



**National Council of University Research Administrators
Region IV Spring Meeting • April 27 - 30, 2014
Registration Form**

Downtown Marriott Indianapolis
350 West Maryland Street, Indianapolis IN 46225
1-877-303-0104 • indymarriott.com

Name: _____

First Name on Badge: _____

Title: _____

Institution/Organization: _____

Street Address: _____

City, State, Zip: _____

Phone: _____

Email: _____

Special meal request: Vegetarian Other _____

***Lunch is included with the conference registration fee and all workshops with the EXCEPTION of the FREE "Effective Presentations" Workshop.**

I have a disability requiring these services: _____

In case of emergency, please contact: _____

I am from a:

- Central Office Department College/School/Center
 Hospital/Academic Medical Center Nonprofit Research Institute Other _____

At my institution, my position can best be described as:

- Pre-Award Post-Award Compliance ERA Technology Transfer

I have been in research administration for:

- < 1 year 1-5 years 6-10 years 11-15 years 16-20 years 21+ years

The number of NCURA Region meetings I have attended (including this one) is:

- 1-5 6-10 11-15 16-20 21+

The number of NCURA National meetings I have attended is:

- 1-5 6-10 11-15 16-20 21+

Check all that apply:

- This is my first NCURA Conference
 This is my first Region IV meeting

Select the appropriate price category below:

Registration Type	Early Bird	After 4/16/2014	Amount Due
Current member	\$395	\$450	\$
Non-member	\$450	\$450	\$
Full-day workshop	\$125	\$125	\$
Half-day workshop (per workshop)	\$75	\$75	\$
New member with dues	\$570	\$625	\$
NCURA dues (optional)	\$175	\$175	\$
One-day registration	\$250	\$275	\$
Please specify day _____			
TOTAL			

PAYMENT TYPE: Only checks are accepted with this hard copy registration form. (POs are no longer an accepted form of registration payment and credit cards are accepted exclusively online.) Make checks payable to NCURA Region IV (Federal ID # 52-1721115).

CHECK PAYMENT: Mail check payment along with a copy of this form to:
 Shannon Sutton, NCURA Region IV Treasurer
 Western Illinois University
 1 University Circle, Sherman Hall 320
 Macomb, IL 61455

You will receive an e-mail verifying that your check and registration has been received.

CANCELLATION AND REFUND POLICY: Refunds of the registration fee, less a \$75 administrative charge, will be honored if a written request is received no later than April 21, 2014. Please note that the written request cannot be in the form of an e-mail, phone call or a fax. After that date **no** refunds will be made. All cancellations must be received at Shannon Sutton, NCURA Region IV Treasurer, Western Illinois University, 1 University Circle, Sherman Hall 320, Macomb, IL 61455. No-shows are not eligible for refunds.

SUBSTITUTION POLICY: Registrants unable to attend may transfer their registrations, without a cancellation fee, to another individual with prior notice to Shannon Sutton, NCURA Region IV Treasurer, Western Illinois University, 1 University Circle, Sherman Hall 320, Macomb, IL 61455; phone: 309-298-1191; e-mail: SM-Sutton@wiu.edu. Registrations may **not** be shared between individuals. Registration transfer must be made prior to April 25, 2014.

Optional Workshops, Sunday, April 27, 2014

*Lunch is included with all workshops with the EXCEPTION of the FREE “Effective Presentations” Workshop

<input type="checkbox"/> 1	<p>Basics of <i>Pre-Award</i> Research Administration (8:30am – 4:45pm)</p> <p>This full day, activity rich workshop is intended to provide an introduction to what every pre-award research administrator should know. PowerPoint and “talking heads” will be kept to a minimum! Instead, you will spend the morning with your post-award colleagues engaged in exercises that address <u>roles and responsibilities in research administration, the lifecycle of an award, budgeting and cost sharing, allowable costs, and different award and sponsor types.</u></p> <p>In the afternoon session, you will break out with your pre-award colleagues to participate in activities that bring to life the roles and responsibilities specific to pre-award research administrators. Topics will include <u>finding funding, dissecting program announcements, assembling proposals and budgets, submitting proposals, and accepting awards.</u></p> <p>Participants will learn:</p> <ul style="list-style-type: none">• How their job fits into the wider research administration enterprise.• New strategies for assisting faculty with proposal development and submission.• 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. <p>Craig Reynolds, Associate Director, Office of Research & Sponsored Projects, University of Michigan</p> <p>Kirsten Yehl, Administrative Director, Institute for Public Health and Medicine, Northwestern University</p>
<input type="checkbox"/> 2	<p>Basics of <i>Post-Award</i> Research Administration (8:30am – 4:45pm)</p> <p>This full day, activity rich workshop is intended to provide an introduction to what every post-award research administrator should know. PowerPoint and “talking heads” will be kept to a minimum! Instead, you will spend the morning with your pre-award colleagues engaged in exercises that address <u>roles and responsibilities in research administration, the lifecycle of an award, budgeting and cost sharing, allowable costs, and different award and sponsor types.</u></p> <p>In the afternoon session, you will break out with your post-award colleagues to participate in activities that bring to life the roles and responsibilities specific to post-award research administrators. Topics will include <u>award acceptance and management, allowability, effort reporting, cost transfers, subcontracts and closeouts.</u></p>

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.

Carli Carmack, Administrative Assistant, Office of Sponsored Programs Administration, University of Missouri

Jennifer Duncan, Assistant Vice President for Research Administration, Division of Research, University of Houston

Mary Beth Rudofski, Executive Director, Financial Services - Sponsored Award Accounting, University of Chicago



3 Climbing the Mountain: How to Get Your Training Program Off the Ground (8:30am – 12:00pm)

You've been asked (or you've volunteered) to set up a training program for faculty and staff who conduct or support sponsored research at your institution. When you made the commitment, you could see the mountain in the distance, but it appeared small and non-threatening – a mere bump on the horizon. Now, you've got to start climbing – and up close, the mountain looks a whole lot steeper and the hike to the top more difficult than you imagined.

This workshop is designed to help you make the climb by providing a guide, the proper tools and a secret map to the hidden pathways. Liz Banset will describe the process she followed to set up the University of Nebraska-Lincoln's Research Administration Management Program (NURAMP) seven years ago, using her experience to help you start a training program for your institution.

The workshop will address several stages in developing a training program:

- Identifying goals and objectives, forming a program team, garnering administrative support, establishing a budget and researching similar training programs at other institutions.
- Planning the program's format and content based on the target audience and their training needs, identifying salient topics for workshop sessions, and finding subject-matter experts to work with you in developing workshops.
- Creating the individual workshops within the program, determining topics to address, delivery format, and teaching methods.
- Managing logistics from finding the right workshop venue to setting up schedules to making choices about registration and record-keeping.
- Marketing and promotion, to make sure the folks who need the program hear about the program.
- Implementing the program with a focus on working with adult learners.
- Evaluating the program's effectiveness.

Liz Banset, Learning and Development Coordinator, Office of Research and Economic Development, University of Nebraska-Lincoln

<input type="checkbox"/> 4	<p>Research Agreement Basics (8:30am – 12:00pm)</p> <p>This interactive workshop will provide a brief overview of agreement 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 agreements, and clauses that can be problematic for institutions of higher education (including FAR and industrial negotiations). Negotiation strategies will be provided, as well as case studies for reference.</p> <p>Learning Objectives:</p> <ul style="list-style-type: none"> • Attendees will understand the various types of agreements that support university research, such as MTAs, NDAs, CRAs, and MOUs. • Attendees will understand common legal terms and concepts pertaining to sponsored agreements. • Attendees will learn to use the techniques taught in this workshop to improve the efficiency of contract negotiations. • Attendees will better understand the importance of particular terms for specific research projects. <p>Greg Luttrell, Director, Research Contracts and Awards, University of Notre Dame</p> <p>Lauren Goralski, Assistant Director, Office of Industry Engagement, University of Louisville</p>
<input type="checkbox"/> 5	<p>Clinical Trials: An Administrator’s Primer for Financial Management (8:30am – 12:00pm)</p> <p>This workshop will focus on managing the unique aspects of clinical trials, from a brief history and introduction, protocol evaluation to budget development, budget/agreement negotiation to billing for research procedures, and ultimately closeout. Attendees will be asked to participate in a discussion of each pre-award and post-award consideration 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. Sure, we can do that!</p> <p>Learning Objectives:</p> <ul style="list-style-type: none"> • Participants will gain an understanding of the regulatory basis of conducting clinical trials and what resources will be needed for successful completion • Participants will learn how to determine which resources will be needed and the associated cost • Participants will learn how to manage the multifaceted issues that often arise during clinical trial

	<ul style="list-style-type: none"> • Participants will learn how to complete clinical trials and manage post-closeout obligations <p>Kerry Bridges, Administrator, Clinical Research Office, Indiana University Simon Cancer Center</p> <p>Jamie Caldwell, Director, Office of Research Services, Loyola University Chicago Health Sciences Campus</p> <p>David Lynch, Executive Director, Office for Sponsored Research, Northwestern University</p>
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<input type="checkbox"/> 6	<p>The Whole Nine Yards: Grant Offices at Primarily Undergraduate Institutions (An Interactive Workshop) (1:15pm – 4:45pm)</p> <p>Ever wonder what it would be like to be a lone sponsored research officer (SRO) at a Primarily Undergraduate Institution (PUI)? This workshop will allow participants to learn more about the varied challenges and skill sets needed to thrive at a PUI. In the workshop's featured "in-basket" simulation, participants will take on the role as a newly hired SRO at a PUI. The position, vacant for 2 months, has a backlog of work waiting to be done. As the school's only SRO (with no support staff!), you will be charged with prioritizing all of the tasks vying for your attention and beginning to address the most important. In addition to the in-basket exercise, there will be a short presentation, discussion focused on questions from participants, and a game of "Family Feud" (survey results from SROs serving at PUIs). Join us in testing your mettle and uncovering some of the mysteries of going it alone at a small, primarily undergraduate institution.</p> <p>Learning Objectives:</p> <ul style="list-style-type: none"> • Identify sponsor research challenges unique to small PUIs • Develop solutions to common challenges faced by small offices • Explore the diversity of sponsored research responsibilities at small PUIs • Identify qualities which contribute to a successful sponsored research office at a small PUI <p>Michele Bragg, Staff Accountant, Taylor University</p> <p>Sue Gavin, Director of Sponsored Programs, Taylor University</p> <p>Virginia Shaffer, Academic Grants Officer, Wheaton College</p>
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7

Ethical Dilemmas Facing Department Research Administrators (1:15pm – 4:45pm)

As Department Research Administrators, we are often faced with decisions that pose ethical dilemmas. Although there are rules and regulations that we need to follow, there are far more grey areas than black and white. For example, a PI asks you to order something that you feel may not be appropriate. You know you can get it done, but should you? In this session, we will discuss examples of ethical dilemmas facing Department Research Administrators and strategies for handling them. We have our own thoughts about how to handle these situations; however we are also looking for answers, so come prepared to share and discuss this intriguing topic with us.

Learning Objectives:

- Identify the ethical values that are important to Department Research Administrators.
- Recognize unethical behavior and what to consider when faced with an ethical dilemma.
- Learn the strategies and decision-making processes that provide a framework for understanding and working through ethical conflicts.

Diane Hillebrand, Grants & Contracts Officer and Staff Senate President, Office of Research Affairs/Grants Management, University of North Dakota School of Medicine and Health Sciences

Jim Maus, Senior Research Administrator, Division of Infectious Diseases, Department of Internal Medicine, Washington University School of Medicine

Mary Nutt, Research Administration, Department of Surgery, University of Wisconsin School of Medicine and Public Health

8

LUNCH IS NOT INCLUDED WITH THIS FREE WORKSHOP
Effective Presentations (1:15pm – 4:45pm)

As an administrative professional and an NCURA member, you may be often called upon to explain issues surrounding sponsored research and the administration of grants and contracts. The purpose of this workshop is to give some insights into effective presentation styles, techniques and technology. The session will also explore the crafting of learning objectives, adult learning strategies, and the complexities of team presentations, particularly those that involve colleagues from other institutions.

Learning Objectives:

- Participants will be able to demonstrate effective learning objectives
- Participants will gain a fundamental understanding of adult learning styles
- Participants will be able to begin planning an NCURA Concurrent Session

Jeffrey Ritchie, Director of Sponsored Programs, Lewis University

FREE! FREE! FREE!