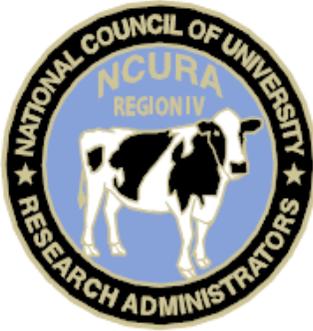


The Sport of Research Administration



National Council of University Research Administrators Region IV Spring Meeting • April 23 - 26, 2017 Registration Form

The Madison Concourse Hotel
One West Dayton Street, Madison, WI 53703
800-356-8293 · concoursehotel.com

Name: _____

First Name on Badge: _____

Title: _____

Institution/Organization: _____

Street Address: _____

City, State, Zip: _____

Phone: _____

Email: _____

Special meal request: Vegetarian Gluten Free

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 Regional meetings I have attended (including this one) is:

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

I am a new NCURA member (joined after May 1, 2016): Yes

This is my first NCURA Regional meeting: Yes

The number of NCURA National meetings I have attended is:

- 0 1-5 6-10 11-15 16-20 21+

Select the appropriate price category below:

Registration Type	Early Bird	After 4/14/2017	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 _____			
Guest (Name) _____	\$250	\$275	\$
TOTAL			

NCURA Region IV T-Shirts

I would like to purchase an NCURA Region IV T-shirt for \$15 (optional)

Sizes include: Unisex - Medium, Large, XL and XXL; and Women's Medium, Large, XL and XXL

Size: _____ Quantity: _____ 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:

Bonniejean Zitske, NCURA Region IV Treasurer
 University of Wisconsin
 21 N. Park Street
 Madison, WI 53715

Contact Bonniejean with check payment questions: 608-262-9727 or bzitske@rsp.wisc.edu

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 17, 2017. 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 Bonniejean Zitske, NCURA Region IV Treasurer, University of Wisconsin, 21 N. Park Street, Madison, WI 53715. 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 Bonniejean Zitske, NCURA Region IV Treasurer, University of Wisconsin, 21 N. Park Street, Madison, WI 53715; phone: 609-262-9727; e-mail: bzitske@rsp.wisc.edu. Registrations may **not** be shared between individuals. Registration transfer must be made prior to April 21, 2017.

Optional Workshops, Sunday, April 23, 2017

Full Day or 2 Half Day Paid Workshops include Lunch

<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- and 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- and post-award colleagues engaged in exercises that address roles and responsibilities in research administration and the lifecycle of an award, including finding funding, sponsor types, dissecting program announcements, assembling proposals, budgeting (along with cost-sharing and allowable costs), submitting proposals, accepting awards, and different award types. In the afternoon, you will break out into pre- and post-award sections for a deeper dive into these functional areas. Afternoon breakouts will cover best practices for pre- award, while exploring techniques for handling the most common problems in the pre-award area.</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• Best practices for managing funded projects from receipt to closeout• Techniques for handling the most common pre- and post-award problems <p>Level: Basic Prerequisite: None</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 pre- and 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- and post-award colleagues engaged in exercises that address roles and responsibilities in research administration and the lifecycle of an award, including finding funding, sponsor types, dissecting program announcements, assembling proposals, budgeting (along with cost-sharing and allowable costs), submitting proposals, accepting awards, and different award types. In the afternoon, you will break out into pre- and post-award sections for a deeper dive into these functional areas. Afternoon breakouts will cover best practices for post-award, while exploring techniques for handling the most common problems in the post-award area.</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• Best practices for managing funded projects from receipt to closeout• Techniques for handling the most common pre- and post-award problems <p>Level: Basic Prerequisite: None</p>

3 Basics of Compliance (8:30am – 4:45pm)

Administrative burden being placed on faculty and institutions performing research continues to be a major area of concern for the research enterprise at the federal and university levels. Publications from the National Science Board (2014), National Academies of Sciences (2015), and the Federal Demonstration Partnership (*Survey in 2005 and 2012*) have reported or documented the extent in which the administrative burden placed on faculty can hinder the affordability and facilitation of science.

This workshop will discuss how research administrators can manage reduction of administrative burdens, using the notion that a research administrator’s main objective is to help advance the science – where the objective can be achieved while protecting the institution, in a least intrusive/minimal burden pathway that does not create further obstructionism.

This workshop will also discuss how, in the rapidly, ever changing world of research compliance, it has become difficult to know what to comply to and/or with. As auditors become more savvy, research administrators are being tested more so than ever, regarding: a) knowledge of the regulations and required action items; b) knowledge of institutional operational internal controls and how they map to the rules; and c) evidence that institutional controls are consistently applied (i.e. you do what you say you do). This workshop will discuss real strategies and tactics, including use of streamlined electronic tools/examples in order to comply with a breadth of research compliance topics, such as:

- Regulatory: Laboratory Animal Welfare (IACUC), Human Subject Protection (IRB), Good Clinical Practice, Responsible Conduct of Research (RCR), Information Privacy and Security, Conflicts of Interest (COI), and Export Controls Regulations.
- Financial: Research Billing, Effort Reporting, Cost Transfers, Research Accounting, Indirect Costs, Subrecipient Monitoring, Inventory/Property Management, Expenditure Monitoring, and Financial Reporting.

Participants will gain:

- a better understanding of research compliance
- an increased awareness of balancing compliance and audit risk
- strategies for successful internal controls processes
- insights into the institutional decision making process for alleviating faculty administrative burden

Level: Basic

Prerequisite:

- some understanding of research compliance
- knowledge and concepts of internal controls
- willingness to explore the perspective of facilitation of research, as opposed to the policing

4 Departmental 101 (8:30am – 12pm)

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 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.

	<p>Learning Objectives:</p> <ul style="list-style-type: none"> • 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 <p>Level: Basic Prerequisite: None</p>
<input type="checkbox"/> 5	<p>A (Very) Beginners Guide to Proposal Development (8:30am – 12:00pm)</p> <p>“Have you seen this grant opportunity? We should apply for it.” When you hear something like that, be advised it’s not the “Royal We!” Actually you are going to write a proposal for external funding. Problem is, you’ve never done that before. Or maybe you’re working with a young faculty member who’s never written a proposal before and your mission is to help that person land a research grant. In any case, you’re looking at a steep learning curve.</p> <p>Specially designed for PUI personnel, this workshop will take you through the process of writing a grant proposal, including all those things that have nothing (much) to do with actual writing, but can make your proposal stronger and more competitive. We’ll talk about, and have examples of, effective Need Statements, Research Questions, Logic Models, and Evaluation Plans. We’ll also talk about effective writing skills and key elements you should make sure find their way into your proposal.</p> <p>Learning Objectives:</p> <ul style="list-style-type: none"> • Pre-writing issues that you must address before you start your proposal • How to formulate an effective Research Question or Need Statement • How to structure your research plan • Charts, visuals, and how to pull them all together <p>Level: Basic Prerequisite: None</p>
<input type="checkbox"/> 6	<p>NIH NRSA Training Programs: An interactive workshop from Application to Administration-everything needed to successfully apply for and manage a T32 Award (8:30am – 12:00pm)</p> <p>This workshop will cover multiple areas associated with NIH NRSA Training Grant (T32) proposals and awards. Following a brief introduction about NIH NRSA Training grant programs, we will breakdown the workshop into three basic components: 1. Preaward proposal preparation (including required data tables), 2. Award management best practices (including Xtrain use) and 3. Postaward considerations upon both annual and award closeout.</p> <p>Learning Objectives: The primary objective of this workshop is to provide a complete overview of T32 administration (from application to closeout). Following the workshop, participants should be able to:</p> <ul style="list-style-type: none"> • Interpret instructions of a T32 grant • Manage the appointments and financials of a T32 award • Appoint and terminate trainees within Xtrain • Understand allowable costs for T32 grants • Understand requirements for annual progress reports (RPPR). • Complete tuition obligations for annual closeouts

	<ul style="list-style-type: none"> • Understand where to find resources to aid in the administration of T32 programs. <p>Level: Intermediate Prerequisite: Basic background on T32s</p>
<input type="checkbox"/> 7	<h3>You Want Me To Negotiate What? Taking the Fear Out of Contract Negotiation (1:15pm – 4:45pm)</h3> <p>“Let us never negotiate out of fear. But let us never fear to negotiate.” JFK</p> <p>From indemnification to intellectual property, there are many terms and conditions that can instill a sense of fear during the negotiation process. “What can we accept? What should be negotiated out? When should we remain silent?” As research administrators we rely on the expertise of our institution’s legal counsel, patent attorneys, and compliance experts to help us navigate the intimidating language in research agreements. That reliance can sometimes mean we don’t have a solid understanding of contract terms and conditions. This workshop will help attendees develop a strong foundation of understanding common terms and conditions, equipping them to become better negotiators.</p> <p>Learning Objectives:</p> <ul style="list-style-type: none"> • Develop a solid understanding of contract terms and conditions most commonly seen in research agreements • Learn strategies for negotiating terms and conditions in the institution’s favor • Identify alternative language for terms and conditions most institutions should avoid <p>Level: Intermediate Prerequisite: None</p>
<input type="checkbox"/> 8	<h3>Effective Presentations (1:15pm – 4:45pm) FREE!!</h3> <p>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.</p> <p>Learning Objectives:</p> <ul style="list-style-type: none"> • Participants will learn how to develop presentations and training techniques tailored to adult learning • Participants will be able to identify various types of NCURA presentations and will receive strategies for each presentation type • Participants will learn techniques for fielding questions and audience participation • Participants will learn how to engage international, as well as domestic, audiences <p>Level: Basic Prerequisite: None</p>