49th NCURA Region IV Spring Meeting

Keeping you on key and out of treble

April 28th – May 1st, 2019

Columbus, Ohio

2019 Spring Meeting Program Committee

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Wellness/Special Interest	**Bonniejean Zitske**	University of Wisconsin-Madison	bzitske@rsp.wisc.edu

We are looking forward to seeing you in Columbus!

Continuing Education Units

Registrants will receive **Continuing Education Units (CEUs)** and credit for all modules and plenaries attended during the meeting. A continuing education unit is a nationally recognized measure of participation in a continuing education program.

For attendance verification, please send a list of all modules you attended to NCURA Region IV (http://www.ncuraregioniv.com/contact.html) after May 1st, 2019.

Certified Research Administrators (CRA)

The Research Administrators Certification Council (RACC) accepts credit for all modules and plenaries that you attend during the meeting. One contact hour is equal to one credit hour (1 hour 15 minute sessions = 1.25 hours; 1 hour 30-minute session = 1.5 hours). For questions regarding CRA Certification, please contact RACC.

CRA Review Session!

The Research Administrators Certification Council (RACC) will be holding a CRA Review session on Saturday, April 27th at the conference hotel. For more information and for registration, please see: http://racc-cert.org/application-for-review/

Thank you to our sponsors of this year's meeting!

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Keynote Speaker

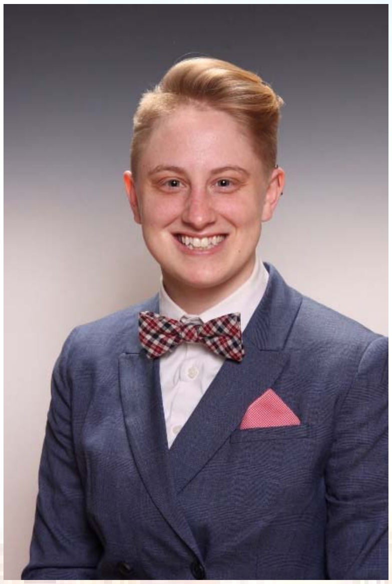
Dr. Indre Viskontas

“I work at the intersection of music and neuroscience to educate, engage and entertain.”

As a faculty member at the San Francisco Conservatory of Music, Dr. Viskontas is pioneering the application of neuroscience to musical training; she is also an Adjunct Professor of Psychology at the University of San Francisco. Dr. Viskontas has more than 50 original papers and chapters related to the neural basis of memory and creativity, co-hosted a docuseries on the Oprah Winfrey Network, appeared on The Oprah Winfrey Show, and is co-creator and host of the popular science podcast Inquiring Minds.

Special Guest Speakers

Mx. Lena Tenney



Mx. Lena Tenney will be joining us for a special presentation at **Monday's luncheon**.

Lena is Coordinator of Public Engagement for the Kirwan Institute for the Study of Race and Ethnicity at The Ohio State University. They direct the facilitation portfolio of the Race and Cognition Program, which includes traveling around the nation to facilitate trainings about implicit bias, structural racism, and being an active bystander. Lena is a co-author of the 2017 edition of the Kirwan Institute's State of the Science: Implicit Bias Review publication and a co-creator of the Implicit Bias Module Series online learning platform.

A trained Intergroup Dialogue facilitator, Lena has a background in inclusive education and coalitional activism work. They are a founding member of two grassroots community activist groups that have sought to ensure legal protections for and institutional inclusion of LGBTQ individuals at the municipal and campus levels. Lena previously served on the LGBTQ Student Success Task Force for The Ohio State University and currently serves as a member of the Board of Directors for TransOhio—a statewide non-profit organization dedicated to advocating for transgender individuals and communities.

Lena holds a Masters of Education and a Masters of Public Administration from the University of Oklahoma. They also graduated Phi Beta Kappa with a Bachelors of Arts in Religious Studies and History from the University of Oklahoma.

Special Guest Speakers

Leon McDougle, MD, MPH

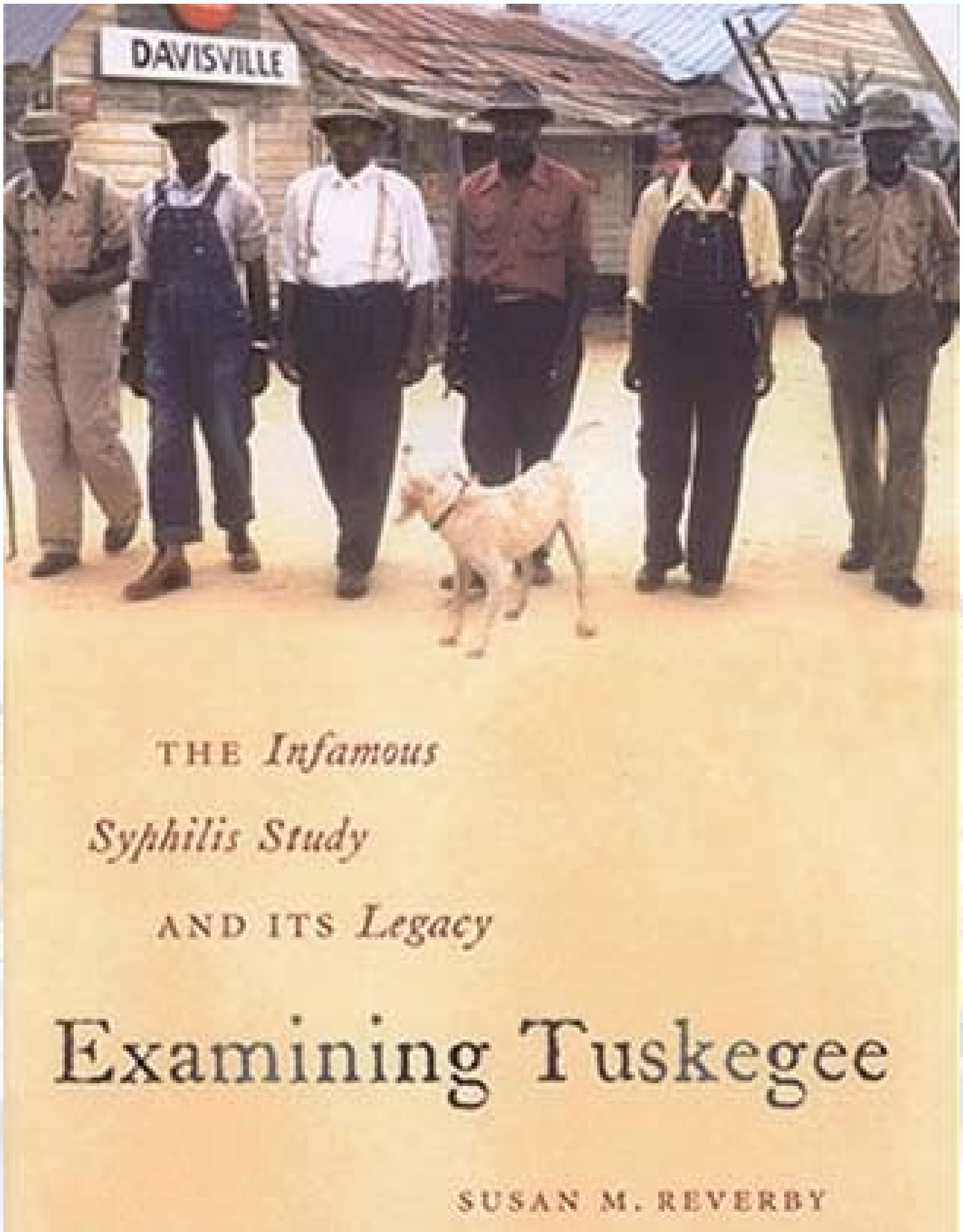
Dr. Leon McDougle will be joining us for a special presentation at **Tuesday's luncheon**.

Leon McDougle, MD, MPH, Professor of Family Medicine with tenure, is the 1st Chief Diversity Officer for The Ohio State University Wexner Medical Center. A graduate of the University of Toledo and OSU College of Medicine, he completed the family medicine residency at the Naval Hospital Camp Pendleton, California, and earned a Master of Public Health degree from the University of Michigan School of Public Health, Department of Health Management and Policy. Dr. McDougle was recently elected to serve as the National Medical Association (NMA) Treasurer for a 2-year term during the NMA Convention and Scientific Assembly that convened in Philadelphia, July 29th-August 2nd, 2017. As such, he'll serve as an ex officio member of the Board of Trustees and Executive Committee. Dr. McDougle is a former Chair for the Association of American Medical Colleges (AAMC) Group on Diversity and Inclusion. He also provides service for the AAMC as faculty for the Healthcare Executive Diversity and Inclusion Certificate Program, Minority Faculty Leadership Seminar, and Mid-Career Minority Faculty Leadership Seminar. In addition, he directs several workforce diversity programs including the MEDPATH Postbaccalaureate Program.

Education:
BA: Biology, University of Toledo, Toledo, OH, 1980-1985
MD: The Ohio State University College of Medicine, Columbus, OH, 1985-1989
Residency: Family practice, Naval Hospital Camp Pendleton, CA, 1989-1992
MPH: Health management and policy, University of Michigan, 1998-2001

NCURA Region IV Book Group

Join us for a conversation!



Wednesday morning at 9:00 AM!

Divided into the three parts, the book explores the testimony, testifying and traveling of the study. We'll discuss the impacts of this study on human subject research.

Conference Overview

Sunday, April 28

7:30am – 5:00pm	Registration Desk Open
8:30am – 4:45pm	Workshops: ***See Page 9 for full details!***
12:00pm – 1:15pm	Workshop Attendee Luncheon
5:15pm – 6:15pm	Welcome Reception – ***Open to all conference attendees!***
9:00pm – 12:00am	Hospitality Suite

Monday, April 29

6:00am – 7:00am	Morning Wellness
7:30am – 5:00pm	Registration Desk & Exhibits Open
7:30am – 8:45am	Continental Breakfast & Roundtable Discussions
8:45am – 9:00am	Opening Remarks
9:00am – 10:15am	Keynote Speaker Dr. Indre Viskontas
10:15am – 10:45am	Monday Break #1
10:45am – 12:00pm	Monday Morning Sessions

Concurrent Sessions

- **Compliance:** Start Me Up: Navigating Conflicts of Interest with University Start-up Companies
- **Federal:** National Science Foundation (NSF) Update - *Virtual Presentation*
- **Medical/Departmental:** Where do I start? Guiding PIs through a Shared Service System
- **ERA:** Going Paperless in a Digital World: How University of Iowa's Division of Sponsored Programs sent a two-story rotating file cabinet to surplus
- **PUI & ERA:** Bridging the Gap and Dodging the Audit Debris When the Paper Files Crumble
- **Professional Development:** What the Certification for Research Administration (CRA) Can Do for the Research Administrator's Career, Community and Institution

Discussion Sessions

- **Pre-Award:** Proposal Checklists and Resources

Spark Sessions (10:45am – 11:40am)

10:45am – 11:10am	• Bayh-Dole Act 2018 Update: Pursuing Compliance, Measuring Success
11:15am – 11:40am	• Telecommuting in Research Administration

12:00pm – 1:15pm	Awards and Recognition Lunch
1:25pm - 2:15pm	Concepts Expo Poster Session: ***See page 15 for descriptions of posters!***
2:15pm – 3:45pm	Monday Afternoon Sessions #1

Concurrent Sessions

- **Federal:** National Institutes of Health (NIH) Update - *Virtual Presentation*
- **Compliance:** Audits, Desk Reviews and things that go Moo in the night
- **Post-Award:** Case Studies in Cost Share Faux-Pas and Correctness
- **Professional Development:** The Senior Level Research Administrator's Role as Viewed by Junior Level Administrators
- **Post-Award:** You're Kidding, Right? Never Say Never
- **Leadership:** Methodologies and Tools to Improve Efficiency and Lower Cost in Research Administration

Discussion Sessions

- **Wellness/Special Interests:** Extension keeps you on your toes: tips for managing a diverse workload

Spark Sessions (2:15pm - 3:10pm)

2:15pm – 2:40pm	• Accelerating Clinical Trial Activation
2:45pm – 3:10pm	• Yoga at Your Desk

3:45pm – 4:00pm	Monday Break #2
4:00pm – 5:00pm	Monday Afternoon Sessions #2

Concurrent Sessions

- **Wellness/Special Interest:** What Makes You, You? Improving Communication and Engaging Others Through Self-Identity Awareness
- **Compliance:** Responsible Conduct of Research Training Requirements: Overview and Best Practices
- **Federal:** NIH Inventions & Patents - *Virtual Presentation*

• **Post-Award:** Sponsored Programs Billing, AR, and Collections Overview
• **Pre-Award:** Grant Operation (GO) Centers: Re-Envisioning Research Support on a University Campus
• **Professional Development:** Publishing with NCURA

Discussion Sessions

• **Leadership:** Am I really going crazy?
• **Professional Development:** Getting Involved with NCURA

5:15pm – 6:15pm	Newcomers Reception
6:15pm – 9:00pm	Monday Night Dinner Groups
9:00pm – 12:00am	Hospitality Suite

Tuesday, April 30

6:00am – 7:00am	Morning Wellness
7:30am – 5:00pm	Registration Desk & Exhibits Open
7:30am – 9:00am	Continental Breakfast & Roundtable Discussions
9:00am – 10:30am	Tuesday Morning Sessions #1

Concurrent Sessions

• **Compliance:** Singing from the Same Songbook: Tips and tricks for getting research partners on the same page for export control compliance
• **Post-Award:** The Grant Game!
• **Pre-Award:** Industry Sponsored Research
• **Leadership:** What can we learn from the fossils?
• **Professional Development:** Developing Staff: Talent and Succession
• **Medical/Departmental:** Strategies to Engage Faculty and Promote Research Efforts

Discussion Sessions

• **Post-Award:** Show Me the Money! - Receiving or Collecting Payments from Sponsors for Research Awards
• **Professional Development:** How to Stay Fresh and Not Burnout in Research Administration

10:30am – 11:00am	Tuesday Break 1
11:00am – 12:00pm	Tuesday Morning Sessions #2

Concurrent Sessions

• **Compliance:** Internal controls and self-audit of sponsored programs
• **Federal:** Other Support & Current and Pending Support: Why it matters if you get it right!
• **Post-Award:** No one cares about the NIH RPPR until they threaten to take your money away.
• **Pre-Award:** Tips and Tricks to successful NIH F & K submissions. The role of the research administrator in training the next generation of researchers
• **Pre-Award:** Instruction, Other Sponsored Activity, Research--What Exactly Are We Doing Here? Determining The Purpose of Your Work
• **Leadership:** Workload planning: Finding the right balance in a job where nothing ever equals 1

Discussion Sessions

• **Pre-Award:** Writing Proposals from the Reader’s Perspective
• **Post-Award:** Commons Issues in Post-Award

12:00pm – 1:00pm	Luncheon with Special Guest Speaker
1:00pm – 2:00pm	Tuesday Afternoon Sessions #1

Concurrent Sessions

• **Pre-Award:** Budget Development Mad Libs
• **Professional Development:** The Power of Content Expertise to Maximize Your Potential
• **PUI:** Compliance at PUIs - Let Us Count the Ways!
• **Federal:** NSF Grant Awards and Cash Management Overview
• **ERA:** So Much Data, So Little Time: Making the Most of Publicly Available Federal Data
• **Post Award:** Introduction to distinguishing human subject payments from participant support costs

Discussion Sessions

• **Leadership:** Ohio State’s Peer-to-Peer Onboarding Program for New Research Administrators
• **Post-Award:** To Track or Not to Track: It's Weighing on Me

2:00pm – 2:15pm	Tuesday Break 2

2:15pm - 3:15pm	Region IV Business Meeting
3:15pm – 3:45pm	Tuesday Break 3
3:45pm – 5:00pm	Tuesday Afternoon Sessions #2

Concurrent Sessions

- **Compliance:** It Takes A Village: What Is My Role In Contributing To A Successful Audit?
- **ERA:** Turning your apples into oranges: Leveraging system implementation to transform business processes
- **Medical/Departmental:** Clinical Trials – Indemnification and Subject Injury
- **Post-Award:** Sponsored Project Closeouts
- **Federal:** Current Federal Concerns with Academia and National Security: Your Playlist for the Future
- **PUI:** Taking Institutional Research to the Next Level: Creating an Environment of Success

Discussion Sessions

- **Wellness/Special Interests:** Research Administration? What's that?

Spark Sessions (3:45pm - 4:40pm)

3:45pm - 4:10pm	• I Need to Relax, but I Can't - Techniques to Turn Off Your Brain
4:15pm - 4:40pm	• Best Practices with the grant transfer process
6:00pm – 9:00pm	Tuesday Night Event
9:00pm – 12:00am	Hospitality Suite

Wednesday, May 1

7:30am – 9:00am	Hot Breakfast and Closing Remarks
7:30am – 10:00am	Registration Desk
9:00am – 10:15am	Wednesday Morning Sessions #1

Concurrent Sessions

- **Pre-Award:** Oops!...I did it again. Avoiding application pitfalls
- **Professional Development:** Beyond the Classroom: Leveraging Technology to Complement, Diversify, and Distribute Training and Education
- **PUI:** Growing Pains: An Emerging Research Institution's Experience
- **Compliance:** Fostering Research Integrity: A Primer on the Responsible Conduct of Research
- **Medical/Departmental:** Utilizing a Re-Charge Account for Clinical Research Effort on Sponsored Projects
- **Pre-Award:** The Awards Dashboard: Oversight and Communication of Award Acceptance and Negotiation

Discussion Session

- **Wellness/Special Interests:** NCURA Book Group

Spark Sessions (9:00am - 9:55am)

9:00am - 9:25am	• Developing Ourselves and Our Profession with Words: Writing for Research Management Review and Other NCURA Publications
9:30am - 9:55am	• Hiring Research Administrators
10:15am – 10:45am	Wednesday Break
10:45am – 12:00pm	Wednesday morning Sessions #2

Concurrent Sessions

- **ERA:** Introduction to Controlled Unclassified Information (CUI)
- **Federal:** NIH Human Subjects Forms, the research administrator's newest burden
- **Post-Award:** Red Light, Green Light: Navigating Sponsor Prior Approvals
- **Professional Development**: Research administration training, the benefits of a pooled approach
- **PUI:** Top 10 concepts in working with Faculty at PUI's
- **Pre-Award:** Fast & Furious: Getting a last-minute proposal submitted on time

Discussion Sessions

- **Compliance:** Practical Approaches to Export Control Compliance

Spark Sessions (10:45am – 11:40am)

10:45am – 11:10am	• Pre-Award and Post-Award Working in Partnership for Research Administration
11:15am – 11:40am	• How to Avoid Black Ice and Potholes on the Proposal Superhighway
12:00pm	Meeting Adjourn! Thank you & Safe Travels!

Sunday, April 28th

7:30am – 5:00pm	Registration Desk Open
8:30am – 4:45pm	Workshops (Morning, Afternoon and Full Day) Workshop details located on the next page.
12:00pm – 1:15pm	Workshop Attendee Luncheon
5:00pm – 6:00pm	Welcome Reception – Open to all conference attendees!
9:00pm – 12:00am	Hospitality Suite

Welcome Reception

Sunday 5:15pm – 6:15pm , Located at the Hospitality Suite

Join your fellow conference attendees Sunday evening at the welcome reception to kick off the 2019 NCURA Region IV Spring Meeting!

The reception will provide a fantastic opportunity to meet or reconnect with colleagues to kick-off the conference! Listen to music and enjoy delectable appetizers in the Hospitality Suite.

Special musical performance by the house band “Out of Compliance”!

Workshops

Morning Workshops: 8:30 AM – 12:00 PM
Afternoon Workshops: 1:15 PM – 4:45 PM

All workshops include lunch!

Workshop Overview

WS #	Time	Title
1	Morning	Introduction to Research Administration
2	Afternoon	Pre-Award Basics
3	Afternoon	Post-Award Basics
4	Full Day	Intro and Pre-Award Basics
5	Full Day	Intro and Post-Award Basics
6	Morning	NIH NRSA Training Programs: An Interactive Workshop from Application to Administration-Everything Needed to Successfully Apply for and Manage a T32 Award
7	Morning	Compliance - How to build an Information Assurance or Export Control program
8	Afternoon	Budgeting for Research Grants
9	Afternoon	Effective Presentations – *FREE for attendees!* Lunch RSVP email will be sent out prior to workshop.

Workshop Descriptions

Workshops 1-5

Workshop Title: Introduction to Research Administration
Description: *One body of information, five ways to learn! Pick your optimal learning track.*

WS #1 (AM only): Introduction to Research Administration
WS #2 (PM only): Pre-Award Basics
WS #3 (PM only): Post-Award Basics
WS #4 (Full day): Intro & Pre-Award Basics
WS #5 (Full day): Intro & Post-Award Basics

Choose your own adventure! These workshops are intended to work together to provide an introduction on what every pre-and post-award research administrator should know. Take only the morning, only the afternoon, or all day long!

Spend the morning (WS #1 - Intro) engaged in activities and discussions that address roles and responsibilities in research administration and the lifecycle of an award. Topics will include sponsor and award types, the federal costing principles, and how to navigate Uniform Guidance (2CFR200).

In the afternoon, choose your path as we split into Pre-Award and Post-Award common issues and best practices.

The Pre-Award (WS #2 - Pre) afternoon will spend time on finding funding, dissecting program announcements, assembling proposals and budgets, submitting proposals, and accepting awards.

The Post-Award (WS #3 – Post) afternoon will highlight award management, pitfalls of cost transfers, effort distributions, subcontracts, and close out.

WS #4 (Intro & Pre) and #5 (Intro & Post) are the all-day versions at a reduced price!

Learning Objectives:

Introduction to Research Administration

- Identify how their role fits into the wider research administration enterprise and supports the lifecycle of a project.
- Understand common award mechanisms and basics of federal funding principles.

Pre-Award Basics

- Develop strategies for assisting faculty with proposal and budget development.
- Identify review techniques to protect the institution and lead to a smooth project implementation.

Post-Award Basics

- Review best practices for managing funded projects from receipt to closeout.
- Identify how to interpret the requirements of a grant agreement.
- Explore the proper way to handle sub-recipient agreements and monitoring.

Skill-level: Basic

Presenters:

Heather Offhaus
Director of the Grant Review & Analysis Office at the University of Michigan Medical School

Diane Hillebrand
Grants Manager at the University of North Dakota (UND)

Shannon Sutton
Director of Sponsored Projects, Western Illinois University

Bonniejean Zitske
Assistant Director, Research Financial Services of University of Wisconsin-Madison

Workshop 6

Workshop Title: NIH NRSA Training Programs: An Interactive Workshop from Application to Administration-Everything Needed to Successfully Apply for and Manage a T32 Award.

Description: This workshop will cover multiple areas associated with NIH NRSA Training Grant (T32) proposals and awards. Following a brief introduction about NIH NRSA Training grant programs, we will breakdown the workshop into three basic components: 1. Pre-award proposal preparation (including required data tables), 2. Award management best practices (including Xtrain use) and 3. Post-award considerations upon both annual and award closeout.

Learning Objectives:

The primary objective of this workshop is to provide a complete overview of T32 administration (from application to closeout). Following the workshop, participants should be able to:

- Interpret instructions of a T32 grant
- Manage the appointments and financials of a T32 award
- Appoint and terminate trainees within Xtrain
- Understand allowable costs for T32 grants
- Understand requirements for annual progress reports (RPPR)
- Complete tuition obligations for annual closeouts
- Understand where to find resources to aid in the administration of T32 programs

Presenters:

Jenny Dahlberg
Grants Administration, Dean's Office, School of Veterinary Medicine, University of Wisconsin – Madison

Mallory Musolf
University of Wisconsin – Madison

Workshop 7

Workshop Title: Compliance - How to build an Information Assurance or Export Control program

Description: Understand the key components of an Information Assurance/Export Control program

Learning Objectives: Learn tangible ways to improve your university's existing program, regardless of how basic or advanced it is.

Presenter(s):

Mary Duarte Millsaps
Research Information Assurance Officer, Sponsored Program Services, Purdue University

Jess Albertson
Sr. Export Control Officer, The Ohio State University

Workshop 8

Workshop Title: Budgeting for Research Grants

Description: The Principal Investigator (the Project Director) has primary responsibility for budget planning for a new proposal. Not only should the budget translate the science into numbers, but it should also be reasonable, allocable, allowable, and consistently applied. Join us for an interactive workshop presenting the basics of budgeting for research grants. This budgeting workshop is modeled using a NIH budget format.

Learning Objectives: Learn how to:

- Calculate indirect costs
- Determine calendar months for effort
- Complete other budget components
- Write a budget justification
- We will also talk about how to monitor expenses after you are awarded and the closeout (FFR) process.

Presenters:

Rula Karapatsakis
Financial Senior Manager, University of Michigan

Diane Meyer
Pre-Award Project Manager of Iowa State University

Workshop 9

Workshop Title: Effective Presentations

Description: Strong presentation skills are essential to your success as a research administrator. Do you have them? Whether you are presenting to 5 people or 500 people, building an effective presentation begins long before you take the stage. Assessment, preparation, and planning are essential if you want to design an engaging presentation. Join me for a hands-on, interactive session where you will obtain tools and learn strategies to increase the effectiveness of your next presentation. We will also explore communication and self-awareness practices to use when you are in front of an audience as well as technology-based tools to enhance your future presentations.

Learning Objectives:

- Explain the unique needs of adult learners.
- Follow popular instructional design methods.
- Differentiate between learning objectives and design objectives.
- Apply simple techniques to create a participant-centered presentation.
- Incorporate different technology to enhance presentations.
- Identify their own strengths and areas for improvement

Presenters:

Melanie Hebl
Education Coordinator, University of Wisconsin-Madison

Sandy Fowler
Assistant Dean, College of Agricultural and Life Sciences, University of Wisconsin-Madison

Monday, April 29th

6:00am – 7:00am: **Morning Wellness**

Join outgoing Region IV Chair, Bonniejean Zitske for a beginner's session of "Yoga with Adriene" before breakfast! The group will meet at 6:00 AM for about 30 minutes and ALL ARE WELCOME!

7:30am – 5:00pm: **Registration Desk & Exhibits Open**

7:30am – 8:45am: **Continental Breakfast & Round Table Discussions**

Topics will be displayed on the tables. Feel free to pick a table with a topic you'd like to discuss – then discuss with anyone who also sits there.

8:45am – 9:00am: **Opening Remarks**

9:00am – 10:15am: **Keynote Speaker - Dr. Indre Viskontas**

10:15am – 10:45am: **Monday Break #1**

10:45am – 12:00pm: **Concurrent, Discussion, and Spark Sessions**

Start Me Up: Navigating Conflicts of Interest with University Start-up Companies

Track: **Compliance** – Level: **Intermediate** – Type: **Concurrent Session**

Monday, April 29th 10:45-12:00pm

Faculty researchers often take entrepreneurial roles with start-up companies commercializing University technology. As we have seen from recent national media coverage, such relationships may give rise to conflicts of interest (COIs). This session will discuss strategies for identifying and managing COIs with research sponsored by University start-up companies. We will highlight COI compliance issues surrounding Small Business Innovation Research (SBIR) and Small Business Technology Transfer (STTR) projects.

Learning Objectives:

- Define conflict of interest; describe why COIs matter in the academic research setting; and explain why transparency is the central principle guiding COI management.
- Identify various types of potential COIs arising from start-up activities, such as personal conflicts with research, conflicts under state ethics laws, and institutional conflicts.
- Learn to apply specific techniques to help identify and manage potential COIs, especially with SBIR and STTR projects.
- Examine how close collaboration between Sponsored Programs, Research Compliance and the study team can facilitate the ethical conduct of research

Benjamin West - Associate Director, Conflict of Interest - The Ohio State University

National Science Foundation (NSF) Update - Virtual Presentation

Track: **Government/Federal** – Level: **Overview** – Type: **Concurrent Session**

Monday, April 29th 10:45-12:00pm

This session will cover new developments at NSF – programs, policies, systems, people and budgets. NSF staff will provide a comprehensive review of what is new and developing at NSF.

Jeremy Leffler - Outreach Specialist - NSF Policy Office

Where do I start? Guiding PIs through a Shared Service System

Track: **Medical/Departmental**– Level: **Intermediate** – Type: **Concurrent Session**

Monday, April 29th 10:45-12:00pm

The Ohio State University College of Medicine implemented a shared services model in 2014 similar to those utilized by other universities to provide comprehensive grants administration support at the departmental level. Previously some of these services were provided by department staff and the Office of

Sponsored Programs but, due to the ever-increasing demands of compliance, it was determined that there was a need for greater pre and post award support. After meeting with departments, determining their specific needs, and developing MOUs with each, a centralized office within the College was created to provide these services. These services include assistance with: proposal and budget development; application submission; just in time requests; post-award financial support; sponsor reporting; educational outreach; and more. While still in the implementation phase services continue to expand with the addition of other departments, institutes, and colleges.

Learning Objectives:

- Identifying needed services
- Working with multiple departments with unique organizational structure and culture
- Building a culture of trust and respect within each unit
- Collaborating with the Office of Sponsored Programs to ensure that both project and university compliance needs are met.
- We'll also discuss current issues facing both department and sponsored programs offices.

Amanda Gibbs - Grants and Contracts Administrator - The Ohio State University
Maria Burkett - Sr. Sponsored Program Officer -The Ohio State University

Going Paperless in a Digital World: How University of Iowa's Division of Sponsored Programs sent a two-story file cabinet to surplus

Track: **ERA** – Level: **Basic** – Type: **Concurrent Session**

Monday, April 29th 10:45-12:00pm

Our Sponsored Programs office managed its review of proposals and awards by tracking folders as they moved from desk to desk and finally to a two-story rotating file cabinet. Occasionally, the call would come out: "Who has the folder for E5100?" We are happy to say that those days are in our past. The University of Iowa has developed a tracking system which manages the review and awarding of Grants and Contracts for our Pre- and Post-Award groups. The system allows parallel distribution of reviews across several individuals, tracks the reviews, and provides detailed status of the reviews to our campus. The eDSP system also incorporates a system for the submission, review, and management of subawards. The systems have allowed the Division of Sponsored Programs to go paperless replacing an older sequential process that was very paper intensive. This session will provide an overview of the steps to the design and implementation of a modern pre-award system.

Learning Objectives:

- Attendees will be able to describe the processes to discover and implement efficiencies within their own offices and the desirable attributes of a system to facilitate those efficiencies.

Jose Jimenez - Director Research Information Systems - University of Iowa

Bridging the Gap and Dodging the Audit Debris When the Paper Files Crumble

Track: **PUI** & **ERA**– Level: **Intermediate** – Type: **Concurrent**

Monday, April 29th 10:45-12:00pm

This session looks at how to manage electronic grant files at the College and Department level. Topics discussed will be how to transition from paper to electronic grant files, best practices for grant organization, and how to get the rest of your team on board.

Learning Objectives:

- Identify benefits to implementing and maintaining electronic files
- Learn how to engage and excite staff to elicit positive change
- Walk away with a basic structure for electronic file set up and maintenance
- Understand barriers to implementation of electronic files

Carole Donnellon - Assistant Director, Business Affairs - University of Cincinnati
John Schwartz - Director, Business Affairs - University of Cincinnati

What the Certification for Research Administration (CRA) Can Do for the Research Administrator's Career, Community and Institution

Track: **Professional Development** – Level: **Basic** – Type: **Concurrent Session**

Monday, April 29th 10:45-12:00pm

Participants should have preferably three years' professional experience in research and/or sponsored programs administration. The role of the research administrator has taken many forms over the years with the expansion of science and research both domestically and internationally. Along with this dramatic growth and diversity of research comes complicated legal and regulatory requirements, complex and difficult to navigate bureaucracies, and the increased demand for public accountability. Indeed, the research enterprise today is vast, and the knowledge and skills needed and required by a research administrator encompass a broad spectrum. Obtaining a CRA is a clear way to show that you have demonstrated achievement of an advanced level of knowledge and understanding of the principles, concepts and regulations for administering research.

Learning Objectives:

- Gain knowledge about the CRA
- Understand the CRA exam expectations
- Learn eligibility requirements for the CRA
- Take methods of promoting the CRA back to their institution

Sue Kelch - Senior Research Financial Analyst - University of Michigan

Danielle Smith - Director of Research Administration – Life Sciences Institute - University of Michigan

Proposal Checklists and Resources

Track: **Pre-Award** – Level: **Basic** – Type: **Discussion Session**

Monday, April 29th 10:45-12:00pm

This interactive group session will discuss checklists and resources utilized during the review process of a proposal prior to submission to a sponsoring agency. These checklists can be used by the Sponsored Programs office or Departmental Business office. Participants will share what resources they use for reviewing the proposal and how these resources assist with the review of the proposal itself.

Stephanie Fellmann - Senior Proposal Coordinator - University of Illinois Urbana-Champaign

Bayh-Dole Act 2018 Update: Pursuing Compliance, Measuring Success

★ Spark Session ★

Monday, April 29th 10:45-11:10am

The 2018 update to the Bayh-Dole Act changed compliance language and increased potential penalties. UW-Madison acted quickly to implement an enhanced (and highly successful) compliance process

Kristin Harmon - Intellectual Property Disclosure Specialist - University of Wisconsin - Madison

Telecommuting in Research Administration

★ Spark Session ★

Monday, April 29th 11:15-11:40am

The need for a flexible workplace is greater now than it has ever been before. With the technology available today, it is also easier. In this session we will explore ways to make your transition from office to home and back again seamless.

Tina Radley - Grant Specialist - University of Wisconsin - Parkside

12:00pm – 1:15pm: Awards and Recognition Lunch

Special presentation by Mx. Lena Tenney!

Concepts Expo Poster Session

1:25pm - 2:15pm

Enabling Teams – A Roadmap
Concepts Expo Poster Session, Monday, April 29th 1:00-2:00pm

Come explore a journey of strategies for enabling teams to be successful. Based on the presenter's own team and interviews with other research administrators, this roadmap will include practical strategies for profiling workplace styles, strengths, and skill sets; training; support; and team building activities - all to create a culture of "successful teams.

Fouza Yusuf - Program Manager - Medical College of Wisconsin

Building a New Institutional Post-Award Office
Concepts Expo Poster Session, Monday, April 29th 1:00-2:00pm

Interested in starting a new post-award office at your institution? This poster will show the timeline of building a new post award office at Ann & Robert H. Lurie Children's Hospital of Chicago by discussing areas such as initiation, challenges, accomplishments, and future goals.

Cristina Goldsmith - Research Business Manager - Ann & Robert H. Lurie Children's Hospital of Chicago

The Awards Dashboard
University of Missouri-Columbia's Answer to Management of Pending Grants and Contracts
Concepts Expo Poster Session, Monday, April 29th 1:00-2:00pm

In early 2015 MU's central research administration office was unable to provide solid data on the number of awards currently in process and to answer leadership's question of how long it takes to finalize the negotiation and award process. The Awards Dashboard provided resolution to these issues, as well offering benefits to other stakeholders along the way.

Brenda Leuenberger - Senior Compliance Manager - University of Missouri-Columbia

RED: Research - Education – Development
Concepts Expo Poster Session, Monday, April 29th 1:00-2:00pm

Through the development of the new RED program at UW-Madison, we are connecting over 200 campus research administrators. Focused on building campus-wide community while developing practical learning experiences, we have developed workshops, a mentoring program, an annual symposium, and more!

Melanie Hebl - Education Coordinator - University of Wisconsin - Madison

Working through the MUDD: Managing Under Distress and Dysfunction
Concepts Expo Poster Session, Monday, April 29th 1:00-2:00pm

Useful and impactful approaches/tips for managing under distress and dysfunction will be shared with attendees. Come share your experience, hear from others, and learn a few tips and tricks along the way. We will get through the MUDD together!

Amy Bicek-Skog - Principal Grants & Contracts Administrator - University of Minnesota

Supporting Research Administration, One Pebble at a Time

Concepts Expo Poster Session, Monday, April 29th 1:00-2:00pm

Research Administration is a complex area and working with technical teams that are unfamiliar with the landscape can be daunting. By using Agile principles and focusing both the functional and technical teams on specific areas, it is possible to collaborate and develop solutions that make us more effective and efficient while ensuring our research communities have access to the information they need when they need it. Using the visual metaphor of a mountain being decomposed to boulders and eventually to pebbles, we will describe the process used to deliver solutions for research administration. Direct examples from University of Iowa's eDSP system will also be presented.

José Jimenez - Director, Research Information Systems - University of Iowa
Ryan Geerts - Senior Application Developer - University of Iowa

Building a Faculty Outreach Program

Concepts Expo Poster Session, Monday, April 29th 1:00-2:00pm

Over the past year, the UW-Madison College of Engineering's Office (CoE) of Research has prioritized development of infrastructure and services to support the research mission of CoE. To this end, CoE's Research Services team has created and implemented an outreach program to assist faculty researchers (particularly junior faculty) in development of their research agenda. The components of the outreach program currently include training for new faculty, a quarterly newsletter, an annual workshop on development of NSF CAREER proposals, a resources repository for faculty (currently in development), and enhanced outreach to departmental and center research administrators within CoE. Learn about why these components of the outreach program were developed, challenges faced, and lessons learned during their development and implementation, and a preliminary assessment of their effectiveness.

Tamara Kuhn Martin - Assistant Dean for Research Administration, College of Engineering – University of Wisconsin – Madison

Enabling Others to Act – Inspiring a Workplace of Trust and Collaboration

Concepts Expo Poster Session, Monday, April 29th 1:00-2:00pm

The practice of enabling others to act is about fostering collaboration and strengthening people. As leaders in research administration the importance of building teams and a culture of collaboration is essential to our roles. Based on the research of Jim Kouzes and Barry Posner's book, The Leadership Challenge, Enabling Others to Act is a leadership behavior that can help leaders be more successful, improve employee engagement, and increase their organization's performance. When we apply this leadership behavior into our daily lives, we can strengthen our interpersonal relationships and create an atmosphere of trust.

Crystal James - Administrative Coordinator I - Medical College of Wisconsin

Singing from the Same Songbook: Tips and tricks for getting research partners on the same page for export control compliance

Concepts Expo Poster Session, Monday, April 29th 1:00-2:00pm

Explore different approaches and strategies for building collaboration and consensus among interested parties in research negotiations involving export control issues. We will discuss the varying motivations and perspectives of PIs, export compliance, technology transfer offices, industry sponsors, government sponsors, etc. and provide tips and tricks for identifying common ground.

Jessa Albertson - Senior Export Control Analyst - The Ohio State University
Kate Stoan - Export Control Analyst - The Ohio State University

Accelerating the Activation of Clinical Trials

Concepts Expo Poster Session, Monday, April 29th 1:00-2:00pm

Faster activation of clinical trials enables medical institutions to offer promising new treatments to patients sooner, results in additional time for patient enrollment, and improves the ability to attract the best trials and industry funding. Mayo Clinic has implemented a strategic initiative to reduce the activation time for industry-sponsored clinical trials from our 2013 median activation time of 183 days to our current median of 63 days. The redesigned activation process uses a multidisciplinary, team-based approach. Key elements include central project management of the process; cross-functional activation teams for individual trials; prioritization of industry-funded trials; streamlined ancillary committee reviews; work performed in parallel by administrative teams; and attention to first-time quality, timelines, deliverables and accountability throughout the process. This transformed process has been sustained since 2016 at three geographically diverse Mayo Clinic sites.

Linda Sanders – Research Administrator – Mayo Clinic
Julie Watters – Sr. Project Manager – Mayo Clinic

To Track or Not to Track: It's Weighing on Me

Concepts Expo Poster Session, Monday, April 29th 1:00-2:00pm

How do we ensure that workloads are distributed fairly? What is a fair way to quantify different types of work being done by research administrators? This poster examines how different institutions are tackling questions related to tracking work and how to weigh different types of work. The audience will be invited to contribute comments about how their institution addresses these issues.

Hang McLaughlin - Sr. Grants & Contracts Administrator – University of Minnesota
Kim Makowske - Sr. Grants & Contracts Administrator - University of Minnesota

How to Avoid Black Ice and Potholes on the Proposal

Concepts Expo Poster Session, Monday, April 29th 1:00-2:00pm

Successful proposal submissions can occur despite the chance of inclement weather/surroundings. This poster explores the possible black ice/potholes you may encounter, as well as the roadwork needed on your journey to submit a successful proposal.

Hang McLaughlin - Sr. Grants & Contracts Administrator – University of Minnesota
Kim Makowske - Sr. Grants & Contracts Administrator - University of Minnesota

Bayh-Dole Act 2018 Update: Pursuing Compliance, Measuring Success

Concepts Expo Poster Session, Monday, April 29th 1:00-2:00pm

The 2018 update to the Bayh-Dole Act changed compliance language and increased potential penalties. UW-Madison acted quickly to implement an enhanced (and highly successful) compliance process.

Kristin Harmon - Intellectual Property Disclosure Specialist – University of Wisconsin

2:15pm – 3:45pm: Concurrent, Discussion, and Spark Sessions

Audits, Desk Reviews and things that go Moo in the night

Track: **Compliance** – Level: **Intermediate** – Type: **Concurrent Session**

Monday, April 29th 2:15-3:45pm

The A-133 audit has replaced some of the individual agency audits. Offices of Inspectors General are still responsible for insuring compliance with award terms and conditions. Over the last 10 years an increasing number of audits are being performed by CPA firms, not specific agency OIG staff. We will discuss the audit process and the difference between audits, reviews, inspections and investigations. The workshop will provide strategies for managing the audit, from setting the scope before it starts and limiting the scope creep once it has started along with the various institutional roles needed to effectively and efficiently respond to audit requests.

Learning Objectives:

- The differences between the various types of audit, review and investigation.
- Learn strategies to effectively manage the audit and keep within scope.
- Gain an understanding of how to keep an institution's own policies, procedures and processes from being an audit risk.

Danielle Smith - Director of Research Administration – Life Sciences Institute - University of Michigan

Case Studies in Cost Share Faux-Pas and Correctness

Track: **Post-Award** – Level: **Basic** – Type: **Concurrent Session**

Monday, April 29th 2:15-3:45pm

Cost share has long been a part of the grants and contracts landscape. Especially during periods of economic strain, sponsor demands for "leveraged support" seem to increase. Project directors often have compelling reasons to show as much institutional support on their proposals as possible, but institutions prefer to cost share as little as possible in order to avoid overly burdensome documentation requirements and adverse effects on F&A rates. Without proper documentation and/or buy-in by those providing support, a proposal's cost share may inadvertently create a situation in which the institution cannot keep its promises. In this session we will explore the different types of cost share, and the tension between the desire to show leveraged institutional support while avoiding institutional risk. The challenge of mitigating this tension can often lead pre-award administrators allow cost share faux pas in the proposal-- leaving post-award administrators with the difficult task of meeting and documenting the cost share promise. We will use case studies to explore the various blunders and gray areas left in the proposal budget that might lead to difficult cost-share tracking during the post-award stage. We would like to hear from audience members about their best practices in documenting cost share. Our case studies will also explore the challenges and opportunities pre-award administrators face as they educate their faculty members about best practices in leveraging various types of support

Learning Objectives:

- Talk about the different kinds of cost share (mandatory, voluntary-committed, voluntary uncommitted, in-kind).
- Understand how cost share affects the Institution's indirect cost rate.
- Understand why an institution would agree to the various types of cost share.
- Understand what documents auditors need for the various types of cost share.
- Discuss how discuss how different institutions handle the accounting/tracking for the various types of cost share."

Katie Schortgen - Manager, Grants Accounting - Eastern Michigan University
Iris Dickhoff-Peper - Director, Research, Education and Information - Washington University

The Senior Level Research Administrator's Role as Viewed by Junior Level Administrators

Track: **Professional Development** – Level: **Overview**– Type: **Concurrent Session**

Monday, April 29th 2:15-3:45pm

Senior level people sometimes forget what it was like to just be starting out in research administration. Ok, sometimes they want to forget but can't! Either way, they sometimes fail to understand what our less experienced colleagues need in order to succeed and progress as research administrators. In this session, two junior to mid-level research administrators will discuss what they expect/need/want/must have from senior administrators. They will also discuss what they don't want or need too! There will be a seasoned veteran there to describe what is expected/needed/wanted from the up and coming junior research administrators. We'll touch on issues when you're in your office as well as how this can be applied to NCURA activities. Our goal is to send you home with some new insights you can apply when communicating with your experienced colleagues.

Learning Objectives:

- Participants will gain an understanding of how junior level research administrators view their role in the larger organization.
- Participants will gain a better understanding of how a junior level research administrator views the role of a senior level research administrator
- Participants will learn tips and tricks for communicating with research administrators at levels other than their own.

Jim Maus - Grant Specialist, Department of Orthopedic Surgery - Washington University School of Medicine

Susan Fredson-Cole - Sponsored Program Officer - The Ohio State University

Amy Bicek-Skog - Principal Grant Administrator - University of Minnesota

You're Kidding, Right? Never Say Never

Track: **Post-Award** – Level: **Intermediate** – Type: **Concurrent Session**

Monday, April 29th 2:15-3:45pm

Some cost-related questions are easily answered. We love being able to respond with an unqualified "Yes." However, situations are rarely simple and do not necessarily follow an ideal course of action. When we are faced with situations involving strange costing questions, how should we respond? During this session, we will discuss case studies of unusual situations and identify what issues they pose. We will talk about what resources are available to help people work through such situations and walk through potential approaches.

Learning Objectives:

- Practice identifying key issues.
- Learn about resources available for problem solving.
- Discuss potential approaches to unusual situations.

Heather Offhaus - Director, Grant Services & Analysis – University of Michigan

Jennifer Rodis - Policy Analyst – University of Wisconsin-Madison

Shelly Earl – Accountant Advanced - University of Wisconsin-Madison

Methodologies and Tools to Improve Efficiency and Lower Cost in Research Administration

Track: **Leadership** – Level: **Overview** – Type: **Concurrent Session**

Monday, April 29th 2:15-3:45pm

As a research administrator, how often have you worked on a slow, convoluted process in your institution or unit and thought there has to be a better way? If you were to change the process, where would you start? This presentation provides an introduction on methodology and tools to guide you in building your change management team, quantifying inefficiency, prioritizing potential improvement projects, and sustaining success over time. Presentation materials will include PowerPoint slides, case studies in research administration, and an interactive exercise with the audience to reinforce concepts.

Learning Objectives:

- Identify a process improvement methodology
- Understand the 5 phases of the DMAIC cycle
- Explain at least one tool for each phase
- Recognize how to apply this methodology to your research administration processes

James Duade – Senior Program Officer, Office of Sponsored Programs– The Ohio State University
Kim Toussant - Director, Office of Responsible Research Practices – The Ohio State University

National Institutes of Health (NIH) Update Virtual Presentation

Track: **Government/Federal** – Level: **Basic** – Type: **Concurrent Session**

Monday, April 29th 2:15-3:45pm

This session will cover new developments at NIH – programs, policies, systems, people and budgets. NIH staff will provide a comprehensive review of what is new and developing at NIH.

Kaneisha Akinpelumi - Grants Administration Branch - National Institutes of Health

Extension Keeps You on Your Toes: Tips for Managing a Diverse Workload

Track: **Wellness & Special Interest** – Level: **Basic** – Type: **Discussion**

Monday, April 29th 2:15-3:45pm

This discussion group will allow those who work with Extension to share how they manage a diverse workload that can change from day to day. Individuals who are new to Extension will have the opportunity to ask questions and learned from seasoned Extension personnel.

Katie Groeniger - Sr. Sponsored Program Officer - The Ohio State University
Bette Hartschuh - Sr. Sponsored Program Officer - The Ohio State University
Lori Kaser - Grants & Contracts Administrator - The Ohio State University
Laura Keesor - Grants & Contracts Associate - The Ohio State University
Angela LeMaster - Sr. Specialist Grants & Contracts - The Ohio State University

Accelerating the Activation of Clinical Trials

★ Spark Session ★

Monday, April 29th 2:15-2:40pm

Overview of Mayo Clinic's approach in standardizing and managing the activation of clinical trials from a site perspective. Focus will be on project management methodologies and techniques for clinical research.

Linda Sanders – Research Administrator – Mayo Clinic
Julie Watters – Sr. Project Manager – Mayo Clinic

Yoga at Your Desk

★ Spark Session ★

Monday, April 29th 2:45-3:10pm

Not getting anywhere with your agency representative? No one answering your calls? Take a breather. Workplace stress is common and can hurt your productivity and your health. Did you know, without even leaving your desk, there are a few stretches you can do to greatly relieve tension and stress? Come prepared to stretch; we are going to do a seated yoga workout together!

Melanie Hebl - Education Coordinator – University of Wisconsin-Madison

3:45pm – 4:00pm: **Monday Break #2**

4:00pm – 5:00pm: Concurrent, Discussion, and Spark Sessions

Responsible Conduct of Research Training Requirements: Overview and Best Practices

Track: **Compliance** – Level: **Overview** – Type: **Concurrent Session**

Monday, April 29th 4:00-5:00pm

The National Institutes of Health (NIH), National Institute of Food and Agriculture (NIFA), and National Science Foundation all require select "participants" supported to conduct research to undergo some form of training regarding Responsible and Ethical Conduct of Research (RCR). This, however, is where the similarities between the agencies and their RCR training requirements end. In July 2017, the NSF Office of Inspector General (OIG) released a report reviewing Institutions' Implementation of NSF's Responsible Conduct of Research (RCR) requirements. The OIG found that 23 percent of the institutions involved in their compliance testing were not in compliance with NSF's RCR requirements when they were first contacted by the OIG (NSF OIG, 2017, p. 3). The NSF OIG, in addition to other funding agencies, has indicated they intend to continue focusing efforts on ethical conduct of research. As a result, it is crucial for research administrators to understand the RCR training requirements for each agency and have policies and procedures in place that ensure compliance.

Learning Objectives:

- Define the training requirements for each funding agency
- Identify which "participants" supported by the funding agency to conduct research are subject to the training requirements
- Share and discuss policies and procedures their institution follows to comply with RCR requirements, including identifying and tracking completion of RCR training
- Assess the effectiveness of their institution's RCR policies and procedures
- Understand risks involved with non-compliance

Nathan Winters - Compliance Manager - University of Missouri

NIH Inventions & Patents Virtual Presentation

Track: **Governmental/Federal** – Level: **Basic** – Type: **Concurrent Session**

Monday, April 29th 4:00-5:00pm

This session will provide an update on NIH's technology transfer policies, guidelines, and practices for both NIH's intramural and extramural research programs. Additional topics will include Bayh-Dole compliance, iEdison, and intellectual property policies and their application to NIH grant and contract programs. Also covered will be the development of model agreements, including material transfer, license, and collaboration agreements and the NIH licensing of diagnostic technologies.

Ann Hammersla - Director of the Division of Extramural Inventions and Research Resources - NIH

What Makes You, You? Improving Communication and Engaging Others Through Self-Identity Awareness

Track: **Wellness/Special Interest** Level: **Basic** Type: **Concurrent**

Monday, April 29th 4:00-5:00pm

Join your Region IV colleagues in an exercise of self-discovery. Learn how who you are affects how you interpret situations and that others might be viewing the same circumstance through a completely different lens. During this session, we'll take a look at several different dimensions of our own identities through individual activities and reflection.

Bonniejean Zitske - Assistant Director, Research Financial Services – University of Wisconsin - Madison

Sponsored Programs Billing, AR, and Collections Overview

Track: **Post-Award** – Level: **Basic** – Type: **Concurrent Session**

Monday, April 29th 4:00-5:00pm

This session will cover the types of contracts that are set up in PeopleSoft and the corresponding bill plans associated with the contract types at a high level. We will also cover the ways payments come into the

University and how they are applied to the appropriate contract/grant. Finally, we will discuss our collections policy and process for following up on payments not received.

Learning Objectives:

- Attendees will learn about the University's sponsored project billing, AR and collections processes at a high level

Cristi Fusch – Accountant Advanced, Revenue Management – University of Wisconsin-Madison
Jess Nytes – Accountant, Revenue Management - University of Wisconsin-Madison

Grant Operation (GO) Centers: Re-Envisioning Research Support on a University Campus

Track: **Pre-Award** – Level: **Overview** – Type: **Concurrent Session**

Monday, April 29th 4:00-5:00pm

The Office of the Vice President for Research at Saint Louis University is embarking on major organizational changes and re-envisioning the way research is supported on campus. Through the creation of centralized Grant Operation (GO) Centers, we brought together departmental and central research administrators into a single team to provide hands-on support to faculty applying for and managing their grants. With this new infrastructure, our goals are to raise the level of services offered to faculty, offer more specialized and personalized services, and ultimately submit higher quality proposals for funding. During this session we will discuss: (1) the centralization process of combining departmental and central research administrators; (2) advantages and challenges of this model; and (3) how this model can create a more resilient research support infrastructure in an ever-changing research climate.

Learning Objectives:

- Opportunities and challenges in re-organizing research support
- How to create a resilient research support infrastructure to support faculty needs
- Benefits of this model to research administrators

Alexis Bruce-Staudt - Executive Director, Grant Operation (GO) Centers - Saint Louis University
Cyn Wise - Post-Award Specialist III, Grant Operation (GO) Center - Saint Louis University

Publishing with NCURA

Track: **Professional Development** – Level: **Intermediate**– Type: **Concurrent Session**

Monday, April 29th 4:00-5:00pm

There are many ways to contribute to the research administration field, and often we may not think of publishing as one of those venues. Whether it be a case study, a scholarly article, a book review, or a newsletter article, publishing is a very meaningful, productive, and unique way to not only make a contribution but to advance the field. As research administrators, most of us have an experience to share that will help others gain knowledge.

Learning Objectives:

- Find out how to organize your experience/observations into a publishable format
- Describe different types of publishing venues
- Understand the variety of ways to publish with NCURA
- Create an outline based on area of interest and/or expertise

Sue Kelch - Senior Research Financial Analyst - University of Michigan

Am I really going crazy?

Track: **Leadership** – Level: **Overview** – Type: **Discussion Session**

Monday, April 29th 4:00-5:00pm

We have all had that time when something "interesting" happened. We ask ourselves, "Did I hear them correctly?" Come share your stories from the trenches and share what you learned from the situation. How leadership handled it? Would you have handled it differently if you were the leader? What kind of leader do you want to be?

Learning Objectives:

- Gain insight into dealing with difficult situations
- Identify educational opportunities
- Expand your insight into leadership actions
- Participants will be challenged to critically examine their own leadership skills

Diane Hillebrand - Grants Manager, School of Medicine & Health Sciences - University of North Dakota
Jim Maus - Grant Specialist, Department of Orthopedic Surgery - Washington University School of Medicine

Getting Involved with NCURA

Track: **Professional Development** – Level: **Basic** – Type: **Discussion Session**
Monday, April 29th 4:00-5:00pm

Come join a discussion on where you can get involved with the NCURA organization. Find the different areas that you can either find resource or lend a hand. NCURA is a diverse body of individuals and it only can continue existing because of outstanding people contributing their time and knowledge.

Learning Objectives:

- Learn the different volunteer opportunities and committee/leadership positions.
- Allow for individuals to talk about how they would feel most engaged.

Charlie Giese - Senior Grants and Contracts Specialist - University of Wisconsin – Madison
Sue Kelch - Senior Research Financial Analyst - University of Michigan
Kathy Durben - Executive Director, Office of Research and Sponsored Programs - Marquette University

5:15pm – 6:15pm: Newcomers Reception

Everyone new to NCURA or new to the Regional Meeting is invited to join Region IV leadership for refreshments and to learn more about the organization. From here we will help connect you with your Dinner Group.

6:15pm – 9:00pm: Monday Night Dinner Groups

Sign-up near the Registration Desk to join other NCURA attendees and experience the local fare Columbus has to offer. Dinner Groups will meet in the lobby at 6:00 pm for reservations at nearby restaurants.

9:00pm – Midnight: Hospitality Suite

The Hospitality Suite is open each night, offering a place to unwind and chat with colleagues. A variety of board or card games will be available as well!

Tuesday, April 30th

6:00am – 7:00am: Morning Wellness

Join outgoing Region IV Chair, Bonniejean Zitske for a beginner's session of "Yoga with Adriene" before breakfast! The group will meet at 6:00 AM for about 30 minutes and ALL ARE WELCOME!

7:30am – 5:00pm: Registration Desk & Exhibits Open

7:30am – 9:00am: Continental Breakfast & Breakfast Roundtable Discussions

Topics will be displayed on the tables. Feel free to pick a table with a topic you'd like to discuss – then discuss with anyone who also sits there.

8:00am – 12:00pm Headshot Studio

New this year! Step into our on-site headshot studio! When your photo session is finished, you'll have the opportunity to select your favorite photos and instantly share them via email, Twitter, Facebook or Instagram.

9:00am – 10:30am: Concurrent, Discussion, and Spark Sessions

Singing from the Same Songbook:
Tips and tricks for getting research partners on the same page for export control compliance
Track: **Compliance** – Level: **Intermediate** – Type: **Concurrent Session**
Tuesday, April 30th 9:00-10:30am

This session will explore different approaches and strategies for building collaboration and consensus among interested parties in research negotiations involving export control issues. We will discuss the varying motivations and perspectives of PIs, export compliance, technology transfer offices, industry sponsors, government sponsors, etc. and provide tips and tricks for identifying common ground.

Learning Objectives:

- Understand the various motivations and priorities of parties to contract negotiations as they relate to export control compliance
- Develop helpful negotiating approaches and tactics for addressing export control compliance in agreements
- How to implement internal processes and procedures to address export control compliance when agreement concessions are made

Jessa Albertson - Senior Export Control Analyst - The Ohio State University
Kate Stoan - Export Control Analyst - The Ohio State University

Strategies to Engage Faculty and Promote Research Efforts
Track: **Medical/Departmental**– Level: **Basic** – Type: **Concurrent Session**
Tuesday, April 30th 9:00-10:30am

This session will focus on describing best practices and strategies to engage faculty and promote scholarly activities. We'll compare and contrast successful and not so successful faculty development programs and activities.

Lori Kaser - Grants & Contracts Administrator - The Ohio State University
Kim Lightle - Director of Research and Admin, College of Education and Human Ecology - The Ohio State University

The Grant Game!

Track: **Post-Award** – Level: **Intermediate** – Type: **Concurrent Session**

Tuesday, April 30th 9:00-10:30am

Managing a grant can be like playing a board game. The game starts with receiving an award and ends when an award can be successfully and officially closed in the books. What happens in between start and finish in the game and in real life, depends on how well the grant is managed, the players, and rules that have to be followed. Attendees will play a board game and work their way to closeout by drawing cards with real grant management examples. Lively discussion and fun is expected.

Learning Objectives:

- Understand that "post-award" encompasses more than receiving the award, spending it, and getting the cash.
- Get tips and ideas on how to navigate the layers of rules and regulations that can make spending of grant funding challenging.
- The ease of grant closeout is predetermined by planning, communication, education, reconciliation, and timeliness.
- How the award is managed from the get-go is how the closeout goes; if not at all, closeout won't be fast and easy; if well managed, it should go smoothly.

Sandy Fowler - Assistant Dean, College of Agricultural and Life Sciences - University of Wisconsin
Mary Bauer - Senior Post-Award Administrator, Carbone Cancer Center - University of Wisconsin

Industry Sponsored Research

Track: **Pre-Award** – Level: **Intermediate** – Type: **Concurrent Session**

Tuesday, April 30th 9:00 to 10:30am

This session will familiarize participants to with themes inherent to working with for-profit sponsors. We will compare and contrast the priorities and timelines of industry sponsors with those of non-industry sponsors. We will discuss budgeting tactics to ensure F&A recovery. We will also review the contracting terms that most frequently become the focus of a negotiation such as confidentiality, intellectual property and publication.

Learning Objectives:

- Understand how industry funded research projects differ from federally sponsored projects.
- Understand the differing goals, missions and cultures of universities and companies and how they can bring about contentious issues in research contracts.

Kristy Baker - Director, Business & Industry Contracts - The Ohio State University
Michael Adkins - Senior Sponsored Program Officer - The Ohio State University

What can we learn from the fossils?

Track: **Leadership** – Level: **Overview** – Type: **Concurrent Session**

Tuesday, April 30th 9:00-10:30am

The mature, seasoned, skilled, relic, classic, senior and veteran research administrators openly share their success stories and their regrets that helped them thrive and survive their research administration careers. The moderators will have pointed questions to challenge our panel but bring your questions as well. Come soak up the wealth and ponder the nuggets of wisdom as they apply to your own journey!

Learning Objectives:

- How to manage and cope with some of the more exotic and difficult problems encountered in Research Administration
- How to work with unique personalities of some of the most highly educated, creative, and intelligent people in the world
- How to leverage difficult challenges into a professional development opportunity

Jim Maus - Grant Specialist, Department of Orthopedic Surgery - Washington University School of Medicine

Diane Hillebrand - Grants Manager, School of Medicine & Health Sciences - University of North Dakota

Developing Staff: Talent and Succession

Track: **Professional Development** – Level: **Intermediate** – Type: **Concurrent Session**

Tuesday, April 30th 9:00-10:30am

Participants will understand the concept of Talent Development. They will learn how to communicate using DiSC, implement talent development, learn best practices for engagement, retention, and recognition at the Medical College of Wisconsin. The presentation will provide some of the tools necessary for leaders to develop their talent end encourage them to pursue research administration as a career choice. Attendees will understand what talent development is, how to implement it on a small scale (departmental), learn topics to present to staff including DiSC, intellectual energy monitoring, right brain exercises, leadership branding, and emotional intelligence. Introducing this concept of talent development and using it to develop a team will hopefully lead to greater staff engagement, retention and recognition.

Jennifer Foley – Administrator - The Medical College of Wisconsin

Show Me the Money!
Receiving or Collecting Payments from Sponsors for Research Grants and Contracts

Track: **Post-Award** – Level: **Basic** – Type: **Discussion Session**

Tuesday, April 30th 9:00-10:30am

University of Minnesota and University of Wisconsin-Madison accountants will lead a discussion about receiving or collecting payments from sponsors for research grants and contracts. The session is aimed at departmental research administrators as well as those processing sponsor payments. Do research departments think the money is there from day-one? We will start with some need-to-know fundamentals of accrual basis accounting. Are you curious about how other institutions invoice sponsors and apply sponsor payments? We will talk about these processes. Do you wonder what happens when the money doesn't come in? We will have a conversation about how our institutions handle collections. Would you like to talk with others about how federal Letter of Credit (LOC) draws and refunds work at our institutions? Let's explore these topics together. The conversation will address institutions' processes, best practices, and tools.

Susan Horein – Accountant, Revenue Management, University of Wisconsin-Madison
Stephanie Larson – Accountant II – University of Minnesota

How to Stay Fresh and Not Burnout in Research Administration

Track: **Professional Development** – Level: **Intermediate** – Type: **Discussion Session**

Tuesday, April 30th 9:00-10:30am

Let's face it...research administration can be a high stress occupation. Join us as we discuss with you some ideas on how to minimize burnout and stay fresh. Come prepared to participate!

Learning Objectives:

- After attending this session, you will come away with some ideas on what they may be able to do to stay in research administration long term.
- You will learn from others that may have been through the burn out process already and you will identify opportunities that could lead to renewed vigor in the field.

Tamara Kuhn Martin - Assistant Dean for Research Administration, College of Engineering – University of Wisconsin – Madison
Dawn Herrick - Research Administrator, College of Engineering - University of Wisconsin – Madison

10:30am – 11:00am: Tuesday Break #1

11:00am – 12:00pm: Concurrent, Discussion, and Spark Sessions

Internal Controls and Self-audit of Sponsored Programs

Track: **Compliance** – Level: **Intermediate** – Type: **Concurrent Session**

Tuesday, April 30th 11:00-12:00pm

This session will explain why internal controls and self-audit are an important compliance function for your sponsored programs. It will explore what a self-audit is, how to conduct the audit, and how to handle any audit findings.

Learning Objectives:

- Why Internal Controls are essential for successfully managing sponsored programs
- Participants will learn what a self-audit is and how to perform one
- Participants will learn how to handle audit findings resulting from a self-audit
- Participants will learn strategies to overcome faculty resistance to a self-audit

Tina Radley - Grant Support Specialist - University of Wisconsin-Parkside
Dorothy Johnson - Managing Officer - University of Wisconsin-Madison

Other Support & Current and Pending Support: Why it matters if you get it right!

Track: **Government/Federal** – Level: **Basic** – Type: **Concurrent Session**

Tuesday, April 30th 11:00-12:00pm

As a part of the application process for most federal agencies, faculty are required to provide details on how much current and pending support they have for their respective research endeavors. Research administrators often play a critical role in gathering this information and ensuring it is accurate. This course will review requirements for other support or current and pending support, timing and other hot topic considerations your faculty should know about.

Iris Peper - Director, Research, Education and Information - Washington University

No one cares about the NIH RPPR until they threaten to take your money away

Track: **Post-Award** – Level: **Basic** – Type: **Concurrent Session**

Tuesday, April 30th 11:00-12:00pm

Progress reports are required by the NIH and if not completed to the NIH grants manager's satisfaction, researchers could face a delay in funding. These reports require information from administrative team members, investigators, subawardee institutions, and students of all levels. Not all of those involved recognize what information they need to provide or the importance of submitting a complete, accurate report on time. As such, it can be a challenge to ensure timely submission of these reports. This session will highlight some of the ways we try to stress the importance of accuracy and help PIs meet the deadline. We will discuss when and to whom requests and reminders are sent, how we can help PIs navigate the ever-changing eRA Commons and MyNCBI websites, and the role of the grants manager, contact PI, and sponsored program officer in gathering information from various sources, and how we respond when the NIH requests additional information.

Tessily Hainsey - Grants and Contracts Specialist - The Ohio State University

Tips and Tricks to Successful NIH F & K Submissions: The role of the Research Administrator in Training the Next Generation of Researchers

Track: **Pre-Award** – Level: **Intermediate** – Type: **Concurrent Session**

Tuesday, April 30th 11:00-12:00pm

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." NIH fellowships and career development awards support pre- and post-doctoral research training and junior faculty to help ensure that a diverse and highly trained workforce is available to carry out the Nation's biomedical, behavioral and clinical research agendas. Fellowships (F awards) are awarded to individuals enrolled in doctoral degree training as well as to promising post-doctoral individuals with the potential to become productive, independent investigators in scientific health-related research fields. Career Development Awards (K awards) are awarded to provide support and "protected time" for an intensive, supervised career development experience leading to research independence. The successful attainment of any one of these NIH fellowship/career development awards is honorable, and the pre- and post-award administrative responsibilities are unique. This session will offer an overview of the pre-award administration of NIH fellowship and career development awards and highlight specific post-award compliance requirements.

Learning Objectives:

- The importance of the specialized information and where to find it on their campus.
- How to assist trainees and faculty with the preparation of their fellowship and career development proposals
- Specific post-award compliance requirements for NIH F and K awards
- How to discuss the nuances of K awards with faculty

Diana Burdette - Grants & Contracts Specialist - The Ohio State University
Erica Kennedy - Director, Office of Sponsored Research - John Carroll University

Instruction, Other Sponsored Activity, Research: What Exactly Are We Doing Here? Determining The Purpose of Your Work

Track: **Pre-Award** – Level: **Intermediate** – Type: **Concurrent Session**
Tuesday, April 30th 11:00-12:00pm

As pre-award administrators, we field questions at proposal time about the purpose of projects and the corresponding F&A rates. We encounter projects that don't seem to have a clearly defined purpose or perhaps cross purposes. This session will help clarify the definitions of these purposes and provide examples of projects, as well as promote questions and situations from attendees to elucidate the concept.

Learning Objectives:

- Develop a stronger understanding of the definitions of sponsored activities purposes.
- Be able to apply this understanding to make appropriate decisions in the review and application of F&A rates.

Hannah Clampitt - Senior Grant & Contract Administrator - University of Missouri-Columbia

Workload planning: Finding the right balance in a job where nothing ever equals 1

Track: **Leadership** – Level: **Advanced** – Type: **Concurrent Session**
Tuesday, April 30th 11:00-12:00pm

Workload planning at most organizations is hard. Trying to break it down between research administrators can be exponentially more difficult. In a job where no two projects are alike, how can you allot workloads equitably between employees that are not alike. Throw in factors like post-award and pre-award differences and divisions between departments, colleges and sponsored programs and daunting doesn’t describe the immensity of the task. There are several methods to help control this madness. At Ohio State we deal with this process at all levels, from the 40 person Office of Sponsored Programs to the 2 person Department of Chemistry and we plan on sharing with you what works.

Learning Objectives:

- Introduce best practices
- Recognize strengths in employees and in existing processes to put the puzzle together
- Identify attempts at workload quantification - underworked vs. overworked staff
- Discuss succession planning

Jared Port – Director, Research Services, College of Arts and Science – The Ohio State University
Kari Uhl - Assistant Director, Office of Sponsored Programs – The Ohio State University

Writing Proposals from the Reader's Perspective

Track: **Pre-Award** – Level: **Basic** – Type: **Discussion Session**

Tuesday, April 30th 11:00-12:00pm

Who are proposal 'readers'? What are they really looking for? What makes a proposal 'easy' to read? As a result of serving as readers on review panels at the federal and state levels, this session will feature insights meant to inform the writing and preparation of proposals. Direct experience from faculty members currently serving as principal investigators and the research administrator presenter will be included.

Learning Objectives:

- Learn steps for becoming a grant proposal reviewer for federal agencies
- Gain deeper understanding for how reviews are handled
- Explain benefits and challenges of becoming a reader
- Apply lessons learned from the grant review process to development training/workshops

Bonnie Troupe - Director, Office of Academic Development - Stonehill College

Commons Issues in Post-Award

Track: **Post-Award** – Level: **Basic** – Type: **Discussion Session**

Tuesday, April 30th 11:00-12:00pm

After the award comes research, and a broad spectrum of policies and processes in the management of sponsored funds. There are many aspects to post-award, from setup through closeout, and in our discussion, we'll cover some of the more common issues that occur during this cycle of the award and discuss solutions.

Danielle Smith – Director, Research Administration, Life Sciences Institute – University of Michigan

12:00pm – 1:00pm: Luncheon with Special Guest Speaker

Special presentation by Dr. Leon McDougle!

1:00pm – 2:00pm: Concurrent, Discussion, and Spark Sessions

Budget Development Mad Libs

Track: **Pre-Award** – Level: **Basic** – Type: **Concurrent Session**

Tuesday, April 30th 1:00-2:00pm

Sometimes PIs give us budgets filled in with items and numbers that seem almost comical when scrutinized with a research administration lens. When looking at the numbers entered, then comparing them with the items they represent, the amounts don't make sense. We'll focus on identifying these incongruous budget items and explore how to correct them in the budget and narrative. This presentation aims to help new research administrators to fill in the blanks while complying with institutional and sponsor policies.

Learning Objectives:

- Identify red flags when evaluating budgets.
- Construct follow-up communications that address red flags while remaining non-confrontational.
- Identify common regulations that support the research administrator's assessment.

Ashley Riggleman - Assistant Director, Research Services - Youngstown State University
Sarah Ferguson - Sarah Ferguson, Proposal Manager, Specialist 2, Case Western Reserve University, GLEI.

The Power of Content Expertise to Maximize Your Potential

Track: **Professional Development** – Level: **Basic** – Type: **Concurrent Session**

Tuesday, April 30th 1:00-2:00pm

In this session, we will demonstrate five ways to hone your content expertise to maximize your potential. Even if you are the jack of all trades at your institution, you can benefit from improving your content expertise.

Learning Objectives:

- After attending this session, you will be able to discuss five ways to improve your content expertise to maximize your potential.

Pamela Valentine - Assistant Vice President for Research – Ohio University

Compliance at PUIs - Let Us Count the Ways!

Track: **PUI** – Level: **Basic** – Type: **Concurrent Session**

Tuesday, April 30th 1:00-2:00pm

R1 (Research First) or PUI - once your institution accepts federal money, the compliance requirements are the same. The difference is usually found in the tools and processes we use to accomplish the tasks. After serving in R1 institutions for almost 15 years, the switch to a PUI was eye opening. Without the luxury of electronic systems to manage effort reporting, financial conflict of interest, IRB/IACUC submissions, or even grants accounting, what's a PUI research admin supposed to do? The answer is usually a lot of leg work and in the case of my present institution, a lot of paper! Or, we could share best practices with other trusted PUI colleagues! We could explore little to no-cost ways to manage compliance electronically. I will gladly share the ways I have tried to bridge the gap between the systems I know exist from my days at an R1 and the available infrastructure at a liberal arts PUI.

Erica Kennedy - Director, Office of Sponsored Research - John Carroll University

NSF Grant Awards and Cash Management Overview

Track: **Government/Federal** – Level: **Basic** – Type: **Concurrent Session**

Tuesday, April 30th 1:00-2:00pm

This session will provide overview of NSF's Grant Award and Cash Payment processes and procedures. It will also review awardees' responsibilities, common reasons for delays, and detailed information on baseline monitoring activities. Our section is responsible for NSF outreach in these subject areas, and our objective is to reach as many grantees as possible.

Learning Objectives:

- Review the grant management process
- Understand NSF Grant Award and Cash Payment process
- Learn about awardee responsibilities and common reasons for delays
- Identify baseline monitoring activities
- Understand program income and reporting process

Justin Poll - Senior Accountant - National Science Foundation, Grantee Cash Management Section

So Much Data, So Little Time: Making the Most of Publicly Available Federal Data

Track: **ERA** – Level: **Intermediate** – Type: **Concurrent Session**

Tuesday, April 30th 1:00-2:00pm

The federal government's emphasis on data transparency since the ARRA days has led to a plethora of information available about federal funding. This session will be a guided tour through those data offerings, including examples of how they can be used to augment your local data and launch several interesting analyses to benefit your research enterprise.

Learning Objectives:

- Become familiar with the publicly available data sets across the federal government websites.
- Learn methods for combining that data with your own local data sets using simple tools such as

lookup formulas in Excel or more advanced tools like Tableau.
- Consider other topics to explore locally, after seeing example initiatives being undertaken at Northwestern, including combining data about publications related to federal awards with local core facilities data to identify potential new users of cores.

Kim Griffin - Director, Electronic Research Administration - Northwestern University

Introduction to Distinguishing Human Subject Payments from Participant Support Costs

Track: **Post-Award** – Level: **Basic** – Type: **Concurrent Session**

Tuesday, April 30th 1:00-2:00pm

This session will introduce the difference between human subject payments and participant support costs. We will examine how each category of expense is defined and treated. Using real-life examples, we will explore case studies to demonstrate the differences and discuss the appropriate treatment of these costs. Learning objectives include understanding what constitutes a human subject payment and what constitutes a participant support cost; determining which to use for a given expense; and becoming familiar with federal regulations regarding each type of cost.

Learning Objectives:

- Understand the definition of Participant Support Costs
- Understand the definition of Human Subject Payments
- Determine when to use each

Melanie Kuehn - Federal Awards Coordinator - University of Illinois at Urbana-Champaign

Ohio State's Peer-to-Peer Onboarding Program for New Research Administrators

Track: **Leadership** – Level: **Advanced** – Type: **Discussion Session**

Tuesday, April 30th 1:00-2:00pm

New research administrators have a steep learning curve when they first step into the role, and it can be challenging for managers to identify how best to help new employees grow into competent and confident sponsored program officers. To better prepare new SPOs for their roles in research administration, Ohio State implemented a peer-to-peer training program, designed to provide research administration fundamentals and help new staff understand their role within the context of the field.

In this discussion group, trainers from Ohio State will share critical components of their new employee training plan and lead discussions with participants about the various challenges and opportunities in creating and managing a high-quality training program.

Rosemary Roe - Sponsored Program Officer – The Ohio State University
Anna Shadley - Sponsored Program Officer – The Ohio State University

To Track or Not to Track: It's Weighing on Me

Track: **Post-Award** – Level: **Basic** – Type: **Discussion Session**

Tuesday, April 30th 1:00-2:00pm

How do we ensure that workloads are distributed fairly? What is a fair way to quantify different types of work being done by research administrators? This discussion session examines how different institutions are tackling questions related to tracking work and how to weigh different types of work.

Hang McLaughlin - Sr. Grants & Contracts Administrator – University of Minnesota
Kim Makowske - Sr. Grants & Contracts Administrator - University of Minnesota

2:00pm – 2:15pm: Tuesday Break 2

2:15pm - 3:15pm: Region IV Business Meeting

New this year! We'll have a separate session devoted to the Regional business meeting. The Regional Business Meeting will introduce current and incoming officers, describe ongoing initiatives and provide information on the regional activities. Come get involved in Region IV!

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Atendees have the chance to win prizes!

- Virtual Reality Headset donated by Huron
- Other items just for attending

3:15pm – 3:45pm: Tuesday Break 3

3:45pm – 5:00pm: Concurrent, Discussion, and Spark Sessions

Clinical Trials – Indemnification and Subject Injury

Track: **Medical/Departmental**– Level: **Basic** – Type: **Concurrent Session**

Tuesday, April 30th 3:45-5:00pm

Following an overview of the meanings of indemnification and subject injury, this session will put these concepts into context and review the related constraints. We will review key elements in contract language and discuss the site and sponsor perspectives regarding their obligations within a clinical trial agreement.

Kristy Baker - Director, Business & Industry Contracts - The Ohio State University
Michael Adkins - Senior Sponsored Program Officer - The Ohio State University

It Takes A Village: What Is My Role in Contributing to A Successful Audit?

Track: **Compliance** – Level: **Intermediate** – Type: **Concurrent Session**

Tuesday, April 30th 3:45-5:00pm

Are you interested in proactive ways to get a good audit, with little or no findings? We will be discussing best practices for every level of sponsored program management. Whether you are pre or post Award, a department administrator or in a central unit, we all have a part in achieving a successful audit result. There are lessons to be learned from audits. Significant findings often point to weak internal controls and/or lack of consistent practices university-wide.

Learning Objectives:

- Gain understanding that a clean audit requires cooperation/input from all levels of sponsored program management
- Basics of the audit process -- planning and preparation, providing requested documentation, understanding the difference between management comments and findings
- Use the completed audit to guide future training initiatives and strengthen internal controls

Angie LeMaster - Senior Grants & Contracts Specialist - The Ohio State University
Laurie Rosenberg - Senior Sponsored Program Officer - The Ohio State University

Turning your apples into oranges: Leveraging a major system implementation to transform business processes

Track: **ERA** – Level: **Basic** – Type: **Concurrent Session**

Tuesday, April 30th 3:45-5:00pm

The Ohio State University will transition to Workday, a cloud-based ERP system, in July 2020. Presenters will discuss the Enterprise Project at OSU including: staff structure, implementation timelines, scope of project, successes and pitfalls. Opportunities for improvement for all constituency groups are everywhere in a new system implementation.

Learning Objectives:

- Strategies for effective communication with stakeholders, strategic planning, partnership building among diverse groups and change management initiatives that will help when facing a project of this magnitude.

James Duade – Senior Program Officer, Office of Sponsored Programs– The Ohio State University
Andrea R. Ward Ross - Assistant Executive Dean for Research, College of Arts and Sciences – The Ohio State University

Current Federal Concerns with Academia and National Security: Your Playlist for the Future

Track: **Government/Federal** – Level: **Overview** – Type: **Concurrent Session**
Tuesday, April 30th 3:45-5:00pm

In this session we will discuss recent legislation, anticipated regulations, and current topics and concerns at the national level (congress, federal law enforcement and intelligence) regarding national security issues and higher education. The presentation will be divided into three parts:

1. Suspicious Minds: What has led us to this point.
2. I Heard It Through the Grapevine: What we know, and don't know about how these new and proposed policies and laws will affect higher education.
3. Dancing in the Dark: How do we guide and advice our institutions when details are hard to come by.

Elizabeth Wagner - Compliance Officer - The Ohio State University
Jessa Albertson - Senior Export Control Officer - The Ohio State University

Taking Institutional Research to the Next Level: Creating an Environment of Success

Track: **PUI** – Level: **Intermediate** – Type: **Concurrent Session**
Tuesday, April 30th 3:45-5:00pm

Whether an R1 or a PUI, graduate student or undergraduate, the link between research, teaching, and learning is becoming increasingly understood. Why do some institutions succeed in using research to achieve their educational mission when others find it difficult or elusive? Many institutions have used methods such as enhanced policies, salary increases, and marketing methods to drive research activity and increase their research funding. Yet for some institutions, investments in research seem to provide an uncertain return on investment at best. So, what is the secret? What are the practices that high achieving institutions use to increase research activity, funding, and the related "broader impacts"? In our concurrent session presentation, we will discuss methods that have been used by successful organizations to not only achieve their goals but to remain at the top of their field.

Learning Objectives:

- Creating a Successful Work Environment
    - Developing interdepartmental partnerships
    - How to effectively communicate goals
    - Creating an institutional self-image

The book, *The Three Laws of Performance* by Steve Zaffron and Dave Logan, will be referenced in the presentation. For a richer discussion, participants may choose to read or skim this book prior to attending the session.

Cedric Miller - Grants and Contracts Accountant - The Ohio State University

Sponsored Project Closeouts

Track: **Post-Award** – Level: **Basic** – Type: **Concurrent Session**
Tuesday, April 30th 3:45-5:00pm

The project end date has come and gone, but there is still work to do to close the sponsored project. Closeout is a critical component of the sponsored project lifecycle. The session will review best practices and helpful tips for navigating the closeout process.

Learning Objectives:

- Provide general guidelines in sponsored project closeouts.
- Learn why closeouts are important.
- Understand roles and responsibilities of parties involved and best practices.

Diane Domanovics – Assistant Vice President, Sponsored Projects - Case Western Reserve University

Research Administration? What's that?

Track: **Wellness & Special Interest** – Level: **Intermediate** – Type: **Discussion Session**

Tuesday, April 30th 3:45-5:00pm

How often has someone asked you what you do, and then get a glazed look on their face when you try to explain it? How often have you received push back from administrators of HR when you try to get more resources or appropriate pay? If you have encountered these types of experiences this session is for you. We will be discussing the profession of RA, what the expectations of knowledge and expertise are for an entry level person vs. a seasoned professional, when does a person become seasoned, and how we can explain this to people outside of the profession.

Learning Objectives:

- What makes RA a profession
- The skill level and knowledge an entry, mid-, and senior level RA should possess
- How to better explain what we do and why it is important

Ashley Riggleman - Assistant Director of Research Services – Youngstown State University

I Need to Relax, but I Can't! - Techniques to Turn Off Your Brain

★ Spark Session ★

Tuesday, April 30th 3:45-4:10pm

Ideas for decreasing stress for people who have trouble with traditional methods of meditation and relaxation

Hang McLaughlin - Sr. Grants & Contracts Administrator - University of Minnesota

Facilitating Grant Transfers Between Institutions

★ Spark Session ★

Tuesday, April 30th 4:15-4:40pm

When a PI moves from one institution to a new one and have grants to transfer, it can be very stressful. They have to balance the pros and cons of notifying their current employer of the move and risk having all internal accounts frozen versus early notification in order to have the funds officially transfer sooner. In this session, we will discuss best practices and look at some case studies to examine how we can hit roadblocks in the transfer process.

Learning Objectives:

- Facilitate smooth transfers with all parties: former institution, new institution, sponsor and PI
- Learn how to communicate with the PI to ease the stress of the transfer situation

Dana Glenn - Director, Grant Management Office, College of Medicine - The Ohio State University

6:00pm – 9:00pm: Tuesday Night Event
9:00pm – Midnight: Hospitality Suite

The Hospitality Suite is open each night, offering a place to unwind and chat with colleagues. A variety of board or card games will be available as well!

Tuesday Night Event

Join us for a night of fun, dancing and games! We'll have a DJ playing all your favorite tunes, a bar stocked with beverages of your choice and GIANT GAMES!
These are not your typical everyday games, we'll be featuring:

Giant Jenga →

← **Giant Pong**

Human Billiards →

← **Light Bright**

We'll also have RollerBall, Plinko, MegaWire, Operation, and LED Putt Putt!

Wednesday, May 1st

7:30am – 9:00am: Hot Breakfast, Concepts Expo Awards and Closing Remarks

Join us for a hot and hearty breakfast as we prepare for the last day of the NCURA Region IV 2019 Spring Conference. Concepts Expo winners will receive awards and there will be a Volunteer recognition drawing (must be present to win). Lastly – hear an update about the 2020 Region III/IV joint conference in St. Petersburg, Florida!

7:30am – 10:00am: Registration Desk

9:00am – 10:15am: Concurrent, Discussion, and Spark Sessions

Oops!...I did it again. Avoiding Application Pitfalls

Track: **Pre-Award** – Level: **Intermediate** – Type: **Concurrent Session**

Wednesday, May 1st 9:00-10:15am

Case studies on how to handle and prevent application pitfalls. Various problems can occur during tight deadline windows that we need to manage or ideally avoid.

Learning Objectives:

- Identify common application issues/errors
- Discuss Ideas for handling and potentially preventing common application errors as well as managing late applications

Lynn Hudachek - Associate Director of Sponsored Programs - University of Iowa
Erin Brothers - Sr. Sponsored Research Specialist – University of Iowa

Beyond the Classroom:
Leveraging Technology to Complement, Diversify, and Distribute Training and Education

Track: **Professional Development** – Level: **Overview**– Type: **Concurrent Session**

Wednesday, May 1st 9:00-10:15am

This presentation will focus on how to integrate online and blended learning (online and classroom instruction) approaches to best utilize time and resources, meet organizational goals for education, and reach a wide array of university personnel. In particular, it will offer some possible challenges and benefits for implementing an online learning program, tools that can be utilized to create and deliver training and educational resources, and different types of communication methods and resources that can be harnessed for the broadest consumption of your training program.

Learning Objectives:

- Identify and discuss some challenges and benefits of creating and maintaining and online learning presence
- Identify various tools that can be used to create, disseminate, and communicate online and digital training and educational resources"

Lucas Lynch - Assistant Training Coordinator- University of Minnesota

Growing Pains: An Emerging Research Institution's Experience

Track: **PUI** – Level: **Intermediate** – Type: **Concurrent Session**

Wednesday, May 1st 9:00-10:15am

The transition from a Predominantly Undergraduate Institution toward one more focused on research has many challenges internal and external to the RA (Research Administration) office. Internally the challenges include: staffing, infrastructure, and procedures whereas externally the challenges include: conveying the importance of the RA (Research Administration) office, faculty incentives, institutional policies and overall culture. Participants will achieve a better understanding of the challenges that face institutions looking to "scale up" their research portfolio in a manageable way.

Learning Objectives:

- Participants will learn strategies to engage various constituencies to recruit champions for the cause and to address needs in a way that decision makers will hear.

Ashley Riggleman - Assistant Director, Research Services - Youngstown State University

The Awards Dashboard: Oversight and Communication of Award Acceptance and Negotiation

Track: **Pre-Award** – Level: **Basic** – Type: **Concurrent Session**

Wednesday, May 1st 9:00-10:15am

In our central sponsored programs administration office, leaders were challenged to provide clear data on how many awards or agreements were in process at any one time by any one grant administrator. Additionally, we wanted to (1) be able to understand how long it took to negotiate and issue a final award notice to the PI; (2) find a better way to communicate with our department customers where we are at in the process, (3) provide grant administrators a way to manage their workload, and (4) provide managers a way to evaluate the performance of the administrators. We will share our solution to this problem and how it has helped managers and administrators with the awards process at the University of Missouri.

Learning Objectives:

- Learn the importance of measuring administrator production and performance
- Learn about common issues encountered when trying to measure grant administrator production
- Learn how adding a communication tool may relieve staff of some inbox/phone workload.

Michelle Leaton - Assistant Pre-Award Manager - University of Missouri-Columbia
Craig David – Director, Office of Sponsored Programs - University of Missouri- Columbia
Brenda Leuenberger - Pre-Award Compliance Manager - University of Missouri-Columbia

Fostering Research Integrity: A Primer on the Responsible Conduct of Research and Research Misconduct

Track: **Compliance** – Level: **Basic** – Type: **Concurrent Session**

Wednesday, May 1st 9:00-10:15am

This talk will provide a brief overview of research integrity in academia. It will describe federal initiatives to address research integrity and misconduct and include a case study to illustrate.

Learning Objectives:

- Introduction to research integrity and research misconduct, and issues arising in academia
- Introduction to federal guidance on responsible conduct of research training
- Understanding of federal definition of research misconduct
- Introduction to research misconduct and research misconduct investigations

Elizabeth Wagner - Associate Director & Compliance Officer - The Ohio State University
Julia L. Behnfeldt - Associate Director & Research Integrity Officer - The Ohio State University

Utilizing a Re-Charge Salary Account for Clinical Research Effort on Sponsored Projects

Track: **Medical/Departmental**– Level: **Basic** – Type: **Concurrent Session**

Wednesday, May 1st 9:00-10:15am

This session will demonstrate how University of Wisconsin-Madison's Department of Surgery and Washington University's Division of Oncology have created and utilized a re-charge system to manage clinical research staff salaries, track "effort" in real-time, provide investigators with transparent financial reporting and our sponsors with accurate budgets. Plus-no more effort certification!! Sound too good to be true? You must attend to find out how!

Learning Objectives:

- Conceptualize an example of a system that may assist your institution/clinic in managing clinical research staff effort and salary compensation ensuring integrity to your sponsors (federal, industry, or internal).
- Create an environment of financial transparency with Principal Investigators/Faculty overseeing the conduction of clinical research; utilize this mechanism to improve the accuracy of clinical research budgets in the future.

Donna L. Seckfort – Manager of Financial Operations, Division of Oncology – Washington University
Lisa Werning - Assistant Administrator of Research, Department of Surgery - University of Wisconsin-Madison

NCURA Book Group
Examining Tuskegee: The Infamous Syphilis Study and Its Legacy

Track: **Wellness & Special Interest** – Level: **Basic** – Type: **Discussion Session**

Wednesday, May 1st 9:00-10:15am

Join us at 9:00 am Wednesday morning as we continue the NCURA Region IV book group. This year we will be discussing: Examining Tuskegee: The Infamous Syphilis Study and Its Legacy

Bonniejean Zitske - Assistant Director, Research Financial Services – University of Wisconsin - Madison

Developing Ourselves and Our Profession with Words:
Writing for Research Management Review and Other NCURA Publications

★ Spark Session ★

Wednesday, May 1st 9:00-9:25am

In research administration, we often learn and teach by the written word. NCURA offers numerous opportunities to develop and flex one's writing skills: NCURA Magazine, Research Management Review, online, and more. Come learn about how you can grow yourself and others by writing for NCURA!

Jennifer Rodis - Policy Analyst - University of Wisconsin- Madison

Hiring Research Administrators

★ Spark Session ★

Wednesday, May 1st 9:30-9:55am

Are you involved in the hiring process at your institution? If so, let's talk about it. Not in terms of rigid HR policies and procedures. Not in terms of checklists and standard interview questions. Let's talk about if from the front-line trenches of the real world. What do you really do to find good people? Perhaps more importantly, how do you weed out the not so good ones? I'll tell you what's worked and hasn't worked for me. Spoiler alert. No matter what you do, it still seems like a crapshoot sometimes.

Jim Maus - Grant Specialist, Department of Orthopedic Surgery - Washington University School of Medicine

10:15am – 10:45am: Wednesday Break

10:45am – 12:00pm: Concurrent, Discussion, and Spark Sessions

Introduction to Controlled Unclassified Information (CUI)

Track: **ERA** – Level: **Basic** – Type: **Concurrent Session**

Wednesday, May 1st 10:45-12:00pm

Introduction to Controlled Unclassified Information (CUI) and the security requirements necessary to manage CUI data. This session will explain what CUI is, where the requirements come from, and how you may want to address this at your institution. This is like sessions presented at the last two regional meetings.

Mark Sweet - Assoc. Director of Grant and Contract Services – University of Wisconsin-Madison

NIH Human Subjects Forms: The Research Administrator's Newest Burden

Track: **Government/Federal** – Level: **Basic** – Type: **Concurrent Session**

Wednesday, May 1st 10:45-12:00pm

In January 2018 NIH rolled out significant changes to their new Human Subject Clinical Trial Information (HSCTI) forms for all clinical trials. In this session we'll walk through how to decide if your study involves human research and what sections of the HSCTI need to be completed to be compliant with the new requirements. We'll also discuss best practices for collecting all the newly required information.

Amanda Gibbs - Grants and Contracts Administrator - The Ohio State University

Red Light, Green Light: Navigating Sponsor Prior Approvals

Track: **Post-Award** – Level: **Basic** – Type: **Concurrent Session**

Wednesday, May 1st 10:45-12:00pm

Sometimes it feels like we're stuck in a game of "Red Light, Green Light". When do you need to "stop" to request approval from a sponsor and when do you have the "green light" to proceed with a grantee-approved action? This session covers the topic of Sponsor Prior Approvals, defines Expanded Authorities, details many of the procedures and deviations that are frequently encountered, and provides guidance for determining if the light is "red" or "green".

Learning Objectives:

- Learn when Expanded Authorities apply
- Learn how to determine when Sponsor Prior Approvals are required and how to obtain them
- Learn to use the Prior Approval Matrix as a tool for decision-making
- Review real-world scenarios in a group activity

Karie Kennedy - Senior Sponsored Program Officer - The Ohio State University
Traci Aquara - Senior Sponsored Program Officer - The Ohio State University

Research Administration Training: The Benefits of a Pooled Approach

Track: **Professional Development** – Level: **Intermediate** – Type: **Concurrent Session**

Wednesday, May 1st 10:45-12:00pm

Has your institution been looking at implementing a formal training program for Research Administrators? Does the task seem insurmountable? This session will provide an overview of Washington University's approach to developing a formal research administration training program with minimal resources and the benefits of using a pooled resources approach. We will share the timeline, process, stakeholders, cost-allocation method, approach, and lessons learned at Washington University and identify how those lessons can be translated to other institutions.

Iris Peper - Director, Research, Education and Information - Washington University

Top 10 Concepts in Working with Faculty at PUI's

Track: **PUI** – Level: **Basic** – Type: **Concurrent Session**

Wednesday, May 1st 10:45-12:00pm

In this presentation we will cover some of the Top 10 key ideas/concepts/thoughts that help us work closely and efficiently with faculty and staff at PUI institutions. We don't want to give all our secrets away before the session, but here's a quick over view of some of our Top 10 that we will be discussing:

1. Building faculty buy-in for submitting grants through Research Development
2. Handling a varied workload of a variety of proposals from a variety of departments/areas/faculty
3. Supporting the humanities when they do not feel supported.

As you can tell, this Top 10 list is varied, as our roles at PUI's are usually varied also. Some of us come from very small offices, and some may have more support. We hope to give you a broad view of what works for us at our individual institutions - of which, items may only work for one of us, and other ideas may work for the next person. Either way we hope to share our experiences with you to assist you with your work.

Kristin Beck - Assistant Director, Grant Development/Training Coordinator - Northern Michigan University

Regina Matheson - Academic Grants & Sponsored Programs Office - St. Ambrose University

Fast & Furious: Getting a Last-Minute Proposal Submitted on Time

Track: **Pre-Award** – Level: **Basic** – Type: **Concurrent Session**

Wednesday, May 1st 10:45-12:00pm

We have all been there: a PI arrives in your office with a proposal he/she needs submitted to an external sponsor. Great news! Oh, and by the way, it's due today at 5 p.m. Hear how one institution - from the PI department administration to the central research office administrator to the final approval and submission by the organizations' authorized institutional official - gets those surprise proposals submitted on time.

Learning Objectives:

- Learn how to do a quick review of sponsor solicitations to get the information you need
- Learn how to work with your central research office to determine requirements and submission needs
- Learn ways to ensure the proposal makes it to the sponsor on time.

Michelle Leaton - Assistant Pre-Award Manager - University of Missouri-Columbia

Brenda Leuenberger - Pre-Award Compliance Manager - University of Missouri-Columbia

Practical Approaches to Export Control Compliance

Track: **Compliance** – Level: **Basic** – Type: **Discussion Session**

Wednesday, May 1st 10:45-12:00pm

From large public research institutions to small liberal arts colleges, we all encounter export compliance risk to some degree. This session will discuss how research administrators, technology licensing managers, compliance personal, and other positions can encounter export control compliance issues. Topics will include: identifying when export control issues apply to university activity – and when they don't; how to communicate risks to faculty, staff, and administration; strategies for addressing compliance regardless of structure or resources; how to protect sensitive technologies, national security, and academic and research activity.

Jessa Albertson - Senior Export Control Analyst - The Ohio State University

Pre-Award & Post-Award Working Together to Create Break Through in Research

★ Spark Session ★

Wednesday, May 1st 10:45-11:10am

Pre-Award and Post Award perform one of the most important tasks of developing break through research for the university and society. Negotiating with the sponsor and contacting the sponsor for payment of service rendered are a very different approach to grants management. In this spark session, you will get insights into how to improve your work performance and overall how to become a team player in grants management.

Cedric Miller - Grants & Contracts Accountant - The Ohio State University

How to Avoid Black Ice and Potholes on the Proposal Superhighway

★ Spark Session ★

Wednesday, May 1st 11:15-11:40am

Successful proposal submissions can occur despite the chance of 'inclement' weather/ surroundings. This spark session will explore tools for organizing, communicating, and forming a realistic plan to help assure that the proposal gets out of the door on time.

Hang McLaughlin - Sr. Grants & Contracts Administrator – University of Minnesota
Kim Makowske - Sr. Grants & Contracts Administrator - University of Minnesota

12:00pm Meeting Adjourn!

See you next year in St. Petersburg, FL!

April 25-29, 2020 at the Tradewinds Island Grand and Guy Harvey resorts.