

# NCURA Region IV

MID-AMERICA REGION NEWSLETTER

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Winter 2004

## Region IV's Spring Meeting Is Just Around the Curve

**Erin Nash, Ohio University**

It's that time of year again! Time to join your Region IV friends and colleagues for the Spring Meeting to be held April 24-27 in Indianapolis' [Crowne Plaza at Union Station](#). This year's meeting is a joint meeting with SRA's Midwest Section. The joint meeting will allow for some extra sessions, including the area of clinical trials and extra sessions for departmental administrators, as well as other topics of interest to the Region IV crowd.

At a bargain price of \$250 for early registrations and \$275 for late or on-site registrations, the meeting is an affordable alternative to the National Meeting and provides many of the same educational and networking opportunities.

The Crowne Plaza room rate for a Standard Double and Standard King is \$119 a night plus applicable taxes. We also have special room rates for Train Car Rooms at \$149 a night plus applicable taxes and \$211 a night plus applicable taxes for Suites. The NCURA/SRA room rate is good April 22-27, 2004 on a first come basis. To ensure the room rate, attendees must identify themselves with the NCURA/SRA Midwest Meeting and reservations must be made by April 1, 2004.

Meeting registration does not include workshops, which are \$60 per half-day workshop, and \$115 for two (one Saturday afternoon and one Sunday morning) workshops. The workshops encompass the following topics: OMB

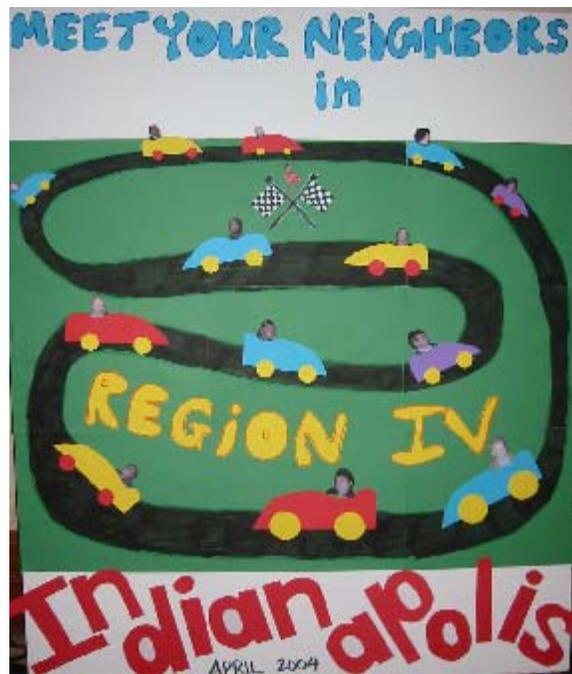
Circulars, Managing Stress, Technology Transfer and Intellectual Property Issues in Contracting, Indirect Costs, Clinical Trials, Working With Difficult People, and more. The meeting officially kicks off Sunday with a luncheon and concurrent sessions Sunday afternoon. Sunday evening's feature event is a reception in the Grand Hall,

America's first "union station."

A three-story example of Romanesque Revival-style architecture, the Grand Hall is adjacent to the hotel and is listed in the National Register of Historic Places.

Concurrent sessions will continue all day on Monday and until noon on Tuesday. These sessions will provide fantastic learning opportunities for Research Administrators at all levels of experience and will include sessions on compliance, ERA, departmental administration, intellectual property, sponsor updates, and more. In addition, our colleagues will be sharing their experiences with each other and providing excellent networking opportunities. Monday morning's roundtables will be another great chance to learn!

This year's keynote speaker is **Jeffrey Bryant Travers, M.D., Ph.D.**, Kampen-Norins Investigator and Chair of Dermatology, as well as an Associate Professor in the Departments of Dermatology, Pediatrics, Pharmacology and Toxicology at Indiana University



Region IV's Spring Meeting Poster displayed at NCURA's 45th Annual Meeting in Washington, DC. (Poster created by Heather Offhaus, Susan Sloop, and Joanne Altieri.)

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## Letter from the Chair

Dear Colleagues,

The one constant that has always kept me interested in the field of research administration is the continual change, the ups and downs—new regulations, new formats (don't you just love e-gov?), new definitions to new words (do we have a definition yet for "sensitive but unclassified"?). Well, it's hard to be bored when there is so much to learn every day and another "wave" is headed straight for you! But recently, the changes seem to be more significant, more long-term, and I would venture to guess that this era truly will mark a significant change in how we do the business of research administration at universities.

It all started (or at least, that is how we remember it now) as a result of 9/11. But as dramatic as the changes have been since then, the changes really started PRIOR to September 2001. Certainly some issues truly have emerged as a result of that event: hiring of foreign nationals, background checks, and the dubious "sensitive but unclassified" research. But maybe those things were on a crash course between universities and the government whether or not the events of 9/11 ever happened. We have been dealing more and more with issues related to delays of publication, ownership of IP, insurance/indemnification, export controls, and even supervision of personnel on sponsored projects. My guess is that 9/11 only hastened the emergence of these nasty, difficult-to-deal-with topics that afflict each and every one of us now. And it is not just the government that is causing us headaches these days—increased funding from for-profits has certainly added some undertow to the surf here at the University of Kansas.

So what does this all mean? Is it the beginning of a return to the "cold war" days? I sure hope not. However, sponsored research is truly changing and may never return to the open grants-only atmosphere we experienced in the 80s. There has been a culture change in the government. Didn't we used to get more grants and fewer contracts? Have your offices become clogged with government contracts filled with special provisions and FAR clauses you wish you'd never heard of? It is certainly a fact that contracts take at least ten times the amount of work than a grant before an acceptable agreement can be reached. And how many of you have actually walked away from a government contract? We certainly have at KU.

This past November I attended a concurrent session at the NCURA National meeting where four different institutions (large, small, public and private) all said they would NOT bend current policies—they wouldn't accept restrictions on hiring of foreign nationals, wouldn't change policies regarding classified research.

*"...sponsored research is truly changing and may never return to the open grants-only atmosphere we experienced in the 80s."*

### MemberNews

## Have Something to Announce?

The Region IV Web site is now accepting announcements for a new section:

*Member News!*

Please send announcements concerning Region IV members' promotions, awards, distinctions, and job transfers to Jerry Pogatshnik ([jpogats@siue.edu](mailto:jpogats@siue.edu)). Please limit announcements to approximately 200 words.

How about your institution? Noticed any changes in atmosphere? Is everyone still stiff-backed—ready to defend the ivory tower until its death? Or is the opportunity to bring in the "big bucks" having an effect on attitudes at your institution?

Change has already started at KU. We currently have a faculty committee looking into the prohibition on classified research. The University of Missouri began accepting classified research projects in 2002 after a lapse in handling such projects (no real policy change, but they went to a lot of trouble to get the classified approval reinstated). At KU we have accepted some restrictions on the hiring of foreign nationals when there was no alternative short of turning down the award. To date, we have not given in on publication rights—but that may be altered in the foreseeable future.

The New Year is a time to look back and a time to look forward. As the Grateful Dead once said, "What a long strange trip it's been." But what will the future bring? I have been in research administration for 16 years and I would wager that in another 16 years the research administrators of 2020 won't even blink at the phrase "unclassified but sensitive." Perhaps by then someone will actually have defined that term. One thing is certain: the next generation of research administrators will have to be creative and flexible. I hope I'm still riding the waves, too—I just hope the waves are in a warm ocean off an unpopulated island somewhere!

*Joanne is Director of Contract Negotiations and Research Compliance at the University of Kansas*

# Leadership Matters—We Need You!

Did you receive the Region IV Call for Nominations we sent you? If not, double check your e-mail dated January 29, 2004. We don't want you to miss this action-oriented announcement! Once again, Region IV will be selecting four leaders for the Board of Directors: **Chair-elect**, **Secretary** and two **Members-at-large**. The eligibility requirements are few: You're eligible to run for any of these positions if you've been a member of Region IV for at least one year. So if you're interested, don't wait for someone to nominate you. Self-nominations are not only acceptable, they're strongly encouraged!

The Nominations Committee is charged with selecting a slate of at least two, and no more than four, candidates for each of the open positions. Serving Region IV in one of these capacities is a commitment of your time—a precious commodity. But it is worth it! Speaking from experience, the time you invest in your professional growth will reap benefits. Consider these benefits to name only a few: learned skills that easily transfer to other business functions, respect gained from colleagues and supervisors, becoming acquainted with experts in the field, and the possibility of creating friendships that last a lifetime. Region IV's success depends on our members' willingness to lead. Will you?

## How will the nomination process work?

- o Compose a one-page letter of nomination addressed to the Nominations Committee chair (i.e., Deborah Galloway)
- o Incorporate into your letter or attach separately: the candidate's name, title, institutional affiliation, telephone number, e-mail address, list of NCURA activities
- o Send nomination information—email works best—by Friday, **March 5, 2004** to Deborah Galloway, [gallowdj@uc.edu](mailto:gallowdj@uc.edu).

## Open Position Descriptions and Responsibilities

The **Chair-elect** serves a one-year term, beginning immediately after the spring regional meeting and continuing through the conclusion of the next spring regional meeting. The Chair-elect is responsible for the programming at the regional spring meeting, supervising teams who determine the content of the program, select and recruit presenters, design program and registration materials, and projecting program costs and revenue. The Chair-elect serves as the official chair of the Program Committee. Following a standard one-year term, the chair-elect succeeds to the office

of Chair of the Board of Directors. Because the Past Chair of the Board of Directors chairs the Nominations Committee, the successful candidate commits to serving three years.

*Contingency Plan:* In the unlikely event that the Chair is unable to complete the term, the Chair-elect will assume the office of Chair. After completing the term of a vacated Chair, the Chair-elect will serve a full term as Chair. If, while serving as Chair-elect, the Chair-elect is unable to complete the term for any reason, the position will remain vacant until the next scheduled election. If the Chair-elect is unable to succeed to the office of Chair when the Chair's term expires, a new Chair as well as Chair-elect will be elected at the next regularly scheduled election.

The **Secretary** maintains non-financial records and minutes for Region IV, serves a two-year term, beginning immediately after the spring regional meeting and continuing through the next two spring regional meetings.

*Contingency Plan:* If, while serving as Secretary, the Secretary is unable to complete the term for any reason, the Region IV Chair in consultation with the Region IV Board of Directors will appoint a replacement to serve until the next regularly scheduled election. The elected person will complete the unexpired term created by the original vacancy.

Four **Elected members** of the Region IV Board of Directors (Members-at-large) serve a two-year term. Based on their experience and skill level, Members-at-large often accept leadership roles on one or more of Region IV's six standing committees and other ad hoc groups. For continuity, the terms of elected members are staggered with two of the four members elected each year. Members-at-large are eligible for nomination and election to successive terms without restriction.

*Contingency Plan:* If an elected member is unable to complete the term of office, the position will remain vacant until the next scheduled election, at which time a candidate will be elected to complete the term.

Anticipating hearing from you,

*The Nominations Committee  
Deborah Galloway, Chair*

## Thinking About Running for Office?

# So what does it take

When I was Chair I wrote about the problems we were having getting people to run for office. This was and still is particularly true for Chair-Elect. One of the first times I wrote was just after the “election incident” of 2001. You likely remember that the “incident” involved a computer glitch resulting in some votes not being counted, but do you recall that we only had one candidate for Chair-Elect that year? Out of our entire membership only one person was willing to accept the nomination for this position. This is something that should concern all of us. So what’s the problem? Is holding an office or being on the Board so much work that people really don’t have the time and energy to do it? I don’t think this is a reality, but perhaps it is what people perceive.

As I started thinking about this problem, I began to realize that when people said no to my pleadings to run, many of them really didn’t seem to know what was involved in the position and that this was contributing to their resistance to running. I began to realize that we really don’t do a good job of describing what they should expect and what is expected of them if they are elected. Before I agreed to run no one explained it to me. It’s just assumed that everyone knows a chair puts on the spring meeting, but no one says what that really means. It’s no wonder we have trouble getting people to run. Perhaps if people had some details they’d be more open to running for office.

With that in mind I thought I’d try to provide some specifics about being Chair-Elect/Chair, sharing some of the reasons people gave me for not wanting to run, and relating some of my own experiences, both good and not so good. I’ll try to convince you that these excuses are just misconceptions so you’ll no longer be able to use them the next time the Nominations Committee calls.

### **1. I’m not qualified; I’ve never done anything like that before.**

To me this falls under the category of false modesty, and it’s a poor excuse. Not qualified to coordinate a group of people to work together on a project? Not qualified to work against a deadline? Not qualified to manage multiple priorities? Not qualified to work with a diverse group of people? You’re a research administrator. You do this every day. Clearly your colleagues think you’re qualified or you wouldn’t have been asked. So enough with the false modesty or self doubt. Just do it!

Still feeling you’re not ready? The NCURA national office now provides a great deal of support, including regional training workshops on meeting planning and a full-time staff member dedicated to help plan regional events including meetings and elections. The bad news for me was that I had already planned my meeting when this help became available. The good news for you is that someone figured out we needed help and it will be available to you.

### **2. I’m in a small office; I don’t have a staff to help me.**

I was a department administrator. I wasn’t the Director of an Office of Sponsored Programs with a big staff, and I didn’t have a personal assistant or a secretary. Knowing this, before I agreed to run I did two things. First, I asked one of our esteemed colleagues, a former chair, how much time and effort does it really take? He told me it can take as much or as little time as you want depending on how much you want to do. At the time it sounded like a crappy answer, but it turns out to be the best advice I could have gotten. The next thing I did was call my most trusted NCURA friend and said, “I’m thinking about running, but I’ll need your help.” When he agreed I knew all would be well. I’d assemble a team of people I could trust, and I’d be able to do as much or as little as I wanted. I didn’t need staff in my office. I had NCURA colleagues.

### **3. I don’t think I have enough time to commit.**

This may be the most valid reason given for not running. I’ve always thought it takes two things to be able to commit to running. It has to be something you want to do, and it has to be the right time in your career. Unfortunately, getting both to happen at the same time is sort of like getting the planets to align. I know a number of people who have wanted to run, but the timing wasn’t right. They may have just started a new position, didn’t have a supportive boss, or had an issue at home such as a new child or ill family member. For others, the timing is right but they would rather labor behind the scenes than be in the limelight. Lord knows we need these people, but if being Chair-Elect is something you’re interested in doing and the timing is right, DO IT. The planets may not be aligned next time you get a chance.

Ok, I know you’re saying, “Yeah that’s all nice, but how much time did it really take and what will I really have to do?” So here’s the best I can recall. I tried to have

# to be Chair?

my Program Committee in place before the annual meeting in November. This took a number of phone calls, but all in all if you added it up it probably didn't take more than an afternoon. From November through January I might have spent a couple of hours one afternoon a week checking up with the committee members to see how they were doing with their pieces. Three months before the meeting, I flew to Minneapolis to check out meeting rooms, sample foods, and see the Monday night event venue. Up one day and back the next.

February got to be crunch time. The program needed to be ready to be posted and printed so we could open registration. I still only worked a couple hours one afternoon a week but then added a few hours at home on Saturday and Sunday working on the program in Microsoft Publisher. You could surely delegate this if you have a desktop publishing wizard in mind, but it was something I enjoyed doing myself. I won't claim to be particularly efficient at it, but I liked doing it. Not your thing? Get somebody else to do it. Again you can do as much or as little as you want.

As the meeting got closer, say within two weeks, the effort did pick up. I bet I spent a couple of hours a day those two weeks on the phone and e-mailing people getting the final little details worked out. I'd say this was the most time-consuming period. There are more little details than you can imagine.

How about the meeting itself? I went up on Friday and stayed through Tuesday night. That's a day earlier and a night later than I usually stay. For many of you this is already the norm so it may or may not be more time. At the meeting itself I was busy attending to details virtually the entire meeting. I actually got to attend only one session and that was the one I presented. The rest of the time I spent running around making sure everybody had what they needed. Did I have to do this? No, but that's just me. It was better for me to do this myself than ask others to do it. That's how I handled it, but it doesn't mean you have to. Again, you can do as much or as little as you want.

So you're through the spring meeting and you're done, right? Not quite. There were lots of little things besides the spring meeting that seem to crop up. Frankly, I found them to be more time consuming than the meeting itself. None of them overwhelming, but boy did

they just keep popping up. Meetings. Meetings. Meetings. Let me see if I can recall them: summer board meeting, board meeting at the national meeting, regional business meeting at the national meeting, national newcomers at the national meeting, regional newcomers at the national meeting, new member orientation at the national meeting, board meetings before and after the spring meeting. That's what you get as Chair-Elect. As Chair you actually run the regional meetings and also attend the regional chairs' meeting at the national meeting. As Immediate Past Chair you attend all the board meetings again and serve as chair of our Nominations Committee. Then you're finished. Oh, I forgot: you are also responsible for the "Letters from the Chair" for the regional newsletter three or four times during your term plus the regional corner for the national newsletter. Here's a hint. Let the Communications Committee Chair do this one!

So now you're saying, "That sounds like a lot of work. Why would I want to do that? What do I get out of it?" From a professional standpoint it gave me a number of things. If I'm on an interview, I've now got some good answers for those tough questions. Do you have organizational skills? You bet I do. I put on the annual meeting. Here's the program. Do you have leadership skills? You bet. I was Chair of my professional organization. On a personal level I was honored to be elected to this position by my peers. Surrounded by these people, how could it not be special. Such is the magic of Region IV and I'd do it again in a minute. Oops, did I say that out loud or just think it to myself? Ok, maybe in a few years after you've all had a chance!

So that's about as good a picture as I can paint from my experience. It was hectic and at times hard, but I'll have to say that it was a blast from beginning to end. It took some work, but it brought far greater rewards. It was one of the best things I've ever done professionally. For anyone considering running for Chair-Elect, my advice would be surround yourself with people you trust and take advantage of a great opportunity. You will not regret it.

*Jim Maus is a Research Administrator at the School of Medicine, Genome Sequencing Center, Washington University. He served as Region IV's Chair-Elect in 2000-2001 and as Chair in 2001-2002.*

## Region IV's Spring Meeting (continued from Page 1)

School of Medicine. Dr. Travers will be presenting an address entitled **The Beauty of Skin Research**. He will discuss skin diseases and the importance of research (and especially research administrators) in cutaneous biology, and, of course, do it in a less-than-serious-fashion.

The Crowne Plaza is located in the heart of downtown Indianapolis within a short walk of shopping, restaurants, and entertainment. The nearby [Circle Center](#) features Nordstrom's, Parisian, and many smaller stores. Also nearby is the [Slippery Noodle Inn](#), Indiana's oldest, continually-operated bar (well-known for their blues music). Within a short cab ride are museums (including an Indy favorite, The [NCAA Hall of Champions](#)), the zoo, and more great food, entertainment, and shopping. Or you can satisfy your need for speed at the [Indianapolis Motor Speedway](#) or with many other racing-related activities.

Well, you get the picture. There's a lot that can be done in addition to attending the great sessions and workshops and all of the networking opportunities. Stay tuned to the [Region IV Web site](#) and the Region IV listserv for details on conference and hotel registration as well as extensive information on ground transportation. See you in Indy!



### Communications Committee

#### Core Committee

Dola Haessig, Chair  
University of Missouri-Columbia

Deborah Vetter, Past Chair  
University of Nebraska Medical Center

Bill Sharp, Co-Chair  
University of Kansas

Jerry Pogatshnik, Webmaster  
Southern Illinois University  
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(See box to the bottom right)

#### Working Group

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Des Moines University

Tanya Cobb  
University of Wisconsin-Madison

Jennie Lovett  
Washington University

Diane Meyer  
Iowa State University

Erin Nash  
Ohio University

Petra Schroeder, University of Wisconsin-Madison

## Your Nominations Needed for Regional Awards

The Awards Committee invites your participation in recognizing members and/or programs within our region deserving of special recognition in one of the following three award categories:

- Distinguished Service
- The Kevin Reed Outstanding New Professional
- Meritorious Contributions

We recognize that this task is not an easy one; our region has many qualified candidates. Please identify those you believe to be the most deserving candidates. The email Call for Nominations went out February 5, 2004. The full announcement, program guidelines, and the list of members eligible for the Kevin Reed Outstanding New Professional award are available on the Region IV Web site: <http://graduate.siue.edu/ncura4/>, then click on "2004 Award Nominations." If you have questions, please feel free to contact the members of the Awards Committee:

Susan Carlson, Chair, University of Wisconsin-Madison  
[smcarlso@wisc.edu](mailto:smcarlso@wisc.edu), (608) 263-2429

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***The deadline for nominations is March 31, 2004.***

### ***Volunteer Opportunity!***

If you are a whiz with page layout, the Communications Committee is in need of a new Newsletter Editor. If interested, contact Dola Haessig at [HaessigD@missouri.edu](mailto:HaessigD@missouri.edu) for more information.