

Optional Workshops, Sunday, May 1, 2016
Full Day or 2 Half Day Paid Workshops include Lunch
Register on the Spring Meeting Registration Site

1. Basics of *Pre-Award* Research Administration (8:30am – 4:45pm)

This full day, activity rich workshop is intended to provide an introduction to what every pre-award research administrator should know. Attendees will engage in exercises that address roles and responsibilities in research administration, the lifecycle of an award, budgeting and cost sharing, allowable costs, and different award and sponsor types.

Participants will learn:

- How their job fits into the pre-award research administration enterprise.
- Strategies for assisting faculty with proposal development and submission, including funding opportunities
- The process of process review for sponsored research, training and public service projects
- Tips and tricks that increase the chances of proposal success.
- Key concepts that protect the institution's good standing and increase the likelihood of a smooth project implementation.
- How to serve as a liaison with sponsors for non-financial award management matters, such as prior approval requests.

Level: Basic

Prerequisite: None

Deborah Maloney, Director Sponsored Projects Administration, University of Kansas Medical Center

Patrick Medina, Director of Grants and Contract Services, Research and Sponsored Programs, University of Wisconsin – Madison

Lorelei Sells, Assistant Director of Sponsored Programs Administration, University of Kansas Medical Center

2. Basics of *Post-Award* Research Administration (8:30am – 4:45pm)

This full day, activity rich workshop is intended to provide an introduction to what every post-award research administrator should know. Attendees will engage in exercises that address the lifecycle of an award, budgeting and cost sharing, allowable costs, and different award and sponsor types. Topics will include award acceptance and management, allowability, effort reporting, cost transfers, subcontracts and closeouts. In addition the Workshop will provide an overview of the Uniform Guidance requirements as we have moved from the previous OMB Circulars (A-110, A-21, A-133) to 2 CFR 200.

Participants will learn:

- How their job fits into the wider research administration enterprise.
- Best practices for managing funded projects from receipt to closeout.
- Techniques for handling the most common post-award problems.

Level: Basic

Prerequisite: None

Amy Rosson, Senior Accountant, University of Missouri – Columbia

Jamie Szabo, Senior Compliance Manager, University of Missouri

3. Clinical Trials: The Inside View of Clinical Research Administration (8:30am – 12pm)

This workshop will focus on managing the unique aspects of clinical research, including an overview of Clinical Trials. Attendees will be asked to participate in a discussion to establish a better understanding of clinical trials in an academic research setting. Tools will be demonstrated and case studies used to illustrate the content.

One of the more popular segments will be a discussion of actual situations and the options faced by administrators in resolving serious issues. The goal is to find the balance between meeting patient needs, sponsor expectations, and financial performance while satisfying regulatory requirements.

Learning Objectives:

- Understand the regulatory basis of conducting clinical trials and the resources needed for their successful completion
- Learn how to determine which resources will be needed and their associated cost
- Learn how to manage the multifaceted issues that often arise during clinical trials
- Learn how to complete clinical trials and manage post-closeout obligation

Level: Intermediate to Advanced

Prerequisite: Participants should have a general understanding of Clinical Research Administration

Brian Farmer, Senior Director Finance and Academic Affairs, The Cleveland Clinic

4. Departmental Research Administration (8:30am -12pm)

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 Departmental Research Administrator's responsibilities as well as tools and strategies for success. Topics include proposal development, award review, sub agreements, costs transfers, cost sharing, closeout and audits.

Learning Objectives:

- Participants will gain an understanding of the role of the Departmental Research Administrator
- Participants will hear tips on how to manage sponsored projects at the departmental level
- Participants will gain an appreciation of how federal regulations and institutional policies impact their work

Level: Basic

Prerequisite: None

Stephanie Hober, Grants Specialist Diagnostic Medicine/Pathology, Kansas State University

5. The Uniform Guidance: Where Are We Now? Post Implementation. (1:15pm – 4:45pm)

Come prepared to hear from the presenters about their journeys with the Uniform Guidance, post implementation and be prepared to share your own experiences (positive and otherwise) with the Uniform Guidance. We will discuss aspects of the Uniform Guidance that continue to pose challenges and talk about strategies to resolve them. We will also review and discuss what FDP and COGR have done to help institutes educate their faculty and administrators.

Learning Objectives

- Participants will share information and best practices about UG implementation at their institutions
- Participants will discuss challenges related to the Uniform Guidance and strategies to resolve them
- Participants will leave with concrete ideas about moving forward with their institutions' Uniform Guidance post implementation

Level: Beginners to Intermediate

Prerequisite: Participants should have a general understanding of Uniform Guidance

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

Craig Reynolds, Director Office of Research and Sponsored Projects, University of Michigan

Jennifer Rodis, Policy & Planning Analyst, University of Wisconsin-Madison

6. Effective Presentations (1:15 pm – 4:45pm) FREE

As a research administrator and NCURA member, you may often be called upon to explain issues surrounding sponsored research and the administration of grants and contracts. Yet these skills may be different than those necessary to serve effectively as NCURA discussion leaders, panelists, or workshop faculty. Integrating adult learning theory and techniques into presentations can make the difference between attendees surfing the Web on their smart phones or being fully engaged. This workshop will discuss effective presentation styles and techniques and explore the complexities of team presentations, particularly those that involve colleagues from other institutions and even around the globe. We also will clarify the different types of NCURA presentations and their varying roles and duties.

Tricia Callahan, Director Proposal Development, Miami University

Heather Johnston, Assistant Director & Information Coordinator, Miami University

Jeremy Miner, Director of Grants and Contracts, University of Wisconsin – Eau Claire

7. Using Excel Effectively: Tips and Tools (1:15 pm – 4:45pm)

Microsoft Excel has long been a standard tool for proposal budget construction and research data analysis. In this basic workshop participants will be exposed to elementary Excel navigation, terms, tools, formulas, and shortcuts to create spreadsheets, process data, and perform analysis. Attendees will follow the steps on-screen via their personal laptop. No extensive Excel experience is required and no question is too simple; an illustrated guide will be provided as a takeaway desk reference for follow-up practice. Come prepared to excel!

Learning Objectives:

- Basic navigation within a spreadsheet and workbook tabs
- Simple formatting, highlighting, filtering, text boxes, and display options (freeze panes)
- Elementary tools such as cutting & pasting, inserting & deleting, find & replace, fill
- Rudimentary formulas, AutoSum, PivotTables, Vlookup

Level: Basic

Prerequisite: Participants will need to bring their own laptop with to Microsoft Excel

Robert Aull, Director, Research Administration, Indiana University School of Medicine

Gavyn Clasemann-Ryan, Associate Director of Research Administration, Indiana University School of Medicine

Craig Vector, Data Analyst, Research Administration, Indiana University School of Medicine