Session Level	Session Description	Learning Objectives	Lead Presenter	Co-Presenters
Understanding Facilities and Administration Costs	Concurrent	Intermediate	This course provides insight into the purpose and use of facilities and administrative costs charged to sponsored projects. It will give a review of what F&A costs are, budgeted for, and examples in Institutes of Higher Education. Also, this session it will give insight on F&A Proposal preparation and negotiation.	TBA	Elizabeth Jinks, Director of Sponsored Programs Services, WSU	TBA
Where IP Meets Administration Compliance	Discussion	Basic/Overview	Most proposal administrators are unfamiliar with IP, and thus unfamiliar with potential compliance problems. This presentation will describe the common issues/scenarios confronting compliance officers, the pitfalls, and the resolutions.	TBA	Julie Travers, Sponsored Projects Officer, UCSC	TBA
Don't Assume, Ask!	Concurrent	Intermediate	Have you ever read an RFP that provides conflicting instructions? Have you ever had a PI ask you to charge something to a sponsored project account that didn't feel right to you? If you've ever found yourself in situations where it's hard to determine the best path forward, this session is for you! We will discuss common situations in research administration where it might be easy to make assumptions about the best way to proceed, and why it can be essential to ask questions instead.	TBA	Megan Dietrich, Assistant Director, Client Advocacy & Education, Office of Research Administration, Stanford University	Kari Vandergust, Contract and Grant Associate, ORA, Stanford University & Carrie Chesbro, Assistant Director, Subawards and Subrecipient Monitoring
Preventing Alien Abduction: Foreign Talent Recruitment Programs and Your Faculty	Concurrent	Basic/Overview	What are Foreign Talent Recruitment Programs (FTRP)? What is a malign FTRP? What should researchers know about these programs? This session will look at FTRPs, the identify them, the issues associated with them, and best practices when encountering FTRPs.	TBA	Penny Mathews, CU Boulder	Betty Rasmussen
Elevating Proposals and Protocols Through Synergy	Concurrent	Intermediate	Understanding the symbiotic relationship between a proposal and a protocol is vital to reducing administrative burden. By concurrently addressing grant requirements and compliance standards, you can streamline processes and enhance transparency. This session will discuss strategic approaches and best practices to align grant proposals with compliance protocol requirements to maximize efficiency. This includes review of the Human Subject and Clinical Trial Section of the NIH grant application and federal Single IRB requirements, which must align with related IRB protocol. While strategies will be applicable across animal and biosafety protocols, etc., human subject research will be the primary focus.	TBA	Tracy Gatlin, Montana State	Jackie Lucas, COH
Best Practices in Subaward Monitoring	Concurrent	TBA	TBA	TBA	David Scarbeary-Simmons, KP	TBA
Intro to Internal Controls – the COSO Matrix	Concurrent	TBA	TBA	TBA	David Scarbeary-Simmons, KP	Brigidann Cooper, UW
Navigating the Unpaved Road: Foreign Collaboration and Your Researchers	Discussion	Basic/Overview	Share insights, resources, words of wisdom and words of caution for meeting NSPM-33 and sponsor disclosure requirements.	TBA	Betty Rasmussen	Jenn Latta UC Berkeley



