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## Riding the Rapids: The Ever-Changing World of Research Administration

April 29-May 2, 2006 Grand Rapids, Michigan

*Ride the Rapids* to learning with 6 workshops, 34 sessions, 20 discussion groups and fun events.

Guests include representatives of the NIH, NSF and DOE. NCURA President Laura Wade and Kathleen Larmett, NCURA Executive Director will be there. Also Region IV Past Presidents, Mary Ellen Sheridan, Kim Moreland, and Steve Hansen.

A big welcome to our keynote speaker **Gale S. Wood**. For over 30 years, she has worked with organizations across the country, providing management, organizational, and leadership development through COMET Consulting & Coaching. Gale designed and facilitates NCURA's Leadership Development Institute (LDI).

Her topic will be *The Abilene Paradox and Other Quandaries of Change*. We'll explore how to handle change as individuals and at the group level. Gale will challenge us to look at change in different ways.



We'll take over the B.O.B. (Big Old Building), a Grand Rapids landmark, for an evening of food, drink, and murder! Don't forget your Sherlock Holmes cap.

You'll attend familiar workshops and sessions and new offerings. We'll have dinner groups, but will offer a new twist on luncheon roundtables. Fantastic workshops! Terrific vendors! And, the river right outside! Grab your vest and enjoy the ride!

### Workshops

**Gale Wood** will lead "Mining the MBTI: Learning How You Learn and Act So You Can Manage Yourself Better." Participants will take the Myers Briggs Trait Indicator (MBTI) online ahead of time. You have to attend to learn the results!

**Bruce Steinert**, Director of Clinical Trials Administration at Children's Mercy Hospital, will present an *Introduction to Clinical Trials*. In this full-day session, participants will examine the basics of clinical trials administration.

New to research administration? Join **Heather Offhaus** and **Bob Anderson** for the Lite version

of the NCURA Fundamentals course. This half-day workshop will provide you an overview of pre- and post-award. Want to learn the most used phrase in research administration? This one's for you.

**Deb Galloway** is an expert at explaining Federal Circulars A-21 and A-110. If you thought math was hard, Deb will help you find the key in this half-day workshop. This one's designed for newcomers to the pre-, post-, and costing areas of sponsored programs administration.

**Donna Jahnke** will lead *You Want to Do What? Social/Behavioral IRBs*. Ever wondered what goes on in those IRB meetings? Now's your chance for the inside scoop! Discuss social and behavioral protocols based on federal regulations.

*Negotiating Contracts: Avoiding Deal Breakers and Securing Deal Sealers* is intended for mid-level and senior research administrations and will be led by **Kathy Irwin** and **Mary Ellen Sheridan**. Bring your experiences to share!

-Diane Barrett (Univ of Wisc-Mad)



# Proposed By-Law Changes



**Crystal Taylor-Nevils** (University of Chicago) and **Diane Barrett**, our Chair Elect (University of Wisconsin-Madison)

Region IV Chair Heather Offhaus sent an email to the membership proposing an amendment to our regional bylaws, the six page document defining our organizational structure. If you look at our bylaws, available on the Governance page of the Region IV website, [www.ncuraregioniv.com](http://www.ncuraregioniv.com), you'll find that they don't discuss specifics such as who should negotiate and sign contracts—details like that are found in our

administrative procedures. The bylaws define the minimum terms & duties of officers and committees, including a stipulation that proposed amendments be made available to the membership 60 days prior to a vote at the spring meeting. The amendment will extend the treasurer's term by adding an "apprentice year"—a treasurer-elect position. This follows the pattern of the chair-elect to chair cycle, enables overlap with the current treasurer

for training, and strengthens our fiscal continuity.

Research administrators understand that the more sophisticated budgets are, the more critical it is that they remain accurate and auditable. Over the years, our expectations of the regional treasurer have increased, yet our support of that position has not kept pace. Duties include monitoring investment and bank accounts, tax reporting to the national office, payments, invoices,

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## Kudos to Region IV Volunteers!

**Region IV** captured the top spot at last November's Tuesday night competition drawing more gamblers to its Circus Circus Booth than any of the other "casinos." Volunteers Robert Aull (Indiana University) and Glenda Luecke (Washington University) hawked their way to success.

Wisconsin-Madison) for working the crowd dressed as Region IV's "casino change gal."

**The Communications Committee** has seen lots of changes this year. Erin Nash, 2005-2006 Chair, is working for the Athens County Child Advocacy Center. Karen Spear, Co-Chair has stepped up as Acting Chair and will become Chair after the Spring meeting.

**Our thanks to Beth Seaton**, Director of Sponsored Projects at Western Illinois University. Beth volunteered to serve as Region IV's Newsletter Editor, taking over for Jackie Hinton who has accepted a new position with the University of Utah. Thanks to Jackie for putting this issue of the newsletter together.

Beth earned a B.S. in

Economics from Texas A&M and an M.A. in Economics from Western Illinois University. She has served as a Board member for NCURA Region IV and SRA Midwest. She also has been a frequent presenter for both organizations. "I look forward to the challenges and opportunities that will come my way as Newsletter Editor," says Beth. "I welcome any assistance from the wonderful Region IV writers who provide the

content for the newsletter!"

Thanks to **Stephanie Gray** who will serve as our new Webmaster. Stephanie will follow in the footsteps of Jerry Pogatshnik. Jerry moved from Southern Illinois University-

Edwardsville to Eastern Kentucky University.



**Robert Aull** (Indiana University) and **Glenda Luecke**, (Washington University)



Other volunteers included Carole Bach (Wm Beaumont Hospital), Susan Beaver (Indiana Univ.), Barbara Lozada (Case Western), Jim Maus (Washington Univ.), Diane Meyer (Iowa State), Sandi Robins (Univ. of Wisconsin-Madison), Crystal Taylor-Nevils (Univ. of Chicago), and Jaynee Tolle and Melinda Weaver (Univ. of Cincinnati). Kudos to Debbie Meltzer (Univ. of



**Beth Seaton**  
Newsletter Editor

# NCURA National Update

## Workshops

### Online Education Program: Electronic Routing Forms and Pre-Award Tracking.

Join us April 20 to learn about institutions that have implemented systems for electronically routing the approval forms, the challenges they faced and the solutions they've developed.

**Export Controls, Embargoes, and Sanctions: Beyond the Basics.** Join NCURA July 13-14 or July 20-21

for an intensive day and a half seminar. This hands-on program will provide insightful information on developing compliance programs and address the myriad of challenges facing universities as they administer export control & embargo regulations.

### 2006 Call for Nominations

The Nominating and Leadership Development Committee invites all members of NCURA to select key members of the national leadership team by

nominating individuals for these important positions—Vice-President/President-elect and two At-Large Members of the Board.

### 2007 Leadership Development Institute (LDI)

Submit your applications now for the 2007 LDI. The brochure and application are online at [www.ncura.edu](http://www.ncura.edu)

“Look at us! We’re Ridin’ the Rapids!”  
We’re not in Kansas anymore!



## Chair's Corner: *All Things Spring*

I'm sitting down to write this, acutely aware that my house needs a cleaning. As oppressive as it feels to tackle, I know I'll be thankful for it later.

Similarly, Region IV is going through a spring cleaning of sorts. It started as a “clear out” of past agenda items that were never quite resolved, and evolved into a proposed bylaw change (see Robert Aull's article) among other things. And now the Board is “cleaning out” the Administrative procedures. It does feel good to get in there, roll-up your sleeves and “scrub!”

Each member in the region is encouraged to spend a few minutes reading through our Bylaws and Administrative procedures. I'm interested in hearing any comments that you have about the current language. Both are available under the governance section

of our website—  
[www.ncuraregioniv.com](http://www.ncuraregioniv.com)

The Board will be reviewing the Administrative Procedure language at the April Board meeting, so it's not too late to turn in suggestions.

Spring also is a time for renewal—we are “renewing” our Board members after our meeting. I will rotate out of the Chair position. Thanks to everyone that helped me this year—especially those who covered for me at the annual meeting. Serving as Chair has been very rewarding. I can't stress enough that volunteering for NCURA is a terrific thing to do—personally and professionally.

And, I have to admit that Spring gives me hope that I can get out the convertible soon. The promise of nice weather is a new sense of freedom and

anticipation—especially in the Midwest! Similarly, the contract for our 2008 conference in Kansas City was just finalized and the program for our upcoming Spring meeting is terrific! It's an exciting agenda—new programming that I'm looking forward to. I can't wait to see how things work out.

I hope each of you find that new freedom in your institution and discover new and exciting ideas that get you geeked about Research Administration. And then share those ideas with your colleagues so we can all benefit from your “Spring.” See you at the Rapids!



*“Volunteers  
work without  
pay—not  
because they  
are worthless,  
but because  
they are  
priceless.”*

*Anonymous*



# NCURA 47th Annual National Meeting

**“I don’t know what your destiny will be, but one thing I do know: the only ones among you who will be really happy are those who have sought and found how to serve.”**

—Dr. Albert Schweitzer

The NCURA 47th Annual Meeting last Fall was a perfect time to meet with colleagues and friends in this unique field of research administration. There is so much knowledge and experience walking around during the four days of the conference that it’s amazing the Hilton doesn’t just slide down the hill and sink into the Potomac! And the best part is that each and every one of the people attending is so approachable and willing to answer questions. I believe that’s what makes this organization so successful.

Now, if all of that is a little overwhelming to the first-time attendee, there are multiple opportunities to meet with people who are just from our Region. Region IV had a hospitality suite open each night and we had the best bartender you could wish for. This was the best time to network and get to know the people you may have worked with via email and phone, but haven’t met in person. The conversations were lively and there were friendly games for those who like to complete.

Speaking of competition, Region IV took first place in the Vegas Night competition. Did you see the pictures in the December/January NCURA newsletter? Go to page 13 to see a photo of volunteers Robert Aull (Indiana University) and Glenda Luecke (Washington University) in front of the Big Wheel and a snapshot of our region’s Elvis complete with White pants and lapels.

For me, the most memorable event at the conference was when Steve Hansen received the Outstanding Achievement Award. Besides being from Region IV, Steve gave the most gracious and humble acceptance speech. What a role model. If you haven’t already read his address, it’s on page 5 of the December/January NCURA newsletter.

In between the social times , there are many opportunities to learn about research administration in the Sessions and Discussion Groups. This is my favorite part of the conference. I usually try to attend a variety of sessions. I find a balance between topics that present something new in my area of expertise and topics

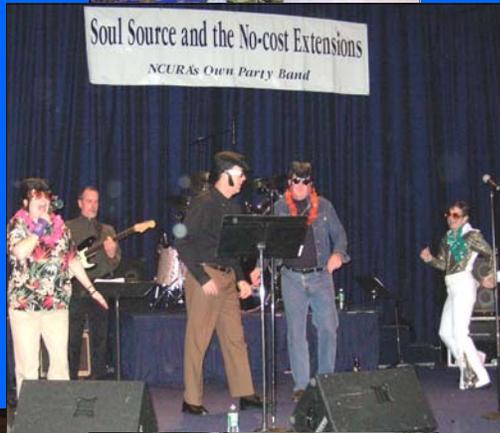
that I don’t usually encounter routinely. The topics are identified in the program by track (Pre-Award, Departmental, General, FRA, IP/Contracts, Medical, HBCU/MI/PUI, Federal, and Senior). If you look carefully, you will see that many of the presenters are from Region IV.

If you really want to get to know other people from our Region, don’t wait to be asked, just volunteer! There are opportunities to help at the Annual Meeting, Regional Meeting, and from your desk throughout the year. Drop an email to any of the committee members listed on our web page—

[www.ncuraregionIV.com](http://www.ncuraregionIV.com)

*Diane Meyer, Iowa State University*





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travel reimbursement, budget forecasting and reconciliation, Site Selection Committee, registration desk, and more. As current treasurer I can assure you that the job is manageable, but there is no denying that the learning curve is steep. We owe our previous treasurers our thanks and a commitment to change the role so that others do not have to struggle to learn the ropes as they did.

While adding a treasurer-elect position lengthens the term to three years, the first year will not require Board of Directors or Site Selection duties; instead, the treasurer-elect will train under the treasurer to run the finances for the spring meeting. This will ensure treasurers begin their two-year voting term with a working knowledge of the finances from the preceding meeting. Moreover, in the final year, they will not have to handle the spring meeting finances on their own and can concentrate on regional fiscal policy and investments. A last practical benefit is that every other year there will be a treasurer-elect to step into the treasurer position should it become vacant for any reason.

We strongly encourage members to support this initiative and invite each of you to self nominate or nominate a colleague to the Region IV Treasurer-Elect position.

-Robert Aull (Indiana University)

[www.ncuraregioniv.com](http://www.ncuraregioniv.com)

## Sound Bytes from NCURA Volunteers

I attended my first NCURA meeting in 1984 but didn't participate actively until the last few years. Why? It seemed scary. I'm a little shy and all of these people seemed to know each other, and they all seemed so COMPETENT! It wasn't until I participated in the Leadership Development Institute (LDI) that I began to understand how very much NCURA depends on individuals who are willing to volunteer their time. Every committee, every regional website and meeting, and every workshop and publication, are put together by people who are as busy as I.

As Region IV's Chair Elect, I was confronted with a huge responsibility to organize a regional meeting—and I had absolutely no idea how to go about it. My success is because of the volunteers who back me up. Heather Offhaus and Glenda Luecke, program co-chairs, have kept me out of hot water so often I've quit counting. Robert Aull has been a godsend in managing registration and the budget. Ann Smith and Bill Humphrey worked for

months to find the right kind of venue and entertainment for our special event. When I get really stressed, Pam Vargas always has a kind word and gentle advice. Each Program Committee volunteer brings different talents.

This has been a great learning experience for me, but more important and unexpected, are the friendships that have come my way. I treasure these people, and it has been a joy to get to know them. Sure—volunteering takes time and we're all busy. But ask yourself—do the benefits you receive from NCURA make you want to give something back? I always get more than I give. Besides, where else can I talk about F&A and have a whole group of people know exactly what I mean?

-Diane Barrett, Chair Elect

When I entered the research administration field, colleagues advised me to join NCURA and get involved. The perfect

opportunity arose: Region IV needed a newsletter editor. I'm a verbal person with great communication skills so the fit was perfect. At the same time, I confess to some fear and trembling after I said yes. Two years later I found myself as acting chair with no newsletter editor and no webmaster. The email responses to my plea for help has been tremendous. Leaders have stepped up and the vacancies are nearly filled.

Region IV volunteers work hard and have fun doing it. Because professionals are so willing to share their time, I am empowered to do the work I need to do as committee chair.

Volunteer Opportunity: Volunteer to write articles for the newsletter, take photos at Region IV events, and help with the Region's website. Contact [kspear@clarian.org](mailto:kspear@clarian.org) for more info.

-from Karen Spear, Acting Chair, Communications Committee

### 2005-2006 NCURA Region IV Communications Committee

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