NCURA
supporting research...*together*™

TOGETHER
TOWARDS
TOMORROW

▶ 11TH ANNUAL
**PRE-AWARD
RESEARCH
ADMINISTRATION
CONFERENCE**

MARCH 8 – 10, 2017
San Diego, CA

Dear Colleagues,

It is an honor and a pleasure to officially welcome you to the 2017 Pre-Award Research Administration Conference in beautiful San Diego, California, aptly named America's Finest City. The conference could not offer a more suitable backdrop for our days together, with 70 miles of majestic coastline, gentle Mediterranean climate, and friendly locals. The program theme, "Together Towards Tomorrow," represents an extension of NCURA's tag line "Supporting Research… *Together*" and is filled with events offering open collaboration, networking, and knowledge sharing.

Our program committee has developed an exciting lineup of session presenters and discussion facilitators from a diverse cross section of our profession in order to offer all attendees something to "take home with them". We recognized that our attendees represent research administrators at every level, from entry through mid-level to executive-level, as well as every role, from departmental through pre-award to predominantly undergraduate institutions that "do it all". One of the most important aspects of the PRA Conference is the broad diversity and range of professional development offerings, and we are pleased to offer a Career Advancement and Development track that provides guidance for the individual contributor and manager levels. Additionally, we have two new half-track offerings: Systems, Metrics and Data as well as Senior/Executive Leadership to address the ever-expanding needs of the profession.

As you meet new and old colleagues in research administration, we hope that the strategies and practices exchanged during the conference will serve you in the best possible way. Our goal is for everyone to come away renewed and inspired as well as immediately able to incorporate the tactical tips and tools provided in the program offerings into your everyday work.

We are very honored to present our keynote speaker, Dr. Carolin Rekar Munro, a strong community advocate and a champion of initiatives to enhance multi-generational collaborations. She will be inviting us to participate in activities that will highly engage our attendees and provide us tools for collaboration in which we can immediately implement during the conference. To quote Dr. Munro, the tips we will learn are "simply elegant and elegantly simple".

We would like to thank each of you for attending this year's PRA Conference. You are the assets to our profession today and tomorrow. Throughout the conference, we ask everyone to stay engaged, be proactive, and remain invigorated and motivated, recognizing the investment we make in ourselves, our careers, and our institutions.

Yours… Together Towards Tomorrow,

Rosemary Madnick   *Denise Moody*

PROGRAM COMMITTEE

CO-CHAIRS
Rosemary Madnick, University of Alaska Fairbanks
Denise Moody, Harvard University

CAREER DEVELOPMENT/ ADVANCEMENT
David Smelser, University of Tennessee
Riddick Smiley, East Carolina University

COMPLIANCE
Toni Shaklee, Oklahoma State University
Ross Hickey, University of Southern Maine

DEPARTMENTAL
Vicki Krell, Arizona State University
Diane Meyer, Iowa State University
Kirsten Yehl, Consultant

FEDERAL
Michelle Bulls, National Institutes of Health
Richard Seligman, California Institute of Technology

INTERNATIONAL
Agatha Keller, ETH Zurich | University of Zurich
Denise Wallen, University of New Mexico

MEDICAL/CLINICAL
Sue Kelch, University of Michigan-Ann Arbor
Erin Bailey, University at Buffalo

PRE-CONFERENCE WORKSHOPS
Robyn Remotigue, University of North Texas Health Science Center at Fort Worth
Courtney Swaney, University of Texas at Austin

PREDOMINANTLY UNDERGRADUATE UNIVERSITIES (PUI)
Tricia Callahan, Miami University
Julie Guggino, Central Washington University

SENIOR/EXECUTIVE
Suzanne Rivera, Case Western Reserve University
Susan Sedwick, Attain, LLC

SYSTEMS/METRICS/DATA
Zachary Belton, Huron Consulting Group
Derek Brown, Washington State University
Michiko Pane, Stanford University

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RESEARCH ADMINISTRATION
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CPE INFORMATION FOR CERTIFIED PUBLIC ACCOUNTANTS

NCURA is accredited by the National Registry of CPE Sponsors. This program is administered by the National Association of State Boards of Accountancy (NASBA) to sponsor and award Continuing Professional Education Credits (CPEs) to accounting professionals. Certified Public Accountants will need to complete a CPE credit form in order to receive CPE credits. CPE forms are available at the NCURA PRA Concierge Desk. Forms must be deposited in the CPE boxes located at the NCURA PRA Concierge desk at the end of the conference. In accordance with the standards of the National Registry of CPE Sponsors, 50 minutes equals 1 CPE. Depending on the sessions and workshops you choose to attend a maximum of 19 CPE credits can be issued for NCURA's PRA Conference. Fields of study available are Specialized Knowledge and Applications (S), and Personal Development (PD).

CPE Credits will be available for concurrent sessions, workshops and senior level forums. Discussion Groups, Spark Sessions and the Keynote Address are not eligible for CPE credits.

Maximum Credits Available:
11 CPEs: Conference Only
15 CPEs: Conference + Half Day Pre-Conference Workshop
19 CPEs: Conference + Full Day Pre-Conference Workshop

Please Note: All Continuing Professional Education Credits (CPEs) will be issued by April 14, 2017.

REGISTRATION

Registration is available at www.ncura.edu and is available to any individual engaged in the administration of sponsored programs in a college, university, or teaching hospital. Please Note: Learning objectives for each session will be noted in the conference program. Please consult the session descriptions for program level details. The only prerequisite for meeting attendance is current involvement in university sponsored research programs. There is no advanced preparation required to attend sessions. This conference is a "group-live" offering. For information regarding administrative policies such as complaint resolution and refund, please contact our office at +1 202-466-3894.

OTHER INFORMATION

NCURA is registered with the National Association of State Boards of Accountancy (NASBA) as a sponsor of continuing professional education on the National Registry of CPE Sponsors. State boards of accountancy have final authority on the acceptance of individual courses for CPE credit. Complaints regarding registered sponsors may be submitted to the National Registry of CPE Sponsors through its website: www.nasbaregistry.org.

CEU INFORMATION FOR ALL PARTICIPANTS

NCURA will be offering CEUs for the PRA Conference and Pre-Conference Workshops. The Continuing Education Unit (CEU) is a nationally recognized unit designed to provide a record of an individual's continuing education accomplishments. Please note, CEUs are calculated based on the standard formula of 1 CEU = 10 contact hours.

Maximum Credits Available:
13 Hours of Education: 1.3 CEUs: Conference Only
16 Hours of Education: 1.6 CEUs: Conference + Half Day Pre-Conference Workshop
19 Hours of Education: 1.9 CEUs: Conference + Full Day Pre-Conference Workshop

Please note: All Continuing Education Units (CEUs) will automatically be sent to all registrants of the conference by April 14, 2017.

SESSION DEFINITIONS

PRE-CONFERENCE WORKSHOPS are presentations, traditionally supported with PowerPoint and handouts and are taught by topic experts in a classroom style setting. These sessions have built-in question and answer time and have anywhere from 20 – 70 attendees.

SENIOR FORUMS are intended for experienced participants in senior management positions. Current issues and basics are presumed known. No PowerPoint slides or handouts are used. Agenda topics should be known but discussion should dictate the length and depth of each topic. Session attendance is limited to 25 people to encourage discussion and active participation by attendees.

* Please note – The Workshops and the Senior Forums are the only sessions taking place on March 8. There is an additional fee for Workshops and Senior Forums.

CONCURRENT SESSIONS are presentations that have question and answer time built-in. These sessions will have anywhere from 30 – 150 attendees.

DISCUSSION GROUPS are facilitated sessions that are limited to 30 participants. Instead of formal presentations, the specific topics are discussed, and information is shared by the group's attendees.

SPARK SESSIONS are 15 – 20 minute, high energy, high deliverable offerings that will get right to the "good stuff," and you will be able to check out multiple topics in each time slot.

CONFERENCE OVERVIEW

11th Annual Pre-Award Research Administration Conference

7

FULL DESCRIPTIONS FOR
PRE-CONFERENCE
WORKSHOPS

30

SEARCH CONCURRENT
SESSIONS AND DISCUSSION
GROUPS BY TRACK

PRE-CONFERENCE
WORKSHOPS
& SENIOR LEVEL FORUMS

ADDITIONAL FEE REQUIRED TO ATTEND

MARCH 8, 2017

San Diego, CA

Wednesday, March 8, 2017

8:30 am – 5:00 pm | FULL DAY PRE-CONFERENCE WORKSHOPS

WORKSHOP 1
POST-AWARD AWARENESS FOR THE PRE-AWARD ADMINISTRATOR

WORKSHOP 2
DEPARTMENTAL ADMINISTRATORS BOOTCAMP

WORKSHOP 3
THE ALPHABET SOUP OF NIH TRAINING AND CAREER DEVELOPMENT AWARDS

8:30 am – Noon | MORNING HALF DAY PRE-CONFERENCE WORKSHOPS & SENIOR LEVEL FORUM

WORKSHOP 4
BUILDING A BUDGET

WORKSHOP 5
INTEGRATING AND ENHANCING RESEARCH DEVELOPMENT AT SMALL INSTITUTIONS AND WITHIN DEPARTMENTS

WORKSHOP 6
STRATEGIC PLANNING – TO IMPROVE PROCESSES AND REDUCE ADMINISTRATIVE BURDENS

WORKSHOP 7
SUBRECIPIENT MONITORING/INTERNAL CONTROLS

WORKSHOP 8
FISMA, NIST STANDARDS AND REGULATED DATA

SENIOR LEVEL FORUM 9
COACHING RESEARCH ADMINISTRATORS

1:30 – 5:00 pm | AFTERNOON HALF DAY PRE-CONFERENCE WORKSHOPS & SENIOR LEVEL FORUM

WORKSHOP 10
COMPLEX CONTRACT DRAFTING AND NEGOTIATING

WORKSHOP 11
INTRODUCTION TO THE FEDERAL ACQUISITION REGULATION

WORKSHOP 12
PRE-AWARD ADMINISTRATION: TOOLS AND TIPS FOR SUCCESS BEYOND THE BASICS

SENIOR LEVEL FORUM 13
LEADING AND MOTIVATING DURING ORGANIZATIONAL CHANGE

OVERVIEW OF WORKSHOP AND SENIOR LEVEL FORUM PROGRAM LEVELS

Basic level workshops assume some fundamental research administration knowledge.

Intermediate level workshops assume basic knowledge, and the sessions introduce and develop topics that exceed basic knowledge. Workshops focus on building competency.

Overview level workshops will provide a general review of a subject area from a broader perspective.

Update level workshops will provide a general review of new developments.

Advanced level workshops/senior level forums assume mastery of the subject and the workshops/senior level forums focus on in-depth knowledge or a broader range of topics. Workshops/senior level forums focus on mastering more difficult and complex scenarios.

Wednesday, March 8, 2017

8:30 am – 5:00 pm | FULL DAY PRE-CONFERENCE WORKSHOPS

Workshop 1 | Program Level: Intermediate

POST-AWARD AWARENESS FOR THE PRE-AWARD ADMINISTRATOR

This workshop is designed for Research Administrators interested in thinking ahead to post-award when searching for funding opportunities and developing proposals. Participants in this workshop will have the opportunity to engage in a meaningful discussion of pre-award activities with a focus on topics that typically arise in post-award. The conversation will span across award implementation through closeout and audit and will be directed toward an award lifecycle approach. We will explore how to think about post-award topics such as cost share, administrative salaries, overhead, effort, vendors vs. subs, internal billings, IRB & IACUC, participant support, reporting, payroll etc. when reading through funding solicitations and putting together a proposal budget.

LEARNING OBJECTIVES
- Participants will learn keywords to watch for in program solicitations.
- Participants will learn to recognize potential budget areas that may need future monitoring and documentation.
- Participants will learn techniques for building a strong budget justification to avoid future post-award questions.

PREREQUISITE
Participants should have a general knowledge of Proposal Creation and Uniform Guidance.

Charlotte Gallant*, *Senior Manager for Research Finance and Compliance, Harvard University*
Radostina Rogers, *Assistant Director for Research Administration, Harvard University*
Mandy Ellenwood, *Sponsored Research Officer, Harvard University*

Workshop 2 | Program Level: Basic

DEPARTMENTAL ADMINISTRATORS BOOTCAMP

Departmental Pre-Award Research Administration seems to be learn-as-you-go and always in a very short time frame, thanks to proposal deadlines. If you look at an RFP for NIH or NSF and are overwhelmed or find yourself nodding off to OMB, then we can help! This full-day workshop will dive into all Department Research Administrators (DRAs) pre-award aspects: examining the role we serve in research portfolio management, understanding the funding landscape and sponsor/recipient relationships, developing successful proposals and budgets, identifying resources on campus, and establishing tools for effective life-of-the-award project management. We will also discuss important federal and institutional policies that underpin and govern research, as well as some key award terms and how to navigate them. The session will be highly interactive and is designed to provide real-life examples, fundamental knowledge, tools for handling all manner of situations, tips for establishing your own research administration support network, and strategies for supporting your faculty and effectively managing your research portfolio.

LEARNING OBJECTIVES
- Participants will be encouraged to describe what is effective and share tools and solutions that work.
- Participants will be able to identify key areas of responsibility, with knowledge of underlying federal regulations and impacting work.
- Participants will learn to navigate funding opportunities, proposal packages, budgeting rules, and sponsor and institutional policies.
- Participants will gain strategies, understanding, and tools for managing pre-award activities at the departmental level.
- Participants will gain a broad understanding of award issues from the perspective of the departmental administrator.

PREREQUISITE
None

Samantha J. Westcott*, *Sponsored Research Manager, Division of Physics, Mathematics and Astronomy, California Institute of Technology*
Csilla Csaplár, *Director of Administration and Finance, Geophysics, Stanford University*
Lucien Finley, *Assistant Director, Department of Research Administration, The University of Texas at Dallas*

* Lead presenter

Wednesday, March 8, 2017

8:30 am – 5:00 pm | FULL DAY PRE-CONFERENCE WORKSHOPS

Workshop 3 | Program Level: Overview

THE ALPHABET SOUP OF NIH TRAINING AND CAREER DEVELOPMENT AWARDS

Part of the stated mission of the National Institutes of Health (NIH) is 'to develop, maintain, and renew scientific human and physical resources that will ensure the Nation's capability to prevent disease.' Kirschstein NRSA training grants and fellowships are awarded to support predoctoral and postdoctoral research training to help ensure that a diverse and highly trained workforce is available to carry out the Nation's biomedical, behavioral and clinical research agenda. Career Development Awards (K awards) are awarded to provide support and 'protected time' for an intensive, career development experience. While the successful attainment of any one of these NIH training/career development awards is honorable, the pre-and post-award administrative responsibilities are unique. This workshop will offer an overview of the administration of NIH training and career development awards from proposal preparation to closeout. We will also discuss the use of x-TRAIN, an online management tool for appointments and termination of trainees. The use of ASSIST to submit competing applications, RPPR submissions through eRA Commons and the new x-TRACT tool designed to assist in the creation of the required statistical tables will be examined. This workshop is brought to you by the letters F, K, T and X!!

LEARNING OBJECTIVES
- Participants will understand the importance of the specialized information included in an Institutional NRSA proposal and where within their institution such information may be acquired.
- Participants will leave this workshop able to assist pre-doctoral and post-doctoral trainees with the preparation of their NRSA fellowship proposals.
- Participants will learn the post-award administrative requirements for NIH NRSA and K awards.
- Participants will be prepared to discuss the nuances of K awards with applicants.
- Participants will learn about the capabilities of X-TRACT as a tool for creating required statistical tables.
- Participants will observe how to use ASSIST to create proposals.
- Participants will learn basic appointment and termination function of the x-TRAIN system.

PREREQUISITE
None

Brenda Kavanaugh*, *Associate Director, Office of Research and Project Administration, University of Rochester*
Glenda A. Bullock, *Director of Research and Business Administration, Washington University in St. Louis*

8:30 am – Noon | MORNING HALF DAY PRE-CONFERENCE WORKSHOPS & SENIOR LEVEL FORUM

Workshop 4 | Program Level: Basic

BUILDING A BUDGET

Developing a clear and reasonable budget is one of the most important pieces of the proposal process. The regulations tell us the budget should be the financial expression of the statement of work. The ability to build a budget that directly ties to the work being performed enhances the chances of being funded by the sponsor, and protects us in the case of an audit. Understanding how to work with PIs to craft a sound, reasonable budget and budget justification is essential to our roles as Research Administrators.

LEARNING OBJECTIVES
- Using the Uniform Guidance as the basis for our discussion, this session will explore the foundations of budget building.
- Participants will discuss allowability, allocability, and reasonableness; administrative and clerical salary issues; determination of subrecipient, vendor, or consultant status; and many more issues surrounding budgeting, as well as crafting a solid budget justification.
- This workshop should lay the groundwork for research administrators to successfully and confidently collaborate with the PI build a sound budget that reflects the scope of work.

PREREQUISITE
None

Rebecca Hunsaker*, *Director of Research Administration, University of Maryland, College Park*

Wednesday, March 8, 2017

8:30 am – Noon | MORNING HALF DAY PRE-CONFERENCE WORKSHOPS & SENIOR LEVEL FORUM

Workshop 5 | Program Level: Overview

INTEGRATING AND ENHANCING RESEARCH DEVELOPMENT AT SMALL INSTITUTIONS AND WITHIN DEPARTMENTS

When institutions make a commitment to support faculty in an effort to increase the number of quality proposals submitted to external sponsors, they sometimes call this 'research development' and assign the function to the sponsored programs office. Most predominantly undergraduate institutions (PUIs) do not establish a research development office separate from the sponsored programs office, but rather formalize and expand functions in the pre-award office to focus more on research development. But, what is research development for PUIs? How can we maximize the services and expand typical pre-award services to meet the needs of a PUI? How can we engage and leverage other offices and resources on campus with the process? Getting faculty to develop ideas, teams, and their thinking about projects early is critical to developing proposals with higher chances of success. Are you looking to find new and creative options for providing faculty support and resources for outreach and proposal development? This workshop will provide examples and suggestions of activities and programs that typically comprise research development. We will discuss alternative organizational structures, roles, and responsibilities for integrating and enhancing the research development function at the PUI. We will highlight resources for: increasing faculty awareness of funding opportunities; increasing faculty collaboration and team development; and, strengthening support to motivate faculty to seek outside funding at a PUI while often carrying a heavy teaching and advising load. Bring your ideas, examples, and success stories to share with the group. This workshop will be interactive, using small and larger group discussion to share experiences and knowledge.

LEARNING OBJECTIVES
- Participants will be able to define the term 'research development.'
- Participants will be able to cite examples of positions that blend research development and proposal development.
- Participants will understand how blended positions at PUIs are different from separate, full-time research development roles at research intensive institutions.
- Participants will be able to identify approaches, resources, and models within and beyond the sponsored programs office to enhance research development.
- Participants will list activities typically associated with research development.
- Participants will be able to identify specific strategies or next steps to enhance research development at their home institutions.

PREREQUISITE
None

Martin B. Williams*, *Director, Office of Sponsored Programs, William Paterson University*
Tricia L. Callahan, *Director, Proposal Development, Miami University*

* Lead presenter

Wednesday, March 8, 2017

8:30 am – Noon | MORNING HALF DAY PRE-CONFERENCE WORKSHOPS & SENIOR LEVEL FORUM

Workshop 6 | Program Level: Intermediate

STRATEGIC PLANNING – TO IMPROVE PROCESSES AND REDUCE ADMINISTRATIVE BURDENS

The National Research Council's special Committee on Federal Research Regulations and Reporting Requirements: A New Framework for Research Universities in the 21st Century will have released its report on reducing administrative burdens entitled in early 2016. Its preliminary report urged both the federal agencies and award recipients in its recommendations to take specific actions toward reducing administrative burdens associated with federally funded research. This committee has sought to address the root causes that have been identified in studies on this topic conducted by multiple organizations which illustrated how the stark increases in federal regulations and institutional implementations have exacerbated the situations for researchers and dramatically increased the administrative costs being borne by institutions since the cap on administrative costs was imposed in the early 1990s. This workshop will highlight initiatives that federally funded institutions have taken to ensure their administrative burdens are minimized and offer examples of how to plan and implement similar strategic initiatives at your institution.

LEARNING OBJECTIVES
- Participants will gain awareness of the findings and recommendations from these studies on administrative burdens.
- Participants will be able to identify actions that are needed at the Federal and institutional levels to reduce this drain on science.
- Participants will consider the role that research administration offices play in minimizing burdens on principal investigators.

PREREQUISITE
This workshop is designed for intermediate to senior level administrators.

Susan Wyatt Sedwick*, *Consulting Associate, Attain, LLC*
Courtney Swaney, *Associate Director, Office of Sponsored Projects, University of Texas at Austin*

Workshop 7 | Program Level: Intermediate

SUBRECIPIENT MONITORING/INTERNAL CONTROLS

This workshop will focus on the lifecycle of subawards and the federal regulations governing subrecipient monitoring. Participants will examine roles and responsibilities to assist participants in developing and/or maintaining a compliant program and explore best practices for this complex shared responsibility. This interactive workshop will provide comprehensive tools to newcomers or the more experienced through discussions, case studies and sharing of tips.

LEARNING OBJECTIVES
- Participants will examine the Uniform Guidance requirements for subrecipient monitoring.
- Participants will learn strategies for addressing day-to-day monitoring issues.
- Participants will identify key roles and responsibilities in subrecipient monitoring.

PREREQUISITES
Participants should have a basic familiarity with subawards and general knowledge of 2CFR 200.

Debra Y. Murray*, *Assistant Director Compliance, University of Maryland, College Park*
Mary Schmiedel, *Senior Research Compliance Officer, Georgetown University*

Wednesday, March 8, 2017

8:30 am – Noon | MORNING HALF DAY PRE-CONFERENCE WORKSHOPS & SENIOR LEVEL FORUM

Workshop 8 | Program Level: Intermediate

FISMA, NIST STANDARDS AND REGULATED DATA

Protecting research information and systems from unauthorized access, use, disclosure, disruption, modification, or destruction is a critical component to safeguarding research information and preventing financial loss or damage to the university's reputation. Protecting confidential information is not only a legal and business requirement, but is also an ethical requirement. Due to increased cybersecurity concerns throughout the world, sponsors are including more stringent requirements for working with restricted data. CUI, 800-171, 32 CFR 2002, FISMA, NIST, HIPAA. What do they mean? How do they impact my University's portfolio? What should I be doing to comply? This session will describe the basis of the requirements and offer best practices in creating compliant organizations.

LEARNING OBJECTIVES

Participants will gain an understanding of the federal regulations governing research data and identify best practices in creating policies and environments to protect research data.

Stephanie L. Gray*, *Assistant Vice President, Office of Research, University of Florida*

Senior Level Forum 9 | Program Level: Advanced

COACHING RESEARCH ADMINISTRATORS

As a leader in research administration, coaching other research administrators is a key role. It's our job to help staff and other managers improve their skills in supervision – providing direction, managing projects, working with staff, collaborating across the campus, and preparing themselves to advance in the profession. Coaching is an effective strategy needed in order to effectively operate and develop our teams and to help them be successful in their roles in research administration. As leaders ourselves, we have a responsibility to stay actively involved in developing the skills of our staff and managers. We have the goals of keeping them committed to our goals and values, motivated to contribute to the success of the office and to enable them to participate in the full life of the workplace. Each research administrator is unique, with different needs and strengths. Yet, there are some strategies to simplify and organize the coaching process. This workshop will focus on strategies to bring effective coaching to our offices. Join us for an interactive and lively discussion of coaching strategies!

Kim Moreland*, *Associate Vice Chancellor for Research & Sponsored Programs, University of Wisconsin-Madison*
Kerry Peluso, *Associate Vice President for Research Administration, Emory University*
Patricia Hawk, *Assistant Vice President for Sponsored Research, Oregon State University*

* Lead presenter

Wednesday, March 8, 2017

1:30 – 5:00 pm | AFTERNOON HALF DAY PRE-CONFERENCE WORKSHOPS & SENIOR LEVEL FORUM

Workshop 10 | Program Level: Intermediate

COMPLEX CONTRACT DRAFTING AND NEGOTIATING

Contracts for sponsored research can be quite intricate and can contain challenging legal language which raises a multitude of competing concerns. With so many moving parts, it can be difficult to comprehensively assess and address all of the legal, financial, programmatic, and administrative obligations to satisfy each party's stakeholders. This task is a hurdle that all universities and all sponsor types face. We will take a "deep dive" into the review, assessment and negotiation of complex contract clauses by using a combination of lecture and interactive exercises. Attendees will examine real world case studies that include multifaceted contract language and strategies for negotiation. The workshop will also address how to communicate positions persuasively and effectively during negotiations to achieve desired outcomes and build successful relationships.

LEARNING OBJECTIVES

- Participants will gain perspective in understanding the unique challenges in review and negotiation of complex contract clauses.
- Participants will learn best practices for drafting and redrafting clauses to meet the needs of the parties.
- Participants will learn to communicate positions effectively and persuasively during difficult negotiations.

PREREQUISITE

Participants should be generally familiar with the review, assessment and negotiation of contract clauses.

Nancy R. Lewis*, *Executive Director, Sponsored Projects, University of California-Irvine*

Workshop 11 | Program Level: Basic

INTRODUCTION TO THE FEDERAL ACQUISITION REGULATION

Negotiating contracts under the Federal Acquisition Regulation (FAR) can be a challenging proposition for even an experienced research administrator. This workshop will introduce participants to how the FAR works, agency supplemental regulations, contract types, looking up FAR clauses, order of precedence, and how to use the FAR to one's advantage when negotiating a federal contract, regardless of whether you receive it directly from a federal agency, or as a flow-down from a higher tier contractor.

LEARNING OBJECTIVES

- Participants will be able to describe the structure of the FAR.
- Participants will look up a FAR clause and trace it back to its prescription.
- Participants will be able to identify basic contract types (e.g., fixed price, cost reimbursement).
- Participants will be able to determine whether a FAR clause is appropriate for a particular situation.

PREREQUISITE

None

David J. Mayo*, *Director of Sponsored Research, California Institute of Technology*

Pre-conference Workshops and Senior Level Forums
11th Annual Pre-Award Research Administration Conference

Wednesday, March 8, 2017

1:30 – 5:00 pm | AFTERNOON HALF DAY PRE-CONFERENCE WORKSHOPS & SENIOR LEVEL FORUM

Workshop 12 | Program Level: Intermediate

PRE-AWARD ADMINISTRATION: TOOLS AND TIPS FOR SUCCESS BEYOND THE BASICS

Department Research Administrators are the key to building a successful research organization and must have the necessary resources, skills, and training to accomplish the goals of their departments. This workshop will cover how to make sure that the research activities (Pre-Award) that take place at the departmental level are functioning properly. We will begin at the proposal stage, cover RFPs, proposal and budget development, then finish up with compliance, ensuring that the Uniform Guidance is understood and applied properly. In addition, the participants will learn how to build and grow a working relationship with all levels of administration within their organization.

LEARNING OBJECTIVES
- Participants will obtain hands-on tools to manage the day-to-day activities of Pre-Award administration.
- Participants will acquire an understanding of how to use their institution's policies and procedures to establish guidelines within their department.
- Participants will gain exposure to a wide variety of compliance issues and learn best practices to do their job.

PREREQUISITES
Participants should have a basic understanding of Research Administration Pre-Award activities.

Anne Albinak*, *Assistant Director of Finance, Johns Hopkins University*
Deborah Maloney, *Director, Sponsored Programs Administration, University of Kansas Medical Center Research Institute Inc.*

Senior Level Forum 13 | Program Level: Advanced

LEADING AND MOTIVATING DURING ORGANIZATIONAL CHANGE

In today's environment, organizational change is a fact of life. As senior research administrators, we are looked upon to lead our organization through transformational changes; reorganization, systems implementation, and resource allocation while sustaining the overall structure of the department. When the goals for the organizational change are not clearly defined, it produces an environment of uncertainty among the stakeholders. The workshop will focus on the wider impacts of leading and motivating during organizational change while establishing the framework for managing change systematically. Lastly the workshop will answer the following: What can we do as a leader to guide our institution through the desired transformation to create outcomes that produces a win-win for all involved? How do I manage the project, by keeping the interested parties motivated to produce a successful transition of change?

LEARNING OBJECTIVES
- Participants will be able to identify various types of organizational conflict that forms when change occurs.
- Participants will learn how to positively impact productivity, morale and leadership during organizational change.
- Participants will be able to recognize the importance of motivating the team and gaining buy in
- Participants will be able to identify and communicate innovative tactics for managing change.

PREREQUISITES
Participants are currently or planning to lead a change management iniative for their institution.

Rosemary E. Madnick*, *Executive Director, Office of Grants and Contracts Administration, University of Alaska Fairbanks*
Tolise Miles, *Training Development Specialist, University of Colorado at Boulder*
Dennis J. Paffrath, *Assistant Vice President for Sponsored Programs Administration, University of Maryland, Baltimore*

* Lead presenter

AGENDA

OVERVIEW OF PROGRAM LEVELS

Basic level sessions assume some fundamental research administration knowledge.

Intermediate level sessions assume basic knowledge, and the sessions introduce and develop topics that exceed basic knowledge. Sessions focus on building competency.

Overview level sessions will provide a general review of a subject area from a broader perspective.

Update level sessions will provide a general review of new developments.

Advanced level sessions assume mastery of the subject and focus on in-depth knowledge or a broader range of topics. Sessions focus on mastering more difficult and complex scenarios.

MARCH 8 – 10, 2017
San Diego, CA

AGENDA
Tuesday, March 7 – Wednesday, March 8, 2017

11th Annual Pre-Award Research Administration Conference

Tuesday, March 7, 2017

4:00 – 6:00 pm
PRA CONCIERGE
PARTICIPANT MATERIALS PICK-UP

6:15 am
NCURA FUN RUN AND POWER WALK

7:30 am – 5:00 pm
PRA CONCIERGE
PARTICIPANT MATERIALS PICK-UP
EXHIBITS OPEN
NCURA CONNECT

7:30 – 8:15 am
CONTINENTAL BREAKFAST and
BREAKFAST ROUNDTABLES

Wednesday, March 8, 2017

8:30 am – 5:00 pm
PRE-CONFERENCE WORKSHOPS
AND SENIOR LEVEL FORUMS
(Additional fee required to attend)

7:30 am – 5:00 pm
PRA CONCIERGE
PARTICIPANT MATERIALS PICK-UP

5:30 – 6:15 pm
NETWORKING RECEPTION

8:15 – 9:45 am

KEYNOTE ADDRESS
DR. CAROLIN REKAR MUNRO,
Carolin Rekar Munro is the intellectual lead for leadership and human resources for the Faculty of Management. She has collaborated with leaders in the public and private sectors in areas such as change management, organizational renewal, strategic planning, performance management, leadership development, succession planning, and team building. Her published work includes bridging multi-generational differences; developing and sustaining high performing teams; ROI from training initiatives; leadership models for transitioning teams to interdependence; wellness management of HR practitioners; and mentoring Generation Y. She is currently conducting research in two areas: 1) exploring how Generation Y plans to shape the organizational landscape globally; and, 2) the needs and expectations of Generation Z as they prepare to enter the labor market.

AGENDA *Thursday, March 9, 2017*

11th Annual Pre-Award Research Administration Conference

9:45 – 10:15 am NETWORKING AND REFRESHMENT BREAK

10:15 – 11:30 am EDUCATION SESSIONS

Concurrent Sessions

Program Level: Intermediate | Career Advancement/Development

SUCCESSFUL MANAGING AND MENTORING LEADS TO SOLID STAFF DEVELOPMENT, PERFORMANCE MANAGEMENT, AND SUCCESSION PLANNING. LET'S TALK ABOUT ALL THESE AREAS

Samuel Rodriguez Flecha*, *Research Support and Operations Administrator, Office of Research Support & Operations, Washington State University*

Program Level: Basic | Compliance

COMPLIANCE 101

Ross Hickey*, *Assistant Provost for Research Integrity, University of Southern Maine*

Program Level: Basic | Departmental

ENHANCING GRANTSMANSHIP TRAINING THROUGH DEPARTMENTAL PARTNERSHIPS

Jason Charland*, *Director of Grant Development, Office of the Vice President for Research, University of Maine*
Jennifer Bonnet, *Social Sciences & Humanities Librarian, Fogler Library, University of Maine*

Program Level: Update | Federal

SBIR AND STTR: BIG IDEAS FOR SMALL BUSINESSES AND UNIVERSITIES

Elizabeth Slack*, *Grants Officer, Sponsored Research Administration, Florida State University*
Laney McLean, *Business Manager, Center for Advanced Power Systems, Florida State University*

Program Level: Overview | International

INTERNATIONAL PROGRAM DEVELOPMENT COLLABORATION

Denise A. Wallen*, *Research Officer & Senior Fellow, University of New Mexico*
David J. Mayo, *Director of Sponsored Research, California Institute of Technology*
Georgette Sakumoto, *Contracts and Grants Specialist, University of Hawaii*

Program Level: Advanced | Medical/Clinical

INDUSTRY SPONSORED AGREEMENTS: DO YOU REALLY KNOW WHAT YOU THINK YOU KNOW?

Andrea Anderson*, *Director, Grants and Contracts Management, University of North Texas Health Science Center at Fort Worth*

Discussion Groups

International

FUNDING LANDSCAPE FOR GLOBAL RESEARCH

Vivian Holmes*, *Director, Sponsored Research, Broad Institute of MIT and Harvard*

* Lead presenter

AGENDA *Thursday, March 9, 2017*

11th Annual Pre-Award Research Administration Conference

10:15 – 11:30 am EDUCATION SESSIONS

Discussion Groups continued

Predominantly Undergraduate Institutions

FOUNDATION AND GRANTS, TOGETHER 4EVER

Tammy Freeman*, *Grants Specialist, Truckee Meadows Community College*
Julie Guggino, *Director, Research & Sponsored Programs, Central Washington University*

Senior/Executive Level

DECISION SUPPORT: METRICS TO SUPPORT EFFECTIVE DATA-BASED DECISION-MAKING

Susan Wyatt Sedwick*, *Consulting Associate, Attain, LLC*
Courtney Swaney, *Associate Director, Office of Sponsored Projects, University of Texas at Austin*

Systems/Metrics/Data

PREPARING FOR THE BONFIRE: CREATING A PAPERLESS OFFICE

Noah Congelliere*, *Training & Development Specialist, University of Southern California*

Spark Sessions

15 – 20 minute, high energy, high deliverable offerings will get right to the "good stuff."

11:30 am – 1:00 pm NETWORKING LUNCHEON

1:00 – 2:15 pm EDUCATION SESSIONS

Concurrent Sessions

Program Level: Intermediate | Career Advancement/Development

PRACTICAL TOOLS AND APPROACHES FOR PROCESS REDESIGN

Stephanie L. Gray*, *Assistant Vice President, Office of Research, University of Florida*

Program Level: Advanced | Departmental

PUTTING THE 'ME' IN TEAM TODAY FOR A BETTER COLLABORATION TOMORROW

Julia Rodriguez*, *Certified Research Administrator, University of Missouri - Columbia*
Rebecca Hunsaker, *Director of Research Administration, University of Maryland, College Park*
Elizabeth Brittan-Powell, *Director, Joint Research Collaborations, University of Maryland, College Park*

Program Level: Update | Federal

NIH UPDATE

Michelle Bulls*, *Director, Office of Policy for Extramural Research Administration, National Institutes of Health*

Program Level: Overview | International

CROSS CULTURAL COMMUNICATION - LEADERSHIP ACROSS BORDERS

Caroline Jones*, *Assistant Director, Pre-Award Operations, Stanford University*

* Lead presenter

1:00 – 2:15 pm EDUCATION SESSIONS

Concurrent Sessions continued

Program Level: Intermediate | Medical/Clinical

PCORI FUNDING TO DEVELOP APPLICATIONS AND TRAINING

James Arthur Hulbert*, *Assistant Director, Financial Compliance, Patient-Centered Outcomes Research Institute*

Program Level: Overview | Predominantly Undergraduate Institutions

BUILDING A COLLABORATIVE PRE-AWARD TEAM BETWEEN THE COLLEGE AND CENTRAL ADMINISTRATION

Myrna A. Weber*, *Grants and Contracts Officer/Subaward Manager, California State University Fullerton*
Lisa A. Lopez, *Research Grants Specialist, California State University-Fullerton*

Program Level: Basic | Systems/Metrics/Data

ONLINE RESEARCH ADMINISTRATION SYSTEMS - HOW THEY CAN HELP US BE MORE EFFECTIVE!

Derek Brown*, *Research Operations Administrator, Washington State University*
Tim Leung, *Assistant Director, Client Advocacy and Education, Stanford University*

Discussion Groups

Compliance

COMPLIANCE 101(Follow-up to concurrent session held at 10:15 am)

Ross Hickey*, *Assistant Provost for Research Integrity, University of Southern Maine*

Compliance

EXPORT CONTROLS FOR THE NON-EXPORT CONTROL OFFICER

Kay Ellis*, *Director, Export Control Program, University of Arizona*
Dava Casoni, *Contracts and Compliance Advisor, University of Southern California Institute for Creative Technologies*

Departmental

DEPARTMENTAL AND CENTRAL PRE-AWARD OFFICES: WORKING TOGETHER

Abby P. Guillory*, *Associate Director, Office of Research and Sponsored Programs, University of Louisiana at Lafayette*

Senior/Executive Level

DEVELOPING A FIRST-RATE SENIOR MANAGEMENT TEAM

Richard P. Seligman*, *Associate Vice President for Research Administration, California Institute of Technology*
Nancy Daneau, *Director, Office of Sponsored Programs, New York University*

Spark Sessions

15 – 20 minute, high energy, high deliverable offerings will get right to the "good stuff."

2:15 – 2:45 pm NETWORKING AND REFRESHMENT BREAK

* *Lead presenter*

AGENDA *Thursday, March 9, 2017*

11th Annual Pre-Award Research Administration Conference

2:45 – 3:45 pm   EDUCATION SESSIONS

Concurrent Sessions

Program Level: Intermediate | Compliance

TAKING FLIGHT – RESEARCH WITH UNMANNED AERIAL SYSTEMS

Eleanor Haynes*, *Research Integrity Officer, Office of Research Integrity, , Georgia Southern University*

Program Level: Advanced | Departmental

MANAGING COMPLEX, MULTI-PROJECT GRANTS, PLUS PROJECT MANAGEMENT

Cara Baczewski*, *Research Administrator, Division of Oncology, Washington University in St. Louis*
Nancy A. Reidelberger, *Senior Research Administrator, Division of Oncology, Washington University in St. Louis*

Program Level: Update | Federal

FEDERAL POLICY UPDATE – RESEARCH TERMS AND CONDITIONS, FINAL RESEARCH PERFORMANCE PROGRESS REPORT AND INITIATIVES TO REDUCE ADMINISTRATIVE BURDEN

Michelle Bulls*, *Director, Office of Policy for Extramural Research Administration, National Institutes of Health*

Program Level: Update | Federal

NIH NOTICE OF AWARD FORENSICS: WHAT DOES IT ALL MEAN

Anthony Beckman*, *Research Administrator, Office of Research and Project Administration, University of Rochester*

Program Level: Overview | International

HOW TO STRUCTURE YOUR GRANTS OFFICE IN ORDER TO MAKE YOUR RESEARCHERS ATTRACTIVE FOR EXTERNAL FUNDING

Dennis J. Paffrath, *Assistant Vice President for Sponsored Programs Administration, University of Maryland, Baltimore*

Program Level: Basic | Medical/Clinical

BUILDING A CLINICAL TRIAL BUDGET THE SMART WAY

Christopher Denman*, *Assistant Director, Contracts, University of Texas Health Science Center at Houston*

Program Level: Overview | Predominantly Undergraduate Institutions

ENSURING PROJECT SUCCESS AT THE PUI: CONTINUITY AND CONSISTENCY FROM PRE-AWARD THROUGH POST-AWARD

Carolyn Elliott-Farino*, *Executive Director, Office of Research, Kennesaw State University*

Discussion Groups

Career Advancement/Development

LIFE, LOVE AND RESEARCH ADMINISTRATION: A GUIDED TOUR OF 'YOU' AS A RESEARCH ADMINISTRATOR

Shelly Berry-Hebb*, *Assistant Director, Sponsored Research Services, Texas A&M University*

Compliance

PROACTIVE PROPOSAL REVIEW

Kris Wolff*, *Director, Office of Sponsored Programs, Fordham University*
Tolise Miles, *Training Development Specialist, Office of Contracts and Grants Research Administration, University of Colorado at Boulder*

* Lead presenter

AGENDA *Thursday, March 9, 2017*

11th Annual Pre-Award Research Administration Conference

2:45 – 3:45 pm EDUCATION SESSIONS

Discussion Groups continued

Predominantly Undergraduate Institutions

CHALLENGING TRADITIONAL WAYS: LIFTING THE ADMINISTRATIVE BURDEN OF THE RESEARCH ADMINISTRATOR

Anita Mills*, *Senior Solutions Consultant, Evisions, Inc.*

Systems/Metrics/Data

MANAGING TO THE METRICS: THE PEOPLE FACTOR

Diane M. Baldwin*, *Assistant Vice President of Sponsored Programs, Boston University*

Spark Sessions

15 – 20 minute, high energy, high deliverable offerings will get right to the "good stuff."

3:45 – 4:00 pm NETWORKING AND REFRESHMENT BREAK

4:00 – 5:00 pm EDUCATION SESSIONS

Concurrent Sessions

Program Level: Overview | Career Advancement/Development

MANAGING, MENTORING AND COACHING ACROSS GENERATIONS

Melissa Layman*, *Deputy Director, Research Development Services, Georgetown University*
Haewon Park, *Director of Business Operations, Center for Cell Reprogramming, Georgetown University*
Samuel Rodriguez-Flecha, *Research Operations and Support Administrator, Washington State University*

Program Level: Advanced | Compliance

10 THINGS TO ENSURE A SMOOTH PROPOSAL REVIEW

Adrienne Larmett*, *Manager, Higher Education and Research Institutions Practice, Baker Tilly*

Program Level: Intermediate | Departmental

FACULTY DEVELOPMENT: NAVIGATING EARLY-CAREER PROGRAMS

Kelley Hall*, *Research Advancement Administrator, Senior , Arizona State University*
Michelle Schoenecker, *Senior Proposal Development Manager, University of Wisconsin-Milwaukee*

Program Level: Overview | International

RESEARCH ADMINISTRATOR EXCHANGE: TIPS ON HOW TO WORK ABROAD

Jill Frankenfield*, *Associate Director, Office of Research Administration, University of Maryland, College Park*
Julie Ward, *International Research Manager, Division of Research, The University of New South Wales*

AGENDA *Thursday, March 9, 2017*

11th Annual Pre-Award Research Administration Conference

4:00 – 5:00 pm EDUCATION SESSIONS

Concurrent Sessions continued

Program Level: Basic | Medical/Clinical

PCORI: APPLYING FOR RESEARCH AWARDS UNDERSTANDING REQUIREMENTS

James Arthur Hulbert*, *Assistant Director, Financial Compliance, Patient-Centered Outcomes Research Institute*

Program Level: Overview | Predominantly Undergraduate Institutions

ABOVE AND BEYOND: DOING IT ALL

Bonnie L. Troupe*, *Director, Office of Academic Development, Stonehill College*

Program Level: Advanced | Systems/Metrics/Data

LEVERAGING SYSTEMS TO MEASURE THE PROPOSAL REVIEW PROCESS

Kimberly Griffin*, *Director, Electronic Research Administration, Northwestern University*
Kelly Morrison, *Director, Office for Sponsored Research, Northwestern University*
Reid Wellensiek, *Director of Research Administration, Northwestern University*

Discussion Groups

Compliance

IAAS & RELIANCE AGREEMENTS

Nichelle Cobb*, *Director, Health Sciences Institutional Review Board (IRB) Office, University of Wisconsin-Madison*

Federal

THE UNIFORM GUIDANCE AFTER TWO YEARS: WHERE ARE WE?

Daniel Shapiro*, *Director, Research Compliance, Office of Compliance, University of Southern California*

Predominantly Undergraduate Institutions

LEADING CHANGE AT THE PUI

Anne Sebanc*, *Director of Faculty Grants, Whittier College*
Lisa Maria Newton, *Associate Director of Foundation & Government Relations, Whittier College*

Spark Sessions

15 – 20 minute, high energy, high deliverable offerings will get right to the "good stuff."

6:00 pm DINNER GROUPS

Experience local cuisine with friends and colleagues! Sign up near onsite registration.

* Lead presenter

AGENDA *Friday, March 10, 2017*

11th Annual Pre-Award Research Administration Conference

6:15 am
NCURA FUN RUN AND POWER WALK

7:30 am – 3:45 pm
PRA CONCIERGE
PARTICIPANT MATERIALS PICK-UP
EXHIBITS OPEN
NCURA CONNECT

7:30 – 8:15 am
CONTINENTAL BREAKFAST and
BREAKFAST ROUNDTABLES

Concurrent Sessions | 8:15 – 9:45 am EDUCATION SESSIONS

Program Level: Intermediate | Career Advancement/Development

CREATING EFFECTIVE EDUCATIONAL PROGRAMMING AND PRESENTATIONS FOR RESEARCH ADMINISTRATORS

Melanie Hebl*, *Grants and Contract Specialist, University of Wisconsin-Madison*
Michael McGough, *Grants Coordinator, College of Family and Consumer Sciences, University of Georgia*
Tolise Miles, *Training Development Specialist, Office of Contracts and Grants Research Administration, University of Colorado at Boulder*

Program Level: Basic | Compliance

THE CHANGED WORLD OF IT SECURITY REQUIREMENTS FOR UNIVERSITIES

Marci Copeland*, *Export Control Officer, Office of Research, University of California-Irvine*
David Brady, *Director, Export and Secure Research Compliance , Virginia Polytechnic Institute*
Grace Park, *Principal Subcontract and Research Compliance Officer, Office of Research, University of California, Irvine*
Heath Taylor, *Security Compliance Program Manager, Office of Information Technology, University of California, Irvine*

Program Level: Intermediate | Departmental

SUBAWARDS 360

Melissa Layman*, *Deputy Director, Research Development Services, Georgetown University*
Haewon Park, *Director of Business Operations, Center for Cell Reprogramming, Georgetown University*
Diane Scott, *Associate, Huron Consulting Group*

Program Level: Update | Federal

OMB UPDATE

Gilbert Tran*, *Senior Policy Analyst, Executive Office of the President, Office of Management and Budget*

Program Level: Intermediate | Medical/Clinical

SWITCHING SIDES: SURVIVING THE TRANSITION EITHER FROM A PREDOMINANTLY MEDICAL/CLINICAL WORKPLACE TO A PREDOMINANTLY NON-MEDICAL ACADEMIC ENVIRONMENT OR THE REVERSE

Gai Doran*, *Director of Research, School of Forestry and Environmental Studies, Yale University*
Susan Wyatt Sedwick, *Consulting Associate, Attain, LLC*
Robyn B. Remotigue, *Research Manager, School of Public Health, University of North Texas Health Science Center at Fort Worth*

* Lead presenter

AGENDA *Friday, March 10, 2017*

11th Annual Pre-Award Research Administration Conference

8:15 – 9:45 am EDUCATION SESSIONS

Concurrent Sessions continued

Program Level: Overview | Predominantly Undergraduate Institutions

BUILDING A RESPONSIBLE CONDUCT OF RESEARCH TRAINING PROGRAM AT PUIs

Anthony Onofrietti*, *Director, Research Education, University of Utah*

Program Level: Advanced | Senior/Executive Level

WORKING WITH YOUR STATE AND FEDERAL LEGISLATORS TO SUPPORT RESEARCH

Aaron Byzak*, *Senior Director of Government and Community Affairs, University of California, San Diego*

Discussion Groups

Career Advancement/Development

IN THE MIDST OF STRESS: HOW WE OVERCOME AND BUILD MORE RESILIENT TEAMS

Faith Goenner*, *Administrative Director, Deptartment of Computer Science & Engineering, University of Minnesota*
Rachel Veenstra, *Collegiate Accountant, Budget and Finance Office, College of Science and Engineering, University of Minnesota-Twin Cities*
Lori Benjamin, *Senior Grant Administrator, Wellman Center for Photomedicine, Massachusetts General Hospital*
Dimitrios V. Pashos, *Senior Grant Manager, Division of Rheumatology, Allergy and Immunology, Brigham & Women's Hospital*

Federal

OFF-CAMPUS INDIRECT COST RATES: IMPACT ON THE GRANTEE'S DIRECT COSTS

Michelle Bulls*, *Director, Office of Policy for Extramural Research Administration, National Institutes of Health*

International

PROJECT BILAT USA 4.0 – WHAT IS IT AND HOW DOES IT FACILITATE US-EU COLLABORATION

Annika M. Glauner*, *Senior Scientific Adviser & Group Leader Research Development, International Research Programs, EU Grants Access, ETH Zurich / University of Zurich*
Regina Notz, *Senior Research Administrator, EU Grants Access, University of Zurich*

Medical/Clinical

EVERYTHING YOU WANT TO KNOW ABOUT PCORI

James Arthur Hulbert*, *Assistant Director, Financial Compliance, Patient-Centered Outcomes Research Institute*

Spark Sessions

15 – 20 minute, high energy, high deliverable offerings will get right to the "good stuff."

9:45 – 10:15 am NETWORKING AND REFRESHMENT BREAK

* Lead presenter

AGENDA *Friday, March 10, 2017*

11th Annual Pre-Award Research Administration Conference

10:15 – 11:30 am EDUCATION SESSIONS

Concurrent Sessions

Program Level: Overview | Career Advancement/Development

COULD YOU, SHOULD YOU, RUN THE ZOO? A GUIDE TO NAVIGATING POTENTIAL CAREER PATHS AND CHOICES

Csilla Csaplár*, *Director of Administration and Finance, Geophysics, Stanford University*
Tricia L. Callahan, *Director, Proposal Development, Miami University*
Jennifer Cory, *Director of Research, Pediatrics, Stanford University*

Program Level: Intermediate | Compliance

VISITORS ON CAMPUS: COLLABORATIONS AND CONCERNS

Janet B. Simons*, *Director, Research Policy, University of Maryland, Baltimore*

Program Level: Update | Federal

NSF UPDATE

Jean Feldman*, *Head, Policy Office, Division of Institution and Award Support, Office of Budget, Finance, and Award Management, National Science Foundation*

Program Level: Overview | International

UNDERSTANDING THE US SUBAWARD PROCESS

Julie Ward*, *International Research Manager, Division of Research, The University of New South Wales*

Program Level: Intermediate | Medical/Clinical

MULTI-INSTITUTIONAL COLLABORATION WITH MEDICAL/CLINICAL RESEARCH

Melodi Moore*, *Funding Specialist, The University of Texas Medical Branch*

Program Level: Basic | Predominantly Undergraduate Institutions

CROWD FUNDING: NOT A SPECTATOR SPORT

Heather Beattey Johnston*, *Associate Director of Research Communications, Miami University*

Program Level: Advanced | Senior/Executive Level

REDUCING ADMINISTRATIVE BURDEN: USING THE COGR CHECKLIST TO STREAMLINE OPERATIONS

Lisa Nichols*, *Director, Research and Regulatory Reform, Council on Governmental Relations (COGR)*
Kerry Peluso, *Associate Vice President for Research Administration, Emory University*

Discussion Groups

Departmental

PRE-AWARD STAFF WHO TELECOMMUTE

Faith Goenner*, *Administrative Director, Deptartment of Computer Science & Engineering, University of Minnesota*
Claudette Caparelli, *Pre-Award Grants Coordinator, College of Science & Engineering, University of Minnesota*

Federal

POLICY AND COMPLIANCE: SPONSOR AND GRANTEE PERSPECTIVES

Diane Dean*, *Director, Division of Grants Compliance and Oversight, National Institutes of Health*
Denise M. Moody, *Senior Director of Research Compliance, Harvard University*

* Lead presenter

AGENDA *Friday, March 10, 2017*

11th Annual Pre-Award Research Administration Conference

10:15 – 11:30 am EDUCATION SESSIONS

Discussion Groups continued

Predominantly Undergraduate Institutions

OFFICE ASSOCIATES AS RESEARCH ADMINISTRATORS: EDUCATION AND ASSISTANCE

Tricia L. Callahan*, *Director, Proposal Development, Miami University*

Systems/Metrics/Data

CURRENT STATUS OF THE DATA ACT: AN FDP PERSPECTIVE

Mark A. Sweet*, *Director of eRA, Research & Sponsored Programs, University of Wisconsin-Madison*

Spark Sessions

15 – 20 minute, high energy, high deliverable offerings will get right to the "good stuff."

11:30 am – 1:00 pm NETWORKING LUNCHEON

1:00 – 2:15 pm EDUCATION SESSIONS

Concurrent Sessions

Program Level: Basic | Compliance

ESTABLISHING AND OPERATING A COMPLIANCE OFFICE ON A SHOESTRING BUDGET

Keri Godin*, *Director, Office of Research Integrity, Brown University*

Program Level: Basic | Departmental

FACULTY DEVELOPMENT: NAVIGATING EARLY-CAREER PROGRAMS

Michelle Schoenecker*, *Senior Proposal Development Manager, University of Wisconsin-Milwaukee*

Program Level: Update | Federal

THE SINGLE IRB: IMPACT ON PRE-AWARD OPERATIONS

Lisa Nichols*, *Director, Research and Regulatory Reform, Council on Governmental Relations (COGR)*

Program Level: Overview | International

SCIENCE DIPLOMACY

Martin Müller*, *Co-Head, Office for European Research, Innovation and Education, SwissCore Brüssel*
Kathleen M. Larmett, *Executive Director, National Council of University Research Administrators*
Jennifer A. Ponting, *Director, Pre-Award Services, Harvard University*

Program Level: Advanced | Medical/Clinical

HOW TO DEVELOP A TRAINING PROGRAM AT YOUR MEDICAL CAMPUS

Raellen Man*, *Director of Research Administration, University of California-Los Angeles*

* Lead presenter

AGENDA *Friday, March 10, 2017*

11th Annual Pre-Award Research Administration Conference

1:00 – 2:15 pm   EDUCATION SESSIONS

Concurrent Sessions

Program Level: Advanced | Senior/Executive Level

COURTING CORPORATE ENTITIES: DIFFERENT MODELS AND APPROACHES TO INDUSTRY ENGAGEMENT

Jesse Gipe*, *Manager, Economic Development, San Diego Regional EDC*

Program Level: Intermediate | Systems/Metrics/Data

USING METRICS FOR DECISION MAKING, STREAMLINING AND TRANSPARENCY

Barbara A. Cole*, *Associate Vice President, Research Administration, University of Miami*

Discussion Groups

Career Advancement/Development

JOB SHADOWING: A PLATFORM FOR COLLABORATION, TRAINING, AND COLLECTIVE UNDERSTANDING

Kelly Morrison*, *Director, Office for Sponsored Research, Northwestern University*

Departmental

MANAGING COMPLEX, MULTI-PROJECT GRANTS, PLUS PROJECT MANAGEMENT (Follow-up to concurrent session held Thursday at 2:45 pm)

Cara Baczewski*, *Research Administrator, Division of Oncology, Washington University in St. Louis*
Nancy A. Reidelberger, *Senior Research Administrator, Division of Oncology, Washington University in St. Louis*

International

MEETING THE CHALLENGES OF INTERNATIONAL SUBAWARDS

Janet B. Simons*, *Director, Research Policy, University of Maryland, Baltimore*

Medical/Clinical

MANAGING CLINICAL FACULTY

David Lynch*, *Interim Vice President Research Operations, Children's Hospital-Oakland*

Spark Sessions

15 – 20 minute, high energy, high deliverable offerings will get right to the "good stuff."

2:15 – 2:45 pm   NETWORKING AND REFRESHMENT BREAK

* Lead presenter

2:45 – 3:45 pm EDUCATION SESSIONS

Concurrent Sessions

Program Level: Intermediate | Career Advancement/Development

TROUBLESHOOTING CROSSED WIRES: COMMUNICATION STRATEGIES TO BORROW FROM PR EXPERTS AND DIPLOMATS

Danielle Daley*, *Research Advancement Administrator, School of Engineering MAtter and Transport Energy, Arizona State University*
Anne Albinak, *Assistant Director of Finance, Whiting School of Engineering, Johns Hopkins University*
Haregewoin Sabe, *Research Advancement Specialist, Ira A. Fulton School of Engineering, Arizona State University*
Hilah Zia, *Senior Grants and Finance Administrator, Children's National Medical Center*

Program Level: Intermediate | Compliance

RECORD RETENTION: SPRING CLEANING (WHAT TO KEEP, FOR HOW LONG AND WHAT TO DITCH)

Elena Glatman*, *Director, Sponsored Projects Administration, University of Massachusetts Dartmouth*
Patricia McNulty, *Principal Consultant, Concurrent Research*

Program Level: Advanced | Departmental

A BLUEPRINT FOR SUCCESS: BUILDING A RESEARCH SERVICES OFFICE

Robyn B. Remotigue*, *Research Manager, School of Public Health, University of North Texas Health Science Center at Fort Worth*
Howard Bergman, *Director of Research Advancement, Arizona State University*

Program Level: Update | Federal

PRE-AND POST-AWARD MANAGEMENT OF NETWORKS AND PROGRAM PROJECT GRANTS

Christine VanDyke*, *Contracts & Grants Officer, Gynocolgic Oncology, University of California-San Francisco*

Program Level: Overview | International

HORIZON 2020 : QUICK AND EASY – WHAT YOU HAVE TO KNOW AND WHY YOU SHOULD BOTHER

Agatha Keller*, *Co-Director EU Grants Access, ETH Zurich, University of Zurich*

Program Level: Overview | Predominantly Undergraduate Institutions

SINGING THE PUI COMPLIANCE RISK ASSESSMENT BLUES

Martin B. Williams*, *Director, Office of Sponsored Programs, William Paterson University*

Program Level: Basic | Systems/Metrics/Data

USING DATA AND DATA VISUALIZATION TO DEVELOP A CULTURE OF ENTHUSIASM

John Markley*, *Assistant Director for Organizational Insights, Office of Sponsored Research, Stanford University*

* Lead presenter

AGENDA *Friday, March 10, 2017*

11th Annual Pre-Award Research Administration Conference

2:45 – 3:45 pm EDUCATION SESSIONS

Discussion Groups

Career Advancement/Development

THE HISTORY AND ART OF RESEARCH ADMINISTRATION: A JOB, A CAREER OR A PROFESSION?

Denise J. Clark*, *Associate Vice President for Administration and Chief of Staff, Division of Research, College Park*

International

SCIENCE DIPLOMACY (Follow-up to concurrent session held at 1:00 pm)

Martin Müller*, *Co-Head, Office for European Research, Innovation and Education, SwissCore Brüssel*
Kathleen M. Larmett, *Executive Director, National Council of University Research Administrators*
Jennifer A. Ponting, *Director, Pre-Award Services, Harvard University*

Medical/Clinical

CLINICAL TRIALS: REVENUE VERSUS BUDGET: HOW MUCH DETAIL, PLANNING AND RESIDUALS ARE NEEDED?

Jane Sierra*, *Manager, Medical School, Grant Review and Analysis, University of Michigan- Ann Arbor*

Senior/Executive Level

FOSTERING A SAFE WORK ENVIRONMENT

Denise M. Moody*, *Senior Director of Research Compliance, Harvard University*
Gai Doran, *Director of Research, School of Forestry and Environmental Studies, Yale University*

Spark Sessions

15 – 20 minute, high energy, high deliverable offerings will get right to the "good stuff."

3:45 pm CONFERENCE ADJOURNS

CAREER ADVANCEMENT/DEVELOPMENT

CONCURRENT SESSIONS

10:15 – 11:30 am	Successful Managing and Mentoring Leads to Solid Staff Development, Performance Management, and Succession Planning. Let's Talk About All of These Areas
1:00 – 2:15 pm	Practical Tools and Approaches for Process Re-design
4:00 – 5:00 pm	Managing, Mentoring and Coaching Across Generations

DISCUSSION GROUPS

2:45 – 3:45 pm	Life, Love and Research Administration: A Guided Tour of 'YOU' as a Research Administrator

CONCURRENT SESSIONS

8:15 – 9:45 am	Creating Effective Educational Programming and Presentations for Research Administrators
10:15 – 11:30 am	Could You, Should You, Run the Zoo? A Guide to Navigating Potential Career Paths and Choices
2:45 – 3:45 pm	Troubleshooting Crossed Wires: Communication Strategies to Borrow from PR Experts and Diplomats

DISCUSSION GROUPS

8:15 – 9:45 am	In the Midst of Stress: How We Overcome and Build More Resilient Teams
1:00 – 2:15 pm	Job Shadowing: a Platform for Collaboration, Training, and Collective Understanding
2:45 – 3:45 pm	The History and Art of Research Administration: A Job, a Career or a Profession?

EDUCATION SESSIONS *By Track*

11th Annual Pre-Award Research Administration Conference

COMPLIANCE

CONCURRENT SESSIONS

10:15 – 11:30 am	Compliance 101
2:45 – 3:45 pm	Taking Flight--Research with Unmanned Aerial Systems
4:00 – 5:00 pm	10 Things to Ensure a Smooth Proposal Review

DISCUSSION GROUPS

1:00 – 2:15 pm	Compliance 101 (Follow-up to concurrent session held at 10:15 am)
	Export Controls for the Non-export Control Officer
2:45 – 3:45 pm	Proactive Proposal Review
4:00 – 5:00 pm	IAAs & Reliance Agreements

CONCURRENT SESSIONS

8:15 – 9:45 am	The Changed World of IT Security Requirements for Universities
10:15 – 11:30 am	Visitors on Campus: Collaborations and Concerns
1:00 – 2:15 pm	Establishing and Operating a Compliance Office on a Shoestring Budget
2:45 – 3:45 pm	Record Retention: Spring Cleaning (What to Keep, for How Long and What to Ditch)

EDUCATION SESSIONS *By Track*

11th Annual Pre-Award Research Administration Conference

DEPARTMENTAL

CONCURRENT SESSIONS

10:15 – 11:30 am	Enhancing Grantsmanship Training Through Departmental Partnerships
1:00 – 2:15 pm	Putting the 'Me' in Team Today for a Better Collaboration Tomorrow
2:45 – 3:45 pm	Managing Complex, Multi-project Grants, Plus Project Management
4:00 – 5:00 pm	Faculty Development: Navigating Early-Career Programs

DISCUSSION GROUPS

1:00 – 2:15 pm	Departmental and Central Pre-Award Offices: Working Together

CONCURRENT SESSIONS

8:15 – 9:45 am	Subawards 360
1:00 – 2:15 pm	Faculty Development: Navigating Early-Career Programs
2:45 – 3:45 pm	A Blueprint for Success: Building a Research Services Office

DISCUSSION GROUPS

10:15 – 11:30 am	Pre-Award Staff Who Telecommute
1:00 – 2:15 pm	Managing Complex, Multi-project Grants, Plus Project Management (follow-up to concurrent session held Thursday at 2:45 pm)

EDUCATION SESSIONS *By Track*

11th Annual Pre-Award Research Administration Conference

FEDERAL

CONCURRENT SESSIONS

10:15 – 11:30 am	SBIR and STTR: Big Ideas for Small Businesses and Universities
1:00 – 2:15 pm	NIH Update
2:45 – 3:45 pm	Federal Policy Update – Research Terms and Conditions, Final Research Performance Progress Report and Initiatives to Reduce Administrative Burden
2:45 – 3:45 pm	NIH Notice of Award Forensics: What Does It All Mean

DISCUSSION GROUPS

4:00 – 5:00 pm	The Uniform Guidance After Two Years: Where Are We?

CONCURRENT SESSIONS

8:15 – 9:45 am	OMB Update
10:15 – 11:30 am	NSF Update
1:00 – 2:15 pm	The Single IRB: Impact on Pre-Award Operations
2:45 – 3:45 pm	Pre-and Post-Award Management of Networks and Program Project Grants

DISCUSSION GROUPS

8:15 – 9:45 am	Off-campus Indirect Cost Rates: Impact on the Grantee's Direct Costs
10:15 – 11:30 am	Policy and Compliance: Sponsor and Grantee Perspectives

EDUCATION SESSIONS *By Track*

11th Annual Pre-Award Research Administration Conference

INTERNATIONAL

CONCURRENT SESSIONS

10:15 – 11:30 am	International Program Development Collaboration
1:00 – 2:15 pm	Cross Cultural Communication - Leadership Across Borders
2:45 – 3:45 pm	How to Structure Your Grants Office in Order to Make Your Researchers Attractive for External Funding
4:00 – 5:00 pm	Research Administrator Exchange: Tips on How to Work Abroad

DISCUSSION GROUPS

10:15 – 11:30 am	Funding Landscape for Global Research

CONCURRENT SESSIONS

10:15 – 11:30 am	Understanding the US Subaward Process
1:00 – 2:15 pm	Science Diplomacy
2:45 – 3:45 pm	Horizon 2020 : Quick and Easy – What You Have to Know and Why You Should Bother

DISCUSSION GROUPS

8:15 – 9:45 am	Project BILAT USA 4.0 – What Is It and How Does It Facilitate US-EU Collaboration
1:00 – 2:15 pm	Meeting the Challenges of International Subawards
2:45 – 3:45 pm	Science Diplomacy (follow-up to concurrent session held at 1:00 pm)

EDUCATION SESSIONS *By Track*

11th Annual Pre-Award Research Administration Conference

MEDICAL/CLINICAL

Thursday, March 9, 2017

CONCURRENT SESSIONS

10:15 – 11:30 am	Industry Sponsored Agreements: Do You Really Know What You Think You Know?
1:00 – 2:15 pm	PCORI Funding to Develop Applications and Training
2:45 – 3:45 pm	Building a Clinical Trial Budget the Smart Way
4:00 – 5:00 pm	PCORI: Applying for Research Awards Understanding Requirements

Friday, March 10, 2017

CONCURRENT SESSIONS

8:15 – 9:45 am	Switching Sides: Surviving the Transition Either from a Predominantly Medical/Clinical Workplace to a Predominantly Non-Medical Academic Environment or the Reverse
10:15 – 11:30 am	Multi-institutional Collaboration with Medical/Clinical Research
1:00 – 2:15 pm	How to Develop a Training Program at your Medical Campus

DISCUSSION GROUPS

8:15 – 9:45 am	Everything You Want to Know About PCORI
1:00 – 2:15 pm	Managing Clinical Faculty
2:45 – 3:45 pm	Clinical Trials: Revenue Versus Budget: How Much Detail, Planning and Residuals are Needed?

EDUCATION SESSIONS *By Track*

11th Annual Pre-Award Research Administration Conference

PREDOMINANTLY UNDERGRADUATE INSTITUTIONS

Thursday, March 9, 2017

CONCURRENT SESSIONS

1:00 – 2:15 pm	Building a Collaborative Pre-Award Team Between the College and Central Administration
2:45 – 3:45 pm	Ensuring Project Success at a PUI: Continuity and Consistency from Pre-Award through Post-Award
4:00 – 5:00 pm	Above and Beyond: Doing it All

DISCUSSION GROUPS

10:15 – 11:30 am	Foundation and Grants, Together 4ever
2:45 – 3:45 pm	Challenging Traditional Ways: Lifting the Administrative Burden of the Research Administrator
4:00 – 5:00 pm	Leading Change at the PUI

Friday, March 10, 2017

CONCURRENT SESSIONS

8:15 – 9:45 am	Building a Responsible Conduct of Research Training Program at PUIs
10:15 – 11:30 am	Crowd Funding: Not a Spectator Sport
2:45 – 3:45 pm	Singing the PUI Compliance Risk Assessment Blues

DISCUSSION GROUPS

10:15 – 11:30 am	Office Associates as Research Administrators: Education and Assistance

EDUCATION SESSIONS *By Track*

SENIOR/EXECUTIVE LEVEL

Thursday, March 9, 2017

DISCUSSION GROUPS

10:15 – 11:30 am	Decision Support: Metrics to Support Effective Data-based Decision-making
1:00 – 2:15 pm	Developing a First-Rate Senior Management Team

Friday, March 10, 2017

CONCURRENT SESSIONS

8:15 – 9:45 am	Working with Your State and Federal Legislators to Support Research
10:15 – 11:30 am	Reducing Administrative Burden: Using the COGR Checklist to Streamline Operations
1:00 – 2:15 pm	Courting Corporate Entities: Different Models and Approaches to Industry Engagement

DISCUSSION GROUPS

2:45 – 3:45 pm	Fostering a Safe Work Environment

SYSTEMS/METRICS/DATA

Thursday, March 9, 2017

CONCURRENT SESSIONS

1:00 – 2:15 pm	Online Research Administration Systems - How They Can Help Us Be More Effective!
4:00 – 5:00 pm	Leveraging Systems to Measure the Proposal Review Process

DISCUSSION GROUPS

10:15 – 11:30 am	Preparing for the Bonfire: Creating a Paperless Office
2:45 – 3:45 pm	Managing to the Metrics: The People Factor

Friday, March 10, 2017

CONCURRENT SESSIONS

1:00 – 2:15 pm	Using Metrics for Decision Making, Streamlining and Transparency
2:45 – 3:45 pm	Using Data and Data Visualization to Develop a Culture of Enthusiasm

DISCUSSION GROUPS

10:15 – 11:30 am	Current Status of the DATA Act: An FDP Perspective