



NCURA Region IV

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Do It Live, Do It Now – Get Involved

It happened about a decade ago. We became connected as one. Technology and social media has enabled us to communicate, update each other in real-time, be involved, and immediately respond to everyone, all at once. And it's happening in DC next month, all at once, at AM53. There are many new things planned for this annual meeting and it's sure to be very exciting!

If you haven't yet planned this conference to the *n*th degree, here is what's happening at NCURA and in DC during AM53. Be sure to update your Facebook status to NCURA AM53 and follow @dc now tweets for updates on what is happening around the town in DC, even though you will be busy hospitality suite-hopping, participating in Region IV meetings and entertainment events, and reconnecting with your colleagues. The annual meeting is a great opportunity to meet and hang out with some of your BFF's, AKA, "listserve penpals", LOL.

Learning

NCURA has several newly unveiled opportunities for engagement and continuing involvement, which further demonstrate that NCURA is the best at what it does.

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Lincoln Memorial



Get Involved continued

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NCURA understands how research administrators work and live—involved, connected, and responsive. First, NCURA has launched its *Do It Live* sessions that are tuned in to Facebook and Twitter for real-time updates on hot topics á la carte. There is the *Learning Lounge*, two words that seem unlikely to co-exist until you see that learning can be an open and engaging experience within an actual “lounge” atmosphere, and *NCURA Communities* is the place to go for spontaneous special-interest discussions.

Entertainment

While your schedule may be filling up quickly, don't miss the *Capitol Steps* performing for NCURA on Sunday evening at the Washington Hilton. The Capitol Steps is a comedy musical group that features political humor that mends the party divide by poking fun equally at both sides of the aisle. Whatever your political affiliation, you will be in good company with the Capitol Steps.

NCURA's keynote address on Monday features Eric Haseltine, author of *Long Fuse, Big Bang: Achieving Long-Term Success Through Daily Victories*. He's featured on YouTube discussing the future of computer technology in *The Next Big Thing* and is a compelling, fascinating speaker on this topic. If you are interested in discovery and innovation, arrive early for a good seat—I'm willing to bet that most of us in research administration will be very interested in this discussion. You can find the book on <http://longfusebigbang.com/> and probably have just enough time to read it before November.

Events Around DC

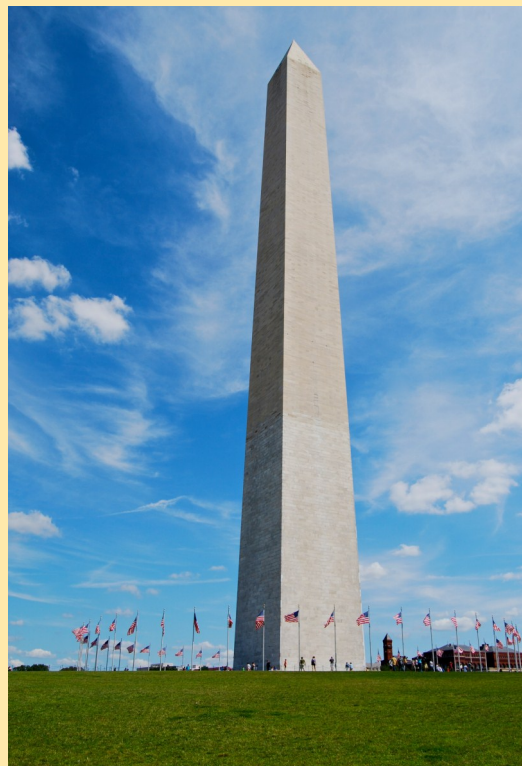
Events happening around Washington during the week include the *Kids Euro Festival*, hosted on Embassy Row and at other locations around the city, which features free entertainment for kids ages two through twelve, and for adults who are kids at heart. Washington is also hosting *Digital Capital Week* (a

social media extravaganza) and the *Metropolitan Cooking and Entertainment Show*.

If you are tech-savvy, or wish to become more so, don't miss several workshops on institutional change management and effective communication with faculty. The environment of higher education is always the first to advance technology; after all, college campuses cultivate free and lucent thinking, have the most diverse population and potpourri of interests that can be found across the globe, and produce tomorrow's technology and thought leaders. The challenge is to promote the synergy that is needed to propel the best ideas forward, and that problem is being met with the social media tools that we work with today—who knows what tomorrow will bring? The technological wave is always in motion for us who work in academia, so we might as well ride the wave and *Do It Live*. See you at NCURA AM53!

~Kathryn Wrench
Communications Committee Member
Oakland University

Washington Monument



Greetings from the Chair's Corner



Dear Region IV Friends:

Do it LIVE, Do it NOW, Get INVOLVED at the NCURA 53rd Annual Meeting, November 6-9, 2011!! I hope to see many of you in DC. We have scheduled plenty of Region IV events, which are inclusive of all membership and will enhance your professional development experience:

- DC After Dark bus tours
- New Member Reception
- Region IV dinner groups
- Dessert Mix & Mingle
- Joint Region IV and V Hospitality suite

In September, the Region IV Board met in Chicago for our Summer Board Meeting. We had a great, efficient meeting and covered many topics. Region IV will continue to work on offering a variety of professional development opportunities in a nurturing setting where we can share day-to-day research administration challenges and learn best practices. The Board identified several key areas to work on for 2011-2012, including:

- Continuing the initiative and work of the Mentoring Program Task Force. Recommendations have been given for the Region to provide three areas of mentoring: guiding/navigation, mentoring for leadership, and mentoring for the workplace.
- Continuing the initiative and work of the Website Task Force. Recommendations have been given for the Region to re-design of the website. In addition, there are proposals to enter the social media world through Facebook and Twitter.
- Working to define volunteer roles in the Region to better assist with volunteer recruitment.

Mark your calendars: the Region IV spring meeting will be held April 14-17, 2012, in St. Louis. If you would like to volunteer or participate, please contact Jeff Ritchie jeffrey.ritchie@aurora.org, who is Chair-Elect and Program Committee Chair.

Best wishes,

~ David Ngo, Region IV Chair

University of Wisconsin—Madison

How To Publish with NCURA

There are many ways to contribute to the field of research administration, such as presenting at NCURA or mentoring a colleague, but have you considered publishing? This is a terrific opportunity that is available to everyone and offers the capacity to reach a very wide audience. NCURA produces several publications, ranging from your regional newsletter, to the national magazine, to the professional research journal, offering plenty of opportunities to share your best practices, case studies, and lessons learned.

For this contribution to the field, you don't necessarily need to travel to a conference, incur expenses, or even be a terrific writer—all you need is an idea for an article and your deep wealth of experience to draw from.

Where to Begin

Thinking of an idea or narrowing it down can be the most difficult aspect of writing an article. If you find yourself struggling, consider your own personal experience in the following ways:

- Do you offer training sessions for your expertise? Think back, this could include a presentation that you delivered to a department Chair and faculty, informal brown bag lunches, or even those situations where you are considered an expert in your own office.
- Were you involved in a project that currently is a hot topic in research administration? If so, you could write an article and share your expertise and help educate readers.
- Did you attend a workshop or session, or even present at a conference or a meeting that you would like to write about and share? Did you read a book that you thought was thought-provoking and would be beneficial for others? Would you like to present the pros and cons about an experience and outcome to help others avoid pitfalls? These are also great ideas for an article.

Select the Appropriate Publication

Will this be an informal article designed to inform readers about a session you attended at the Region IV spring meeting? If so, you can publish an article in the *Region IV Newsletter*. Since you are reading this newsletter, you can see that it focuses on region-specific news and national updates, so any research administration topics that fit within this focus is appropriate. The newsletter is published quarterly, and the Communications Committee is always looking for articles.

Perhaps your office implemented a new compliance system, or developed a workshop series for faculty that would benefit members beyond Region IV—in that case, you can publish in the *NCURA Magazine* and share your knowledge with a much wider audience. Published bi-monthly, the magazine focuses on general-interest articles pertaining to all aspects of research administration, including ERA, FRA, Compliance, PUI, Pre-Award, and leadership, to name a few.

Maybe you have an idea for a scientific-type of article with statistics and data. For example, if your office conducted an in-depth assessment of its effectiveness using a set of metrics, you can provide a critical analysis of that assessment for the *RMR Journal*. This is NCURA's scholarly publication that is published semi-annually and serves as a forum for the political, economic, legal, and social aspects of research administration. It is the only NCURA publication in which the articles are peer-reviewed by an editorial review board.

Identify Your Audience

Before you can start writing you must consider who will read your article, because the way that you write the article will depend on the audience you intend to reach.

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How To Publish with NCURA continued

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For example, post-award professionals have their own vocabulary or “jargon” that is specific to their area of expertise compared with pre-award, and directors of sponsored research offices may understand jargon from many areas of research administration. Also consider your audience’s knowledge of your topic, their attitudes towards it, and experience level—these all affect the way you will position, organize and discuss your topic.

Edit and Proofread Carefully

Now that you selected a topic, identified your audience, and picked the appropriate publication, now you are ready to write – right? For many people, writing can be difficult and intimidating, and now is the time to assess your skills and determine where you may need help: Would enlisting a colleague to help write the article give it an opposing view or more authority? Do you need to search the Internet for references or additional resources? If your article is intended for the *RMR Journal*, would a faculty member’s assessment of the article from a research perspective be helpful? As research administrators, most of us work with professionals who must “publish or perish” — draw them into your experience and ask them what they think; you may be pleasantly surprised at the outcome. Lastly, make sure your article is free of grammar errors or typos **before** submitting it for publication (this where enlisting a colleague is helpful). A polished article reflects competence and professionalism; an article with mistakes and errors reflects carelessness. There are many dictionaries and other grammar resources available on the Internet and at local libraries. If you are submitting to the Regional IV newsletter but are not confident of your grammar skills, don’t let that stop you!

The Communications Committee has a copy/technical editor on board that will help get your article in polished form.

How to Submit Articles

With the exception of the Region IV newsletter, *NCURA Magazine* and the *RMR Journal* have specific submission requirements, or “author guidelines,” that must be followed in order to be considered for publication. These requirements may include, for example, acceptable font styles and sizes, margins, the use of URLs and photos, the format for citations, and submission deadlines. The author guidelines for *NCURA Magazine* are provided at http://www.ncura.edu/content/news/newsletter/author_instructions.php, and for the *RMR Journal* at http://www.ncura.edu/content/news/rmr/author_instructions.php.

To submit articles to the *Region IV Newsletter*, please email to Sue Kelch, Communications Committee Chair, at scowles@med.umich.edu.

Start Writing!

Get your creative juices going! Decide on what you would like to write about, the audience you intend to reach, and the best publication for your idea. Publishing is within everyone’s reach and is a wonderful way to contribute to the research administration field.

~Sue Kelch
Communications Committee Chair, Other Board Member
University of Michigan

~Michelle Schoenecker
Secretary, Copyright Editor, Communications Committee
Member
University of Wisconsin, Milwaukee

The Importance of Institutional Support for NCURA

Institutional support for NCURA is valuable, and often necessary, for NCURA to promote and continue its efforts in professional development and networking among research administrators nationwide. Many of us who are involved in the organization became involved only when someone from within our own institution supported us and advocated the benefits of participating, possibly by simply attending a regional or national meeting.

This is often the case with most professional organizations, and is such with NCURA. A colleague here at the UW-Madison was very involved with NCURA at the regional level and advocated for as many of us to attend both regional and national meetings as possible, permitted funding was available. These were great and rewarding opportunities for me personally, but also for many of my colleagues to learn more about NCURA, network, and attend valuable workshops.

Often there needs to be an assessment of your own office or institution to decide whether there should be a broad pool of attendees who could benefit, or maybe just a few who could benefit more than others, but then bring back that knowledge to your organization. This is where institutional support also helps in deciding who might be best suited for attending professional meetings and development opportunities.

There is always tremendous value and incentives built into professional development, either through NCURA or some other venue, and often the institution needs to provide the guidance on how its employees should partake in professional development. The institution also needs to encourage its managers and supervisors to recognize the value of professional development and provide incentives for them to drive their staff to such professional meetings and other opportunities.

Professional development goes above and beyond simply attending a meeting or workshop—it also includes the information those staff bring back to their institutions and how they can disseminate it back out to other staff. The institution, whether that be the broader or larger institution, or simply, the more direct institution of your specific office, there needs to be support for participating in organizations like NCURA at a professional level to both enhance and encourage the staff, but also build on the skills and knowledge of the staff overall.

In the end, professional organizations like NCURA are highly valuable in our field, and any institution should embrace as its model or practice to provide professional development opportunities and incentives to seek out professional development opportunities. There is tremendous value added to staff development and valuable opportunities for networking with other people working in research administration who may add new perspectives to the trade. Institutional support is a key component to making NCURA successful in carrying out its overall mission.

*~ Aaron Crandall, Communications Committee Member
University of Wisconsin-Madison*

NCURA IV Regional 2011 Meeting



NCURA Region IV Happenings at the 53rd Annual Meeting

DC After Dark (Saturday, November 5, 7:00 PM):

Join Region IV colleagues on this site-seeing tour showcasing our national monuments and federal buildings bathed in lights, from the illuminated dome of the Capitol Building to the Iwo Jima Memorial in Arlington National Cemetery. Due to the popularity of this event we will have two buses available. Seating is limited, and will be on a first come, first served basis – we can't guarantee which bus you'll be on, only that you'll have a seat. Contact Tricia Callahan prior to November 1 if interested in joining this tour. Hurry, space is limited! (Because this is a Region IV sponsored event, it will be limited to Region IV members only). We will meet outside the Washington Hilton on the **Terrace level** prior to boarding. Buses will depart at 7:00 PM prompt. Tricia Callahan can be reached at tricia.callahan@muohio.edu.

New Member Reception (Sunday, November 6,

5:30 -6:15 PM): Greet others new to the region as well as those new to NCURA during the New Member Reception on Sunday, November 6. You will also have the opportunity to meet some of the Region IV board members and old-timers as well. We will gather in the regional hospitality suite (Washington Hilton 5101) for appetizers, networking, and relaxation. At the conclusion of this event, folks can walk together to the National Reception & Sunday dinner. No need to RSVP, just show up!

Region IV Dinner Group (Monday, November 7,

6:00 PM): Undecided on a dinner group? Hoping to meet other Region IV members or to learn more about that person you met during the New Member Reception? Take a short walk with us for dinner at [Sette Osteria](#); 1600 Connecticut Ave. There you will enjoy a menu of a salad (La Mista) and a choice of three

entrees (Pizza Margherita *-vegetarian*, Gnocci alla Sorrentina *-vegetarian*, or Lasagna Classica) for under \$30. Local taxes and beverages are not included. Dinner expense is on your own. Please RSVP with your choice of entrée to Tricia Callahan prior to November 1. We will gather in the **lobby of the Washington Hilton** at 5:30 PM and will depart by 5:45 PM.

Tricia Callahan can be reached at tricia.callahan@muohio.edu.

Dessert Mix & Mingle (Monday, November 7,

7:00-9:00 PM): If you joined us for the Region IV Dinner Group, you probably noticed that dessert was not on the menu! That's because Region IV is picking up the dessert from 7:00 to 9:00 PM in the regional hospitality suite (Washington Hilton 5101)! Join us there before the suite officially opens at 9:00 PM for desserts, coffee, and tea. All Region IV members welcome!

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Capitol Hill at night



NCURA Region IV Happenings continued

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Regional Business Meeting (Tuesday, November 8, 2:45 – 3:45 PM): Plan to attend the Region IV business meeting on Tuesday, November 8. It's a great way to meet others from your region and to learn more about the workings of NCURA. It's not just for old-timers, it's for ALL Region IV members.

Region IV & V Joint Hospitality Suite (Sunday-Tuesday, beginning 9:00 PM each night): Come to the regional hospitality suite (Washington Hilton 5101) during open hours and meet other region IV members, get your region IV lapel pin, and challenge someone to Wii bowling! We hope to have something for everyone!

~ Jeff Ritchie,
Chair-Elect, Communications Committee Member
Aurora Health Care

Preview the New Region IV Website!

The Website Task Force has been hard at work redesigning the Region IV Web site and will unveil the latest draft at AM 53.

Love the graphics? Hate the menu bar? Want access to information that isn't currently available?
HERE'S YOUR CHANCE TO TELL US!

Join us for a preview and feedback session at the Region IV Business Meeting on Tuesday, November 8 from 2:45- 3:45. YOUR FEEDBACK will help us further improve and refine the site—come and be part of this important process!

~Sue Kelch
Communications Committee Chair, Other Board Member
University of Michigan



"LIKE" US ON FACEBOOK!

NCURA Region IV is now on Facebook! Facebook is a great networking tool to keep up to date with the latest Region IV news and events. To join the group, "like" us on our Facebook page (<http://www.facebook.com/pages/Ncura-Region-IV/134667746605561>). We hope to see you on Facebook soon!

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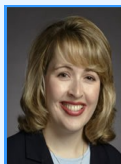
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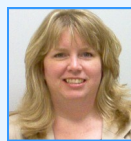
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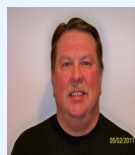
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