

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 – <i>FREE for attendees!</i> (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.

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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