NCURA Region IV Spring Meeting

Nourishing Investigation ✪ Fueling Discovery ✪ Growing the Profession

April 15 – 18, 2018

Des Moines, Iowa

2018 Des Moines Program Committee

Position	Name	Institution
Program Chair	Bonniejean Zitske	University of Wisconsin-Madison
Program Co-Chairs	Nicole Nichols	Washington University in St. Louis
	Roger Wareham	University of Minnesota-Morris
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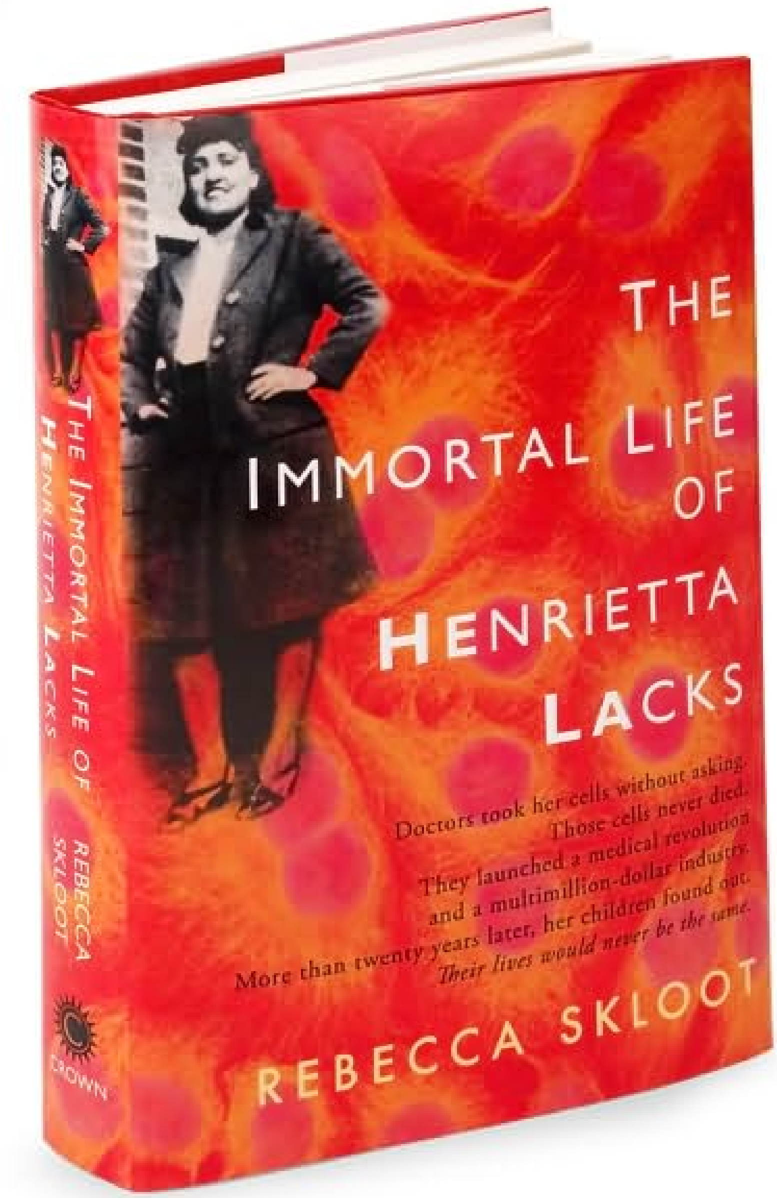
Coordinator	Diane Hillebrand	University of North Dakota
Track Leaders		
Government/Federal	Becky Hutchinson	Notre Dame
Compliance	Kurt McMillen	University of Wisconsin-Madison
Medical/Departmental	Lori Bassler	University of Iowa
Post-Award	Amy Bicek-Skog	University of Minnesota
Pre-Award	Hannah Clampitt	University of Missouri
PUI/Small	Kristin Beck	Northern Michigan University
Professional Development	Diane Meyer	Iowa State University
Senior/Special Interest	Sue Kelch	University of Michigan
Spark Sessions Coordinator	Andrea Marshall	University of Minnesota
Breakfast Discussion Groups	Jim Maus	Washington University in St. Louis
Concepts Expo	Kurt McMillen	University of Wisconsin-Madison
AV Coordinator	Bob Gratzl	University of Wisconsin-Madison
Hospitality Suite Coordinator	Shannon Sutton	Western Illinois University
Registration Manager	Heather Offhaus	University of Michigan
Registration Assistant	Angela Walker	University of Wisconsin
Dinner Group Coordinator	Diane Meyer	Iowa State University
Evaluations Coordinator	Lori Bassler	University of Iowa
Guidebook Coordinator	Gretchen Carnoske	Washington University in St. Louis
Sponsor/Vendor Coordinator	Bonniejean Zitske	University of Wisconsin-Madison
Volunteer Coordinator	Sue Grimes	Purdue University

NCURA Region IV Book Group

Join us for a conversation!



Tuesday morning at 9:00 AM!

Weaving together themes of power, privilege and scientific exploration, this book dives into the important history behind human subject implications and protocols.

Sunday, April 15 – Overview

7:30am – 5:00pm	**Registration Desk**
8:30am – 4:45pm	**All-Day Workshops**
8:30am – 12:00pm	**Morning Workshops**
10:00am – 10:30am	**Morning Workshop Break**
12:00pm – 1:15pm	**Lunch** *For all workshop attendees and faculty.*
1:15pm – 4:45pm	**Afternoon Workshops**
2:30pm – 3:00pm	**Afternoon Workshop Break**
5:00pm—6:00 pm	**Welcome Reception** *Meet or reconnect with colleagues to kick-off the conference! Listen to music and enjoy delectable appetizers in the Hospitality Suite.*
9:00pm – Midnight	**Hospitality Suite** *The Hospitality Suite is open each night, offering a place to unwind and join colleagues. Join us for snacks, beverages and conversation!*

Optional Workshops, Sunday, April 15, 2018

AM Workshop: 8:30 AM – 12:00 PM
PM Workshop: 1:15 PM – 4:45 PM
All workshops include lunch

Workshops	
1	Introduction to Research Administration (AM workshop)
2	Pre-Award Basics (PM workshop)
3	Post-Award Basics (PM workshop)
4	Intro and Pre-Award Basics (Full-day workshop)
5	Intro and Post-Award Basics (Full-day workshop)
6	Departmental Research Administration 101 (AM workshop)
7	A Primer on Industry Contracting (AM workshop)
8	Skills for Negotiating and Handling Difficult Conversations (PM workshop)
9	Effective Presentations – *FREE for attendees!* (PM 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 (see next page)

Presenters

Heather Offhaus is Director of the Grant Review & Analysis Office at the University of Michigan Medical School. She started her research administration career in 1994 in order to pay the rent and has grown the Medical School office from pre-award review services to include direct departmental pre/post award support and comprehensive enterprise analytics through research metrics. Heather currently serves as the Regional Treasurer and has served as a past national Treasurer and Region Chair. She is also on the Traveling Workshop Faculty for NCURA. She can be reached at hmills@umich.edu.

Diane Meyer is currently employed by the Engineering Research Institute at Iowa State University. She is responsible for Pre-Award services, primarily supporting large or complex proposals that are led by College of Engineering faculty. She works with the PI and their team to review and interpret the program guidelines, facilitate team meetings whether face-to-face or virtual, coordinate timeline and gathering of documents for the application package, develop budget and justification, coordinate with subcontractors, assemble and upload application files/package, and serve as liaison between the team and the central pre-award office staff. She can be reached at meyerd@iastate.edu.

Shannon M. Sutton, MBA, CPA, Director of Sponsored Projects, Western Illinois University is a graduate of NCURA's Executive Leadership Program. She is actively involved in NCURA, including serving as Region IV Treasurer for five years and is currently serving as NCURA Treasurer. Shannon's responsibilities include management of pre-award and post-award activities as well as human and animal subjects regulations. She can be reached at sm-sutton@wiu.edu.

Roger Wareham is director of the Grants Development Office at the University of Minnesota, Morris. During 2015, he served an Intergovernmental Personnel Act assignment as a Grant Policy Specialist in the Policy Office at the National Science Foundation. He is a graduate of the NCURA Executive Leadership Program and serves as an NCURA Peer Reviewer. He can be reached at warehamr@morris.umn.edu.

Workshop 6

Workshop title: Departmental Research Administration 101

Description: The Departmental Research Administrator (DRA) oversees and coordinates all aspects of sponsored project administration at the department level in support of the researcher. As a liaison between central offices, faculty and staff, DRAs also serve as educators while striving to ensure compliance with federal regulations, funding agency policies and institutional policies. This workshop will provide a basic understanding of a DRA's responsibility, as well as provide tools and strategies for success. Topics include funding opportunities, proposal development, submission, award review, sub-award agreements, cost transfers, cost-sharing, closeouts and audits.

Learning Objectives:

- Understand and organize the diverse role of the Departmental Research Administrator
- Manage sponsored projects at the department level
- Educate researchers regarding the impact of federal regulations and institutional policies

Skill-level: Basic/Intermediate

Presenters

Diane Hillebrand is a Grants Manager at the University of North Dakota (UND) and a Certified Research Administrator. She started her research administration career in 1994 and has worked in several departments/colleges and in the central grants office at UND. Diane currently provides financial, budget and grants management support for all sponsored programs in the School of Medicine & Health Sciences. Diane has served NCURA Region IV and is currently the Past-Chair. She has also served in several leadership roles for the UND Staff Senate and also the North Dakota State Staff Senate. Diane.Hillebrand@med.UND.edu

Jim Maus is a Grant Specialist at Washington University School of Medicine and a Certified Research Administrator. He started his research administration career in 1985 and has worked in the central post award office, the Medical School pre-award office and in both clinical and preclinical departments at Washington University. Jim currently provides comprehensive administrative support to a large single PI laboratory. He is a Past Chair of NCURA Region IV and a recipient of the Region IV Distinguished Service Award. jmaus@wustl.edu

Workshop 7

Workshop Title: A Primer on Industry Contracting

Description: As budgetary pressures continue to grow, researchers are increasingly looking to new and alternative funding streams to support their research. Increasingly, the view has been to look to industry as a key partner in this venture. This workshop will provide participants with an overview of key philosophical differences that exist between universities and industry, as well as touch on common sticking points when negotiating agreements. Participants in this workshop will explore the ideological differences on the sharing of research results, as well as how these differences may manifest in different agreements. Participants will also have the opportunity to look at some key agreement terms, reflecting on what they mean and what we do about them.

Learning Objectives:

- Participants will learn the different viewpoints that universities and industry take regarding research.
- Participants will understand how different agreement types impact the acceptability of the terms and conditions of an agreement.
- Participants will be able to recognize common contractual clauses and how universities approach them.

Skill-Level: Basic

Presenters

Greg Luttrell is the Director, Research Contracts at the University of Notre Dame. He also serves as the University's Export Compliance Officer and is an accredited Export Compliance Professional (ECoP®). He has worked in Notre Dame Research Administration since 2004, and is a past member of the NCURA Region IV Board of Directors. Greg.Luttrell@nd.edu

Bob Gratzl is the Manager of the Contracts Team in Research and Sponsored Programs at the University of Wisconsin-Madison, as well as in the Interim Assistant Director of Contracts. He started working in research administration in 2011, spending much of his time in the central office at UW-Madison. Bob currently leads his team in negotiation of agreements related to the research enterprise at UW-Madison. robert.gratz@rsp.wisc.edu

Workshop 8

Workshop Title: Skills for Negotiating and Handling Difficult Conversations

Description: Disagreement and conflict are natural and inevitable parts of work and social interactions that everyone will encounter, whether it is due to a simple misunderstanding, opposing objectives or competing for limited resources. Improving self-awareness in how we communicate, and how we choose to approach each conflict impacts our ability to be successful in our day-to-day activities, the satisfaction of those we interact with, and our overall job satisfaction. In this session, we will explore concepts of emotional intelligence, interpersonal communication, and persuasion. We will cover vital areas such as stress management, approaches to conflict, and ways to negotiate under challenging circumstances.

Learning Objectives:

- Participants will focus on self-awareness of their approach to conflict
- Participants will learn about concepts to improve communication and understanding
- Participants will learn the five elements of emotional intelligence
- Participants will reflect on how they approach stress management
- Participants will learn the difference between positional and principled negotiation
- Participants will learn approaches to counter dysfunctional negotiation tactics

Skill-level: Basic

Presenter

Bob Szrot is a Compliance Officer at the University of Kansas (KU). Bob started his research administration career in 2014, and has also served KU as a Pre-Award Grants Specialist. Prior to working for KU, he worked for twenty years in the private sector serving in various roles including Director of Communications, and Director of Client Relations. bob.szrot@ku.edu

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.

Skill-level: Basic

Presenter

Melanie Hebl is Education Coordinator in the Office of Research and Sponsored Programs at the University of Wisconsin Madison. Melanie has been a research administrator for over 10 years. She currently serves the UW-Madison campus by designing and developing learning opportunities and educational resources for research administrators. She has professional certifications from the Bob Pike Group in Training Design and Training Delivery. She also holds a professional certificate in Online Education: Instruction and Instructional Design from the University of Wisconsin-Madison. melanie.hebl@wisc.edu

Monday, April 16 - Overview

6:00am – 7:00am	**Morning Wellness**
7:30am – 5:00pm	**Registration Desk & Exhibits**
7:30am – 8:45am	**Continental Breakfast**
8:45am – 9:00am	**Introduction and Opening Remarks**
9:00am –10:00am	**Keynote Speaker: Dr. Terry Wahls**
10:00am – 10:30am	**Monday Break #1**
10:30am – 11:45pm	**Concurrent, Discussion, and Spark Sessions**
11:45am – 1:00pm	**Awards and Recognition Lunch**
1:00pm – 2:00pm	**Concurrent, Discussion, and Spark Sessions**
2:00pm – 2:15pm	**Monday Break #2**
2:15m – 3:30pm	**Concurrent, Discussion, and Spark Sessions**
3:30 pm– 3:45pm	**Monday Break #3**
3:45m – 4:45pm	**Concurrent, Discussion, and Spark Sessions**
5:00pm – 6:00pm	**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.*
6:00pm – 9:00pm	**Dinner Groups** *Sign-up near the Registration Desk to join other NCURA attendees and experience the local fare Des Moines has to offer. Dinner Groups will meet in the lobby at 6:00pm for reservations at nearby restaurants.*
9:00pm – Midnight	**Hospitality Suite** *The Hospitality Suite is open each night, offering a place to unwind and join colleagues. Join us for snacks, beverages and conversation!*

Monday, April 16

6:00am – 7:00am **Morning Movement**

Join Andrew Hampton & Marc Kinnear to start your day off right with a 5K run around the beautiful downtown Des Moines River Walk. Walking more your speed? Join Chris Knight-Gipe for a 2M walk through the Pappajohn Sculpture Park. We will gather at 6:00am in the hotel lobby. Please dress appropriately for the weather.

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

7:30am – 8:45am **Continental Breakfast**

8:45am – 9:00am **Opening Remarks**

9:00am –10:00am **Keynote Speaker: Dr. Terry Wahls**

Dr. Terry Wahls is a clinical professor of medicine at the University of Iowa where she teaches internal medicine residents, sees patients in a traumatic brain injury clinic, and conducts clinical trials. She is also a patient with a chronic progressive neurological disorder, secondary progressive multiple sclerosis, which confined her to a tilt-recline wheelchair for four years. But thanks to the power of the Wahls Protocol™, which is based on functional medicine and the Paleo diet, Dr. Wahls restored her health and now pedals her bike five miles to work each day. She is the author *of Minding My Mitochondria: How I Overcame Secondary Progressive Multiple Sclerosis and Got Out of My Wheelchair* and teaches the public and medical community about the healing power of intensive nutrition.

10:30am – 11:45am **Concurrent, Discussion, and Spark Sessions**

The Fix is On! Understanding Fixed Amount (Fixed Price) Subawards
Compliance Track, Basic **Concurrent Session**

This session will guide participants through the federal regulations related to fixed price subawards including those that exceed the simplified acquisition threshold. This session will also cover the special considerations when working with foreign subrecipients, which are often deemed high risk and therefore issued fixed price subaward agreements. The panelists will be ready to discuss their experiences requesting prior approval and best practices to ensure fixed price and foreign subaward issuance is efficient and compliant.

- Discuss the difference between cost reimbursable and fixed price subawards and the federal regulations that pertain to fixed price agreements.
- Identify tools and strategies for compliance with federal regulations relating to fixed price subawards which may exceed the simplified acquisition threshold.
- Understand special considerations associated with issuing and monitoring fixed price and foreign subawards.

Tyra Darville-Layne, Northwestern University, Senior Subcontracts Manager
Lesley Schmidt Sindberg, University of Minnesota

NSF Update
Federal Track, Basic **Concurrent Session**

This session will cover new developments at the National Science Foundation (NSF) - programs, policies, people, and budgets. Senior NSF staff will provide a comprehensive review of what is new and developing at NSF.

- Understand how NSF has implemented recent changes to proposal and award policies and procedures.
- Learn about new changes to NSF systems including proposal submission modernization and changes to user account management.

Jeremy Leffler, Outreach Specialist, Policy Office Division of Institution & Award Support Office of Budget, Finance & Award Management

Overview of Clinical Trials
Medical/Departmental Track, Basic/Intermediate **Discussion Session**

This discussion will introduce the basics of clinical trials. We will discuss how clinical research managers interact with the department with preaward activities such as budget development and contract initiation. We will also discuss the negotiation process accomplished by central administration.

- Demonstrate working knowledge of different phases of a clinical trial.
- Identify key compliance issues related to a trial.
- Describe key financial considerations and potential approaches to handling.
- Describe financial considerations used to develop the internal budget and assess the financial viability of the trial.
- Describe how the clinical research manager and department office work with central administration on contract negotiation issues.
- Discuss financial methods for tracking trial earnings.
- Discuss interactions with monitors and the company for receiving revenue.

Necole Miller, Research Manager, University of Iowa, Dept. of Internal Medicine
Larry Westby, Administrative Officer, UW – Madison, Research & Sponsored Programs

Patient Care Costs vs Lab/Medical Costs
Pre-Award Track, Intermediate **Discussion Session**

Discussion about patient care costs, lab/medical costs and who is paying for them. Human subjects costs be briefly discussed. Discussion will include case study reviews.

- Define patient care costs, lab/medical costs, and research subject payment.
- Discuss the importance of classifying costs correctly.
- Compare similarities and differences between the three different types of costs.

Hang McLaughlin, Senior Grant Administrator, University of Minnesota
Pat Jondahl, Senior Grant Administrator, University of Minnesota

Developing Grants and Sponsored Programs Office at PUI's
PUI/Small Institutions Track, Intermediate **Concurrent Session**

This session is intended for participants who are leading an initiative to create a new sponsored programs office or better develop an existing sponsored programs office within their institution. The presenters will walk through their experiences as they established the sponsored programs office infrastructure within their institution. The purpose of the session will be to identify a model that best fits your institution for effectively developing a sponsored programs office.

- Develop an understanding of the institutions policies and procedures relevant to a sponsored programs office.
- Identify the deficiencies in existing and needed policies within your institution.
- Create and establish the necessary policies and procedures.
- Determine how best to convey the policies and procedures.

Regina M. Matheson, Academic Grants & Sponsored Programs Office, St. Ambrose University
Kristin Beck, Grants and Contracts Office, Northern Michigan University

A Survivor's Guide to Shared-Services Centers After Implementation
Senior/Special Interest Track, Advanced **Concurrent Session**

This session will focus on lessons learned during the implementation of Shared Service Centers at the University of Kansas. Speakers will share lessons learned, approaches for effective communication, and successful practices to engage campus stakeholders, and to keep employees engaged and motivated. Whether your campus is considering shared service centers or has already established them, discover how to survive and thrive in a shared service center environment.

- Identify campus stakeholders in SSC implementation.
- Share examples of ways to keep employees engaged, motivated, and connected to the institutional mission.
- Examine the limits of flexibility in SSC implementation.

Michelle Ginavan Hayes, Director, Engineering, Technology and Environmental SSC
Jody Milford, Director, Campus Administration and Operations SSC
Pat Kuester, Director, Education, Social and Behavioral SSC
Karla Williams, Director, College and Professional Schools SSC

10:35am – 10:55am **Mentoring Our Own (MOO!)** SPARK Session

MOO pairs those new to Research Administration (RA), as well as those wishing to learn new skills, with experienced mentors. The program includes a strong focus on leadership development through large group activities, mentor to mentee discussions, and a capstone project to demonstrate learned skills. Join us to learn more about MOO and how you can be a part of this program.

Sue Grimes, Assistant Director, Purdue University
Kaslina Love Mosley, Manager, Washington University in St. Louis
Peggy Collins Luna, Accounting Coordinator, Basic Science Administration, Feinberg School of Medicine, Northwestern University

11:00am – 11:20am **Yoga at Your Desk** SPARK Session

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

11:45am – 1:00pm **Awards and Recognition Lunch**

Join us as we recognize our colleagues' success and accomplishments!

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

The Revised Common Rule: New Opportunities And Challenges

Compliance Track, Intermediate **Concurrent Session**

The Department of Health and Human Services (HHS) Office for Human Research Protections (OHRP) released revised human subjects regulations, known as the "Common Rule," on January 19, 2017, following a lengthy rulemaking process. The updated rule includes a number of welcome changes and omits many of the most controversial proposed changes.

- Understand an overview of the revised rule, anticipated challenges to institutions and researchers, and how institutions are addressing these challenges as they update their systems, processes and policies.

Martha Jones, Executive Director, Human Research Protection Office, Washington University

NSF Grant Awards and Cash Management Overview

Federal Track, Basic **Concurrent Session**

This session will provide an 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.

- 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.

Kirston Young, National Science Foundation (NSF)/Grantee Cash Management Section (GCMS)

On-Boarding on Purpose: Creating Tools and Structure for On-Boarding New Staff

Pre-Award Track, Intermediate **Concurrent Session**

Research Administration is difficult to teach and often daunting to navigate for new administrators. This session will provide an overview of how to structure on-boarding process and how to create tools to navigate the complex world of "it depends." The session will particularly focus on the creation of a searchable employee manual using Microsoft One-Note.

- Learn fundamental skills needed to create an employee manual utilizing Microsoft Office OneNote.
- Receive overview of on-board training for central office staff, including what to expect the first week, first month, and other milestones.
- Discuss best practices, tips, and tricks for how to transfer knowledge and foster problem solving in new administrators.

Andrea Rich, Manager, Pre-Award Services Iowa State University

Publishing with NCURA

Professional Development Track, Basic **Concurrent Session**

Learn how to publish with NCURA

- Describe different types of publishing venue.
- Understand the variety of ways to publish with NCURA.

- Create an outline based on their area of interest and/or expertise.

Sue Kelch, CRA, Senior Financial Specialist, University of Michigan

Training/Educational Sessions
PUI/Small Institutions Track, Basic **Discussion Session**

Sponsored Projects Administration (SPA) at the University of Minnesota (U of M) has an active training program that supports faculty, post-docs, graduate students and support staff in the management of sponsored projects. Discussion group leaders will cover their office's efforts to inform the research administrators/faculty/students on the methods, resources, curriculum, challenges, and opportunities for training and education on sponsored projects at the U of M. The panel will share experiences from the U of M, what does and does not work at our institution.

- Understand the different training methods and curriculum styles and projects SPA trainers implement.
- Identify educational resources that SPA utilizes for training and education.
- Share experiences, opportunities, and challenges that a sponsored research training program may have in a higher education institution.

Frances Spaulding, Sponsored Projects Administration (SPA) Training Coordinator, University of Minnesota
Luke Lynch, Sponsored Projects Administration, University of Minnesota

Creating an Environment to Properly Report and Even Prevent Incidents
Senior/Special Interest Track, Advanced **Discussion Group**

In this session, we will discuss the new NSF Harassment Policy and what happens when an incident is reported to you. We will also provide examples and have an open discussion on how research administrators can assist their faculty/PI in identifying and reporting averse events that could impact their research awards.

- Identify and report incidents through the proper channels.

Tammy Kuhn Martin, Assistant Dean for Research Administration, University of Wisconsin
Jennifer Lassner, Assistant Vice President for Research and Economic Development, University of Iowa
Sharon Vetter, Assistant Dean for Research Administration, University of Wisconsin
Sue Grimes, Assistant Director of Research Development Services, Purdue University

1:05pm – 1:25pm **Lessons Learned from a Central RA** SPARK Session

This session will review address the most frequent questions posted to a central research administrator and lessons learned while in this role.

Hang McLaughlin, Senior Grant Administrator
Patricia Jondahl, Senior Grant Administrator

1:30pm – 1:50pm **F&A Waivers** SPARK Session

Why is the first thought to handle project shortfall an F&A waiver? In this SPARK session, we will review the purpose of F&A recovery, how you might talk about it with faculty, and the best tips and tricks when considering waiver requests.

Heather Offhaus, University of Michigan

2:00pm – 2:15pm **Monday Break #2**

2:15pm – 3:30pm **Concurrent, Discussion, and Spark Sessions**

Subrecipient Risk Assessment
Compliance Track, Overview **Concurrent Session**

This session will guide participants through subrecipient risk assessment by providing an overview of the federal regulations, reviewing the risk elements and audit requirements, and examining the tools available to assist institutions in completing the risk assessment. The session will also discuss pass through entity (PTE) audit results and auditor guidance to understand best practices to fulfill compliance obligations related to subaward risk assessment.

- Review federal regulations regarding subrecipient risk assessment.
- Identify tools and strategies for compliance with federal regulations relating to subrecipient risk assessment including FDP risk assessment tools and FDP Clearinghouses.
- Review the results and guidance from PTE auditors related to subaward risk assessment.

Tyra Darville-Layne, Northwestern University, Senior Subcontracts Manager
Lesley Schmidt Sindberg, University of Minnesota

NIH Update
Federal Track, Basic **Concurrent Session**

Don't miss this opportunity to hear about what is new and being developed within the National Institute of Health's (NIH) programs, policies, and budgets. In this comprehensive review, participants will learn about recent policy updates and how their respective institutions may be impacted. Upon completion of the presentation, participants will have the opportunity to ask questions about new and existing policies. Topics include recent and upcoming changes to NIH policy, compliance requirements, and so much more!

- Be able to identify the source of NIH policies.
- Understand NIH's burden reduction policies
- Learn about new policies and compliance initiatives.
- Gain insight into current issues at NIH.

Tony Corio, Grants Policy Officer, National Institutes of Health

Commercialization and Technology Transfer
Post-Award Track, Intermediate **Concurrent Session**

Iowa State University's Office of Intellectual Property and Technology Transfer provides a guide for how the commercialization process works at ISU, how research administrators can make their lives easier, and how faculty can boost their technology transfer profile.

- ISU's tech transfer process and how they approach intellectual property from industry sponsored research.
- Understand what terms and conditions cause the most heartache for tech transfer offices (and why).
- Understand why industry sponsors ask for the troublesome language.
- Language alternatives that can address both parties' needs.

Craig Forney, OIPTT Industry Contracts Negotiator, Iowa State University

Making Customized Tools to Aid Grant Review Process
Pre-Award Track, Overview **Concurrent Session**

Looking for effective and efficient (i.e., low-cost and low-maintenance) tools to aid grant reviews?

The University of Michigan, Medical School will share the challenges, experience, and benefits related to creating useful tools to navigate complicated grants, such as NIH R01s, by providing clear, service-level agreements and developing color-coded, annotated checklists grounded in the roles & responsibilities of the review cycle. These checklists serve as 1) tools ensuring applications' completeness, accuracy and compliance; 2) training documents for new hires; and 3) visual demonstration of roles and responsibilities among units at different levels. This session will benefit Research Administrators at all levels.

- Identify the needs of units at different levels (department, school and institution).
- Create effective and efficient tools to meet the needs.
- Collect feedback to further improve the tools.
- Make the tools be part of a big picture streamlining of administrative requirements to reduce burden.
- Identify the needs of units at different levels (department, school and institution).
- Create effective and efficient tools to meet the needs.
- Collect feedback to further improve the tools.
- Make the tools be part of a big picture streamlining of administrative requirements to reduce burden.

Melissa Li, Research Development Specialist, University of Michigan

Weary Warriors to Super Heroes: Building a "Community" of Research Administrators

Professional Development Track, Basic **Concurrent Session**

Have you ever felt overwhelmed by all of the rules and regulations in research administration that seem to change frequently? The purpose of this project was to create a community to meet the needs of the Research Administrators in the College of Engineering. We will share lessons learned from this three-year-old mentoring/training/leadership project.

- Learn how to create a research administrator community in your institution
- Determine how a research administrator community could benefit your institution

Diane Meyer, Project Management Specialist, Iowa State University
Lisa Lajoie, Grant Coordinator, Iowa State University

Bringing a Workplace Wellness Program to Your Office

Wellness Track, Basic **Discussion Session**

Are you interested in wellness? Does your office currently have a wellness program? If not, what are you waiting for? You – YES YOU – could start helping yourself and your colleagues by promoting wellness in your office today. Join us for a discussion of the 7-dimensions of wellness and learn strategies for developing a successful wellness program. We will share some low risk/high reward wellness activities and highlight successful low-cost and no-cost programs. In this session, let's get creative! You will have the opportunity to share your passions and ideas related to workplace wellness. We will get up and move with an active brainstorming session to generate a list of wellness activities that you can implement in your office immediately.

- Examine the 7 different dimensions of wellness.
- Identify low-risk and high-reward workplace wellness activities.
- Produce a comprehensive list of activities that could be integrated into their workplace.

Melanie Hebl, Education Coordinator, University of Wisconsin - Madison

2:20pm – 2:40pm **What It Takes:** SPARK Session

Growing Your Involvement with NCURA Region IV

Many members ask how they can get more involved with NCURA. This Spark session will provide information on a variety of opportunities, including performing various tasks at meetings; presenting at regional and/or national meetings; serving on a committee; participating in the MOO program; or running for a position on the Board of Directors. Not only does your participation maintain a strong organization, it also is a great way to build community and grow professionally. Join us and learn about these great opportunities!

Jim Maus, Grant Specialist, Washington University School of Medicine
Andrea Marshall, Assistant Director, University of Minnesota

2:45pm – 3:05pm **Playing Matchmaker:** SPARK Session

Research Conversation Events Spark Collaboration

The University of Northern Iowa's Office of Research and Sponsored Programs (RSP) organizes an annual event called Scholar Connexus, an example of "speed dating for researchers". It is an opportunity to network, identify new research collaborators, share ideas and expertise, and meet people with similar interests in a fun, informal environment. Each participant is paired sequentially with four conversation partners. Conversation matches are made by RSP staff based on the interests participants share on their registration form and other information suggesting that a potential interesting connection may be made. At UNI, this event has sparked interdisciplinary research collaborations and proven to be a valuable outreach tool for the Office of Research and Sponsored Programs. Other institutions may benefit from adopting a similar model.

Rebecca Rinehart, Pre-Award Specialist, University of Northern Iowa

3:30 pm– 3:45pm **Monday Break #3**

3:45m – 4:45pm **Concurrent, Discussion, and Spark Sessions**

Mind the Strings: Promoting a Compliance Mindset
Compliance Track, Basic **Concurrent Session**

With so many shifting regulatory requirements today, it is difficult to mind the strings attached to funding for research. Compliance with federal mandates is even more challenging when a compliance program intersects with sponsored programs business processes. We will discuss strategies for designing low-burden administrative procedures that meet regulatory de minimis compliance requirements while considering the impact on proposal submission and/or award setup processes. Share best practices with your peers, ask specific questions about your compliance areas, and learn strategies for aligning your institution with federal mandates without holding up proposals or expenditure of award funds.

- Understand the ways in which a compliance program may impact proposal submission and award setup.
- Identify strategies that minimize the impact of compliance procedures on a sponsored programs office.
- Explore specific federal mandates and how your institution can meet these regulatory requirements without slowing down the grants process.

Matt Richter, Manager, Research Compliance, Medical College of Wisconsin

CUI, Regulations and Negotiations: A Discussion

Federal Track, Basic **Discussion Session**

We will discuss the methods of identifying and addressing CUI clauses; negotiating with the Contracting Officer; educating the Principal Investigator; and working with Information Security to develop Research Information Security Plans.

- When and how to negotiate around CUI clauses.
- How to educate PIs regarding CUI requirements.
- How to work with Information Security to develop and implement Research Information Security Plans.

Dana Rewoldt, Associate Director, Office of Intellectual Property and Technology Transfer
Brooke Langlitz, Director of Office of Research Integrity, ISU's Vice President of Research

Exchange, Not Obstruction: Central vs. Departmental Research Administration

Medical/Departmental Track, Intermediate **Concurrent Session**

Research administration is a team effort, requiring communication and cooperation from all players. Join us as we explore the complete life cycle of university research administration and the roles of our colleagues at each stage. We will discuss roles and responsibilities of departmental, school/college, and central administrators, as well as the overlaps and interdependence of those roles.

- Understand the full life cycle picture in university research administration, from department to school/college to central administration.
- Explore similarities and differences in roles and responsibilities of central and departmental administrators.
- Understand the interdependence and interplay of each level of university research administration.
- Recognize how central and departmental administrators can best support each other's roles.

Diane Domanovics, Assistant Vice President for Sponsored Projects, Case Western Reserve University, Office of Research Administration
Kristin Harmon, Intellectual Property Disclosure Specialist, University of Wisconsin-Madison, Office of the Vice Chancellor for Research & Graduate Education

Introduction to the Patient-Centered Outcomes Research Institute: What you need to know when applying to and receiving a PCORI award

Medical/Departmental Track, Basic **Concurrent Session**

Note: this session will run until 5pm

This session will provide the information needed to prepare and submit an application to PCORI and offer guidance on how to manage an award. The speaker will offer tips and suggestions on how to prepare a winning proposal and discuss common post-award issues and how to prevent compliance "red flags".

- Overview of PCORI's funding opportunities
- Elements of a successful application
- Common post-award compliance issues
- Considerations

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

A Day in the Life of a Subaward

Post-Award Track, Basic **Concurrent Session**

A lively discussion on all things subaward, from a award notification to closeout and everything in between. The discussion will cover a wide range of topics, including risk analysis, prime award terms, monitoring and invoicing, and how they relate to Uniform Guidance and other subaward compliance topics.

- Awareness of federal regulations relating to subawards.
- Appreciation for the complex nature of issuing & monitoring subawards.
- Understanding of the need for collaboration.

Lesley Schmidt Sindberg, Subaward Compliance Officer, University of Minnesota
Amy Bicek-Skog, Principal Grant Administrator, University of Minnesota

Hot Topic - Workspace

Pre-Award Track, Basic **Concurrent Session**

On January 1, 2018, Grants.gov stopped accepting uploads of the PDF application packet for submissions via Grants.gov. In its place, Grants.gov developed Workspace, an online grant submission portal. In this session, we will do a live online demonstration on the use of Workspace in Grants.gov, we will discuss the pros/cons of using Workspace vs. other submission methods (S2S, Assist), and discuss our experiences using the portal to this point.

- Develop a basic understanding of how to use Workspace in Grants.gov.
- Learn more about the pros/cons of Workspace.
- Share our experiences using the new portal.

Pre-req: Basic knowledge of pre-award application development; Basic knowledge of the legacy grants.gov PDF application package

Bill Courtney, Grant Specialist II, Washington University

Weary Warriors to Super Heroes: Building a "Community" of Research Administrators

Professional Development Track, Basic **Discussion Session**

- Learn how to create a research administrator community in your institution
- Determine how a research administrator community could benefit your institution

Diane Meyer, Project Management Specialist, Iowa State University
Lisa Lajoie, Grant Coordinator, Iowa State University

5:00pm – 6:00pm	**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.*
6:00pm – 9:00pm	**Dinner Groups** *Sign-up near the Registration Desk to join other NCURA attendees and experience the local fare Des Moines has to offer. Dinner Groups will meet in the lobby at 6:00pm for reservations at nearby restaurants.*
9:00pm – Midnight	**Hospitality Suite**

Tuesday, April 17 - Overview

6:00am –7:00am	**Morning Wellness**
7:30am – 5:00pm	**Registration Desk & Exhibits**
7:30am – 9:00am	**Continental Breakfast & Breakfast Discussion Groups**
9:00am – 10:30am	**Concurrent, Discussion, and Spark Sessions**
10:30am – 10:45am	**Tuesday Break #1**
10:45am – 12:00pm	**Concurrent, Discussion, and Spark Sessions**
12:00pm – 1:30pm	**Lunch and Business Meeting**
1:30pm – 2:30pm	**Concurrent, Discussion, and Spark Sessions**
2:30pm – 2:40pm	**Tuesday Break #2**
2:40pm – 3:50pm	**Concepts Poster Expo and Break #3**
3:50pm – 4:50pm	**Concurrent, Discussion, and Spark Sessions**
6:00pm – 9:00pm	**Tuesday Night Event** *Join us for a rustic party with food and music at West End Salvage!*
9:00pm – Midnight	**Hospitality Suite** *The Hospitality Suite is open each night, offering a place to unwind and join colleagues. Join us for snacks, beverages and conversation!*

Tuesday, April 17

6:00am –7:00am **Morning Wellness: Walk or Plyo Cross-Training**

Join Andrew Hampton & Marc Kinnear to start your day off right with a Plyometric-style cross training workout. Walking more your speed? Join Chris Knight- Gipe for a 2 mile walk around the lovely Des Moines River Walk. We will gather at 6:00am in the hotel lobby. Please dress appropriately for the weather.

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

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

- Faculty Incentives – What Works!, Dr. Linda D. Keys, Ball State University
- The Six Colorful Hats of Research Administration, Dorothy A. Spurlock, Eastern MI University
- Educating Junior Faculty on Funding Opportunities, Sara S. Byrne, Rush Medical College
- Understanding Pre- and Post -Award Functions, Paula Roberts, Western Michigan University
- Clinical Trials, F. Edward Herran, Indiana University Medical Center
- Shadow Financial Systems, Susan Beaver, Indiana University Medical Center
- NCURA for Newcomers, Susan Toler, Loyola University of Chicago
- Intellectual Property Basics for the Research Administrator, Lauren M. Goralski, U. of Illinois
- Institutional Approaches to Human Subjects Protections Training, Bill Sharp, U. of Kansas
- DHHS Post-Award Problems and Solutions, Joyce Pease, University of Wisconsin – Madison

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

Book Group: The Immortal Life of Henrietta Lacks by Rebecca Skloot
Wellness Track, Basic **Discussion Session**

Join us for a conversation on this compelling read that intertwines themes of privilege and power with scientific exploration and gain insight into the world of human subjects and IRB protocols. Here are some discussion questions to consider ahead of this session.

- What did you learn about HeLa cells?
- How did this story enhance your understanding of the IRB process?
- What part of the story had the greatest impact on you?
- How will you approach your job differently after reading this story?

Bonniejean Zitske, Assistant Director of Research Financial Services, UW-Madison and Chair-Elect of Region IV

Beyond the Period of Performance: Close Out, Audit and Record Retention
Compliance Track, Basic **Concurrent Session**

This session will look at financial compliance associated with sponsored projects beyond the period of performance. We will identify steps to take during close out to ensure compliance with the UG and sponsor requirements. We will examine record retention requirements and discuss compliant methods of record retention. Lastly, we'll discuss how to plan for audit and working with your auditors.

- Identify steps to take during close out to ensure compliance with the UG and sponsor requirements.
- Examine record retention requirements and discuss compliant methods of record retention.
- Discuss how to plan for audit and working with your auditors.

Jamie Szabo, Associate Director, University of Missouri
Briana Nodine, Post-Award Analyst, University of Missouri

Financial Research Reporting to Principal Investigators at the Department Level

Medical/Departmental Track, Basic **Discussion Session**

This discussion will focus on procedures used at the department level to assist the faculty in interpreting monthly financial reports generated by central administration. We will discuss various reporting tools developed in the department over many years.

- Learn how to annualize grant budgets so they coincide with the institutional fiscal year.
- Learn how to produce a burn rate report for review with the faculty member and lab manager.
- Discuss various reporting tools developed to answer complicated questions about financial viability with emphasis on the need for downsizing or upsizing.

Christi Perich, Research Administration Specialist, University of Iowa Department of Internal Medicine
Lori Bassler, Research Administrator, University of Iowa Department of Internal Medicine

You're Kidding, Right? Never Say Never

Post-Award Track, Intermediate **Concurrent Session**

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.

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

Jennifer Rodis, Policy Analyst, University of Wisconsin-Madison
Shelly Earl, Accountant Advanced, Research & Sponsored Programs, University of Wisconsin-Madison
Heather Offhaus, Director, Grant Review & Analysis, University of Michigan Medical School
Jennifer Pavlovec, Chief Fiscal Officer, College of Engineering, Iowa State University

Mutual Gains: The Benefits of Effective Communication Between Pre- and Post-Award Teams

Pre-Award Track, Intermediate **Concurrent Session**

You have thought about it and maybe even said it: “We need to communicate more effectively.” We know how important this is between investigators and staff involved in the proposal approval/submission process. Yet, how often do we really think about pre- and post-award communication during that process? Proposal staff can provide critical information to contracting staff to assist with negotiation, award, and post-award activities. Likewise, contracting staff can help pre-award staff ensure that proposals are submitted on terms most favorable to the institution and help mitigate negotiation issues by reviewing contract terms included in RFPs or sample agreements. The mutual gains achieved through effective communication extend to Investigators and their research support staff. Post-award can go much more smoothly if pre-award issues are known ahead of time and the proposal team works with the award team to identify potential concerns. Post-award can provide pre-award with advice on structuring the proposal or reviewing the RFP based on experience with the sponsor. This session will provide an engaging mix of real examples and ideas to help central office staff recognize and break down barriers that may be preventing efficient intra-office communication practices.

- Importance of exception letters
- Addressing issues with export control, CUI, COI, compliance, IP, and publications
- Subrecippient issues, including contractor vs subrecipient in budget; documentation, risk assessment, and identification of key personnel
- Using mutual gains as a catalyzing factor in effective communication

Lynn Bagley, Pre-award Administrator, Iowa State University
Keith Kutz, Senior Award Administrator, Iowa State University

Excel Tips for Reporting (Pre- and Post-Award)
Professional Development Track, Intermediate **Concurrent Session**

If you use Excel to analyze and report data, you have probably asked yourself, "Why does this take so long? Is there a better way?" In this intermediate-level session, you will learn how to use tables, formulas, and conditional formatting that will help you navigate the path.

- Participants will examine formatting conventions that effectively communicate key information and/or highlight variances in reports.
- Participants will learn about select Excel functions, formulas, and tools for reporting.

Diane Meyer, Project Management Specialist, Iowa State University

Planting the Seed: Finding the Right Ground to Build a Faculty/Staff Training & Outreach Program
Senior/Special Interest Track, Advanced **Concurrent Session**

Do you work in a deans/division office or large department? Have you been told to “train” faculty & staff on what research administration is but aren’t sure where to start? This session is for you! The UW College of Engineering Research Services team has recently developed two training programs, one specifically for faculty & researchers and the other for department research administrators. We will share how they were developed, how we determined what information to provide, what worked, and what didn’t. We will also leave time for participants to share their experiences and answer questions.

- Share experiences of developing a research administration training and outreach program for faculty and staff.
- Learn best practices for generating training at a local level.
- Share and learn from each other's experiences.

Tammy Kuhn Martin, Assistant Dean for Research Administration, University of Wisconsin
Steve Flaherty, Research Administrator, University of Wisconsin
Amber Jensen, Research Administrator, University of Wisconsin

9:05am – 9:25am **Project Management and Complex Proposals** SPARK Session

In a large university setting, the individual PI may not be aware of all the resources available in preparing a particularly large and daunting proposal (e.g., PCORI, NIH training programs, and more). Research Administrators to the rescue! Learn how you can bring together all the necessary resources to assist and guide your PI to creating the strongest possible grant application.

Diana Boeglin, Sr. Sponsored Research Specialist, The University of Iowa

9:30am – 9:50am **Turning Grant Writing on its Head** SPARK Session

When it comes to grant writing, you have only one job - to convince the review committee to make an award to your proposal instead of someone else's. Turn the exercise of grant writing on its head by focusing on the reviewers' perspective rather than your own. Understanding what they are looking for in the stack of proposals in front of them can give you the edge in creating a persuasive proposal that they want to fund.

Mary Blackwood, Sr. Sponsored Research Specialist, University of Iowa

10:30am – 10:45am **Tuesday Break #1**

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

An Export Control Toolbox: By and For Research Administrators
Compliance Track, Intermediate **Concurrent Session**

Overwhelmed by the topic of export control? Do you grasp the basics but want to know how to apply it to your role as a research administrator? Unsure when to contact your institution's export control office? This presentation breaks down the large body of export control information into manageable pieces and then shows you what red flags to look for throughout the research administration life cycle. Presentation materials will include Power Point slides, export control job aids and other tools, such as a glossary of export control terms. This session will assume that you have a basic, working knowledge of export control terms and concepts.

- Identify Export Control red flags and know where to find them.
- Determine when to contact the institution's Export Control office.

Laurie Rosenberg, CRA, Senior Sponsored Program Officer, The Ohio State University

Proposal Submission Challenges:
How Can We Assist the Faculty to Make the Process Less Stressful?
Medical/Departmental Track, Intermediate/Advanced **Concurrent Session**

This discussion will focus on ways we can help the faculty with the submission process to make it less stressful for everyone involved.

- How a timeline can be beneficial.
- Do individual meetings and follow-up emails and calls help?
- How the mentoring committee can assist junior faculty with establishing better habits.
- Do e-mails and reminders from the central office help?
- What are other creative ideas we can implement?

Lori Bassler, Research Administrator, University of Iowa, Dept. of Internal Medicine

The Post-Award Board Game
Post-Award Track, Intermediate **Discussion Session**

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.

- 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, Lead Accountant, Univ. of Wisconsin, Madison
Mary Bauer, Senior Post-Award Administrator, UW-Carbone Center

Large, complex institutional proposals: Team Science for Admins
Pre-Award Track, Intermediate **Discussion Session**

"Team science" has become an important concept in academic circles, used to represent the interdisciplinary and collaborative environment often needed to produce impactful research. An independent scientific field has emerged around this concept, studying, for the most part, how teams are effectively built, managed and designed (by PIs) to produce strong research. But what about the administrators? What do we learn from the administrative side of supporting the proposals for large team or large institutional proposals? What role can the pre-award administrator play to help lay the foundation for strong collaboration and for institutional infrastructure in a large grant project?

This discussion session will address best practices in supporting large team and complex institutional proposals. We will examine the ways an administrator can facilitate good team science practice from the early days of the proposal. Communication approaches, avenues to achieving cost share, budgets, consideration of project and award management in the proposal are all topics that require administrative savvy. We will also explore practical tools and methods for ensuring a smooth submission with many PIs.

- Understanding of best practices in team communication and document collection
- Discussion of managing large-scale budget development
- Consideration of the role research administrators play in encouraging "big picture" and long-term management plan discussions among PIs and between PIs and their deans
- Ideas for concrete proposal

Diane Meyer, Iowa State University, College of Engineering Research
Patience Graybill, Washington University in St. Louis, School of Engineering & Applied Sciences
Diana Boeglin, Sr. Sponsored Research Specialist, The University of Iowa

What Next? Career Possibilities in Research Administration
Professional Development Track, Intermediate **Concurrent Session**

Research administration is a broad field with many opportunities for professional growth, development, and change. Many offices are structured vertically, with few opportunities to move straight up (especially without your boss leaving/retiring), but there are myriad options for moving laterally and adding to your skill set. From departmental to central administration, pre-award to post-award administration, or related positions with technology transfer, intellectual property, education/training, or compliance, an open mind can broaden both your view and your skill set. The session will cover the range of opportunities within research administration, how to assess what types of positions are right for you, and how to navigate changes in focus area.

- Understand the full range of professional opportunities within research administration.

- Learn to evaluate which types of positions fit your skill set and how you can relate existing skills to new areas.
- Discuss techniques for transitioning between focus areas and attaining new skills as needed.

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

Rethinking Mentoring: Developing Great Leaders.
Senior/Special Interest Track, Advanced **Concurrent Session**

This concurrent session will introduce participants to mentorship and the potential forms it can take. Participants will learn about what a mentor is, and components of some existing mentor programs. Then we will shift gears to discuss the broader implications of mentoring – developing people and leaders. This development discussion will point out the major differences between a manager and a leader. We hope those who attend our session can walk away with a greater expectation of what being a mentor means, and how they can use those skills to develop others and promote good leadership.

- Learn the definition of a mentor.
- Evaluate different mentoring styles.
- Understand how to develop people/leaders.
- Know the difference between a manager and a leader.

Rebecca Hutchinson, Research Contracts Program Manager, University of Notre Dame, Notre Dame Research
Diane Hillebrand, Grants Manager, University of North Dakota, School of Medicine and Health Sciences

Compassion in Research Administration
Wellness Track, Basic **Concurrent Session**

Kindness. Civility. Compassion. Respect. Those concepts are out of fashion in government and society right now. This session will look at their place in the world of Research Administrators. Is it weak or silly to think of kindness in a profession grounded in a vast policy and regulatory framework? Is it foolish to think of civility when our conversations with frustrated customers can verge on hostility? Is there really value in taking a compassionate approach when so many people push us for their own timeframes and their own needs? Do we as Research Administrators have the responsibility to show respect even in the face of anger and frustration? We will discuss the practical and ethical roles of kindness and civility in a time of conflict, uncertainty, and volatility. Come join the conversation with your own views and your unique sensibilities.

- A better understanding the value for employees and customers of civility.
- Gain knowledge of the responsibilities of working in a service profession.
- Learn to promote a respectful and thoughtful approach to our everyday work in Research Administration.

Kim Moreland, Associate Vice Chancellor for Research & Sponsored Programs, University of Wisconsin-Madison, NCURA Distinguished Educator

12:00pm – 1:30pm **Lunch and Regional Business Meeting** *Come hear about the latest Region IV activities. All are welcome to attend and participate in the conversation, but only current members are invited to vote.*

1:30pm – 2:30pm **Concurrent, Discussion, and Spark Sessions**

The New World of Single IRBs: Single IRB Under The NIH Policy
Compliance Track, Intermediate **Concurrent Session**

Overview of the requirements of the NIH Policy on the Use of a Single IRB (sIRB) for Multi-Site Research, which went into effect September 25, 2017, and associated guidance, FAQs, and resources. sIRB requirements under the recently revised Federal Policy for the Protection of Human Subjects (Common Rule) will also be discussed.

- Participants will understand the approaches each institution is taking to implement the sIRB mandate.

Martha Jones, Executive Director, Human Research Protection Office, Washington University

Space Funding Analysis in a Major Medical Center
Medical/Departmental Track, Intermediate/Advanced **Concurrent Session**

This session will focus on methods for producing a meaningful space funding analysis for a major medical center with approximately 500,000 sq. ft of research space. Information will be presented from the department and dean's office perspective.

- Why devoting resources to a space funding analysis are meaningful to both department heads and the dean.
- Provide information on various methods for conducting such an analysis.
- How the information can be used to assess the need for realignment of space assignments.
- How politics in the institution can impact the need for such an analysis.

Lori Bassler, Research Administrator, University of Iowa, Dept. of Internal Medicine
Rebecca Waltman, Facilities Director, University of Iowa, Carver College of Medicine

Contract Models and Industry Sponsors:
How to Get the Most Out of Research Agreements
Pre-Award Track, Overview **Concurrent Session**

Iowa State University and the University of Iowa co-present on the variety, flexibility, and necessity of having multiple options for contract models. Traditional funded research agreements, ISU's Flexible IP Solutions, University of Iowa's Clinical Trials, as well as specialty agreements formulated to meet specific needs, will be discussed. This presentation will examine the benefits and challenges of working with industry and research institutions. We will dive deeper into the different types of university-industry partnerships and how to navigate common obstacles. Iowa State University and The University of Iowa have successfully developed several contracting models to create a more seamless experience when working with industry partners. We will discuss:

- The benefits and challenges for university-industry partnerships.
- Negotiating conflicting missions between the university and industry in a way that protects the university's legal stake in IP while managing the relationship with industry partners to create long-term success.

Peter Gudlewski, OIPTT Industry Contracts Negotiator Iowa State University
Jessica Boyle, Associate Director, Division of Sponsored Programs, University of Iowa

Training Faculty and Support Staff
Professional Development Track, Basic **Concurrent Session**

Iowa State University's central administrative teams from the Grants Hub, Office of Sponsored Programs Administration, Sponsored Programs Accounting, and the Office of Intellectual Property and Tech Transfer will co-present on how to educate faculty and support staff on a variety of subjects related to research administration.

- Provide different methods for training staff and faculty concerning:
    - who does what in research administration.
    - who negotiates what in research administration.
    - how to uniformly educate on University Policy, federal guidelines, and contractual obligations.

Dana Rewoldt, Associate Director, Office of Intellectual Property and Technology Transfer
Tammy Polaski, Office of Sponsored Programs Administration
Rachael Voas, Strategic Research Projects, ISU Grants Hub
Troy Nichols, Accountant, Sponsored Programs Accounting

Above and Beyond: Doing it All
PUI/Small Institutions Track, Basic **Discussion Session**

If your office is also responsible for the IRB, undergraduate research program, or other affiliated areas on your campus, this discussion is for you! We will discuss strategies for successful coordination that address the one-person shop charged with additional duties beyond "pure" grants administration.

- Share successes and challenges with extra duties.
- Discuss strategies to coordinate all of the areas of responsibility in their offices.

Bonnie Troupe, Stonehill College, Director of Academic Development

Audits, Desk Reviews, and things that Moo in the Night
Senior/Special Interest Track, Advanced **Concurrent Session**

What goes through your mind when you hear audit? Is it something you are prepared for, or are you just hoping it doesn't happen to you? When you learn about an audit or desk review, do you find your heart rate speeding up or do you wake up in the middle of the night? The best defense to an audit is a keen understanding of the process and issues. This session will provide an understanding of types of audits and the audit process. We will discuss the some of the issues raised during the life-cycle of the award, as well as consequences for noncompliance. We'll discuss strategies and tools for audit self-defense. This is session is good for post pre-and post-award research administrators.

- Identify different types of audits.
- Learn about the audit process.
- Identify types of issues reported.
- Discuss audit consequences.
- Explore strategies and tools for audit self-defense.

Danielle Smith, Director of Research Administration and Finance, the University of Michigan

1:35pm – 1:55pm **The Purpose Driven RA** SPARK Session

Research administrators play a crucial role in the research enterprise. But what exactly is this role and how is this role defined? Is our role defined by the tasks that we perform or by the outcomes that result from our efforts? By understanding your purpose as a research administrator, you can better define your role and value to your constituents and within the research enterprise.

Sue Kelch, CRA, Senior Financial Specialist, University of Michigan

2:00pm – 2:20pm **Yoga at Your Desk** SPARK Session

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

2:30pm – 2:40pm **Tuesday Break #2**

We are providing a short break before the poster sessions to allow poster presenters time to get to their posters.

2:40pm – 3:40pm **Concepts Expo Poster Session**

Survey Says…

This poster will present the creation and distribution of a customer response survey. This poster will explore what I learned about survey development, the dos and don'ts of creating and distributing a survey, what to do after you get the survey information back, and finally how to interpret data, along with the follow up of the results.

E. Suzanne Reinke, Project Specialist, University of Nebraska Lincoln

Tracking and monitoring project expenses with Excel

My unit provides research administration support to approximately seven departments of Northwestern University's medical school. We are tasked with developing/refining a template for use in tracking and projecting grant expenses. For this purpose, we convened a committee of Research Administrators and Financial Administrators. This poster will present the Excel template our committee produced. Visitors to this poster will engage in a discussion about the template and share ideas about similar Excel-based solutions. Furthermore, we'll talk about our process and provide information about what worked and what did not for us.

John Maurer, Senior Research Administrator, Northwestern University

Non-government sponsors and sponsored research

This poster will provide a visual comparison of the volume of Government dollars vs Private dollars, F&A, etc.

Julie Olivero, Project Representative, University of Michigan

Sky's the Limit:
Implementation of Streamlined Grant Review Policy at the School Level

This poster will present how University of Michigan, Medical School launched and implemented the policy of streamlined grant review across departments/units. The goal of the exercise was to alleviate administrative work at the school level so that the office is able to assist local units in customized needs. A step-by-step process spanning from idea conception to policy execution will shed light on policy making and implementation in research administration.

Melissa Li, Research Development Specialist, University of Michigan

Designing innovative eRA applications: 8 Principals of Usability

Of all the goals to focus on for improving efficiency in research administration, return on investment will be the most evident, and most measurable, when dedicating time to enhance the electronic systems utilized by research administrators. While electronic and online systems can make research administration easier, they can also make it a nightmare. This poster will focus on how to apply the 8 principals of usability when designing a new eRA application or system to ensure the new program results in greater efficiencies and reduced burdens.

Kurt McMillen, Assistant Director, University of Wisconsin - Madison

Rethinking Commitment Management

Over the last two years the Commitment Re-Design Team within the central office at the University of Wisconsin – Madison has been working to redesign the commitment management practices that the UW. This poster will present the information uncovered from their thorough review of the regulatory environment, a summary of the changes implemented to date, and present the new Commitment Management System that was designed by the re-design team and is currently in development. It is anticipated these policy and process changes, coupled with the new commitment management system, will yield less confusion, greater efficiency and reduced burdens for administrators and faculty alike.

Kurt McMillen, Assistant Director, University of Wisconsin – Madison

Playing Matchmaker: Research Conversation Events Spark Collaboration

The University of Northern Iowa's Office of Research and Sponsored Programs (RSP) organizes an annual event called Scholar Connexus, an example of "speed dating for researchers". It is an opportunity to network, identify new research collaborators, share ideas and expertise, and meet people with similar interests in a fun, informal environment. Each participant is paired sequentially with four conversation partners. Conversation matches are made by RSP staff based on the interests participants share on their registration form and other information suggesting that a potential interesting connection may be made. At UNI, this event has sparked interdisciplinary research collaborations and proven to be a valuable outreach tool for the Office of Research and Sponsored Programs. Other institutions may benefit from adopting a similar model.

Rebecca Rinehart, Preaward Specialist, University of Northern Iowa

Build a Poster: Post and Score Secrets to being a High Performance RA

When you visit "Build a Poster" you share and rate other's secrets to being a high-performance research administrator. Tell us the strategies that you use to ensure that you have the TALENT, MOTIVATION, and RESOURCES that you need to be awesome at your job. The most "liked" secret from each category will be shared at the conference awards presentation. This Region IV shared work will also be submitted to NCURA Magazine as a way to disseminate professional development ideas and to promote Region IV.

Diane Bennett, Director of Grants and Research, University of Wisconsin - River Falls

How Iowa State University conducts campus outreach to facilitate industry research contracting

ISU has taken several steps to provide direct support to the faculty and staff who may have questions regarding industry research contracting. This poster describes the steps ISU has taken, and the benefits they see from those efforts

Peter Gudlewski, OIPTT Industry Contracts Negotiator, Iowa State University

Are NIH Mock Study Sections Effective?

Challenge: Grant funding for junior researchers is becoming increasing more difficult in the current funding climate. Washington University has developed an NIH Mock Study section that emulates an actual NIH Study section, where applications are reviewed and scored by internal reviewers. This poster will demonstrate our review processes as well as the results we have had since program inception in 2014.

Betsy Abente, Research Administrator, Washington University, St. Louis

RED: Research - Education - Development

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

3:40pm – 3:50pm **Tuesday Break #3**

We are providing a short break after the poster sessions to allow poster presenters time to get to the next session.

3:50pm – 4:50pm **Concurrent, Discussion, and Spark Sessions**

Understanding Controlled Unclassified Information (CUI) and FISMA: A Practical Guide

Compliance Track, Intermediate **Concurrent Session**

This discussion will provide an overview of the new regulations surrounding Controlled Unclassified Information. Attendees will learn about the underpinnings of FISMA and the possible steps necessary to take at their institutions to be ready to manage these data security requirements in sponsored agreements.

- Share success stories and lessons learned from their institutions.
- Learn about the underpinnings of FISMA and the possible steps necessary to take at their institutions to be ready to manage these data security requirements in sponsored agreements.

Mark Sweet, Director of Electronic Research Administration, Research and Sponsored Programs, University of Wisconsin - Madison

Department Research Administration 101

Medical/Departmental Track, Basic **Concurrent Session**

A Departmental Research Administrator (DRA) oversees and coordinates all aspects of sponsored project administration at the departmental level in support of the researcher. As a liaison between central offices, faculty, and staff they also serve as educators while striving to ensure compliance with federal regulation and institutional policies. This session will provide a basic understanding of a DRA's responsibilities as well as tools and strategies for success. Topics include proposal development, award review, subagreements, cost transfers, cost sharing, closeout and audit.

- Gain an understanding of the role of the Departmental Research Administrator.
- Learn tips on how to manage sponsored projects at the department level.
- Appreciate how federal regulations and institutional policies impact their work.

Nathan Youngblood, Northwestern University/Department of Mechanical Engineering
Ben Nelson, Northwestern University/Department of Biomedical Engineering

Process Improvement: A Post-Award Example of Thinking Outside the Box to Implement Change

Post-Award Track, Advanced **Concurrent Session**

Streamlined, efficient and intuitive processes are important in the ever-changing, complex world of grant administration. Day-to-day practices may not serve us the ways they once did. Questions such as when to make a change, who should be involved, what should be done can make the task seem daunting, and needed changes may even fall by the wayside when the workload is heavy. This session provides a real-world example of a process improvement in a post-award office, and shares lessons learned for both managers and grant administrators alike.

- How to decide when change is needed.
- Ideas on how to foster a positive environment for change.
- First steps for thinking about changing a process or procedure.

Katie Manthey, Accountant II, University of Minnesota
Kathy Krum, Lead Accountant, University of Minnesota

Sub-Contracting? Answers to Commonly Asked Questions at the Proposal Stage

Pre-Award Track, Basic **Concurrent Session**

Subawards are normally included in a proposal when the submitting institution cannot complete part of the project. When preparing their proposal, a PI may ask some of the common questions concerning subawards, which include: What is a subaward and when do I need one? Why is it important for me to know the difference between a subaward, consultant agreement, and a vendor quote before submitting my proposal? Where do I include the subaward in the budget? What is generally required when including a subaward in my proposal? Why do we budget our institutions indirect costs on the subaward's indirect? When can the subaward include indirect costs in their budget? What happens when my proposal is funded?

- Explain the complexity involved when a proposal includes a subaward.
- Understand the difference between a subaward, consultant agreement, and a vendor quote at the proposal stage.

Craig ONeill, Manager, Office of Sponsored Programs, Michigan State University

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

Professional Development Track, Intermediate **Concurrent Session**

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.

- 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, CRA, Senior Financial Specialist, University of Michigan
Danielle Smith, CRA, Director of Research Administration and Finance, University of Michigan

Adventures in Achieving Buy-in for Research
PUI/Small Institutions Track, Basic **Discussion Session**

As Research Administrators, we know that there is a strong synergistic relationship between teaching, undergraduate research, faculty research, and external funding. Some institutions and faculty researchers find balance among these various aspects, but other institutions, especially primarily undergraduate institutions (PUIs), struggle to get faculty and/or leadership investment in research. In this structured discussion, we will explore strategies to achieve buy-in for faculty research. In the case of PUIs, one finds factors that inadvertently discourage faculty research: i.e., heavy teaching loads, the lack of an engaging research culture, and a dearth of campus-wide policies and rewards related to faculty research. Other institutions might face challenges to the growth of research, such as drop-off in research among senior faculty and low performers on research teams. The main topic of discussion will be strategies to achieve buy-in without regulations. What is the best way to achieve lasting engagement in research when the motivation is not necessarily part of the institutional or team structure? Also of interest is how one might set benchmarks and metrics to measure "research engagement." This session intends to bring this topic into focus for the benefit of PUIs, however, administrators from Centers, Departments, and even R1s are welcome.

- To share ideas and resources for motivating "lasting engagement in research."
- To discuss ways to define and measure "research engagement."
- Inspire and enable participants to commit to an actionable item resulting from our discussion together.

Dianne Bennett, Director of Grants and Research, University of Wisconsin – River Falls
Patience Graybill, Grant Analyst, Washington University in St. Louis

6:00pm – 9:00pm **Tuesday Night Event**
Join us for a rustic party with food and live music at West End Salvage!

9:00pm – Midnight **Hospitality Suite**
The Hospitality Suite is open each night, offering a place to unwind and join colleagues. Join us for snacks, beverages and conversation!

Wednesday, April 18 - Overview

7:30am – 9:00am	**Hot Buffet Breakfast and Closing Remarks**
8:00am – 10:00am	**Registration Desk**
9:00am – 10:15am	**Concurrent, Discussion, and Spark Sessions**
10:15am – 10:45am	**Morning Break**
10:45am – 12:00pm	**Concurrent, Discussion, and Spark Sessions**
12:00pm	**Adjourn**

Wednesday, April 18 - Overview

7:30am – 9:00am **Hot Buffet Breakfast and Closing Remarks**

8:00am – 10:00am **Registration Desk**

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

Conducting a Space Survey for a Large Department
Medical/Departmental Track, Intermediate/Advanced **Discussion Session**

This session will focus on methods for managing data on space assignments for use by the department or center as well as satisfying the needs of central administration for use in the F&A rate negotiation.

- Methods for keeping track of both basic and clinical space assignments from the departmental or center perspective.
- Other elements needed by central administration that may not be as meaningful for the department or center.
- How space assignments can be aligned to research focus rather than strictly by department or division.
- Implications of departmental and center space allocations on cost of space usage.

Lori Bassler, Research Administrator, University of Iowa, Dept. of Internal Medicine
Lisa Lang, Director, Center for Computer Aided Design, University of Iowa College of Engineering

Case Studies in Cost Share Faux-Pas and Correctness
Post-Award Track, Basic **Concurrent Session**

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.

- 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.

- Understand strategies for discussing cost share with PIs and project directors.

Katie Schortgen, Manager, Sponsored Research Accounting, Eastern Michigan University
Patience Graybill Condellone, M.A., Manager, Research Development & Administration Project Manager, Center for Engineering MechanoBiology School of Engineering & Applied Sciences, Washington University

How to Manage Limited Submissions with as Little Typing as Possible (Using Smartsheet)
Pre-Award Track, Basic **Concurrent Session**

Bring your ideas to the discussion about surfacing funding opportunities that are limited submissions and about effective methods to distribute opportunities to the research community. Learn how the Smartsheet online platform can improve your management of proposal submissions and reviews and how the result creates a shared and searchable archive.

- Learn and discuss best practices for surfacing and distribution of limited submission funding opportunities.
- Learn and discuss management of the limited submission selection process.
- Learn how the use of the online platform Smartsheet can reduce your administrative and email burden while providing a shared and searchable space to archive results.

Sue Shipitalo, Research Development and Training Coordinator Iowa State University

Excel Tips for Budget Development
Professional Development Track, Intermediate **Concurrent Session**

If you use Excel for budget development, you have probably asked yourself, "How can I develop a budget more quickly/accurately?" In this intermediate-level session, you will learn how to use formulas and formatting that will help you navigate the path.

- Learn about select Excel functions, formulas, and tools for budgeting.
- Examine formatting conventions that effectively communicate key information and/or highlight variances in budgets.

Diane Meyer, Project Management Specialist, Iowa State University

Effective Monitoring of Policy and Procedures at PUIs
PUI/Small Institutions Track, Basic **Concurrent Session**

If there is one thing we want to do better, as Research Administrators at PUIs, it’s figuring out how to work within our unique framework to maximize the effectiveness of our policies and procedures. Have you changed your effort reporting policy or internal control procedures in light of the new flexibility provided by the Uniform Guidance? Have you implemented a system to evaluate and monitor compliance of these policies and procedures? Join us as we discuss tips to improve the overall effectiveness of implementing, enforcing, revising and monitoring policies and procedures at Predominantly Undergraduate Institutions.

- Participants will be able to identify institutional policies, procedures and practices affected by the implementation of the Uniform Guidance.
- Participants will learn to evaluate what belongs in policy and what belongs in procedures.
- Participants will be able to determine how best to communicate policy to faculty and administrators.
- Participants will be able to determine when outside consultants may be helpful or necessary.

Roger Wareham, Director Grants Development Office, University of Minnesota, Morris
Shannon Sutton, Director Sponsored Projects, Western Illinois University

Hiring from the Bench: Is it time to break from the norm?
Senior/Special Interest Track, Intermediate **Concurrent Session**

The job description of a departmental Grant Specialist at Washington University lists the "Required Qualifications" for a candidate include a degree in and/or experience in "accounting or related field." Is an accounting degree necessary to be a successful Grant Specialist? We would like to offer the idea that hiring directly from the bench, or hiring someone with a physical science degree may offer certain advantages to the research administration team. Some of these might include: A better understanding of the grant subject matter might allow the Grant Specialist an opportunity to catch critical errors in grant preparation; knowledge and basic understanding of the research could allow the Grant Specialist the opportunity to form tighter connections with the PIs. A bullet-by-bullet comparison of skills needed for a Grant Specialist position will show that those coming from the physical sciences can easily and effectively transfer their own skillset to the job.

- Develop an understanding of how an employee with a science background could be an asset to your team.

Bill Courtney, Grant Specialist II, Washington University
Jennifer Hodges, Grant Analyst, Washington University

10:15am – 10:45am **Morning Break**

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

The IRB Black Hole: Tips to Reduce the Time a Protocol is Lost in Space
Compliance Track, Basic **Concurrent Session**

This session will provide tips for research administrators to use to help their staff navigate the IRB and reduce the amount of time protocols take to get approved.

- Share and take home some best practices for working with IRBs and IRB applications.

John Schwartz, Director of Business Affairs, School of Criminal Justice, University of Cincinnati

FDP Expanded Clearinghouse: Reduce Your Administrative Burden
Federal Track, Basic **Concurrent Session**

The FDP Expanded Clearinghouse pilot began in early 2016 as a way to alleviate administrative burden associated with subrecipient monitoring and management. Over 160 FDP member organizations have posted information on a single, publicly available website as an alternative to using subrecipient commitment forms. At the session, we will discuss how to access the FDP Expanded Clearinghouse and learn about what information it contains. We will talk about how the project evolved from a pilot to an initiative. We will also review the benefits of using the FDP Expanded Clearinghouse and future plans.

- Learn what the FDP expanded Clearinghouse is, who can use it and how it works.
- Understand how to access and navigate within the FDP Expanded Clearinghouse.
- Gain insight into the benefits of using the FDP expanded clearinghouse and how it has reduced administrative burden.

Jennifer Rodis, Policy Analyst, Research & Sponsored Programs, University of Wisconsin-Madison

Sponsored Projects Closeouts
Post-Award Track, Basic **Concurrent Session**

The project end date has come and gone, but there is still work to do to close a Sponsored Project. Closeout is a critical component of the Sponsored Project lifecycle. We will review best practices and helpful tips to manage you navigate the closeout process.

- 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, Case Western Reserve University

Pre-Award Office Metrics and Performance Indicators
Pre-Award Track, Intermediate **Concurrent Session**

Use of metrics to analyze performance and workload within your organization

- Define metrics and performance indicators.
- Identify key metrics to support operations.
- Determine data sources for the creation of reports.
- Utilize metrics to assess performance, prioritize goals, and allocate resources.

Becky Musselman, Director, Office of Sponsored Programs Administration, Iowa State University
Marva Ruther, Senior Award Administrator, Iowa State University

Changing Jobs within Research Administration
Professional Development Track, Overview **Concurrent Session**

The days of someone staying at the same job their entire career or even for a decade or more are gone. Whether it is because you are looking for advancement, a new challenge or to escape a less than desirable situation at some point in your career you will be changing jobs. In this session we'll be looking at this process from a number of perspectives. We'll look at reasons people leave jobs. How bosses affect those reasons. How good leaders can impact/influence that decision. Once you've decided to leave, then what? We'll look at ways to prevent you from jumping from the frying pan into the fire. We'll talk about things you should be looking for when considering a new position. Questions to ask potential employers, characteristics to watch out for and qualities to seek out. It's more than just the pay and benefits that can make a job change or career change enticing!

- When is it a good time or not a good time to seek a job change?
- Why do you want to make this change?
- What are you looking for in a new job?
- Learn to more critically view the job search process:
  - Understand that they are interviewing their new boss as much as they are being interviewed.
  - Understand that the office environment is critically important to success and happiness.
  - Understand that just because a job is offered to you doesn't make it the right job for you.

Jim Maus, Miracle Worker, Washington University
Trisha Turner, Indiana University

That's a Great Idea! The Financial Pains of Supporting Great Research Ideas
PUI/Small Institutions Track, Intermediate **Discussion Session**

Great research can be limited because the award isn't big enough, funding is cut unexpectedly, or a sponsor doesn't pay as promised. The awarded budget doesn't sustain the project and thus the PI becomes "creative" with spending and generating other ways to support the research. At times, the creativity doesn't mesh with institutional policies and procedures and creates risk and a financial burdens for the department. What can a department administrator do to help keep the research moving and yet be compliant with all the federal, state, and institutional rule and regulations? What can a department administrator do to keep a PI from overspending intentionally or unintentionally? Is that even possible?

- Discuss ways to deal with all the complications of unfunded mandates, and lack of funding to support overall research.

Sandy Fowler, Accountant Journey at UW Madison, College of Agricultural & Life Sciences
Paul Below, CRA, Associate Director, Division of Sponsored Programs, The University of Iowa

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12:00pm **Adjourn**

See you in Columbus, Ohio in 2019!