

## Optional Workshops, Sunday, May 4, 2025

AM Workshop: 8:30 AM – 12:00 PM

PM Workshop: 1:15 PM -4:45 PM

### Workshops

- Effective Presentations – **FREE** for attendees!
  - WS #1 (AM Workshop)
- Introduction to Research Administration
  - WS #2 (AM Workshop): Introduction to Research Administration
  - WS #7 (PM Workshop): Pre-Award Basics
  - WS #8 (PM Workshop): Post-Award Basics
- An Introduction to Industry Contracting
  - WS # 3 (AM Workshop)
- The NIH Grant Cycle: An Overview from RFA through Closeout
  - WS #4 (AM Workshop): An Overview from RFA through Proposal Submission
  - WS #5 (PM Workshop): An Overview from JIT, NOA through Closeout
- Mastering Large Grant Applications: Assessing Readiness, Team Collaborations, and Strategic Submissions
  - WS #6 (PM Workshop)

## Workshop Descriptions

### **Workshop Title: Effective Presentations**

- WS #1 (AM Workshop): Effective Presentations - **Free** for Attendees!

**Description:** Calling all Research Administrators: Get ready for your next presentation at an NCURA event or your next staff meeting! Strong presentation skills are essential to your success as a research administrator. Whether you are presenting to 10 people or 100 people, building an effective presentation begins long before you take the stage. Assessment, preparation, and planning are essential if you want to design an engaging presentation. Join us for a hands-on, interactive session where you will obtain tools and learn strategies to increase the effectiveness of your next presentation. We will also explore communication and self-awareness practices to use when you are in front of an audience to enhance both in-person and virtual presentations.

### **Learning Objectives:**

- Discuss the unique needs of adult learners.
- Write strong learning objectives for an effective presentation.
- Apply simple techniques to create a participant-centered presentation.
- Identify your own strengths and areas for improvement as presenters.

**Skill-level:** Basic

### **Presenters:**



**Diane Hillebrand** is the Assistant Director of Research & Sponsored Program Development at the University of North Dakota. She provides grants management for all sponsored programs. Diane has been with the University of North Dakota since 1994. Prior to joining Research & Sponsored Program Development, she worked in Research Affairs at the School of Medicine & Health Sciences as the Grants Manager and other various departments all in the research arena. Diane holds a Bachelor of Business Administration with a major in Information Management from UND. Diane has been active in NCURA activities at the National and Regional level for years. Currently she is the Secretary for the NCURA National Board of Directors for 2024-2025 and is traveling workshop faculty for Department Research Administration. Recently she was one of the PRA Co-Chairs for 2022. Diane is a member of the 2018 ELP Program and also holds her CRA. She can be reached at [Diane.Hillebrand@UND.edu](mailto:Diane.Hillebrand@UND.edu).



**Sandy Fowler** is the Assistant Dean for Research in the College of Agricultural and Life Sciences at the University of Wisconsin-Madison. Sandy loves grant management and loves to share what she knows about it. In 1999, she started her grants management career at the University of Wisconsin Madison in the Department of Forest Ecology and Management in a financial/purchasing role. She was managing grants and did not even know it. Her time in the department prepared her for a move in 2006 to the College of Agricultural and Life Sciences (CALs) Research Division where she served as the lone post-award accountant until 2010. Due to college administrative restructuring, her position was moved to the college's Business Services Office. It was a phenomenal move because it allowed Sandy to teach others and share her knowledge about grants and why it was important to know federal and sponsor terms and conditions when applying costs to sponsored funding. Nine years later Sandy became the Director of Business Services and served in the role for a little over 4 years. In late March 2023 Sandy returned to the CALs Research Division as Assistant Dean and is 100% research administration again.

Throughout all her title changes, Sandy made it a goal to help others realize grant management is a rewarding, fun, and challenging (in a good way) career and that there is always a connect between campus business policies and sponsored projects. She hopes to achieve this goal by finding ways to make training sessions and presentations engaging and fun.

## **Workshop Title: Introduction to Research Administration**

- WS #2 (AM only): Introduction to Research Administration
- WS #7 (PM only): Pre-Award Basics
- WS #8 (PM only): Post-Award Basics

**Description:** One body of information, five ways to learn! Pick your optimal learning track.

Choose your own adventure! These workshops are intended to work together to provide an introduction on what every pre- and post-award research administrator should know. Take only the morning, only the afternoon, or all day long!

Spend the morning (WS #2- Intro) engaged in activities and discussions that address roles and responsibilities in research administration and the lifecycle of an award. Topics will include sponsor and award types, the federal costing principles, and how to navigate Uniform Guidance (2CFR200).

In the afternoon, choose your path as we split into Pre-Award and Post-Award common issues and best practices.

The Pre-Award (WS #7 - Pre) afternoon will spend time on finding funding, dissecting program announcements, assembling proposals and budgets, submitting proposals, and accepting awards.

The Post-Award (WS #8 - Post) afternoon will highlight award management, pitfalls of cost transfers, effort distributions, subcontracts, and close out.

### **Learning Objectives:**

#### ***Introduction to Research Administration (WS #2)***

- Identify how their role fits into the wider research administration enterprise and supports the lifecycle of a project.
- Understand common award mechanisms and basics of federal funding principles.

#### ***Pre-Award Basics (WS #7)***

- Develop strategies for assisting faculty with proposal and budget development.
- Identify review techniques to protect the institution and lead to a smooth project implementation.

#### ***Post-Award Basics (WS #8)***

- Review best practices for managing funded projects from receipt to closeout.
- Identify how to interpret the requirements of a grant agreement.
- Explore the proper way to handle sub-recipient agreements and monitoring.

**Skill-level:** Basic

**Presenters:**



**Katherine Durben**, MSW, is the Executive Director of the Office of Research and Sponsored Programs at Marquette University. She began her career writing proposals for a non-profit organization and now has over 25 years of research administration experience. Kathy has served in multiple roles within NCURA including Chair of Region IV. Her responsibilities include management of pre-award and post-award activities as well as other compliance issues such as conflicts of interest and responsible and ethical conduct of research. She can be reached at [Katherine.durben@marquette.edu](mailto:Katherine.durben@marquette.edu).



**Hang McLaughlin**, M.Ed., is the Grants and Contracts Manager for the Department of Surgery at the University of Minnesota. With over 12 years of research administration experience and through her various roles in the department and central sponsored projects office, she has experience with federal, foundation, and business & industry grants from the proposal stage to post-award management. She has been involved with NCURA for over 5 years as a volunteer, presenter, committee member, and recently, a Region IV board member.



**Kelly Andringa**- Kelly Andringa is a Research Manager at the University of Iowa in the Department of Orthopedics. She leads a team of research support specialists who help with pre-award applications, post award finances and progress report as well as clinical trial budgeting at management. She also assists two service centers in the department with financial management. She currently sits on the NCURA Research Committee and has participated in the Region IV MOO program as a mentor for the last three years. In her free time she enjoys playing with her dog, camping and knitting.



**Roger Wareham** is the Director of the Office of Grants and Research at the University of Wisconsin-Green Bay. With 23 years in research administration, he holds an MFA in Arts Administration from Wayne State University and is a graduate of NCURA's Executive Leadership Program. Roger previously served a one-year Intergovernmental Personnel Act (IPA) assignment as a Grant Policy Specialist in the Policy Office at the National Science Foundation. He is a past Region IV Treasurer and is currently an NCURA Peer Reviewer and Region IV Chair-elect. He can be reached at [warehamr@uwgb.edu](mailto:warehamr@uwgb.edu).

## Workshop Title: An Introduction to Industry Contracting

- WS # 3 (AM Workshop): An Introduction to Industry Contracting

**Description:** With continued budget pressures across universities, researchers are looking for alternative funding streams to support their research, with a consistent eye towards industry as a key partner. This workshop will provide participants with an overview of philosophical differences that exist between universities and industry, touching on common sticking points when negotiating agreements. Workshop participants will explore the ideological differences on the sharing of research results, as well as how differences between universities and industry may manifest in different agreements. Participants will also look at some key agreement terms, reflecting on what they mean and ways to approach.

### Learning Objectives:

- Participants will learn the different viewpoints that universities and industry take regarding research.
- Participants will understand how different agreement types impact the acceptability of the terms and conditions of an agreement.
- Participants will be able to recognize common contractual clauses and how universities approach them.

**Skill-level:** Basic

### Presenters:



**Robert Gratzl** is the Assistant Director of Contracts at RSP. He joined the University of Wisconsin-Madison in 2011 as a Grant and Contract Specialist for the RSP Contracts Team. He and his staff on the RSP Contracts Team negotiate and execute agreements and subagreements for sponsored research with a variety of sponsors, including federal, non-profit, for-profit and academic partners. Bob has presented at both regional and national NCURA meetings on a wide range of research topics. [robert.gratzl@rsp.wisc.edu](mailto:robert.gratzl@rsp.wisc.edu)



**Tammy Kuhn-Martin** is the Assistant Dean for Research Administration in the College of Engineering at the University of Wisconsin-Madison. Tammy got her start in Research Administration in 2001 when she took a student hourly position as an Accountant Intern at UW's Research and Sponsored Programs Office. She has a wealth of experience and expertise across all aspects of research administration spanning full-life-cycle grants, contract management and research compliance. In her current role, Tammy provides leadership in the operation of the College of Engineering Research Services Office which includes pre-award, post award and compliance for over 200 researchers & 35 Research Administrators. In addition, she works College leadership to meet their strategic research objectives. She serves on several UW committees and serves as a facilitator for Research Education Development (RED) Program. Tammy is a member of the National Council of University Research Administrators (NCURA) and has presented at several Regional National and Pre-Award Research Administrator Meetings

## **Workshop Title: The NIH Grant Cycle: An Overview from RFA through Closeout**

- WS #4 (AM Only): The NIH Grant Cycle: An Overview from RFA through Proposal Submission
- WS # 5 (PM Only): The NIH Grant Cycle: An Overview from JIT, NOA through Closeout

**Description:** On paper, the complete NIH Grant Cycle can appear to be quite daunting, however with a general understanding of the processes involved, submitting, and managing NIH Grants can be fairly straight forward. In this workshop, we will review best practices for the different parts of the NIH Grant Cycle. We will start with a review of advanced RFAs, identify the different parts of the most common mistakes in submitting an NIH proposal, and review the Just-in-Time and award requirements. Now that we have our award, we will review annual reporting, subaward requirement/management for domestic and foreign subawards, and conclude with closeout. We will show our participants many resources available to them to make the NIH Grant Cycle a little bit easier to manage and challenge them with activities research administrators will encounter during an NIH Grant Cycle.

### **Learning Objectives:**

- To develop a better understanding of the different parts of the NIH Grant Cycle
- To have an opportunity to have questions answered about NIH Grants
- To learn more about new policies with the NIH including foreign subawards, data management plans, and many more
- To learn tips and tricks when working with difficult issues through the Grant Cycle
- To identify the resources available to the research administrator for submitting and managing NIH Grants

**Skill-level:** Intermediate

### **Presenters:**



**Bill Courtney** is Director of Research Development and Administration – Arts & Sciences; and Director, Grants Administration Integrated Network (GAIN). Bill has his BS in Chemistry from the University of Missouri. In 1996, Bill joined the staff of the Mallinckrodt Institute of Radiology as a bench chemist under Dr. Mike Welch. In 2000, he moved to the McDonnell Genome Institute where he spent 9 years as a bench chemist, lab supervisor, and project manager. 2009 brought a change of scenery for Bill as he left the University to open a small restaurant in the Delmar Loop. Feeling the urge to return to the area of medical research, Bill returned to Washington University in 2015, this time, using both his lab and business experience in research administration. Outside of work, Bill enjoys playing the violin professionally and spending as much time as possible with his wife as a volunteer at the St. Louis Zoo and the Endangered Wolf Center.



**Kimberly Smith** is the Sr. Grants Administrator at the University of Wisconsin - Milwaukee. She has extensive experience in proposal development, review, and submission as well as subaward management, contract negotiation and award establishment. Kim is a Certified Research Administrator (CRA) and holds a Masters Degree in Research Administration from the University of Central Florida and a Masters Degree in Management with an emphasis in Human Resources. She is a previous NCURA Region IV MOO Mentor and previously served as a mentor for Region III's mentoring program.



**Liz Grinstead** is a Post-Award Research Specialist at The University of Chicago, with 8 years of experience in research administration. Her expertise spans both pre- and post-award activities, as well as financial administration, particularly within central sponsored programs offices. Liz is an active member of NCURA, currently serving as a Member at Large for Region IV, co-chair of the Region IV Communications Committee, and Lead of the Online Program Subcommittee for the National Professional Development Committee. She can be reached at [lizgrinstead@uchicago.edu](mailto:lizgrinstead@uchicago.edu).



## **Workshop Title: Mastering Large Grant Applications: Assessing Readiness, Team Collaborations, and Strategic Submissions**

- WS #6 (PM Workshop) Mastering Large Grant Applications: Assessing Readiness, Team Collaborations, and Strategic Submissions

**Description:** This is a workshop designed to equip central and departmental research administrators with the essential tools and strategies needed to successfully navigate the complexities of large grant applications. Participants will learn how to assess institutional and project readiness, streamline the application process, and effectively manage the collaborative effort required for large-scale proposals. The session will cover key elements of team coordination, time management, and resource allocation, ensuring that each step of the application is approached with confidence and precision. We will also address sponsors requirements, expectations, and setting up the relationships needed for success. We will focus on the scaffolding that a major proposal submission requires for all those involved. We will also discuss the roles and responsibilities between research development and research administration and how to navigate the two in collaboration successfully. Attendees will leave with a comprehensive understanding of how to enhance their organization's chances of success in securing significant grant funding.

### **Learning Objectives:**

- The learners will come away with sound recommendations for determining capacity, building networks, assessing scope and budget in a preliminary submission and the scaffolding tools needed for a large proposal.
- We will engage in exercises to collaborate about strategies for kickoff meetings and leadership across the many aspects of the proposal: administration, science, finance, etc.
- We will provide tools and handouts for the learners to take back with them to their institutions.

### **Prerequisites:**

- Experience in research development and pre-award proposal development.

**Skill Level:** Intermediate

### **Presenters:**



**Samantha Westcott**, supports the Office of Research at the University of Wisconsin, Milwaukee. She joined the team in the summer of 2022 and serves the leadership teams in all aspects of research administration from training, strategic development, faculty support, proposal submission, award review, financial oversight and supporting the Graduate School in their efforts supporting the entire research enterprise. Prior to coming to UWM, Sam was the Sponsored Research Manager for the Division of Physics, Mathematics and Astronomy at Caltech where she led a team of Grant Managers supporting millions in research funding supporting researchers through the entire lifecycle of awards funding and portfolios that included sponsored research, gift, endowment, and general budget funding. She was also responsible for research compliance and policy development and

implementation for the Division. Her career includes 10 years at Caltech as a Grant Manager in the Division of Biology. She provided leadership in research administration including the Clinical Trial Administration and Research Compliance teams at Children's Hospital, Los Angeles and worked in research administration leadership at the University of California for both the Irvine and Los Angeles campuses. Her career initiated at Northwestern University where she worked at the department and central levels in research administration. At each institution, she worked extensively and closely with faculty, Chairs, and senior leadership, as well as departmental administrators and administrative offices. She served on numerous university/faculty committees, created/implemented university-wide policies, and engaged in department-central research administrator networking groups. Sam has extensive experience in team building, recruitment, training, and retention in the field.

Sam is consistently sought out and requested as a trainer for content development and delivery in research administration. She has given national, regional, and local presentations and workshops. She has served on numerous national NCURA committees and on the Board of Directors. During her career she served as a NCURA national workshop faculty for Departmental Research Administration, has been the Chair of the Nominating and Leadership Committee, and served on the Diversity and Inclusion Task Force for NCURA. In 2016, Sam received NCURA's national Award for Distinguished Service in Research Administration in 2016 and the Award for the Region VI Distinguished Service Award. In 2019 Sam was recognized by NCURA as a Distinguished Educator.



**Michelle Schoenecker** - Michelle Schoenecker is a Senior Proposal Development Manager in the Office of Research Development Services at the University of Wisconsin-Milwaukee. In this role Michelle works closely with faculty in the identification, development, and writing of grant proposals to secure extramural research funding. Michelle holds a Master's Degree in English from UWM with a specialization in technical writing, and she has more than 20 years of research and proposal development and management experience.



**Patience Graybill**- MA, CRA, is a Senior Associate Director within the Research Development Office at Washington University in St. Louis. She provides proposal development services to faculty in all disciplines, specializing in large contract proposals. She also conducts educational outreach to faculty members and research administrators. Patience has 17 years of research administration experience in pre- and post-award roles, previously serving in WashU's McKelvey School of Engineering and in the central research office. She started her pre-award career with Southern Illinois University Edwardsville, a primarily undergraduate institution. She has been a member of NCURA since 2009.