



MINNEAPOLIS 2009
Bridging the Gap - A Year for Change in
Research Administration

NCURA Region IV Spring Meeting
April 26-29, 2009
University Radisson Minneapolis, Minnesota

Name: _____

Preferred name for badge: (e.g. "Beth" for Elizabeth) _____

Title: _____

Institution/Organization: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ E-mail: _____

Special Needs: _____

Select the following as they apply to you:

I am from a:

- Central Office
- Department
- College/School/Center

My job duties are:

- Pre-Award
- Post-Award
- Research Compliance
- ERA

I have been in research administration:

- Less than 1 year
- 10 – 15 years
- This is my first Region IV Meeting
- 1 – 5 years
- 15 + years
- 6 – 10 years
- This is my first NCURA Meeting

**On-Time
 Registration Fee
 extended to On-
 Site!**



MEETING REGISTRATION

	Early by 3/14/09	By 4/17/09	Late or Onsite	Amount for this Registration
Meeting Registration Fee	295	320	320 350	\$
Each 1/2 Day Workshop (see below)	65	65	65	\$
NCURA Membership Dues (Optional)	155	155	155	\$
Guest Fees (see below)	--	--	--	\$
TOTAL:	--	--	--	\$

GUEST FEES: (These events are free to meeting registrants.)

Event	Cost \$	Number	Name for Badge	Total
Monday Award Luncheon	30			
Monday Night Reception	85			

Workshops (See full descriptions below):

(Workshop attendees registering for a morning **and** afternoon workshop will receive lunch.)

- 1 Pre-Award Research Administration - Just the Basics (Morning)
- 2 Introduction to Post-Award Administration (Morning)
- 3 Contracting 101: subcontracting--subawards or subcontracts--What's the difference? (Morning)
- 4 Department Research Administrators 101 (Morning)
- 5 Pre-Award Research Administration – Beyond the Basics (Afternoon)
- 6 To the Left or To the Right: Facing the Challenges of Research Administration (Afternoon)
- 7 OMB Circulars (Afternoon)

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
3901 Rainbow Blvd
Kansas City, KS 66160
Phone: 913-588-5469
Fax: 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 10, 2009. Please note the written request cannot be in the form of an e-mail, phone call, or a fax. AFTER APRIL 10, 2009 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, 3901 Rainbow Blvd, Kansas City, KS 66160 by April 10, 2009. No-shows are not eligible for refunds

Workshop Descriptions:

1 **Pre-Award Research Administration - Just the Basics (Morning)**

From helping faculty shape ideas into fundable projects to negotiating award terms and conditions, pre-award research administration requires skills in a variety of trade secrets and awareness of potential pitfalls. We'll spend time discussing traditional pre-award areas such as finding funding sources, working with sponsors, and identifying budget "allowable." We'll discuss issues ranging from compliance to tricks in budgeting and proposal preparation.

This workshop is intended primarily for those who have been in pre-award for two years or less or for post-awards who have always wondered what their pre-award colleagues are up to and why. Registrants may also be interested in attending the more advanced afternoon workshop.

Workshop Faculty Heather Offhaus, Director, University of Michigan Medical School Grant Review & Analysis; **Craig Reynolds**, Chief Administrator, Department of Biological Chemistry, University of Michigan Medical School.

2 **Introduction to Post-Award Administration (Morning)**

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 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: effort reporting.

Learning Outcomes:

- 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.
- Identify areas of compliance risk.

Workshop Faculty: Robert Andresen, Assistant Director, Post-Award Services, Research and Sponsored Programs, University of Wisconsin-Madison

3 **Contracting 101: subcontracting--subawards or subcontracts--What's the difference? (Morning)**

We'll talk about types of agreements, FDP, contract proposals and negotiation, terms to know, identifying clauses that create problems at institutions of higher-ed-including several of the troublesome FARs, tips for contracting with industry and winning strategies for sponsor and recipient.

Workshop Faculty: Connie Motoki, Contract Manager, Washington University, St. Louis

4 **Department Research Administrators 101 (Morning)**

Are you a new to research administration? Do you have some experience but many questions? Or maybe you have new employees and are unsure on how to train them. This workshop will present practices (some good and some not so good) used by departmental administrators to manage sponsored projects. Subjects covered will be budget preparation, tracking and reporting expenditures and cost share, record retention, allowability and re-budgeting. The management of sponsored projects must follow all the federal, state and institute rule and procedures, but must also aid the faculty in carrying out his/her research. We will present our best practices, sharing tools, “tricks” and suggestions for the efficient and legal management of sponsored projects. This workshop will build a basic understanding of common practices in Research Administration from submitting proposals to managing the awarded grant/contract through close-out. Obtain an understanding of the basic concepts associated with departmental research administration. Identify the difference between allowable vs. unallowable and compliant vs. non-compliant. How to get from the grant application to close-out.

Workshop Faculty: **Tamara V. Hill**, Assistant Director, Grants and Sponsored Programs, University of Louisville; **James Maus**, Administrative Director, The Genome Center, Washington University, St. Louis

5 **Pre-Award Research Administration – Beyond the Basics (Afternoon)**

As every seasoned pre-award research administrator knows, the profession takes more than simply being familiar with the “nuts and bolts” of getting a proposal out the door. It requires a synoptic understanding of how the various concerns of research administration all fit together to promote and protect a robust institutional research enterprise. In this workshop, we'll discuss the interconnection between the culture of research administration and issues of full cost budgeting, cost sharing, award negotiation, effort reporting, F&A rates, and more. We'll also touch upon more advanced matters, such as conflicts of interest, export controls, and Electronic Research Administration (ERA) as time allows.

This workshop is intended primarily for those who have been in pre-award for two to five years or for post-awards who have always wondered what their pre-award colleagues are up to and why. Registrants may also be interested in attending the morning introductory pre-award workshop.

Workshop Faculty **Heather Offhaus**, Director, University of Michigan Medical School Grant Review & Analysis; **Craig Reynolds**, Chief Administrator, Department of Biological Chemistry, University of Michigan Medical School.

6 **To the Left or To the Right: Facing the Challenges of Research Administration (Afternoon)**

A multi-topic, interactive workshop to discuss the challenges and solutions of effective research administration. Topics will include the human resources, budget cuts, professional development and other issues often encountered under the heading of “doing more with less”. The interactive component of the workshop affords you the opportunity to bring a challenge or a solution for discussion.

Workshop Faculty: **Dr. Paula J. Roberts**, Associate Vice President for Research and Director, Office of Research Services and Administration, University of Oregon; **Dorothy A. Spurlock**, Director, Research & Sponsored Programs, The University of Toledo

7 **OMB Circulars (Afternoon)**

This workshop will include a description of the OMB Circulars and discussion regarding how they apply to both pre and post award administration. While this is basic information generally geared to the person in their first or second year as a research administrator, it also has some relevance to some more intermediate personnel, particularly those moving into new roles. (Beginner to intermediate, Pre or Post Award)

Workshop Faculty: To Be Named