

An aerial photograph of the Milwaukee skyline. In the foreground, the Pritzker Pavilion, a modern building with a white, curved, and perforated facade, is situated on a grassy area near a body of water. The background features several tall skyscrapers and other city buildings under a clear blue sky.

**RESEARCHER FEST!**

**NCURA Region IV**

**Spring Meeting**

**April 14-17, 2013**

**Milwaukee, Wisconsin**

## Welcome to the beautiful city of Milwaukee, Wisconsin!

Known as the “City of Festivals,” Milwaukee is home to Summerfest, the world’s largest music festival; Irish Fest, the largest celebration of Irish culture in the world; and German Fest, the largest German celebration in North America. And this year, Milwaukee is also home to Researcher Fest—an unsurpassed gathering of the finest research administrators in the Midwest!

For more than four decades NCURA Region IV members have been supporting research together, and the tradition continues in 2013. More than just a collection of professional development opportunities, Researcher Fest is a celebration of our profession, our colleagues, and our community.

Throughout the Spring Meeting, you will be able to immerse yourself in:

- **Educational Programs:** Select from eight optional half- and full-day workshops, a keynote speech, and 60 concurrent sessions, discussions, and case studies.
- **Networking Events:** Meet new colleagues and rekindle friendships during the dessert mix-and-mingle, evening hospitality suite, dinner groups, newcomer reception, and morning and afternoon breaks.
- **Volunteer Opportunities:** Help make the meeting a great success by volunteering at the registration desk, hospitality suite, dinner groups, newcomer reception, or serving as a session evaluator.

During our Tuesday night celebration you will experience a variety of Milwaukee-themed food, live music, and side-splitting fun. Top off your meal of heavy hors d’oeuvres with Milwaukee’s famous delectable treat—**Kopp’s Frozen Custard**. Laugh ’till it hurts with **ComedySportz**, an all-suggestion improvisational comedy show, and join in the “interactive goofiness” of **Pat McCurdy**, one of Milwaukee’s best known cabaret musicians/singers.

## Enjoy the meeting!

Jeremy Miner  
*Program Chair*

Katherine Durben  
*Program Committee Co-Chair*

Michelle Schoenecker  
*Program Committee Co-Chair*



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**Thank you to our sponsors of this year’s meeting**



## Sunday, April 14

7:30am – 5:00pm

**Registration Desk Open and Exhibits**

8:30am – 12:00pm

**Morning Workshops**

### **Pre-Award Research Administration**

**Beth Seaton**, Director of Research Administration,  
McCormick School of Engineering and Applied Science, Northwestern University

**Diane Barrett**, Senior Research Administration Consultant, rSmart Systems

**Susan Morris**, Senior Research Administrator, Department of Biomedical Engineering  
McCormick School of Engineering and Applied Science, Northwestern University

### **Post-Award Basics Through Case Studies**

**Bonniejean Zitske**, Managing Officer, Non-Federal Post-Award, University of Wisconsin-Madison

**Jim Maus**, Senior Research Administrator, Infectious Diseases/Internal Medicine, Washington University in St. Louis

**David Lynch**, Executive Director, Office for Sponsored Research, Northwestern University

### **Research Agreement Basics**

**Greg Luttrell**, Director of Research Contracts and Awards, University of Notre Dame

**Lauren Goralski**, Assistant Director, Office of Industry Contracts, University of Louisville

### **Audits: Ready, Set, Go...What Did We Learn From the Last Audit Cycle and How Do We Prepare for the Next One?**

**Jamie Szabo**, Senior Fiscal Analyst, Office of Sponsored Programs Administration, University of Missouri

**Jennifer Duncan**, Director, Office of Sponsored Programs Administration, University of Missouri

10:00am – 10:30am

**Morning Break**

12:00pm – 1:15pm

**Lunch**

1:15pm – 4:45pm

**Afternoon Workshops**

### **Acting Bigger: How a Small Grants Office Can be as Effective as a Large One**

**Bill Campbell**, Director (Emeritus) of Grants & Research, University of Wisconsin-River Falls

**John Falconer**, Director, Office of Sponsored Programs, University of Nebraska at Kearney

**Denise Ehlen**, Director, Office of Research and Sponsored Programs, University of Wisconsin-Whitewater

### **Pre-Award Research Administration**

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McCormick School of Engineering and Applied Science, Northwestern University

### **Department Research Administration: The Circus Comes to Town**

**Heather Offhaus**, Director of Grants Review & Analysis, School of Medicine, University of Michigan

**Craig Reynolds**, Chief Department Administrator, School of Medicine, University of Michigan

### **Proposal Fest: Creating Proposals Worth Celebrating from Planning to Submission**

**Julia Rodriguez**, Grants and Contracts Administrator, University of Missouri-Columbia

**Kelly Ball-Stahl**, Senior Grant Writer, Northeast Wisconsin Technical College

### **Effective Presentations**

**Jeffrey Ritchie**, Director of Sponsored Programs, Lewis University

2:45pm – 3:15pm

**Afternoon Break**

7:30pm – 9:00pm

### **Dessert Mix & Mingle in Hospitality Suite**

*Take this opportunity to meet or reconnect with colleagues and relax! Whether you were travelling or attending workshops on Sunday, this will give you a chance to power-up for the rest of the meeting. We'll provide dessert and beverages and invite you to bring the conversation. The Hospitality Suite is located in Polaris-- please use elevators #3 and #4 and select the "Polaris" button.*

9:00pm – 11:30pm

### **Hospitality Suite Open**

*The Hospitality Suite is open each night, offering a place to unwind and join colleagues. Located in Polaris – please use elevators # 3 and #4 and select the "Polaris" button.*

## **Monday, April 15**

7:30am – 5:00pm

### **Registration Desk Open and Exhibits**

7:30am – 8:30am

### **Continental Breakfast**

8:30am – 10:15am

### **Keynote Address: Dr. Peter Lichtenberg**

*Director, Institute of Gerontology and  
Director, Merrill Palmer Skillman Institute at Wayne State University*

### **NCURA National Address**

*Patricia Hawk, NCURA President,  
Director of Sponsored Programs, Oregon State University*



**Dr. Peter Lichtenberg**  
**Wayne State University**

Dr. Peter Lichtenberg is the director of both the Institute of Gerontology (IOG) and the Merrill Palmer Skillman Institute at Wayne State University. Under Dr. Lichtenberg's leadership, IOG staff have garnered more than \$40 million in grant awards over the past decade from public and private sponsors such as NIH, AHRQ, DOD, Mary Thompson Foundation, and the Retirement Research Foundation. He has been PI on a National Institute of Aging T32 pre-doctoral training program grant since 2001.

Dr. Lichtenberg has authored more than 130 peer-reviewed journal articles and six books, including the acclaimed *Handbook of Assessment in Clinical Gerontology* (2nd edition, 2010). His particular areas of research include mental health in long-term care, geriatric depression, geriatric psychology and medical rehabilitation, and the early detection and management of Alzheimer's disease. Dr. Lichtenberg was the 2011 John Santos Award winner from the American Psychological Association Division 20 for sustained excellence in gerontology programs.

10:15am – 10:30am **Morning Break**

10:30am – 12:00pm **Monday Concurrent Sessions**



10:30am – 12:00pm **Monday Concurrent Sessions**

10:30am – 12:00pm Monday Concurrent Sessions	
<b>Compliance</b>	<p><b>Case Study: Analyzing Everyday Compliance Issues</b> <i>Advanced</i></p> <p>Discussing case studies can help keep our minds nimble. We'll use case studies to examine how to handle compliance issues related to topics such as conflict of interest, biosafety, animal usage, and human subjects research. Come prepared to share your experiences and expertise in this interactive session.</p> <p><b>Bin Ye</b>, Administrator, University of Wisconsin-Madison <b>Jennifer Rodis</b>, Grants &amp; Contract Specialist, University of Wisconsin-Madison</p>
<b>Medical/ Departmental</b>	<p><b>Budgeting and Negotiating Clinical Trials: Best Practices</b> <i>Basic</i></p> <p>As the research landscape continues to be reshaped on a daily basis, more and more institutions are beginning to work with sponsors of clinical trials that require "per patient" negotiations. Without much knowledge or experience, unfortunately many are learning the hard way that a misstep in budgeting a protocol can leave you cash-strapped and result in overspending. Join us as we talk about the importance of gathering the right team around you, what you need to know to be successful when building a trial budget, the importance of understanding the financial liability you may be inviting, and how to negotiate your budget and payment terms with sponsors to increase your odds to receive full payment for all costs for that study while minimizing financial risks to your institution</p> <p><b>Robin DePagter</b>, Manager Research Operations, Mayo Clinic <b>Ru Knoedler</b>, University of Michigan</p>
<b>PUI</b>	<p><b>Discussion: Collaborations Between PUIs and R1s?</b> <i>Intermediate</i></p> <p>Collaborations between large Research 1 Institutions (R1) and Primarily Undergraduate Institutions (PUI) can be mutually beneficial. As granting agency budgets shrink and competition for these funds increases, R1s and PUIs can work together to strengthen submissions by each bringing unique opportunities to the table. While there are specific programs that encourage or require such collaborations, for example NIH's CTSA and BRAD, the benefits of working together can extend well beyond the grant work, such as creating a pipeline of quality students from PUIs to R1 doctoral programs. This session presents collaborative efforts between Washington University in St. Louis and Southern Illinois University Edwardsville, highlighting both benefits and challenges. We also would like to hear how other institutions are collaborating as we try to encourage R1s and PUIs to work together.</p> <p><b>Christa Johnson</b>, Assistant Vice Chancellor for Sponsored Research Services, Washington University in St. Louis <b>Jerry Weinberg</b>, Acting Associate Provost for Research &amp; Dean of the Graduate School, Southern Illinois University Edwardsville</p>
<b>Special Interest</b>	<p><b>Private Foundations: Funding Ideas, Innovation, and Transformation</b> <i>Basic</i></p> <p>In 2012, private foundations in the U.S. collectively awarded more than \$45 billion in grants. They are a vital source of funding for ideas, innovation, and transformation. A panel of representatives from recognized philanthropic leaders will share their perspectives on pushing beyond conventional thinking to solve problems in new and creative ways. You will learn about core aspects of foundation grant-making programs, hear sample grantee "success stories," and discuss ways to address needs and opportunities of mutual interest.</p> <p><b>Deborah Epps</b>, Research Coordinator, Medical College of Wisconsin <b>Nancy Zweibel</b>, Senior Program Officer, Retirement Research Foundation <b>Alicia Manning</b>, Director of New Citizenship Programs, The Lynde and Harry Bradley Foundation <b>James Marks</b>, Former Vice President and Director of Grant Programs, Greater Milwaukee Foundation <b>Lynn Heimbruch</b>, Program Officer, Northwestern Mutual Foundation, Inc.</p>

**10:30am – 12:00pm Monday Concurrent Sessions**

<b>Special Interest</b>	<p><b>Discussion: Senior Forum on Current Issues</b> <i>Advanced</i></p> <p>Regulatory and compliance issues are often mandated without input from the university community. The resulting requirements are frequently labor-intensive, complex, and expensive to administer. This session will focus on several key issues of interest to university researchers, including the PHS Financial Conflict of Interest policy and the OMB announcement of plans for changes to the Federal circulars. This session will be highly interactive, as the panel and audience participants share the problems and likely solutions to difficult issues in research administration. Bring your questions and join us for a discussion of emerging compliance areas.</p> <p><b>Kim Moreland</b>, Director of Research &amp; Sponsored Programs, University of Wisconsin-Madison  <b>Pamela Webb</b>, Associate Vice President for Research Administration, University of Minnesota  <b>Jamie Caldwell</b>, Director, Office of Research Services for the Health Sciences, Loyola University Chicago  <b>Patricia Hawk</b>, Director of Sponsored Programs, Oregon State University</p>
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Noon – 1:15pm

**Lunch and Recognition Awards**

1:15pm – 2:15pm

**Monday Concurrent Sessions**

**1:15pm – 2:15pm Monday Concurrent Sessions**

<b>Financial</b>	<p><b>Basics of Budgeting and Indirect Costs</b> <i>Basic</i></p> <p>Are you brand new to budgeting? Or perhaps you're a seasoned accountant who has recently moved into research administration? This session will introduce the basic concepts required to create an efficient and accurate budget for research projects on your campus. From budget categories to modified total direct costs, to facilities and administrative definitions, we'll tackle it all.</p> <p><b>Bonniejean Zitske</b>, Managing Officer Non-Federal Post-Award, Research &amp; Sponsored Programs, University of Wisconsin-Madison</p>
<b>Pre-Award</b>	<p><b>NSF and More: Planning for Good Data Management</b> <i>Basic</i></p> <p>Since 2011, NSF grant applicants have been expected to explain how they treat their data. The OSTP's recent Public Access Memo signals an upcoming expansion of data-management and data-sharing requirements to many more federal grant agencies, and is further evidence of the growing support for accessible data and the fostering of collaborative research. How are institutions responding to this new challenge? The presenters will describe how their institutions are addressing these requirements and facilitate discussion about the resources and expertise needed to meet the challenges of public access and data stewardship.</p> <p><b>Dorothea Salo</b>, Faculty Consultant, School of Library &amp; Information Studies, University of Wisconsin-Madison  <b>Jan Cheetham</b>, Research Technologies Consultant, Division of Information Technology, University of Wisconsin-Madison  <b>Alex Kanous</b>, Manager, ORSP Data Sharing Resource Center, University of Michigan</p>

**1:15pm – 2:15pm Monday Concurrent Sessions**

<b>Compliance</b>	<p><b>Financial Conflict of Interest Regulatory Changes and UW-Madison: Policy, Procedure, and Business Processes</b> <i>Advanced</i></p> <p>On August 24, 2012, new federal financial conflict of interest regulations took effect across the country. The changes to the federal regulations required important adjustments to how institutions oversee reporting and management of financial conflicts of interest. Please join David Ngo and Matt Richter for a presentation on how UW-Madison has revised its COI Policy and procedure to meet the new federal requirements, and important changes made to the proposal submission and grants management business processes in the Office of Research and Sponsored Programs to comply with the new federal regulations.</p> <p><b>David Ngo</b>, Managing Officer, University of Wisconsin-Madison  <b>Matt Richter</b>, Effort Administrator &amp; ECRT Manager, University of Wisconsin-Madison  <b>Justin Lepscier</b>, Grant and Contracts Specialist, University of Wisconsin-Madison</p>
<b>Medical/ Departmental</b>	<p><b>Budgeting and Negotiating Clinical Trials: A Post-Award Perspective</b> <i>Intermediate</i></p> <p>This session discusses the steps to follow once a clinical trial agreement has been executed and enrollment begins. The study's essential documents will be paired with resources and guidance for effective administration.</p> <p><b>Andrea Senerchia</b>, Clinical Research Coverage Analyst, Michigan State University  <b>Pamela Conley</b>, Senior Contract and Grant Office, Northwestern University</p>
<b>PUI</b>	<p><b>Leveraging Undergraduate Research to Improve the Research Environment at PUIs</b> <i>Intermediate</i></p> <p>What are the benefits of strong undergraduate research programs to the faculty research culture? While PUIs are accustomed to measuring the importance of strong undergraduate training, the impact of strong undergraduate research programs on the institution's overall research culture may not receive as much attention. This session will examine the role strong undergraduate research programs can play in enhancing faculty research, models of undergraduate research participation, challenges and pitfalls, and the potential role undergraduate research programs can play in grant and program development. Throughout the presentation, we will consider the facilitating role that a sponsored research office may play in preparing faculty to incorporate undergraduate research programs into their projects and their grant proposals.</p> <p><b>Patience Graybill Condellone</b>, Pre-Award Administrator, Southern Illinois University Edwardsville  <b>John Falconer</b>, Director of Undergraduate Research &amp; Creative Activities, University of Nebraska at Kearney  <b>Karen Havholm</b>, Assistant Vice Chancellor for Research &amp; Sponsored Programs; Director of the Center for Excellence in Faculty &amp; Undergraduate Student Research Collaboration, University of Wisconsin-Eau Claire</p>
<b>Special Interest</b>	<p><b>Career Paths in Research Administration from PUIs to Research Institutions</b> <i>Intermediate</i></p> <p>It is often agreed upon among our profession that "No one sets out to become a research administrator." But once you have begun the career path, where can that path lead? What can you do to be proactive about your own research administration career path? In this session two senior research administrators will talk about their paths, which began at large research institutions, followed by careers at smaller predominantly undergraduate institutions, and then back to large research institutions. Participants will gain insight on how to prepare for these types of career transitions and what they can do for advancement in the field.</p> <p><b>Beth Seaton</b>, Director of McCormick Research Administration, McCormick School of Engineering and Applied Science, Northwestern University  <b>Christa Johnson</b>, Assistant Vice Chancellor for Sponsored Research Services, Washington University in St. Louis</p>

2:15pm – 2:45pm

**Afternoon Break**

2:45pm – 3:45pm Monday Concurrent Sessions	
<b>Financial</b>	<p><b>Surviving Adverse and Qualified Audits</b> <i>Intermediate</i></p> <p>Sponsored activity requires a significant administrative investment to ensure compliance with a myriad of complex funding requirements, and one of the most talked-about compliance items relates to audits. This session offers a more in-depth analysis of recurring audit findings, management responses, and institutional resolutions. We will discuss who performs the various audits, identify the critical parties involved, outline the steps to a successful audit process, discuss proactive approaches to creating sound policies year-round, assess the impact of poor audits, and discuss institutional responses.</p> <p><b>Jennifer Duncan</b>, Director, Office of Sponsored Programs Administration, University of Missouri <b>Jamie Szabo</b>, Senior Fiscal Analyst, Office of Sponsored Programs Administration, University of Missouri</p>
<b>Pre-Award</b>	<p><b>Submitting a Perfect 10: The Pitfalls of Proposal Review</b> <i>Basic</i></p> <p>It's a competitive world these days and some sponsors are looking for any reason to return a proposal unreviewed and labeled unresponsive. We may not drive the science, but as research administrators we can support faculty with an edge (or at least try to prevent a submission-limiting gaff!). Join us in a session that walks through common issues on proposals that run afoul of sponsor requirements and campus expectations. We'll talk about being proactive with faculty and peers/project teams, avoiding the most common issues, and creating potential checklists to navigate the way.</p> <p><b>David Schmidt</b>, Assistant Vice President for Research &amp; Economic Development, University of North Dakota <b>Heather Offhaus</b>, Director of Grants Review &amp; Analysis, School of Medicine, University of Michigan</p>
<b>Compliance</b>	<p><b>Discussion: Financial Conflict of Interest: Moderated Panel – How is it Going?</b> <i>Intermediate</i></p> <p>This discussion focuses on conflict of interest programs and how the panelists have been working with the new PHS FCOI regulations. Learn about what is being done at their institutions and how they differ. We will ask them about their training programs, disclosure gathering processes, and review systems, and most importantly, will take your questions! Join us for a robust discussion about 'how it's going' with your FCOI program.</p> <p><b>Jennifer May</b>, Associate Director of Compliance, University of Missouri <b>Marianne Hockema</b>, Administrator, Mayo Clinic <b>David Ngo</b>, Managing Officer, University of Wisconsin-Madison <b>Matt Richter</b>, Effort Administrator &amp; ERCT Manager, University of Wisconsin-Madison <b>Pamela Webb</b>, Associate Vice President, University of Minnesota</p>
<b>Medical/ Departmental</b>	<p><b>Discussion: Communicating with the Other Side: Central and Departmental</b> <i>Basic</i></p> <p>Working with central and department/college offices can sometimes feel like you're communicating with the "PARANORMAL." Which side are you on? Join us for a discussion about how we can start to change the focus from being on ONE side to becoming one TEAM. Everyone has workplace relationships that are critical to their success and satisfaction at work, and this session will explore some simple strategies that will help you start to build the team. This session is geared for all levels and any position.</p> <p><b>Diane Hillebrand</b>, Grant &amp; Contract Officer, University of North Dakota <b>Kim Keeley</b>, Grant &amp; Contract Officer, University of North Dakota</p>



**2:45pm – 3:45pm Monday Concurrent Sessions**

<b>PUI</b>	<p><b>Discussion: Crowdfunding—A Matter for Sponsored Research Offices?</b> <i>Advanced</i></p> <p>Crowdfunding, as a new, more “democratic” source of project funding, has become so popular that NPR’s <i>Science Friday</i> discussed it as one of the most important phenomena related to science in 2012. This trend in using Web sites to solicit small donations from many private donors offers new opportunities for projects that traditionally struggle for federal support. Yet, while it offers an exciting frontier in sponsored projects that function “outside the box,” crowdfunding may have opened Pandora’s Box for research administrators. How to deal with these “unregulated” funds? Should they be treated as grants or gifts? If treated as gifts, how do these projects affect such concerns as ethical and financial compliance across campus? Should the SRO be involved in the crowd-funded projects at all? These questions and more will be discussed as we explore the potentials and the pitfalls in this new territory of sponsored projects.</p> <p><b>Patience Graybill Condellone</b>, Pre-Award Administrator, Southern Illinois University Edwardsville <b>Jerry Weinberg</b>, Associate Provost for Research and Dean, Graduate School, Southern Illinois University Edwardsville</p>
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<b>Special Interest</b>	<p><b>NIH NRSA Training Grants 101</b> <i>Basic</i></p> <p>Training grants have their own unique administrative challenges, and this session will cover the basics of training grants, both pre- and post-award. Learn the basics of putting together an application, including the budget and data tables. Learn the basics in rebudgeting, closeout, and xTrain in the post-award discussion. Along the way, tips will be provided from the presenters with more than 20 years of combined training grant administrative experience. Participants are encouraged to bring any questions or challenges with training grants to the session.</p> <p><b>Heather Daniels</b>, Sr. Administrative Program Specialist, Graduate School, University of Wisconsin-Madison <b>Jenny Dalhberg</b>, Administrative Program Specialist, School of Veterinary Medicine, University of Wisconsin-Madison</p>
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3:45pm – 4:00pm

**Afternoon Break**

4:00pm – 5:00pm

**Monday Concurrent Sessions**

**4:00pm – 5:00pm Monday Concurrent Sessions**

<b>Financial</b>	<p><b>Discussion: Building, Maintaining, and (Occasionally) Repairing Relationships with PIs</b> <i>Basic</i></p> <p>This discussion group is for those who are new to their position or for those who are looking for ways to strengthen their working relationship with PIs. Do you ever wonder if the PI is ignoring your e-mail, or just didn’t get it? Won’t return your calls either? These types of hurdles can and will cause headaches, and may even stop or slow down the administration of the PI’s awards. We will explore various methods for building relationships with your PIs, how to overcome some common hurdles, and <i>strategies for strengthening communication in both pre- and post-award processes</i>. We will also discuss the benefits and opportunities created by taking the time and initiative to grow your rapport. It takes time, energy, and sometimes persistence, but in the end the results can be invaluable to you, the PI, and the university.</p> <p><b>Jennifer J. Evans</b>, Post-Award Manager, Purdue University Calumet <b>Roger Wareham</b>, Director, Grants Development Office, University of Minnesota-Morris</p>
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<b>4:00pm – 5:00pm Monday Concurrent Sessions</b>	
<b>Pre-Award</b>	<p><b><i>Discussion: One Proposal, Many Scientists—How to Make Team Science Work</i></b> <b><i>Advanced</i></b></p> <p>Research institutions are facing emerging challenges of the funding environment and complexities of research programs. There is an increasing emphasis on interdisciplinary research, collaboration with industry, and projects that span multiple units, institutions and countries. This shift requires realignment of priorities, resources and skills across the academic institution. This “Team Science” session will describe and provide resources of funding opportunities for collaborative programs, research-networking tools, strategies for facilitating the formation of cross-disciplinary teams, challenges and approaches to developing large complex proposals, and Science of Team Science, a new field aimed at understanding and enhancing the processes and outcomes of collaborative, team-based research.</p> <p><b>Fruma Yehiely</b>, Director, Office of Research Development, Northwestern University <b>Michelle Schoenecker</b>, Senior Proposal Manager, University of Wisconsin-Milwaukee</p>
<b>Pre-Award</b>	<p><b><i>Preparing NSF CAREER Applications</i></b> <b><i>Intermediate</i></b></p> <p>NSF CAREER grants are among the most prestigious awards a junior faculty member can receive, but they differ greatly from regular NSF research grants in content, format, and overall approach. Applicants must develop a long-term strategic research plan coupled with a long-term strategic teaching and outreach plan. For many junior faculty the education and outreach sections are especially challenging. This session will provide strategies, details, examples, and reviewers’ comments that will help research administrators to mentor junior faculty to prepare these highly competitive grant applications. Participants will find the materials from this session useful for presentations at their home institutions. Questions and discussion will be encouraged.</p> <p><b>Marjorie Piechowski</b>, Director of Research Support, College of Engineering &amp; Applied Science, University of Wisconsin-Milwaukee</p>
<b>PUI</b>	<p><b><i>Other Duties as Assigned: Export Control at a PUI</i></b> <b><i>Basic</i></b></p> <p>Are you struggling to understand export control regulations and how to ensure compliance within your sponsored research office while trying to avoid becoming the de facto export control officer for your entire institution? This presentation will cover how one new PUI “export control officer” in sponsored research administration is handling this situation. It will cover the basics of export control, present a few situations encountered over the last year at a PUI, and discuss the process being used to distribute the responsibility for export control compliance.</p> <p><b>Susan Morgan</b>, Associate Dean for Research, Southern Illinois University Edwardsville</p>
<b>PUI</b>	<p><b><i>Novel Approach to Stimulating Grant Applications from Humanities &amp; Social Science Faculty</i></b> <b><i>Intermediate</i></b></p> <p>To counter the myth that “there is no funding in the [humanities]/[social sciences],” sponsored projects offices at PUIs publish lengthy lists of grant and fellowship opportunities for faculty who wish to produce a major piece of scholarly work. While helpful, these lists in themselves often do not yield the desired results, namely more proposal submissions. As a means to more effectively engage humanities and social sciences faculty, in this session you will learn about the commonalities between writing persuasive grant proposals and successful book proposals. You will also learn insider secrets from a grant program officer, seasoned book editor, and veteran publisher, which you can share with your faculty to stimulate more grants and publications.</p> <p><b>Jeremy Miner</b>, Director of Grants &amp; Contracts, University of Wisconsin-Eau Claire <b>Tina Hollins</b>, Associate Grants Officers, Northwestern University</p>

**4:00pm – 5:00pm Monday Concurrent Sessions**

<b>Special Interest</b>	<p><b>Three Key Takeaways from the NCURA Peer Review Program to Immediately Use in Your Operation</b></p> <p><i>Basic</i></p> <p>Many of our institutions are proactively seeking an assessment of their sponsored programs offices or are meeting an administrative requirement for a review of operations. Unlike an audit, program assessment allows the totality of the operation to be reviewed in the context of the expectations for the program and the institutional priorities. Through the peer reviews conducted by the NCURA Peer Review Program for approximately 50 institutions, a number of trends have been identified that cut across large and small institutions. Come to this session and hear about three key takeaways that you can immediately apply to your own operation. While each of our sponsored program operations is unique and institutional culture and environment shape much of what we do, sponsored program operations have similar functions, business processes, and interactions. Come explore these three key themes and their indicators, and take specific features and questions to apply to your own institution.</p> <p><b>Peggy Lowry</b>, Program Coordinator, NCURA Peer Review Program</p>
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5:00pm – 6:00pm

**Newcomers Reception -- Grand Suite #1704**

*Anyone new to NCURA or new to the Regional Meeting is invited to join Region IV leadership in the Grand Suite for refreshments and to learn more about the organization. From here we will help connect you with your Dinner Group.*

6:00pm – 9:00pm

**Dinner Groups**

*Sign-up near the Registration Desk to join other NCURA attendees and experience the local fare Milwaukee has to offer. Dinner Groups will meet in the lobby at 6:00pm for reservations at nearby restaurants.*

9:00pm – Midnight

**Hospitality Suite**

*Located in Polaris – please use elevators # 3 and #4 and select the “Polaris” button.*

## Tuesday, April 16

7:30am – 5:00pm **Registration Desk Open and Exhibits**

7:30am – 8:30am **Continental Breakfast**

8:30am – 10:00am **Tuesday Concurrent Sessions**

<b>8:30am – 10:00am Tuesday Concurrent Sessions</b>	
<b>Financial</b>	<p><b><i>Discussion: Service Centers</i></b> <b><i>Intermediate</i></b></p> <p>Service Centers are revenue-producing university enterprises that provide services or products primarily to other university departments. The costs of providing those services are allocated to and recovered from users who benefit, including users funded by federally-sponsored grants and contracts. This session will differentiate among the three categories of Service Centers—Recharge Centers, Service Operations, and Specialized Service Facilities—and then use the discussion format to take an in-depth look at how to set up and operate a Service Operation as a function of a university department.</p> <p><b>Nicole Nichols</b>, Project Manager, Division of Oncology, Washington University in St. Louis <b>Jill Ferguson</b>, Senior Fiscal Analyst, Pre-Award Liaison, University of Missouri-Columbia</p>
<b>Compliance</b>	<p><b><i>Financial Conflict of Interest in 2013: A Primer on PHS FCOI Regulations</i></b> <b><i>Intermediate</i></b></p> <p>This session discusses how to analyze research projects and make FCOI determinations, and provides step-by-step analysis and strategies for understanding the complexity of research and how outside relationships can affect the design, conduct, and reporting of research.</p> <p><b>Alicia Becker</b>, Compliance Officer, University of Missouri <b>Sierra Clark</b>, Compliance Specialist, University of Missouri</p>
<b>Medical/ Departmental</b>	<p><b><i>Case Study: Managing Clinical Research Appointments: Tips and Tools for Keeping up with Busy Researchers</i></b> <b><i>Advanced</i></b></p> <p>This presentation will review the use of a salary and effort management tool developed at Northwestern University to proactively manage the allocation of funding sources for research faculty and staff. The presenters will discuss the management of research payroll in the context of clinical commitments both at the prime institution and at the VA, as well as how to manage research salary and effort certification in a clinical research environment (when investigators and staff are working on industry-sponsored clinical trials, as well as federally sponsored clinical research projects). The presentation will discuss how to use the tool with investigators, research staff, and business administrators. The presenters will discuss the impact of this salary and effort tool in managing research salaries at Northwestern University's Feinberg School of Medicine.</p> <p><b>Michelle Melin-Rogovin</b>, Manager of Research Administration, Northwestern University <b>Matt Irwin</b>, Research Administrator, Northwestern University</p>
<b>Special Interest</b>	<p><b><i>NSF Update</i></b> <b><i>Basic</i></b></p> <p>A comprehensive review of what is new and developing with the National Science Foundation's programs, policies, people and budgets. Participants will learn about changes affecting proposal submissions and grant awards and new programs of interest to researchers.</p> <p><b>Jennifer Rodis</b>, National Science Foundation Outreach Specialist, Policy Office, Division of Institution &amp; Award Support, Office of Budget, Finance &amp; Award Management</p>

<b>8:30am – 10:00am Tuesday Concurrent Sessions</b>	
<b>Special Interest</b>	<p><b>USDA-NIFA Science: Mission, Funding, and Impacts</b>  <i>Basic</i>            This presentation will cover current science research, education, and outreach activities at USDA with a focus on NIFA programs. Funding opportunities and examples of USDA science impacts will be included.  <b>Jeannette Thurston</b>, National Program Leader, National Institute of Food and Agriculture Food Safety</p>

10:00am – 10:30am

**Morning Break**

10:30am – 12:00pm

**Tuesday Concurrent Sessions**

<b>10:30am – 12:00pm Tuesday Concurrent Sessions</b>	
<b>Financial</b>	<p><b>Major Project Determination and A-21</b>  <i>Intermediate</i>            The University of Missouri recently developed a procedure to guide departments and PIs on Major Project Determination. Our goal was to provide specific guidance and a process to determine if directly charging administrative and clerical salaries are allowable for a project under A21 Exhibit C. We believe this process enables us to better defend direct-charging of those costs when applicable. Since A21 does not give specific guidance on the criteria for major program determination, institutions have struggled with identifying Major Programs and defending direct-charging of administration costs after the fact using A21 Exhibit C as our justification. In this session we will share our struggles and discuss how we implemented our current procedure.  <b>Craig David</b>, Gold Team Lead, Office of Sponsored Programs Administration, University of Missouri  <b>Jamie Szabo</b>, Senior Fiscal Analyst, Office of Sponsored Programs Administration, University of Missouri</p>
<b>Compliance</b>	<p><b>Discussion: Human Research Protection Programs—What’s Up?</b>  <i>Intermediate</i>            This discussion session will focus on human research protection programs. Learn about what is being done at the Medical College of Wisconsin and the University of Wisconsin-Milwaukee. How do programs differ? What kind of training is offered for Investigators and research staff? What is the status of multi-institutional IRBs? Join your colleagues in discussing the state of human research protection programs at your institution.  <b>Deborah Epps</b>, Research Coordinator, Medical College of Wisconsin  <b>David Clark</b>, Assistant Dean for Clinical Research, Medical College of Wisconsin  <b>Roxanne Pritchard</b>, Quality Improvement Specialist, Medical College of Wisconsin  <b>Melissa Spadanuda</b>, IRB Manager, University of Wisconsin-Milwaukee  <b>Amanda Ahrndt</b>, IRB Manager, Office of Research Compliance, Marquette University</p>
<b>PUI</b>	<p><b>Discussion: Connecting the Disconnect—Central and Departmental Administration</b>  <i>Intermediate</i>            In this session we will discuss methods used to develop and strengthen the relationships between central and department administration in order to provide a more efficient grant cycle for the principal investigator.  <b>Trisha Simmons</b>, Grants &amp; Contracts Accountant II, Southern Illinois University Edwardsville</p>

**10:30am – 12:00pm Tuesday Concurrent Sessions**

<b>Financial</b>	<p><b>The Bold and the Courageous: Maneuvering the 9-Month Faculty Appointment in a 12-Month World</b></p> <p><i>Basic</i></p> <p>Many accountants are working with faculty who have 9-month appointments and may not have a venue to discuss the challenges proposed by these appointments both internally and externally. This presentation will prompt a discussion of the best practices for setting up the appointment on sponsored projects (summer vs. academic), making sure proposal are submitted accurately (NSF limits 2 months of salary, NIH salary cap), and then reporting out their time during effort.</p> <p><b>Faith Goenner</b>, Director of Financial Operations, University of Minnesota-Twin Cities  <b>Rachel Surber</b>, Accountant II, University of Minnesota-Twin Cities</p>
<b>Special Interest</b>	<p><b>NIH Update</b></p> <p><i>Basic</i></p> <p>This session covers the latest news from the National Institutes of Health, including budget information, current policy topics, policy reminders, and updates on NIH eRA activities.</p> <p><b>Marcia Hahn</b>, Director, Division of Grants Policy, Office of Policy for Extramural Research Administration, National Institutes of Health</p>

12:00pm – 1:15pm

**Luncheon and Region IV Business Meeting**

*Come hear about the latest Region IV activities. All are welcome to attend and participate in the conversation, but only current members are invited to vote.*

12:30pm – 1:15pm

**NCURA TV**

*If you wish to use the Business Meeting time to extend your learning, visit the Milwaukee Room to watch an episode of NCURATV on “Sponsored Projects Essentials.”*

1:15pm – 2:15pm

**Tuesday Concurrent Sessions**

**1:15pm – 2:15pm Tuesday Concurrent Sessions**

<b>Financial</b>	<p><b>Case Study: Preparing for a Site Visit (SSA)</b></p> <p><i>Basic</i></p> <p>“The sponsor is coming! The sponsor is coming!” Does the thought of a site visit have you doubling up on yoga classes or reaching for that second (or third) piece of chocolate cake? No need to stress! A site visit is a valuable opportunity to make important connections and thwart unnecessary communication issues. We’ll talk about a specific visit by a federal agency to the University of Wisconsin-Madison and discuss the highs and lows of that experience.</p> <p><b>Bonniejean Zitske</b>, Managing Officer Non-Federal Post-Award, Research &amp; Sponsored Programs, University of Wisconsin-Madison  <b>Diane Barrett</b>, Senior Research Administration Consultant, rSmart</p>
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**1:15pm – 2:15pm Tuesday Concurrent Sessions**

<b>Pre-Award</b>	<p><b>Understanding FAR: An Introduction to FAR Clauses and What to Watch Out For</b> <i>Intermediate</i></p> <p>This panel discussion will be an introduction to the Federal Acquisition Regulation (FAR) clauses, mostly for Pre-Award but will cover some topics for Post-Award, as well. Panelists will give a preliminary overview of the FAR clauses, and then discuss some problematic clauses and negotiation strategies for working with them in contracts. The categories of FAR clauses that will be discussed will include, but are not be limited to data rights, ownership, patents, and reporting. For Post-Award, the panelists will discuss some of the concerns and clauses to be aware of that may have been accepted and incorporated into an award. There will be ample time throughout for questions and answers, and the moderator will make the panel discussion as interactive as possible. After all, everyone thoroughly enjoys talking and hearing about FAR clauses!</p> <p><b>Aaron Crandall</b>, Pre-Award Administration, University of Wisconsin-Madison  <b>Mark Doremus</b>, Contract Specialist/Tech Transfer Manager, University of Wisconsin-Milwaukee  <b>Greg Luttrell</b>, Director of Research Contracts and Awards, University of Notre Dame</p>
<b>Compliance</b>	<p><b>Human Subjects: Routine Reviews</b> <i>Intermediate</i></p> <p>The Quality Improvement Program of the Medical College of Wisconsin (MCW) involves both quality assurance and quality improvement. The primary focus of the Quality Improvement staff is the conduct of research. The Quality Improvement staff works with the investigator, members of the research team, and MCW/Froedtert Hospital IRBs to conduct research studies in a safe, compliant, and ethical manner. One of the tools they use is routine reviews, and in this session you will learn about the purpose of the routine review, how to prepare for a routine review, and the review process.</p> <p><b>Deborah Epps</b>, Research Coordinator, Medical College of Wisconsin  <b>David Clark</b>, Assistant Dean for Clinical Research, Medical College of Wisconsin  <b>Roxanne Pritchard</b>, Quality Improvement Specialist, Medical College of Wisconsin  <b>Jessica Fritz</b>, Research Engineer, Marquette University</p>
<b>Medical/ Departmental</b>	<p><b>A-21 for the DRA</b> <i>Basic</i></p> <p>This session will focus on the current OMB Circular A-21. We will discuss best practices for applying cost principles to day-to-day activities with a focus on the meaning of allowable, reasonable, allocable &amp; consistently treated. We will also discuss the proposed consolidation of all eight circulars into one under the "Reform of Federal Policies Relating to Grants and Cooperative Agreements; Cost Principles and Administrative Requirements (Including Single Audit Act)" and how this might impact Federal Grants at your institution. Comments on this proposal are due at NIH by May 2, 2013.</p> <p><b>Lori Bassler</b>, Contracts Administrator, Department of Internal Medicine, University of Iowa</p>
<b>PUI</b>	<p><b>IRB Wizard: Help is on the Way</b> <i>Intermediate</i></p> <p>The regulations that apply to research using humans as subjects are flexible, but implementation can change over time. The purpose of this session is to help a general audience of sponsored programs officers and departmental administrators understand the different categories of review, based on risk. These include a new change that may allow investigators to “self-determine” minimal-risk research projects that meet the review category of “exempt” or “excused” research by using a smart form (wizard). The wizard is currently in the demonstration phase of a project sponsored by the Federal Demonstration Partnership.</p> <p><b>Jane McCutcheon</b>, Associate Professor, Department of Biological Science; Faculty Liaison for Compliance, New York University</p>

**1:15pm – 2:15pm Tuesday Concurrent Sessions**

<b>Special Interest</b>	<p><b>Life in the FastLane: An NSF Overview for NIH Administrators</b> <i>Intermediate</i></p> <p>Are increasingly tight federal budgets leading your NIH-funded researchers to seek National Science Foundation funding for the first time? Is the continued push for interdisciplinary research pulling your clinicians into other schools' NSF proposals on a "Co-PI" basis? Are you a medical school administrator considering a new position in an engineering or basic science department? Or do you simply want to learn more about the agency that supports research in every area from robots to polar studies to agriculture?</p> <p>This session, geared for administrators who are comfortable with NIH proposals and awards but have little or no experience with NSF, will serve as an introduction to NSF and the life cycle of an NSF-funded project. It will help you learn to navigate NSF's FastLane system, proposal guidelines, and award policies through a point-by-point comparison with NIH. Topics covered include budgeting, system access, and terminology. In addition to a general overview, you'll receive information about what resources are available and where to go for more help. After this session, you'll be able to avoid common pitfalls and misconceptions that trip up new NSF administrators, ask better questions, and be ready to seek more detailed guidance when you have an NSF proposal of your own</p> <p><b>Susan Morris</b>, Research Administrator, McCormick School of Engineering and Applied Science, Northwestern University</p>
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2:15pm – 2:45pm

**Afternoon Break**

2:45pm – 3:45pm

**Tuesday Concurrent Sessions**

**2:45pm – 3:45pm Tuesday Concurrent Sessions**

<b>Financial</b>	<p><b>Case Study: Award Fest—Negotiating an Award with USDA NIFA</b> <i>Intermediate</i></p> <p>Let's get this party started! USDA wants to award your grant—it's BYOB (Balance Your Original Budget). You need to justify and detail all of the costs, clean up those current and pending support documents, get those animal and human subjects protocols approved, and get all of your subcontracts to do the same. Despite your best efforts in preparing the proposal, minor (or major) discrepancies and ambiguities in the administrative sections of the proposal are often inevitable, and the grants administration staff at USDA NIFA is terrific at catching them all. This session will examine the many questions that come up at the point of negotiating an award from USDA NIFA within the context of a recently awarded \$10 million AFRI grant to the University of Wisconsin-Madison. We'll go over common pitfalls (such as current and pending support docs, indirect cost calculations, travel expense details, and consultant rates, to name a few). We will also cover items that can be addressed at the time of proposal to avoid delays in the award and best practices for responding to USDA's questions and feedback in an accurate and timely manner.</p> <p><b>Vincent Borleske</b>, Pre-Award Manager, College of Agricultural &amp; Life Sciences, University of Wisconsin-Madison <b>Rebecca Bound</b>, Pre-Award Manager, College of Agricultural &amp; Life Sciences, University of Wisconsin-Madison</p>
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<b>2:45pm – 3:45pm Tuesday Concurrent Sessions</b>	
<b>Pre-Award</b>	<p><b>Guidelines: Who, What, When, Where, Why and How!</b> <i>Intermediate</i></p> <p>Reading guidelines effectively is a skill that most administrators have to learn the hard way: by trial and error. And even after we are experts at it, we can still be stumped in trying to figure out what is required for both the proposal and the post-award commitments. During this interactive session attendees will learn best practices for guidelines interpretation, how to get the principal investigators to appreciate the guidelines, and how to manage differences of opinion about what the sponsor requires.</p> <p><b>Julia Rodriguez</b>, Grants &amp; Contracts Administrator, University of Missouri-Columbia <b>Nancy Reidelberger</b>, Research Project Manager, School of Medicine, Washington University in St. Louis</p>
<b>Pre-Award</b>	<p><b>Constructing a Competitive Proposal</b> <i>Basic</i></p> <p>This session will identify and examine the essential elements of a competitive research grant proposal, from an attention-grabbing title and a compelling project summary, to congruent and dynamic statements of significance, objectives, hypotheses, and methods. The session will also review the primary reasons for proposal rejection and discuss strategies to avoid common pitfalls. Participants will learn how to craft a reader-friendly proposal and convince reviewers of the import and potential impact of their projects.</p> <p><b>Dianne Nagy</b>, Grants Coordinator, South Dakota State University</p>
<b>Compliance</b>	<p><b>Case Study: Campus-wide Adventures in FCOI</b> <i>Intermediate</i></p> <p>This case study will look at how the University of Missouri implemented processes to address the PHS FCOI regulations. Representatives from the COI Office, the central Sponsored Programs Office, and a satellite office of the Sponsored Programs Office will discuss the processes from their unique perspectives and how those aspects work in tandem to ensure compliance. Join us for a review of one approach and bring your knowledge and questions to share!</p> <p><b>Jennifer May</b>, Associate Director of Compliance, University of Missouri <b>Alicia Becker</b>, Compliance Officer, University of Missouri <b>Micah Carson</b>, Grants &amp; Contracts Administrator, University of Missouri <b>Sierra Clark</b>, Compliance Specialist, University of Missouri <b>Jill Ferguson</b>, Senior Financial Analyst, University of Missouri</p>
<b>Medical/ Departmental</b>	<p><b>Discussion: Managing Your Clinician/Scientist Faculty: Taming that "Different Animal"</b> <i>Basic</i></p> <p>Are you new to working with clinical faculty, or perhaps you have already begun to work with clinical faculty? Are you looking in your tool box for ways to improve (or better still know where to begin) and effectively communicate with the clinician scientist? If this is the case, you already know or are finding out that clinician scientists have a different approach to research. Unlike basic science faculty, clinician scientists have patient care commitments which may include surgery, on call duties, inpatient care and emergencies. Dedicated time for research may be limited or nonexistent, and it's not difficult to see where priorities might land. If you are searching for ways to "tame that different animal" you have come to the right place! Please join our discussion group and learn about how to effectively communicate with clinicians, which may also be useful for working with all types of faculty.</p> <p><b>Sue Kelch</b>, Research Senior Financial Specialist, University of Michigan <b>David Lynch</b>, Executive Director, Office of Sponsored Research, Northwestern University</p>

**2:45pm – 3:45pm Tuesday Concurrent Sessions**

<b>Special Interest</b>	<p><b>Discussion: The ABC’s and 123’s of US Department of Education Programs</b>  <i>Basic</i>                  Do you know what the following US Department of Education programs are: TRIO, FIPSE, GAANN, FIP, ARRT, RERC, and RTTC? Our discussion leaders will provide information on a variety of Ed programs, including these. Do you have a program that you can add to our alphabet soup of Ed programs? Come and join your colleagues in discussing US Department of Education programs and add your two cents worth!</p> <p><b>Deborah Epps</b>, Research Coordinator, Medical College of Wisconsin  <b>Barbara Ploszay</b>, Director of Grants Administration, Marquette University  <b>Claire Dinkelman</b>, Administrative Coordinator, Educational Opportunity Program, Marquette University</p>
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3:45pm – 4:00pm                      **Afternoon Break**

4:00pm – 5:00pm                      **Tuesday Concurrent Sessions**

**4:00pm – 5:00pm Tuesday Concurrent Sessions**

<b>Financial</b>	<p><b>Effective Strategies for Subrecipient Monitoring</b>  <i>Basic</i>                  Due to evolving compliance demands, we will review strategies used to effectively monitor subrecipients by institutions and research administrators. Topics to be discussed include organizational roles and responsibilities, FCOI, FFATA, and audit reviews.</p> <p><b>Andrea Marshall</b>, Principal Grant Administrator, Sponsored Projects Administration, University of Minnesota  <b>Tyra Darville-Layne</b>, Senior Grant &amp; Contract Officer, Office for Sponsored Research, Northwestern University</p>
<b>Compliance</b>	<p><b>Export Controls and “U” (Universities): What You and “U” Need to Know!</b>  <i>Basic</i>                  So you have heard about these things called export controls, and you might even know a little bit about them. But what you don’t know can hurt “U.” What do you really need to consider when developing an export compliance program? This session will help you and your “U”niversity to gather the basics and begin considering your next steps. We will dig into the following questions: What are the big export control issues? How do those issues impact universities (e.g., touch points)? What administrative functions should be considered and who should be involved in the export compliance process? The goal is for you to walk away with resources to tap into as you build an export compliance program for you and your “U”.</p> <p><b>Jennifer May</b>, Associate Director of Compliance, University of Missouri</p>
<b>Medical/ Departmental</b>	<p><b>Clinical Research Billing Compliance: Challenges and Solutions</b>  <i>Intermediate</i>                  Explore the challenges associated with clinical research billing by discussing the importance clinical research billing compliance and the risks associated with poor/lack of a clinical research billing compliance program. This session will focus on the key elements of a clinical research billing compliance program and how they can be implemented at academic institutions.</p> <p><b>Katie Richter</b>, Director, Strategic Site Operations and Compliance, PharmaSeek  <b>Melissa Byrn</b>, Assistant Director of Quality Assurance and Education, Office of Clinical Research, University of Chicago</p>

4:00pm – 5:00pm Tuesday Concurrent Sessions	
<b>PUI</b>	<p><b>Case Study: Emerging Research Institutions (ERIs)</b> <i>Basic</i></p> <p>This session will present data from a survey based on about 1,000 respondents to assess the research capacity and culture of their institutions. The survey included questions related to the availability of financial resources, administrative support, and other infrastructure. The data suggests that most comprehensive institutions and even research-intensive institutions may be far from being ERIs. A case will be made for professional bodies like NCURA to dream and seek targeted federal funding for the ERI concept to become a reality in the future.</p> <p><b>Vijendra (VJ) Agarwal</b>, Dean, College of Science, Engineering &amp; Technology, Minnesota State University, Mankato</p>
<b>Special Interest</b>	<p><b>How to Publish with NCURA</b> <i>Basic</i></p> <p>There are many ways to contribute to the research administration field, and often times we may not think of publishing as one of those venues. Whether it be a case study, a scholarly article, a book review, or a newsletter article, publishing is a very meaningful, productive, and unique way to not only make a contribution but to advance the field. As research administrators, most of us have an experience to share that will help others gain knowledge. Find out how to organize your experience/observations into a publishable format.</p> <p><b>Sue Kelch</b>, Research Senior Financial Specialist, University of Michigan <b>Michelle Schoenecker</b>, Senior Proposal Manager, University of Wisconsin-Milwaukee</p>
<b>Special Interest</b>	<p><b>Psychological Contracts and the Employment Relationship: What Managers Should Know</b> <i>Advanced</i></p> <p>A variety of common human resource activities may convey commitments to individuals on behalf of their employer (e.g., job descriptions, procedural changes, performance reviews, compensation). Such activities may trigger information-gathering activities for evaluating obligations that employees believe employers may have made to them. Known as “psychological contracts,” these are beliefs that individuals hold regarding the terms and conditions of the reciprocal exchange agreement between themselves and their employer. When discrepancies exist between what employees believe the organization promised them and what may actually exist, tension may arise and determinations of unfairness often occur. When unfairness is perceived, a host of negative outcomes can result, including workplace deviance, lower job satisfaction, reduced organizational commitment, and increased turnover. This session will help senior managers better understand the nature of psychological contracts and influence they may have on employee behavior.</p> <p><b>Bonnie S. O'Neill</b>, Associate Professor of Management and Director, MSHR Program, Marquette University</p>

5:30pm – 9:00pm

**Tuesday Night Event: Festing Milwaukee-Style!**

5:30pm – 9:00pm

## Tuesday Night Event: Festing Milwaukee-Style!

It's been said that when visiting a new city, do what the locals do. In Milwaukee, that means "festing"—enjoying great friends, food, entertainment, and music. In that spirit, join us for an evening of networking and entertainment with a very local flair!



### Great Friends and Great Food

Enjoy meeting old friends and new while feasting on heavy hors d'oeuvres, but save room for dessert: Milwaukee's famous **Kopp's Frozen Custard**. One taste and you will know why it's so famous (Hollywood actress Ashley Judd is crazy for it!).



### Great Entertainment

Burn off the calories from dessert by laughing with **ComedySportz**, Milwaukee's longest-running improv comedy troupe. Unlike standup comedy in which one performer tells pre-planned jokes, improvisational comedy involves a whole group of performers making up scenes and playing games on the spot. Two teams get suggestions from the audience, create scenes onstage, and compete for laughs and points, with a referee keeping things moving and calling fouls. You decide what scenes are about, you decide who you think is funnier, and you decide who wins!



### Great Music

Wind down the evening with **Pat McCurdy**, one of Milwaukee's best known musicians/cabaret singers. His shows usually consist of just him and his guitar and include improvised interaction with the audience. His catalog of more than 600 original songs covers a variety of topics such as lost loves, politics, family vacations, and two things the world can't live without. McCurdy is an eight-time Wisconsin Area Music Industry award winner and two-time winner of Billboard Magazine's songwriting Merit Award.

9:00pm – Midnight

### Hospitality Suite

*Located in Polaris – please use elevators # 3 and #4 and select the "Polaris" button.*

## Wednesday, April 17

7:30am – 8:30am

### Breakfast

8:30am – 10:00am

### Wednesday Concurrent Sessions



Wednesday, April 17

7:30am – 8:30am

**Breakfast**

8:30am – 10:00am

**Wednesday Concurrent Sessions**

8:30am – 10:00am Wednesday Concurrent Sessions	
<b>Financial</b>	<p><b>Committing to the Challenge of Cost-Share Tracking and Reporting</b> <i>Intermediate</i></p> <p>Tracking and reporting cost-sharing information continues to pose challenges for PIs, as well as department, college, and central sponsored project administrators. As technology has changed, so have the methods used by institutions for collecting and extracting cost-share data. This session will take a look at the cost-share challenges we currently face, from proposal to audit, with an emphasis on post-award tracking and reporting methods used now and possibilities for the future.</p> <p><b>Kamala Upadhyaya</b>, Associate Director, Sponsored Financial Reporting, University of Minnesota <b>Shelly Earl</b>, Senior Accountant, Research and Sponsored Programs, University of Wisconsin-Madison</p>
<b>Compliance</b>	<p><b>Where do Pre-Award and Compliance Meet?</b> <i>Intermediate</i></p> <p>Compliance and preaward are two very different but entwined worlds, creating an inherently challenged environment for this vital relationship. This presentation/discussion will identify the logistics of those challenges and focus on positive ways to overcome the obstacles while meeting the needs of all involved.</p> <p><b>Julia Rodriguez</b>, Grants &amp; Contracts Administrator, University of Missouri <b>Jennifer May</b>, Associate Director of Compliance, University of Missouri</p>
<b>PUI</b>	<p><b>Outreach and Education for the PUI</b> <i>Basic</i></p> <p>During this session, the presenter will share ideas on what has (and has not) worked for stimulating proposal writing at a PUI given limited resources. Participants will have the opportunity to share information on their programs and outreach/education activities, and ask questions regarding what other PUIs are doing in this arena. Participants will leave this session with ideas for ongoing outreach/educational activities they can easily implement on their campus.</p> <p><b>Tricia Callahan</b>, Director for Proposal Development, Miami University</p>
<b>Special Interest</b>	<p><b>Discussion: Spanning the Decades—How to Plan and Personalize Your Career</b> <i>Intermediate</i></p> <p>Many of us "wandered" into our careers in research administration without really knowing how we got here, often remarking "this opportunity came along and I took it." We all know that career planning is important, but how do you set the course for your career when you are in your 20s, 30s, 40s, 50s or beyond? A panel of research administrators spanning these decades will discuss strategies for setting your career compass, navigating your career at each stage, and mapping goals to achieve the best results and keep you on your path.</p> <p><b>Sue Kelch</b>, Research Senior Financial Specialist, University of Michigan <b>Michelle Schoenecker</b>, Senior Proposal Manager, University of Wisconsin-Milwaukee <b>Bonniejean Zitske</b>, Managing Officer, Non-Federal Post-Award, University of Wisconsin-Madison <b>Alex Nelson</b>, Grant Accountant, University of Wisconsin-Madison <b>Ann Shiras</b>, Grants and Contracts Specialist, University of Wisconsin-Milwaukee</p>

**8:30am – 10:00am Wednesday Concurrent Sessions**

<b>Special Interest</b>	<p><b>Discussion: Last Call for Questions</b> <i>Basic/Intermediate/Advanced</i></p> <p>Flash the lights. Ring a bell. Researcher Fest is coming to a close. Now is your best last chance to raise the questions that still linger in your mind. In this session, a panel of seasoned research administrators will facilitate a discussion of the topics that are most pressing for you. There is no formal agenda—and no PowerPoint slides—only individual experiences and collective wisdom for giving and taking. Stay for a little or stay for a lot, but be sure to join us before packing your bags and leaving the spring meeting.</p> <p><b>David Lynch</b>, Executive Director, Office for Sponsored Research, Northwestern University  <b>Diane Domanovics</b>, Assistant Vice President for Research, Case Western Reserve University  <b>Patricia Hawk</b>, NCURA President and Director of Sponsored Programs, Oregon State University</p>
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10:00am – 10:30am

**Morning Break**

10:30am – 12:00pm

**Wednesday Concurrent Sessions**

**10:30am – 12:00pm Wednesday Concurrent Sessions**

<b>Financial</b>	<p><b>Discussion: Post-Award Clean Up, Close-out, and Management at the Department Level</b> <i>Basic</i></p> <p>Close-out of a sponsored project can go really well or really bad. The outcome depends on how well the award was managed from beginning to end. Attendees will work through ways to proactively manage an award during its lifetime to ensure timely reporting and close-out. Discussion topics include clearing deficits, spending down, cost transfers, FDP, no-cost extensions, re-budgets, prior approvals, and predecessor-successor awards.</p> <p><b>Sandy Fowler</b>, Post-Award Accountant, College of Agricultural and Life Sciences, University of Wisconsin-Madison  <b>Mary F. Bauer</b>, Post-Award Accountant, Wisconsin Energy Institute</p>
<b>Pre-Award</b>	<p><b>Discussion: Clearing the Proposal Submission Hurdle: Encouraging and Supporting Novice or Reluctant Faculty</b> <i>Intermediate</i></p> <p>Do you have faculty who are not experienced in submitting proposals? Perhaps they are your newer faculty and they don't know how to get started, or maybe you have more senior faculty who are resistant to the idea of submitting. How can departmental and college-level administrators encourage novice or reluctant faculty? How do we identify what is needed and support their efforts? Since it is quite likely there are few financial incentives available and our staffing levels are low, what are some ideas that are little to no cost (in terms of money or time)? This session will touch on, from a customer service perspective, how the institutional culture affects proposal submission, the barriers that faculty face, and approaches that have worked at the college and department levels. Come to this session to hear ideas from colleagues and to share your experiences (both what has and has not worked).</p> <p><b>Michelle Hoversten</b>, Grants Administrator, College of Education, Health &amp; Human Services, Kent State University  <b>Sarah Carlson</b>, Grant Coordinator, College of Human Sciences, Iowa State University  <b>Teri Herberger</b>, Associate Director, Center for Research on Learning, University of Kansas</p>

**10:30am – 12:00pm Wednesday Concurrent Sessions**

<b>Compliance</b>	<p><b>Responsible Conduct of Research</b> <i>Intermediate</i></p> <p>As ethical and regulatory issues and problems continue to manifest themselves in current research settings, funding agencies, including the National Science Foundation and the National Institutes of Health, require Responsible Conduct of Research (RCR) training for all grant-funded research personnel. In response to these requirements and the specter of findings of research misconduct across disciplines, institutions of higher education are developing RCR certification programs. This panel focuses on the development of two programs, at the University of Kansas and the University of Wisconsin-Milwaukee, and the challenges of establishing and administering such programs.</p> <p><b>Bill Sharp</b>, Assistant Director, Research Administration, University of Kansas  <b>Kari Whittenberger-Keith</b>, Proposal Development Services, University of Wisconsin-Milwaukee  <b>Janis Eells</b>, Professor, Biomedical Sciences, University of Wisconsin-Milwaukee</p>
<b>Special Interest</b>	<p><b>Research in the Cloud: Research Collaboration Tools</b> <i>Basic</i></p> <p>In this session you will hear about how a departmental administrator, a central administrator, and a vendor’s research consultant use different cloud-based collaboration tools that are available to both researchers and administrators. Find out what “cloud-based” means and how it facilitates your day-to-day job. Learn tips and tricks that make collaboration easier within your institution. Discover how cloud-based software maximizes an institution’s limited resources so the focus can be on the research and not on the technology. Hear a real case study from an institution, including best practices and lessons learned. Examples of the tools to be discussed include Google Docs (collaborating on documents), Prezi (collaborative presentation tool), and Evernote (notebook, calendar, and Web research integration).</p> <p><b>Amy Kimble</b>, Solutions Consultant at Evisions, Inc.  <b>Domenica Pappas</b>, Associate Director of Research and Sponsored Programs, Illinois Institute of Technology</p>
<b>Special Interest</b>	<p><b>Leadership and Volunteering in NCURA</b> <i>Basic</i></p> <p>You love your career in research administration—you get to work on a team with talented faculty to develop proposals, you are a resource for grant and contract information, and you really feel the work you do makes a difference in this world. But what about <i>you</i> and <i>your</i> career? Professional organizations like NCURA are designed to allow members to develop their leadership skills and promote networking through a myriad of volunteer opportunities. Come meet some of your fellow NCURA Region IV members and hear their stories of how volunteering with NCURA developed both careers and friendships.</p> <p><b>David Ngo</b>, Managing Officer, University of Wisconsin-Madison  <b>Jeff Ritchie</b>, Director of Sponsored Programs, Lewis University  <b>Greg Luttrell</b>, Director of Research Contracts and Awards, University of Notre Dame  <b>Kirsten Yehl</b>, Administrative Director, Northwestern University</p>

Noon

**Meeting Adjourns**

*Mark your calendar now to join us at the 2014 Spring Meeting in Indianapolis, April 27-30 at the Indianapolis Marriott Downtown!*

## Program Committee

The Region IV Program is created by a host of volunteers each year. Without their help and support, this program wouldn't be possible. With gratitude, we recognize each:

<b>Program Chair/ Chair-Elect</b>	Jeremy Miner	<i>University of Wisconsin-Eau Claire</i>
<b>Program Co-Chairs</b>	Katherine Durben	<i>Marquette University</i>
	Michelle Schoenecker	<i>University of Wisconsin-Milwaukee</i>
<b>Track Leaders</b>	Becky Hayes	<i>Kent State University</i>
	Lori Kaser	<i>The Ohio State University</i>
	Sue Kelch	<i>University of Michigan</i>
	Jennifer May	<i>University of Missouri-Columbia</i>
	Roger Wareham	<i>University of Minnesota-Morris</i>
	Jerry Weinberg	<i>Southern Illinois University Edwardsville</i>
<b>Workshops</b>	John Falconer	<i>University of Nebraska at Kearney</i>
<b>Registration</b>	Michelle Ginavan-Hayes	<i>University of Kansas Center for Research</i>
<b>Dinner Group Coordinator</b>	Deb Epps	<i>Medical College of Wisconsin</i>
<b>A/V Coordinator</b>	Bin Ye	<i>University of Wisconsin-Madison</i>
<b>Volunteer Coordinator</b>	Connie James	<i>Michigan State University</i>
<b>Evaluations Coordinator</b>	Keith Kutz	<i>Iowa State University</i>
<b>Sponsor/Vendor Coordinator</b>	Jeremy Miner	<i>University of Wisconsin-Eau Claire</i>
<b>Webmaster</b>	Sue Kelch	<i>University of Michigan</i>
<b>Hotel Liaison</b>	Michelle Schoenecker	<i>University of Wisconsin-Milwaukee</i>
<b>Hospitality Suite</b>	David Lynch	<i>Northwestern University</i>



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