

The image features the Gateway Arch in St. Louis, Missouri, as the central background. The arch is a large, stainless steel catenary structure that rises from the Mississippi River and arches over the city. The sky is a clear, bright blue. In the foreground, there is a calm body of water reflecting the arch and the sky. The water is surrounded by lush green grass and several large, leafy trees. The overall scene is peaceful and scenic.

Gateway to Innovation

NCURA Region IV / Region V

Spring Meeting

April 15-18, 2012

St. Louis, MO

Welcome to St. Louis!

Commonly known as “The Arch” to residents and visitors alike, the most famous attraction in St. Louis is actually titled “The Gateway to the West” and it honors the spirit of the pioneers who pushed forward into the wilderness in search of new horizons. We can think of no better symbol for our profession.

St. Louis has long been on the cutting edge of research and technology in the United States. From the introduction of the hot dog at the 1904 World’s Fair to the construction of the first manned space capsule in the 1960’s, St. Louis has been known for innovation.

St. Louis is the corporate home such diverse operations as Monsanto, the Panera Bread Company, ScottTrade, and Boeing Defense, Space & Security. In addition, no fewer than eighteen Nobel Laureates have called St. Louis their home.

But St. Louis is more than science and industry. The Municipal Opera Theater is the oldest and largest outdoor theater venue in the United States. The Wainright building, designed by architect Louis Sullivan, was America’s first skyscraper. Tennessee Williams was born here, Stan Musial played baseball here, and Chuck Berry still lives here.

We hope that you find your time in St. Louis both educational and entertaining.

Enjoy the meeting!

Kathleen Harris
Program Chair

Jeff Ritchie
Program Chair

Greg Luttrell
Program Committee Co-Chair

Kirsten Yehl
Program Committee Co-Chair

We would like to recognize our sponsors at this year's meeting –

Silver Sponsor



Thank you to
Elsevier for
sponsoring the
Sunday reception!

Designed to support the many stages of the research planning cycle, Elsevier's SciVal suite of online tools and analytical services provides critical information about performance and expertise to help enable informed decision-making and drive successful outcomes at all organizational levels. Whether an institution is conducting research or funding it, SciVal makes data about performance, planning and funding more visible and accessible.



For institutions performing research, SciVal applies flexible tools to comprehensive, objective data sets, enabling informed decisions regarding strategic direction, resource allocations, funding opportunities and collaboration. For institutions funding research, SciVal provides integrated solutions to help leaders manage the strategic planning, budgeting and administrative tasks of their operations.

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About Attain

Based in Vienna, Va., Attain is a leading professional services company comprised of innovative problem solvers addressing today's complex public sector, health, and higher education challenges. Our transformative technology and business solutions and services deliver market-leading results to drive progress.

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Program Committee

The Regional Program is made possible by a host of volunteers each year. Without their help and support, the program wouldn't be possible. In addition to the meeting volunteers, presenters, and others who gave their time to organize this even, we gratefully recognize the members of the Program Committee:

Program Chair/ Chair Elect	Kathleen Harris Jeff Ritchie	Texas Tech University Aurora Health Care
Program Co-Chairs	Greg Luttrell Kirsten Yehl	University of Notre Dame Northwestern University
Track Leaders		
Workshops	Katherine Kissmann Jeremy Miner	Texas A & M University University of Wisconsin – Eau Claire
PRA	Michelle Schoenecker Jane Zuber	University of Wisconsin – Milwaukee Texas A & M University
Compliance	Tricia Callahan Tammy Kuhn-Martin Angela Wishon	Miami University University of Wisconsin UT Southwestern
Medical	Scott Davis Sue Kelch	Univ. of Oklahoma Health Science Center University of Michigan
FRA	Kristi Lemmon Bonniejean Zitske	University of North Texas University of Wisconsin
PUI	Patience Graybill Katie Plum	Southern Illinois University - Edwardsville Angelo State University
Special Topics	Amy Kitzman Sarah White	Northwestern University Rice University
Registration	Michelle Ginavan-Hayes	University of Kansas
Evaluations Coordinator	Claudia Garcia	University of Texas – San Antonio
A/V Coordinator	Bin Ye	University of Wisconsin – Madison
Volunteer Coordinator	Debbie Meltzer Sarah Fella	University of Wisconsin – Madison University of Texas
Sponsor/Vendor Coordinator	Govind Narasimhan Robert Holm	MD Anderson Cancer Center Butler University

Sunday, April 15

7:30am – 5:00pm

Registration Desk Open – Grand Foyer

8:30am – 4:30pm

Full Day Workshop

Pre-Award Research Administration - Just the Basics Part I

Salon A

From helping faculty shape ideas into fundable projects to negotiating award terms and conditions, pre-award research administration requires skills in a variety of trade secrets and awareness of potential pitfalls. In this full day workshop, we'll cover the gamut of traditional pre-award topics such as finding funding sources, proposal preparation, working with faculty and sponsors, understanding the OMB Circulars, compliance matters, cost sharing, award negotiation, effort reporting, F&A rates, and more. This workshop is intended primarily for those who have been in pre-award for two years or less or for post-awards who have always wondered what their pre-award colleagues are up to and why.

Craig Reynolds, Chief Administrator BioChem, University of Michigan-Ann Arbor

Amanda Reitmayer, Senior Proposal Administrator, Texas A&M University System

Roger Wareham, Director, Grant Development Office, University of Minnesota - Morris

8:30am – 12 noon

Morning Workshops

Post-Award Research Administration - Post-Award Basics

Salon B

New to Sponsored Projects Administration? Don't know where to start looking for answers? This workshop is for you! Individuals involved in sponsored projects administration face many challenges: becoming knowledgeable about federal regulations and individual agency requirements, providing assistance to faculty, gathering information, administration of awards, and many other tasks. Using real-life scenarios, the purpose of this post-award workshop is to introduce the various aspects involved in sponsored projects administration, including award management; direct costs and F&A costs; cost transfers; financial reporting; close-outs; audits; and the always popular topic of effort reporting.

Robert Andreson, Assistant Director of Research and Sponsored Programs, University of Wisconsin-Madison

Don Mele, Director of Post-Award Administration, University of Texas Southwestern Medical Center at Dallas

Making the "Write" Connections: Strategies for Creating Persuasive Proposals with Your Faculty Members

Salon E

Are you new to the world of grant seeking and looking to understand the basics? Are you a practicing grant writer looking to increase the persuasiveness of your proposals? Are you a seasoned research administrator exploring ways to add value to the customer service you offer to faculty? In this pre-award workshop, the presenters will share grant writing best practices that will help increase the overall quality and competitiveness of your proposals. Presenters will break down grant proposals into their most basic parts to examine how each part plays a role in contributing to the overall persuasiveness of the application; provide tips on how to help new faculty "shift gears" from presenting research to proposing research, using the National Science Foundation CAREER proposal as an extended example; and explore various best practices for tailoring proposals to specific funders, such as the National Science Foundation, the Department of Education, and private foundations.

Kelly Ball-Stahl, Grant Writer, Northeast Wisconsin Technical College

Margaret Hobson, Assistant Director for Outreach, Texas Engineering Experiment Station

Simplifying Compliance: Conflict of Interest and Effort Certification in Everyday Life**Salon F**

Conflict of Interest and Effort Reporting are both topics that seem simple as general concepts but can quickly become an administrative nightmare. Federal regulations and other related guidance often introduce more challenges than provide assistance. Adding to the challenge are (1) new federal regulations on financial conflicts of interest and (2) auditor's eagerness to examine effort reporting, as it represents the primary method to validate nearly two-thirds of the direct costs of research. This workshop is intended to briefly discuss the basic requirements associated with conflict of interest and effort reporting. We will then review common issues at research institutions, and offer strategies for addressing these issues. The intent of the workshop is to focus less on theory and more on practicalities, so examples and case studies will be used to illustrate several of the concepts.

David Ngo, Managing Officer, University of Wisconsin-Madison

Mickey Stevenson, Director, Ethical Conduct of Research, University of Texas at San Antonio

Jeremy Forsberg, Assistant Vice President of Research, University of Texas at Arlington

12 noon – 1:15pm

Lunch

1:15pm – 4:45pm

Afternoon Workshops

Contract Negotiation**Salon B**

This workshop will provide a brief overview of contracting terms and conditions, both industrial and federal. It will explain the meaning of common legal terms and clauses, identify troublesome clauses, and offer alternate contract language. Topics include an overview of the types of contracts, FDP, contract proposals and negotiations, and clauses that create problems at institutions of higher education (including FAR and industrial negotiations). Negotiation strategies will be provided as well as case studies for discussion.

Greg Luttrell, Director of Research Contracts and Awards, University of Notre Dame

Debbie Newton, Director of Research and Sponsored Programs, University of Tulsa

Connie Motoki, Senior Contract Manager, Washington University in St. Louis

Climbing Higher: Strengthening your Export Management and Compliance Program**Salon E**

You've attended export control sessions and workshops. You know the basics and that it is important to have an export management and compliance program (EMCP) in place....But how do you do that? What are important elements to an EMCP? How do you assess export compliance risk? How do you structure training programs? What should you tackle first? This interactive workshop will use an EMCP framework based on the Department of Commerce model. Participants will discuss essential elements of the EMCP model, learn how to identify and assess export control risks on campus, create samples of audience-appropriate training, and prioritize a to-do list to initiate or build on an existing export management and control program at their home institutions.

Jennifer May, Associate Director of Compliance, University of Missouri-Columbia

Susan MacNally, Director of Research Integrity, University of Kansas

Gretta Rowold, Executive Director of Secure Research Operations, University of Oklahoma

You Make The Call! Tough Decisions for Senior Research Administrators**Salon F**

Research Administration is the fine art of balancing the needs of your faculty versus the interest of the institution and compliance with regulatory requirements. Sometimes that balancing act requires you to make difficult, often unpopular decisions. When do you say “no” to a faculty’s request for cost share? Say no to reduced F&A? Suspend a faculty member from using animals or human beings in their research? Take away space? Enforce the requirements of a COI management plan? The list goes on. Through a series of case studies, participants will discuss some of the “tough calls” senior research administrators commonly face. The workshop faculty will share best practices for making these “tough calls” while keeping the peace with the faculty you serve.

Jim Maus, Senior Research Administrator, Washington University School of Medicine

Marianne R. Woods, Senior Associate Vice President for Research Administration, UT - San Antonio

Kim Moreland, Assoc. Vice Chancellor for Research Administration, University of Wisconsin – Madison

Effective Presentations**Salon G**

This workshop is designed for those who have limited presentation experience but would like to master the basics for professional growth and self-confidence. The session will focus on how best to communicate information to a group of any size in a collaborative and beneficial fashion. We will explore how to determine the needs of the audience, use classroom activities successfully, and manage difficult situations. We will also discuss opportunities for you to volunteer to be a presenter, co-presenter, discussion leader, moderator, or panelist at future NCURA regional and national meetings.

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

Thomas Spencer, Manager of Operations, University of Texas Southwestern Medical Center at Dallas

6:00pm – 7:00 pm

New Member Reception – Market Street Room

New Members to NCURA are invited to meet and mingle with the Regional board members in the Hospitality Suite (Market Street Room on the first floor of the Hotel) to get to know the organization better. Please join us!

7:00pm – 9:00pm

Opening Reception at View 360 – 26th Floor**Sponsored by Elsevier**

Take this opportunity to meet or reconnect with colleagues and relax! Whether you were travelling or attending workshops on Sunday, this will give you a chance to power-up for the rest of the meeting. We’ll provide snacks and beverages and invite you to bring the conversation.

NOTE: Drink tickets for this event will be handed out in the Hospitality Suite (Market Street Room) starting at 6:30 pm.

9:00pm – 12 midnight

Hospitality Suite Open – Market Street Room – Sponsored by Huron

The Hospitality Suite is open each night – offering a place to unwind and join colleagues.

Monday, April 16

7:30am – 5:00pm **Registration Desk Open – Grand Foyer**

7:30am – 8:30am **Continental Breakfast - Archview Ballroom**

8:30am – 10:00am **Plenary Session – Salons C and D**

Keynote Address

"Understanding and Responding to Wrongdoing in Research"



Keynote Speaker: James DuBois

James DuBois is the Hubert Mäder Professor of Health Care Ethics and Director of the Bander Center for Medical Business Ethics and the Social Science Research Group at Saint Louis University. He is also an Adjunct Professor of Medicine at the Washington University School of Medicine, where he directs the Center for Clinical Research Ethics within their NIH-funded Institute for Clinical and Translational Science. He is the founding Editor (with Ana Iltis) of *Narrative Inquiry in Bioethics: A Journal of Qualitative Research*, published by Johns Hopkins University Press. He completed his PhD in philosophy at the International Academy of Philosophy in Liechtenstein and his DSc in psychology at the University of Vienna. He has received a Faculty Excellence Award from the Student Government Association at Saint Louis University. In 2010, he received the Society of Research Administrator's International Rose Award for best publication.

NCURA Address

Judy Fredenberg, Immediate Past President, Director of Research and Sponsored Programs, University of Montana

10:00am – 10:30am **Morning Break – Grand Foyer**

10:30am – Noon **Monday Concurrent Sessions**

<p style="text-align: center;">FRA Advanced</p>	<p>Effort Reporting and Systems</p> <p>Salon A</p> <p>Effort Reporting is a topic that, at first pass, seems to be a simple concept: propose commitment, perform work on a sponsored award, charge or cost-share some associated salary, and then perform a periodic certification that work was indeed performed. However, those with any experience with effort reporting know that there are a number of factors that can quickly reduce this administrative exercise to a bureaucratic nightmare. Federal regulations and other related guidance have not historically proven to be of much assistance in providing illumination on common questions and complications. And, to top it all off, effort reporting is typically one of the first areas that auditors focus on, as it represents the primary method to validate nearly two-thirds of the direct costs of research. This session is intended to briefly discuss the basic requirements associated with effort reporting and how to comply with these requirements. We will then review common issues related to effort reporting at research institutions and strategies for addressing these issues.</p> <p>Inna Gvozdeva, Maximus David Ngo, Managing Officer, University of Wisconsin</p>
<p style="text-align: center;">Medical Case Study</p>	<p>Case Study: Collaborative Research with Veterans Health Administration: Keys to Maximizing Success and Avoiding Noncompliance</p> <p>Salon E</p> <p>Collaborative research with the US Department of Veterans Affairs can be a rewarding – yet at times – challenging endeavor. For example, the VA mandates additional oversight for all research by a “Research and Development” committee, has stringent IT security and encryption requirements, requires accreditation of affiliate medical schools, requires certain mandatory text in all consent form documents, and for certain types of research (e.g., international) requires special approval from the VA Central Office. On the other hand, affiliation with VA provides access to large populations which may benefit from VA-affiliate research, increased funding opportunities, and teaching/supervision for students.</p> <p>David J. Miller, Ph.D., FAClinP, Southern Regional Office Veterans Health Administration</p>
<p style="text-align: center;">Compliance Discussion</p>	<p>Export Controls</p> <p>Grand Suites II-III</p> <p>Description Not Available</p> <p>Sean Rubino, Compliance Officer, Texas A&M University Nathan Collins, Export Controls Manager, Washington University</p>

<p style="text-align: center;">PUI Intermediate</p>	<p>Typical Audit Findings at PUIs: A Proactive Approach to Avoiding Negative Findings</p> <p>Salon B</p> <p>Learn how to beat the heat when audit time rolls around. PUIs can use internal and external audits to their advantage by proactively identifying areas of weakness or concern and then using these findings to create policies and procedures that mitigate their risk. Since the complex world of compliance is particularly challenging for PUIs, they need strategies to reduce potential audit findings including knowing what areas are audit magnets and when solid policies and procedures (that are actually followed!) must be in place. This session will provide tips for PUIs on how to analyze potential audit risks and how to prioritize to make the best use of limited resources.</p> <p>Carrie Brown, Director, Office of Research and Sponsored Programs, Stephen F. Austin State University Jennifer Hanlon, Assistant Director, Office of Research and Sponsored Programs, Stephen F. Austin State University</p>
<p style="text-align: center;">PRA Basic</p>	<p>Triaging Your Workload - How to Get a PI to Work on Your Schedule</p> <p>Salon F</p> <p>This interactive session will inform you of the importance of building self-confidence and becoming a supportive yet authoritative figure for your principle investigators as you both work toward the goal of a timely submission. The information imparted will include effective leadership advice, communication skills, tips and techniques and how to respond to last-minute demands.</p> <p>Shelly Berry, Senior Proposal Administrator, Texas A & M University</p>
<p style="text-align: center;">Special Interest Discussion</p>	<p>Team Science</p> <p>Salon G</p> <p>Research institutions are facing emerging challenges of the funding environment and complexities of research programs. There is an increasing emphasis on interdisciplinary research, collaboration with industry, and projects that span multiple units, institutions and countries. This shift requires realignment of priorities, resources and skills across the academic institution. “Team Science” session will describe and provide resources of funding opportunities for collaborative programs, research networking tools, strategies for facilitating the formation of cross-disciplinary teams, challenges and approaches to developing large complex proposals, and Science of Team Science, a new field aimed at understanding and enhancing the processes and outcomes of collaborative, team-based research.</p> <p>Fruma Yehiely, Director, Office of Research Development, Northwestern University</p>

Noon – 1:30pm

Lunch / Regional Awards & Recognition – Archview Ballroom

<p style="text-align: center;">FRA Basie</p>	<p>Basic Cost Principles</p> <p>Salon A</p> <p>This session will provide an introduction to OMB Circular A-21, <i>Cost Principles for Educational Institutions</i>. It is intended for beginners working in both pre-award and post-award. We will discuss the definitions of direct costs, facilities and administrative costs, and important concepts like allowability, cost allocation, and unlike circumstances. Attendees will gain an understanding of how the federal cost principles are applied in real life, will learn how to identify and justify “sensitive” project costs that warrant greater institutional scrutiny, and will learn to recognize costing practices likely to raise an auditor’s eyebrows.</p> <p>Robert Andresen, Asst. Director, Post-Award Services, University of Wisconsin Craig Reynolds, Department Administrator, University of Michigan</p>
<p style="text-align: center;">Medical Advanced</p>	<p>Hot Topics in Clinical Trials</p> <p>Salon G</p> <p>Clinical Trial Agreement (CTA) language is becoming more complex each year. Indemnification and Subject Injury, Publication, Intellectual Property, AAHRPP requirements: where does it end? With our presenters bringing years of experience and several research institutions’ perspectives, expect a lively discussion with plenty of ideas on how to handle your problematic Clinical Trial Agreement language.</p> <p>Scott Davis, Associate Director, Office of Research Administration University of Oklahoma Health Sciences Center Connie Motoki, Senior Contracts Manager, Washington University</p>
<p style="text-align: center;">Special Interest Intermediate</p>	<p>Foundations Update</p> <p>Grand Suites II-III</p> <p>The ASIANetwork is a consortium of over 170 North American colleges that strives to strengthen the role of Asian Studies within the framework of liberal arts education to help prepare succeeding generations of undergraduates for a world in which Asian societies play prominent roles in an ever more interdependent world. The Network seeks to encourage the study of Asian countries and cultures on campuses and to enable students and faculty to experience these cultures first hand. The support of undergraduate liberal arts institutions in their efforts to promote Asian Studies is of particular interest to the Network. In this session, Executive Director, Teddy Amoloza, will outline the various mechanisms used to support Asian Studies on teaching campuses and discuss the review process and tips for successful proposal preparation.</p> <p>Teddy Amoloza, Executive Director, the ASIANetwork, Illinois Wesleyan University</p>

<p style="text-align: center;">Compliance Case Study</p>	<p>Conflict of Interest: Strategies for Implementing a Program</p> <p>Salon F</p> <p>This session will focus on using case studies to discuss issues related to implementing and maintaining a conflict of interest program. Panelists will share experiences and examples of the tools and methodologies utilized to implement their COI program. This interactive session will provide plenty of opportunity for the audience and panelists to discuss best practices, pitfalls to avoid and lessons learned. Included in the discussion will be some of the implementation questions raised by the publication of the new NIH Conflict of Interest regulations.</p> <p>Denise McCartney, Associate Vice Chancellor for Research Administration, Washington University Jeneane Braden, Manager, Research Ethics and Compliance Office, Washington University</p>
<p style="text-align: center;">PUI Advanced</p>	<p>Establishing a Research Office and Procedures: Best Practices for PUIs</p> <p>Salon E</p> <p>Are you new to your institution and being charged with forming its first ever office of research and sponsored programs? Are you a seasoned administrator looking to turnaround a research office that has been struggling? Are you a front-line supervisor seeking to preserve the vitality of a successful program and take it to the next level? In this concurrent session, the presenters will discuss what it takes to establish an office of research and sponsored programs. Drawing from their experiences at large and small, public and private PUIs, they will illustrate a framework for understanding office transitions, offer insights for matching strategy to situation, share tools for managing expectations, and highlight standard operating procedures and best practices.</p> <p>Jill Gear, Director of Pre-Award Sponsored Programs and Professional Services, University of Findlay Jeremy Miner, Director of Grants and Contracts Administration, University of Wisconsin – Eau Claire</p>
<p style="text-align: center;">Special Interest Intermediate</p>	<p>Increasing Customer Satisfaction and Working Relationships in Research Administration</p> <p>Salon B</p> <p>What constitutes good customer service in research administration? Who are our customers and what do our customers want? Let's answer these questions and look at our customer types to determine techniques that can assist us in working together efficiently and effectively. We will discuss some helpful strategies in working with Faculty, Sponsors, Departments and Central Office. This session will include a combination of directed presentation and open discussion with the goal of sharing ideas to improve our working relationships and make our jobs easier.</p> <p>Melanie Jacobs, Grant Administrator, University of Wisconsin Shayne Sims, Lead Analyst – Pre-Award, Texas Tech University</p>

3:00pm – 3:30pm

Afternoon Break – Grand Foyer

<p style="text-align: center;">Federal</p>	<p>National Science Foundation Update</p> <p>Salon C</p> <p>This session will cover new developments at NSF - programs, policies, people and budgets. Important recent and upcoming policy changes will be discussed, including acceleration of American Recovery and Reinvestment Act (ARRA) awards, revision of the NSF merit review criteria recommended by the National Science Board (NSB), and changes to NSF’s terms and conditions.</p> <p>Beth Strausser, Senior Policy Specialist, National Science Foundation</p>
<p style="text-align: center;">FRA Case Study</p>	<p>Service Centers</p> <p>Salon E</p> <p>When units within a university function as a non-profit business selling a service or goods to others, both within the university and externally, it's called a re-charge or a service center. What is the difference between a re-charge, a service center and a specialized service center? How do you create a billing rate for internal users versus external users? How do you create a re-charge center from scratch? This case study uses the HAMLET (Human And Mouse Linked Evaluation of Tumors) core recharge center at Washington University in St. Louis as a model to do just that.</p> <p>Nicole Nichols, Project Manager, Washington University Hannah Clampitt, Senior Grants and Contracts Administrator, University of Missouri</p>
<p style="text-align: center;">Compliance Intermediate</p>	<p>Risk Management for Direct and Indirect Charges</p> <p>Salon F</p> <p>This session will address critical issues related to sponsored programs compliance management. The present environment continues to experience its share of audits, investigations and settlements. What are red flags - an overview of direct and indirect costing practices and support systems. Finally the importance of internal compliance - challenges and strategies for avoiding a collision course with regulatory oversight.</p> <p>Mark Davis, Vice President, Attain, LLC Govind Narasimhan, Director, Research Finance, University of Texas MD Anderson Cancer Center</p>

Special Interest Intermediate	<p>How to Publish Within NCURA</p> <p>Salon G</p> <p>There are many ways to make contributions to the research administration field, and oftentimes we may not think of publishing as one of those venues. Whether it be a case study, a scholarly article, a book review, or a newsletter article, publishing is a very meaningful, productive and unique way to not only make a contribution but to advance the field. As research administrators, most of us have an experience to share that will help others gain knowledge. Find out how to organize your experience/observation into a publishable format!</p> <p>Sue Kelch, Research Senior Financial Specialist, University of Michigan Michelle Schoenecker, Senior Technical Grant Writer, University of Wisconsin - Milwaukee</p>
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6:00pm – 10:00pm

Dinner Groups

Sign up near the Registration Desk to join other NCURA attendees and experience the local fare St. Louis has to offer. Dinner Groups will gather in the lobby at 6pm to meet reservations at nearby restaurants.

9:00pm – 12 midnight

Hospitality Suite – Market Street Room – Sponsored by Huron

Tuesday, April 17

7:30am – 8:30am

Continental Breakfast – Archview Ballroom

8:30am – 10:00am

Tuesday Concurrent Sessions

FRA Intermediate	<p><i>NSF's New Award Cash Management System (ACM\$)</i></p> <p>Salon A</p> <p>This session will discuss the new service NSF will be implementing for awardee payments and reporting in the near future. Attendees will hear from presenters who have been directly involved with the development activities and have the opportunity to ask questions about how this change may impact their organizations. This session will provide a first look at the new service and information regarding the reconciliation process that will occur prior to implementation.</p> <p>Mike Howe, Section Head, National Science Foundation</p>
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<p style="text-align: center;">Medical Basic</p>	<p>Basic Budgeting Principles for Clinical Trials</p> <p>Salon E</p> <p>This session will discuss the basic elements of a clinical trial budget. Being able to reach a per patient cost that reflect a fair and actual cost of conducting the trial is contingent on developing an effective clinical trial budget. Developing such a budget also requires a process that supports the researcher and the institutions objective to activate trials and enroll patients with a quick turnaround. This session will discuss one university's procedures and practices in developing a clinical trial budget and management practices from study activation to close out practice.</p> <p>Govind Narasimhan, Director, Research Finance, University of Texas - MD Anderson Cancer Center</p>
<p style="text-align: center;">PRA Intermediate</p>	<p>Reviewing the RFP at the Proposal Stage</p> <p>Salon F</p> <p>FOA, RFA, PA... whatever the sponsor calls it, this document is key to understanding the parameters of your research proposal and eventual sponsored project. Information about the proposal format, budget limitations, rationale for the funding opportunity, rules for award administration and much, much more are generally listed here. Understanding how to approach reading an FOA and what to look for will make you a more savvy and efficient Research Administrator. This session will go over the basics, explaining what information should be there (and what to do if it is not) as well as what to do with the information you find in order to be prepared to submit your proposal and then manage your award.</p> <p>Lori Palfalvi, Research Administrator 3, Northwestern University</p>
<p style="text-align: center;">PUI Basic</p>	<p>Supplemental Compensation on Federal Awards: Entering the Quagmire</p> <p>Salon G</p> <p>Join us for a discussion of the issues surrounding supplemental compensation. We will talk about allowability, underlying internal policy and regulatory framework, seeking sponsor approval, and audit scenarios at other institutions. At the end, we will brainstorm through hypothetical case studies to further engage you in thought provoking dialogue. You will come away with a list of the applicable references to take back to your institution to assist you with policy development/revision. This is a repeat performance (different presenters) of the same topic from NCURA National, 2011 in Washington, DC. We hope you enjoy it as much as the original audience!</p> <p>Carrie Brown, Director, Office of Research and Sponsored Programs, Stephen F. Austin State University Kathy Young, Director, Research and Sponsored Programs, Illinois State University</p>

10:00am – 10:30am

Morning Break – Grand Foyer

<p>PRA Case Study</p>	<p>Electronic Proposal Systems - They Make Our World Go 'Round</p> <p>Salon A</p> <p>This session will provide demonstrations of both home-grown and commercial web-based electronic proposal preparation/ submission/management software applications. Following the demonstrations, there will be an open forum for discussion of how the systems compare and contrast and how they can increase the accuracy, efficiency, and effectiveness of proposal administration.</p> <p>Shelly Berry, Senior Proposal Administrator, The Texas A&M University System Katherine V. Kissmann, Director of Contracts and Grants, The Texas A&M University System Tamara Kuhn Martin, Research Administrator, University of Wisconsin-Madison Stephanie Ormsby, Grants Specialist, The University of Kansas Medical Center Research Institute Inc.</p>
<p>FRA Advanced</p>	<p>Change Management</p> <p>Salon E</p> <p>Change is a part of our daily lives in research. This session will look at why change may happen, the impact of change and how to recognize factors contributing to that impact. We will discuss what we can do before and after the change takes place in order to facilitate the process.</p> <p>Jean Cody, Director, Office of Research Administration & Post-Award, Univ. of Texas at San Antonio Kristi Lemmon, Sr. Director of Sponsored Projects, University of North Texas</p>
<p>Medical Intermediate</p>	<p>Best Practices for Industry and University Collaboration</p> <p>Salon B</p> <p>The overall relationship between the company and the university is built on several platforms. Every piece of the puzzle is important but not always obvious. A good relationship will open the door for successful research collaborations. This session will provide general discussion on the cultural differences between academia and industry. The participants will have the opportunity to share examples of successful collaborations that their institution has been involved in.</p> <p>Connie Armentrout, Director, Technology Licensing, Monsanto Company</p>
<p>Compliance Basic</p>	<p>Human Subjects Protections: Basic Overview</p> <p>Salon F</p> <p>Description Not Available</p> <p>Sean Rubino, Compliance Officer, Texas A & M University</p>

<p style="text-align: center;">PUI Discussion</p>	<p>Subrecipient Monitoring & FFATA for PUIs</p> <p>Salon G</p> <p>This session encourages discussion on issues related to the new FFATA regulations, changes in subrecipient monitoring, and how they have affected PUI procedures and practices. What types of issues have arisen during implementation at various institutions? Of particular interest are best practices established by institutions to meet the requirements, how institutions have been able to meld new procedures with existing mechanisms, and other model success stories.</p> <p>Jo Barnes, Director, Office of Research and Projects, Southern Illinois University – Edwardsville Gail Davis, Director of Grants and Contracts, Lamar University</p>
<p style="text-align: center;">Special Interest Advanced</p>	<p>Development and Implementation of an Institutional Research Administration Job Family: Do It Yourself</p> <p>Grand Suites II-III</p> <p>Research administration skills are an increasingly valuable commodity for staff across all different kinds of institutions and academic units. How can your institution get serious about the development and retention of staff with these extraordinary skills? Resources and time are limited, yet your institution wants to create a Research Administrator job family and career path. Join us as we describe a process that has allowed us to efficiently develop and implement such a job family and career path without additional resources. Hear from both central and school managers on how the new job family is being used to opportunistically re-organize research administration functions in departments, as well as clarify roles and responsibilities among cognizant offices on campus. Learn how a myriad of benefits have emerged via the implementation of the job family, including operational efficiency, risk management and personnel development.</p> <p>Elizabeth Adams, Director, Office of Sponsored Research, Northwestern University Annette Czech, Compensation Consultant, Northwestern University Amy Kitzman, Associate Center Director, Northwestern University Gretchen Talbot, Director of Research Administration, Northwestern University</p>

Noon – 1:30pm

Luncheon / Regional Business Meetings

Sponsored by Attain

Region IV – Archview Ballroom

Region V – Gateway Ballroom

Come hear about the latest Regional activities. All are welcome to attend and participate in the conversation, but only current members are invited to vote.

<p style="text-align: center;">PRA Intermediate</p>	<p>Subawards, Consultants, Vendors & Collaborators</p> <p>Salon E</p> <p>Research proposals often involve collaborating investigators from within as well as outside the prime institution. It is our job to correctly classify these individuals. Roles for internal collaborators can vary greatly. Additionally, based on the extent of their involvement, external collaborators can be associated through either a subcontract, a consulting agreement, or as a collaborator with no measurable effort. Often these decisions are made in haste and improper classifications at the proposal stage can lead to problems at the award stage. During this session, we will help you understand the differences and appropriate uses of these classifications.</p> <p>Sally Gale, Grant Officer, Chicago Campus, Northwestern University Jamie Young, Interim Director, Chicago Campus, Northwestern University</p>
<p style="text-align: center;">FRA Discussion</p>	<p>Departmental Administration and Post-award</p> <p>Grand Suites II-III</p> <p>Good grants management starts at the department level. Department administrators and financial staff are key players to correctly managing an award from submission to close-out, and everything in-between. Their decisions can make grants management easy or create unnecessary work for themselves and others. Attendees will work through examples of “decisions” made during the life of the award from proposal to end and discuss alternatives to each example.</p> <p>Sandy Fowler, Post-Award Accountant, University of Wisconsin Melanie Jacobs, Grant Administrator, University of Wisconsin</p>
<p style="text-align: center;">Medical Discussion</p>	<p>Managing Your Clinical Faculty: Taming That "Different Animal"</p> <p>Salon G</p> <p>Are you new to working with clinical faculty, or perhaps you have already begun to work with clinical faculty? Are you looking in your tool box for ways to improve (or better still know where to begin) and effectively communicate with the clinician scientist? If you are searching for ways to “tame that different animal” you have come to the right place! Please join our discussion group and learn about how to effectively communicate with clinicians, which may also be useful for working with all types of faculty.</p> <p>Scott Davis, Associate Director, University of Oklahoma Health Sciences Center Sue Kelch, Research Senior Financial Specialist, University of Michigan</p>

<p style="text-align: center;">Compliance Advanced</p>	<p>Hot Topics in Research Compliance</p> <p>Salon B</p> <p>Regulatory and compliance issues are often mandated without input from the University community. The resulting requirements are frequently labor-intensive, complex, and expensive to administer. This session will focus on several key issues of interest to university researchers, including the PHS Financial Conflict of Interest policy and the OMB announcement of plans for changes to the Federal circulars. This session will be highly interactive as the panel and audience participants share the problems and likely solutions to difficult issues in research administration. Bring your questions and join us for a discussion of emerging compliance areas.</p> <p>Kim Moreland, Assoc. Vice Chancellor for Research Administration, University of Wisconsin – Madison Jeremy Forsberg, Assistant Vice President for Research, University of Texas – Arlington Marianne Woods, Sr. Associate VP for Research Administration, University of Texas at San Antonio</p>
<p style="text-align: center;">PUI Basic</p>	<p>Justify That! What Investigators and Grant Developers Need to Know</p> <p>Salon F</p> <p>This session will explore why budgets justifications/narratives are important and what type of details federal sponsors want to see in them. Similarities and differences between some major federal sponsors will be addressed. Our focus will be on NSF, USDA, NIH, U.S. Departments of Education and Energy, and others. We will consider the differences in justifications for research, instruction, service, and outreach-type projects. We will also provide tips on working with your PI in obtaining a detailed budget justification. This session will be interactive as we ask session participants to share their ideas and experiences with justifications.</p> <p>Andrea Gorzitze, Grants Development Specialist, The Ohio State University Lori Kaiser, Coordinator, Grant Development Support Unit, The Ohio State University – OARDC Katie Plum, Director, Office of Sponsored Projects, Angelo State University</p>
<p style="text-align: center;">Special Interest Basic</p>	<p>Pre- & Post-Award Aspects of NIH Predoc & Postdoc Training Grants</p> <p>Salon A</p> <p>This session will focus on pre- and post-award aspects of NIH training grants with emphasis on T32 awards. We will discuss proposal development requirements for new grants and competing renewals, including how to collect and maintain data on existing trainees. Special emphasis will also be placed on data requirements for the required tables. Proposal requirements outlined in the NIH instructions will be discussed and the electronic application process will be reviewed. In relation to post-award, emphasis will be placed on management of trainee positions, progress reporting requirements and use of X-train in eRA Commons. We will allow time for discussion.</p> <p>Lori Bassler, Director of Research Administration, University of Iowa</p>

3:00pm – 3:30pm

Afternoon Break – Grand Foyer

Federal	<p>NIH Update</p> <p>Salon C</p> <p>This seminar will present new and upcoming NIH policy and administrative changes that affect grantees and NIH Grants Management staff. It will address the latest information on federal-wide initiatives such as changes to the FCOI regulations. Other recent changes and additions to be addressed include updated information on FY 2012 & 2013 Budget and Fiscal Policies, Salary Cap, Legislative Mandates, Payment Process for Foreign Grantees, and more.</p> <p>Scott Cooper, Grants Policy Analyst, National Institutes of Health</p>
Medical Advanced	<p>The Good, the Bad and the Ugly: Navigating the T&C Minefield</p> <p>Salon A</p> <p>What happens when you are a subcontractor and the prime accepts terms contrary to your institutional policy? Have you ever wondered about the significance of using reasonable efforts vs. best efforts? Let's discuss contractual language and identify acceptable, non-acceptable and preferred language. We'll also talk about techniques used during negotiations. This is an interactive session, share your ideas, experiences and examples. Have a clause that drives you nuts or are you interested in how other institutions are dealing with a particular problem clause? Send it to us and we'll include it in the session.</p> <p>Kaaren Downey, Executive Director, Sponsored Research Services, West Texas A&M University Connie Motoki, Senior Contract Manager, Washington University Leslie Sullivan-Stacy, JD, Contracts Analyst, Cincinnati Children's Hospital Medical Center</p>
PRA Basic	<p>University/Industry Collaborations: It Doesn't Have to be Painful</p> <p>Salon B</p> <p>This session will focus on university policy related to industry agreements. Discussion will include negotiating strategies, cultural differences and always a major concern with Industry-intellectual property issues. Also included will be a discussion on working with the principal investigator to achieve the best contract outcome. Specific contract provisions will be discussed including non-disclosure agreements and various types of contracts encountered with industry. This discussion will encourage other view-points from participants to create a lively and interesting exchange of ideas.</p> <p>Glenn Matthews, Senior Contract Negotiator, Texas A & M University</p>

Compliance Discussion	<p>Effort Reporting IS a Pre-Award Issue</p> <p>Salon G</p> <p>While many in Pre-Award don't believe they are involved in effort reporting, a working knowledge of the process is key in the submission of proposals and negotiation of awards. Discussions shall include policies and procedures for verification of commitments on Current and Pending proposal forms and during the contract negotiation/acceptance period. Additional items may be discussed at the whim of attendees.</p> <p>Debbie Newton, Director of Research and Sponsored Programs, University of Tulsa Tammy Kuhn Martin, Research Administrator, University of Wisconsin</p>
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kath7:00pm – 9:00pm

Night of Networking at the Archview Ballroom

Join your Region IV / Region V colleagues for an evening at of music, food and fun as we gather in the Archview Ballroom of the St. Louis Ballpark Hilton. Relax, enjoy the nighttime view of the Gateway Arch, and enjoy time with your friends and colleagues

9:00pm – 12 midnight

Hospitality Suite – Market Street Room – Sponsored by Huron

Wednesday, April 18

7:30am – 8:30am

Breakfast – Archview Ballroom

PUI Intermediate	<p>Success Stories in NIH R-15 AREA Grant Writing – A Faculty Perspective</p> <p>Salon E</p> <p>For faculty members at smaller institutions, breaking into the National Institutes of Health can be a challenge, especially without collaboration from Research 1 institutions. NIH’s R-15 AREA grant provides an excellent inroad for PI’s at institutions that have not been major recipients of NIH funds. In this session PI’s from a teaching institution will share their experiences in preparing, winning, and administering an AREA grant. Presenters will outline their 10 best strategies for proposal development and offer their insights from a faculty perspective on how research administrators can best support the proposal and administration of the grant.</p> <p>Brian Downes, Associate Professor, Department of Biology, Saint Louis University Faith Liebl, Assistant Professor, Department of Biological Sciences, Southern Illinois University Edwardsville Joseph Schober, Assistant Professor, Department of Pharmaceutical Sciences, Southern Illinois University Edwardsville Patience Graybill Condellone, Pre-Award Administrator, Southern Illinois University - Edwardsville</p>
FRA Basic	<p>Budgeting for Beginners</p> <p>Salon A</p> <p>This session is an introduction to budgeting. The focus will be on creating a basic and easily modified budget using typical budget lines. Attendees will gain an understanding of the difference between a direct expense and an indirect expense. The session will touch briefly on the pros and cons of cost sharing and the calculation of F&A.</p> <p>Kathleen Werning, Managing Officer, University of Wisconsin</p>
Compliance Intermediate	<p>How to Handle an Audit</p> <p>Salon B</p> <p>Ability to effectively manage and survive an audit is contingent upon effectively leveraging departmental and central office resources to promote compliance and effective sponsored projects administration. Leveraging the internal resources also requires objective and proactive self-assessment of both the central office operations and departmental operations with an appreciation for formal and informal training and education for individuals engaged in managing sponsored projects. Policies and procedures, effective communication and well defined responsibilities can only enhance the compliance and the organizations ability to survive external audits.</p> <p>Govind Narasimhan, Director, Research Finance, University of Texas - MD Anderson Cancer Center</p>

<p style="text-align: center;">PRA Discussion</p>	<p>Managing Funding Opportunities</p> <p>Salon G</p> <p>In a competitive and difficult funding environment, there are two groups of faculty members that need our assistance: early-stage investigators starting their careers and experienced investigators. These investigators have different needs and challenges. We'll discuss how to identify funding resources for these investigators, how to help them use the information, and how to target opportunities for the right investigator. Most importantly, we'll discuss how to direct investigators to mentoring resources that are available to them at various stages in their careers.</p> <p>Michelle Schoenecker, Senior Technical Grant Writer, University of Wisconsin – Milwaukee Michelle Melin-Rogovin, Manager of Research Administration, Northwestern University</p>
<p style="text-align: center;">Compliance Advanced</p>	<p>Responsible Conduct of Research</p> <p>Salon F</p> <p>Description Not Available</p> <p>Blake Fuhler, Manager, Research Education and Information, Washington University Elena Mota, Program Coordinator, University of Texas</p>

10:00am – 10:30am

Morning Break – Grand Foyer

10:30am – Noon

Wednesday Concurrent Sessions

<p style="text-align: center;">Medical Basic</p>	<p>Sponsored Research Agreements and the University Mission</p> <p>Salon E</p> <p>The mission of most universities includes three primary elements: teaching, research and public service. This session will provide an overview of how sponsored research supports the university mission. We will discuss the guiding principles of academic freedom, openness in research, and dissemination of research results, all of which underlie the university mission. These principles form the context in which we will examine sponsored research agreement provisions related to data rights, publications, and intellectual property. Attendees will learn how the terms of the sponsored research agreement support the university mission by ensuring fundamental expectations are met and the public interest is served.</p> <p>Eugenie Chao, Grant and Contract Officer, Northwestern University</p>
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<p style="text-align: center;">PUI Case Study</p>	<p>Pre-Award: A Post-Award Love Story—Case studies in building a collaborative relationship between pre- and post-award offices</p> <p>Salon F</p> <p>At PUI’s, pre-award and post-award people are often the same or perhaps work in the same office. Of course you love Post-award—they are right next door! Or maybe never have to see the grant again after the notice of award. Ha! This session will examine scenarios in which pre- and post-award offices need to communicate at the pre-award stage in order to successfully facilitate the smooth transition from proposal to award.</p> <p>Teri Gulledge, Pre-award Research Administrator, Southern Illinois University Edwardsville Patience Graybill Condellone, Pre-award Research Administrator, Southern Illinois University Edwardsville Gail Munneke, Grants Accountant, Southern Illinois University Edwardsville Trisha Simmons, Grants Accountant, Southern Illinois University Edwardsville</p>
<p style="text-align: center;">Special Interest Discussion</p>	<p>NCURA Leadership & Volunteering - Get Involved!</p> <p>Salon G</p> <p>If you’re attending your first NCURA meeting, welcome to our organization. NCURA is a member-supported and member-driven professional organization, and you’ll soon find that it is the most powerful resource for information in the field of Research Administration. You’ll also find that your colleagues at other institutions share your concerns and challenges.</p> <p>This session is going to discuss the ways in which you can get involved in our organization at both the Regional and National level. Volunteering your time is a great way to become more knowledgeable in the field, and it’s a great way to share what you’ve learned with others.</p> <p>Jeff Ritchie, NCURA Region IV Chair-Elect Judi Fredenberg, NCURA National Past President</p>
<p style="text-align: center;">PRA Advanced</p>	<p>Connect and Collaborate: Current Approaches to Research Networking</p> <p>Salon A</p> <p>The research landscape is increasingly interdisciplinary and international in nature, and competition for funding is more intense than ever. Institutions want to enhance collaboration between researchers and between institutions to drive interdisciplinary research and secure more funding. While scholars know many of their key colleagues in their own fields of study, they often struggle to find appropriate collaborators outside of their disciplines. Research networking tools and national research networking initiatives are being implemented at many leading research institutions in the United States to help researchers find collaborators. International interest and participation in research networking is also growing. This session will explore some of the research networking initiatives in place today and showcase The University of Texas MD Anderson Cancer Center’s development of a global cancer network.</p> <p>Oliver Bogler, Sr. VP Academic Affairs, University of Texas MD Anderson Cancer Center Jeff Horon, SciVal Consultant, Elsevier</p>

Noon

Meeting Adjourns

Mark your calendar now to join us next year!

Region IV – Milwaukee, WI

Region V – Oklahoma City