



OMAHA 2010

Recovery Through Discovery: New Challenges in Research Administration

NCURA Region IV Spring Meeting
April 25-28, 2010
Omaha, Nebraska

Name:			
Badge Name (e.g. Beth):			
Title:			
Institution/Organization:			
Street Address:			
City:		State:	Zip:
Phone:		Email:	
Special Needs:			

Please select from the following as they apply to you:

<p>I am from a:</p> <p><input type="checkbox"/> Central Office</p> <p><input type="checkbox"/> Department</p> <p><input type="checkbox"/> College/School/Center</p> <p>My job duties are:</p> <p><input type="checkbox"/> Pre-Award</p> <p><input type="checkbox"/> Post-Award</p> <p><input type="checkbox"/> Research Compliance</p> <p><input type="checkbox"/> ERA</p>	<p>I have been in RA:</p> <p><input type="checkbox"/> Less than 1 year</p> <p><input type="checkbox"/> 1-5 years</p> <p><input type="checkbox"/> 6-10 years</p> <p><input type="checkbox"/> 11-15 years</p> <p><input type="checkbox"/> 16+ years</p> <p><input type="checkbox"/> This is my first NCURA Region IV meeting</p> <p><input type="checkbox"/> This is my first NCURA meeting</p>
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	Early by 3/15/ 10	By 4/16/10	Late or Onsite	Total for this Registration
Meeting Registration Fee	\$295	\$320	\$350	\$
½ Day Workshop ** Train the Trainer are FREE!	\$65	\$65	\$65	\$
Full Day Workshop	\$110	\$110	\$110	\$
NCURA Membership (Optional)	\$155	\$155	\$155	\$
Guest and/or additional lunch fee (see below)	-	-	-	\$
TOTAL	-	-	-	\$

GUEST FEES and Lunch for Free Workshops (These events are free to meeting registrants.)

Event	Cost	Number	Name for Badge	Total
Monday Award Luncheon	\$30			
Tuesday Night Reception at Henry Doorly ZOO	\$85			

PAYMENT OPTIONS:

Check enclosed – registration form and check must be received by cut off dates listed for registration fees. Please make checks payable to: NCURA Region IV

Please send completed form and checks to:

Steven Geiger
 NCURA Region IV Treasurer
 Sr Deputy Director & Chief Financial Officer
 KUMC Research Institute, **MS 1039**
 390 1 Rainbow Blvd
 Kansas City, KS 66160
 Phone e: 913-588-5469
 F ax: 913-588-1211

CANCELLATION AND REFUND POLICY: Refunds of the registration fee, less a \$50 administrative charge, will be honored if a written request is received no later than April 9, 2010. Please note the written request cannot be in the form of an e-mail, phone call, or a fax. **AFTER APRIL 9, 2010 NO REFUNDS WILL BE MADE.** All cancellations must be made in writing and received at Steven Geiger, NCURA Region IV Treasurer, Sr. Deputy Director & Chief Financial Officer, KUMC Research Institute **MS 1039**, 3901 Rainbow Blvd, Kansas City, KS 66160 by April 9, 2010. No-shows are not eligible for refunds

SUNDAY, APRIL 25 -- WORKSHOPS (See full descriptions below):

(Workshop attendees registering for a morning **and** afternoon workshop will receive lunch, including Free Train the Trainer Workshops.)

<input type="checkbox"/> 1	<p>Pre-Award Research Administration (FULL DAY \$110)</p> <p>The seasoned research administrators leading this workshop will provide a one-day immersion into the basic issues and functions of the pre-award office. Topics will include the care and education of PIs, identifying and disseminating funding opportunities; facilitating collaborative and multidisciplinary efforts; assisting with proposal development, review, approval and submission; and finally, reviewing, interpreting and celebrating new awards. Particular emphasis will be placed on the importance of preparing and/or approving a “good budget”, from the perspectives of the PI, the peer reviewers and regulatory officials. The workshop faculty is committed to equipping attendees with knowledge, reliable reference resources, and an understanding of how to build a professional network to save your sanity. Interactive teaching methods will be interspersed through the day to solidify important concepts.</p>
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	<p>Learning Objectives</p> <ul style="list-style-type: none"> - Learn about the universal roles, responsibilities and professional values of pre-award research administration. - Prepare a standard budget with costs appropriate to a project, and be able to distinguish allowable, unallowable, direct and F&A costs; - Know how to access tools available to assist with funding opportunity dissemination, proposal preparation, and electronic submission. <p>Workshop Faculty: Diane Barrett, Associate Dean of Research, School of Human Ecology, University of Wisconsin-Madison; Jamie Caldwell, Director, Office of Research Services for the Health Sciences, Loyola University Chicago at the Medical Center; Christa Johnson, Associate Dean for Research, Southern Illinois University Edwardsville; Beth Seaton, Director, Office of Sponsored Projects, Western Illinois University</p>
<input type="checkbox"/> 2	<p>Shhh! Top Grant Writing Secrets Revealed! (Morning - \$65)</p> <p>Are you new to the world of grantseeking and looking to understand the basics? Are you a practicing grant writer looking to sharpen your skills? Are you a seasoned research administrator exploring ways to add value to the customer service you offer to faculty? In this pre-award workshop, the presenters will share top grant writing secrets that will help increase the overall quality and competitiveness of your proposals. You will engage in a simulated proposal review process as a means to learning how to effectively analyze RFPs, better match institutional needs with sponsor funding priorities, develop persuasive proposals, and avoid common mistakes.</p> <p>Learning Objectives:</p> <ul style="list-style-type: none"> - Understand proposal preparation for different kinds of funders - Understand how reviewers view proposals - Discover tips on helping faculty with the proposal-writing process <p>Workshop Faculty: Jeremy Miner, Director of Grants and Contracts, University of Wisconsin-Eau Claire; Kelly Ball-Stahl, Ph.D., Grant Writer, Northeast Wisconsin Technical College.</p>
<input type="checkbox"/> 3	<p>Train the Trainer I (Morning) FREE, FREE, FREE!</p> <p>This workshop is designed for those who have very limited presentation experience but would like to master the basics for professional growth and self-confidence. The session will focus on how best to communicate information to a group of any size in a collaborative and beneficial fashion.</p> <p>Learning Objectives:</p> <ul style="list-style-type: none"> - Understand basic presentation tools - Understand communication styles that will help in any presentation situation <p>Workshop Faculty: Jeffrey Ritchie, Grants Management Analyst, Aurora Health Care; Gregory Luttrell, Associate Director, Post-award Administration, University of Notre Dame</p>
<input type="checkbox"/> 4	<p>Fundamentals of Post-Award Administration (Afternoon - \$65)</p> <p>New to Sponsored Projects Administration? Don't know where to start looking for answers? This workshop is for you! Individuals involved in sponsored projects administration face many challenges: becoming knowledgeable about federal regulations and individual agency requirements, providing</p>

	<p>assistance to faculty, gathering information, administration of awards, and many other tasks. Using real-life scenarios, the purpose of this post-award workshop is to introduce the various aspects involved in sponsored projects administration, including award management; direct costs and F&A costs; cost transfers; financial reporting; close-outs; audits; and the always popular topic of effort reporting.</p> <p>Learning Objectives:</p> <ul style="list-style-type: none"> - Learn basic concepts of post-award administration - Gain knowledge of the policies and procedures for managing sponsored projects - Identify source material and useful references for managing sponsored projects. - Learn to identify areas of compliance risk. <p>Workshop Faculty: Robert Andresen, Assistant Director, Post-Award Services, Research and Sponsored Programs, University of Wisconsin-Madison; Heather Offhaus, Director, Medical School Grant Review and Analysis, University of Michigan-Ann Arbor</p>
<input type="checkbox"/> 5	<p>Department Administration from Soup to Nuts (Afternoon - \$65)</p> <p>This workshop will give you the basic elements of Department Administration. We will help you better your understanding of Human Resources, Pre-Award, Post-Award, Strategic Planning, and Day-to-Day events. The topics will include financial administrative practices, resolving conflicts, solving personnel issues, creating a positive workplace, understanding policies and procedures, the steps to find, administer, and submit research proposals, effort tracking and reporting, progress reports, tricks of the trade, and much more. This workshop is intended for the beginner to junior level staff and will involve open discussion.</p> <p>Learning Objectives:</p> <ul style="list-style-type: none"> - Discover of the broad range of department administrator duties and how they fit together - Gain hands-on ideas and tools that will help with your job - Gain tips and tools for handling the human side of the job <p>Workshop Faculty: Glenda Bullock, Manager of Financial Operations, Washington University in St. Louis; Charles Konsitzke, Assistant Director, UW Biotechnology Center, University of Wisconsin-Madison</p>
<input type="checkbox"/> 6	<p>Train the Trainer II (Afternoon) FREE, FREE, FREE!</p> <p>This workshop is designed for people who have experience with public presentations, but who are either new to being a professional trainer or would like to improve their ability to deliver training to their colleagues and co-workers. In this workshop we'll discuss how to determine the needs of the audience, use classroom activities effectively, and handle hecklers – all without going off the tracks or over a cliff! This workshop will have a specific emphasis on presenting at regional and national NCURA meetings.</p> <p>Learning Objectives</p> <ul style="list-style-type: none"> - Determine what information is needed for various audiences - Understand what activities can truly engage <p>Workshop Faculty: Jeffrey Ritchie, Grants Management Analyst, Aurora Health Care; Jeremy Miner, Director of Grants and Contracts, University of Wisconsin-Eau Claire</p>