Take a Chance:
Pioneering the Future of Research Administration
Program Committee

Co-Chairs:
Leslie Schmidt
Samantha Westcott

Workshops:
Georgette Sakumoto
Josie Jimenez
Lindsey Demeritt
Sandra Logue

Professional Development:
Julie Guggino
Tony Onofrietti
Nannette Pettis
Jackie Hinton

Contracting/Legal:
Elizabeth Sexton
Lillie Ryans-Culclager
Stacy Miller
Christine Marquez

Compliance & Ethics:
Deb Murphy
Vincent Oragwam
Allison Ramos
Susan Metosky

Outreach:
Josie Jimenez
Denise Wallen
Vanessa Quiroz Hotz

Post Award:
Randy Draper
Kim Eudy
Alison Saunders
Tara Seaton

Pre Award:
Mich Pane
Marj Townsend
Mitali Ravindrakumar
Natalie Buys

Sponsored Program Administration & Operations:
Rosemary Madnick
Vicki Krell
Nancy Lewis
Lisa Jordan

Sponsors and Agencies:
Kim Small
Neta Fernandez
Soo Shin
Stacy Esposito

Events:
Derick Jones
Tim Mildren
Katherine Ho

Regional Leadership

Leslie Schmidt, Chair, Region VII
Assistant Vice President of Research,
Montana State University

Sandra Logue, Secretary-Treasurer, Region VII
Administrator, Center for Neuroscience,
University of Colorado School of Medicine

Samantha J. Westcott, Chair, Region VI
Manager, Sponsored Projects, Children’s
Hospital Los Angeles

Derick Jones, Secretary, Region VI
Program Manager, Los Angeles Biomedical
Research Institute

Sharon Elenbaas, Treasurer, Region VI
Director of Post Award Administration and
Accounting, Loyola Marymount University
Welcome!

Welcome to the first fall Regional Meeting for NCURA Region VI and VII! We are so excited that you are here to participate in this exciting program and in these fun special events. Everyone who has worked on this conference from the Program Committee, Regional Officers and Chairs, Volunteers, Sponsors, Tech Team, NCURA, and the Grand Sierra Resort are committed to delivering a great conference.

Thank you for coming!

Workshop Faculty

<table>
<thead>
<tr>
<th>Name</th>
<th>Institution</th>
</tr>
</thead>
<tbody>
<tr>
<td>Christine Boyes</td>
<td>Children's Hospital, Los Angeles</td>
</tr>
<tr>
<td>Denise Clark</td>
<td>University of Maryland, College Park</td>
</tr>
<tr>
<td>Noah Congelliere</td>
<td>University of Southern California</td>
</tr>
<tr>
<td>Csilla Csaplar</td>
<td>Stanford University</td>
</tr>
<tr>
<td>Lindsey Demeritt</td>
<td>Children's Hospital, Los Angeles</td>
</tr>
<tr>
<td>Patricia Dodson</td>
<td>University of Colorado</td>
</tr>
<tr>
<td>Randy Draper</td>
<td>University of Colorado Emeritus</td>
</tr>
<tr>
<td>Sherylle Englander</td>
<td>University of California, Santa Barbara</td>
</tr>
<tr>
<td>Anne Feuerborn</td>
<td>Maximus, Inc.</td>
</tr>
<tr>
<td>Gina Hooten</td>
<td>Utah State University</td>
</tr>
<tr>
<td>Derick Jones</td>
<td>Los Angeles Biomedical Research Institute</td>
</tr>
<tr>
<td>Matthew Kirk</td>
<td>Cedars Sinai Medical Center</td>
</tr>
<tr>
<td>Vicki Krell</td>
<td>Arizona State University</td>
</tr>
<tr>
<td>Nancy Lewis</td>
<td>University of California, Irvine</td>
</tr>
<tr>
<td>Lisa Mosley</td>
<td>Arizona State University</td>
</tr>
<tr>
<td>Jeri Muniz</td>
<td>University of Southern California</td>
</tr>
<tr>
<td>Debra Murphy</td>
<td>Arizona State University</td>
</tr>
<tr>
<td>Dennis Paffrath</td>
<td>University of Maryland, Baltimore</td>
</tr>
<tr>
<td>Michiko Pane</td>
<td>Stanford University</td>
</tr>
<tr>
<td>Mitali Ravindrakumar</td>
<td>RAND Corporation</td>
</tr>
<tr>
<td>Laura Register</td>
<td>Stanford University</td>
</tr>
<tr>
<td>Tara Seaton</td>
<td>Arizona State University</td>
</tr>
<tr>
<td>Kevin Stewart</td>
<td>University of California, Santa Barbara</td>
</tr>
<tr>
<td>Sinnamon Tiemy</td>
<td>Portland State University</td>
</tr>
<tr>
<td>Marjorie Townsend</td>
<td>Arizona State University</td>
</tr>
<tr>
<td>Joann Waite</td>
<td>Gonzaga University</td>
</tr>
<tr>
<td>Pamela Whitlock</td>
<td>University of North Carolina, Wilmington Emeritus</td>
</tr>
</tbody>
</table>

“The danger of venturing into uncharted waters is not nearly as dangerous as staying on shore, waiting for your boat to come in.” ~Charles F. Glassman
**Schedule - Quick Glance**

Please start your conference each day in the Grand Foyer of the Reno Ballroom. We host all breaks, breakfasts, and vendor displays in the Grand Foyer. You will also find our Registration Desk where you may get help or bring your questions.

<table>
<thead>
<tr>
<th><strong>Day</strong></th>
<th><strong>Registration Desk</strong></th>
<th><strong>Program</strong></th>
<th><strong>Events</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Saturday, October 4th</strong></td>
<td><strong>4:00 – 6:00</strong></td>
<td>AM Workshops 8:30 – 12:00</td>
<td>Breakfast* 7:30 – 8:30</td>
</tr>
<tr>
<td></td>
<td></td>
<td>PM Workshops 1:30 – 5:00</td>
<td>Break 10:15 – 10:30</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Lunch* 12:00 – 1:30</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Break 3:00 – 3:30</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Welcome Reception 6:00 – 8:00</td>
</tr>
<tr>
<td><strong>Sunday, October 5th</strong></td>
<td><strong>7:30 – 5:00</strong></td>
<td>Keynote 8:30 – 10:00</td>
<td>Breakfast 7:30 – 8:30</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Concurrent Sessions and Discussion Groups 10:30 – 5:00</td>
<td>Break 10:00 – 10:30</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Lunch 12:00 – 1:30</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Break 3:00 – 3:30</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Newcomer and Emeritus Reception 5:30 – 6:30</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Bowling Party 7:00 – 10:00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Dinner Groups</td>
</tr>
<tr>
<td><strong>Monday, October 6th</strong></td>
<td><strong>7:30 – 5:00</strong></td>
<td>Concurrent Sessions and Discussion Groups 8:30 – 12:00</td>
<td>Breakfast 7:30 – 8:30</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Break 10:00 – 10:30</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Regional Business Meeting 12:00 – 1:00</td>
<td>Lunch 12:00 – 1:30</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Concurrent Sessions and Discussion Groups 1:30 – 5:00</td>
<td>Break 3:00 – 3:30</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Wild West Party 7:00 – 10:00</td>
</tr>
<tr>
<td><strong>Tuesday, October 7th</strong></td>
<td><strong>7:30 – 5:00</strong></td>
<td>Concurrent Sessions and Discussion Groups 8:30 – 12:00</td>
<td>Breakfast 7:30 – 8:30</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Break 10:00 – 10:30</td>
</tr>
<tr>
<td><strong>Wednesday, October 8th</strong></td>
<td><strong>7:30 – 12:00</strong></td>
<td>Concurrent Sessions and Discussion Groups 8:30 – 12:00</td>
<td>Breakfast 7:30 – 8:30</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Break 10:00 – 10:30</td>
</tr>
</tbody>
</table>

*Workshop participants and faculty only.
National Council of University Research Administrators  
Region VI and VII Conference  
Program

WORKSHOPS
October 5th
Sunday, 8:30 am – 12:00 noon

<table>
<thead>
<tr>
<th>TOURING EXPORT CONTROLS IN THE UNIVERSITY ENVIRONMENT</th>
<th>INTERMEDIATE</th>
<th>CARSON 1</th>
</tr>
</thead>
<tbody>
<tr>
<td>This workshop will cover the basics for research administrators and export control officers to understand the regulations governing and agencies for ITAR and EAR. Information will include details on setting up an export control review processes covering activities beginning with proposal submission, contract acceptance, post approval monitoring, developing technology control plans. Stops along the way will include understanding Commodity Jurisdiction and Classification Requests, preparing and submitting Voluntary Disclosures and monitoring techniques for Technology Control Plans. The workshop will offer hands-on tools, case studies and interactive discussions.</td>
<td>Compliance and Ethics</td>
<td>Debra Murphy</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>PREDOMINANTLY UNDERGRADUATE INSTITUTIONS</th>
<th>OVERVIEW</th>
<th>CRYSTAL 1</th>
</tr>
</thead>
<tbody>
<tr>
<td>This half-day workshop will cover intermediate to advanced topics in research administration, as experienced and handled at the Predominantly Undergraduate Institution. PUI’s share a common challenge in that research and research administration are often an after-thought, and we give new meaning to “doing more with less.” Our Central Offices often function as hybrid of what other organizations see as the Departmental and Central Offices, and there is no such thing a specialist at a PUI.</td>
<td></td>
<td>Pam Whitlock Joann Waite</td>
</tr>
</tbody>
</table>

“I have noticed that even those who assert that everything is predestined and that we can change nothing about it still look both ways before they cross the street.” ~ Stephen Hawking
**Advanced Post Award topics**

This workshop will address some of the more difficult challenges we face managing sponsored projects from account set up through closeout (and audit). We will discuss both financial and non-financial issues, including: 1. The effect of proposal development and award negotiation on post award management; 2. Start-up issues and opportunities; 3. Grant versus contract management; 4. The impact of the Uniform Guidance on project management; 5. Account reconciliation, closeout, and preparing for an audit.

Specific topics will be chosen based upon the interests of the participants, but may include conflict of Interest; cost accounting standards; cost reimbursement and fixed price agreements; effort reporting; export laws; intellectual property; property management; and subawards, subcontracts and vendor agreements. We intend for this to be an interactive workshop building upon the experience (and inexperience) of the participants.

**From Peer to Manager**

Half-Day workshop aimed at mid-career research administrators who are starting to make the move from peer to management. Attendees will learn strategies for making the transition as smoothly as possible. Attendees will also learn strategies for maintaining relationships in the new dynamic. Session will also assist attendees in developing the skills to be an effective manager: how to prepare a meaningful annual evaluation/review, how to provide constructive feedback to your staff, and how to manage your manager.
Basic Overview of Uniform Guidance Subpart D and Subpart E

This session will focus on the changes made to the federal post award requirements and cost principles, published within 2 CFR Part 200, Subpart D and Subpart E. We will point out specific sections that distinguish the new guidance from the preceding circulars, or in which it is significant that there was no change. We will welcome discussion throughout the presentation of the implications to your institution’s policies and procedures.

NCURA 101

This workshop is a free workshop geared toward new and returning members to NCURA. This workshop will give you an overview of the organization as well as showing you all of the tools available through membership. We will also discuss opportunities for volunteerism and leadership development. The goal is to let them know that is more than an organization to come to for a conference but one in which you can get valuable career aides to assist you with your professional journey.

Departmental Research Administration: Part One

As a departmental research administrator, or a central administrator in a one-stop-shop environment, it is imperative that we understand the full lifecycle of grant process. In this session, we will work through the intricacies and delicacies of assisting in the preparation of a proposal, overseeing the award, closeout, and audit. Along with providing some definitions and context for the role DRAs serve in research portfolio management, this full-day workshop will dive into aspects of DRA, including understanding the funding picture and sponsor/recipient relationships, helping faculty identify funding, developing a successful proposal and budget, identifying your resources on campus, and establishing tools for effective life-of-the-award project management...

Intermediate Post Award

Crystal 3

Anne Feuerbom

Gina Hooten

Basic Professional Development

Reno Ballroom

Derick Jones

Mitali Ravindrakumar

Matthew Kirk

Overview

Crystal 4

Csilla Csaplar

Lindsey Demeritt

Sinnamon Tiemey
Creating the Paperless Office

Are you considering making your operations paper-free? Have you considered what electronic files should look like and how they should move within your office? How do you convert all those old paper files? How to convince everyone to "let go" of the paper? How much efficiency can be achieved with having files at your fingertips? Discussions: strategies for designing a paperless filing system, even in the absence of an electronic data system; design and folder structure for electronic filing system; conversion options for years of old paper files and disposing of paper files; implementation strategies for an electronic filing system; pitfalls and lessons learned from the implementation of a paperless system; how paperless files has improved office workflow, customer service and proposal/award management.

FAR Overview

This session will provide an overview of how to negotiate contracts and manage projects under the Federal Acquisition Regulation (FAR): Chapter 1 and the agency supplements. We will introduce participants to the FAR’s purpose and organization, and explain how it works. In particular, we will discuss contract characteristics, problematic clauses, and management issues with certain clauses such as intellectual property, property, and subcontracting. This training will help the participants understand the Contractor’s performance obligations, management options, and the risks associated with various kinds of contracts and clauses.

Navigating Federal Forms

This session will cover federal sponsor specific forms and how to navigate them. (This workshop was very well received at PRA). Sponsors covered are NSF, NIH, NASA, and the Department of Education. Representations and certifications will also be covered.
Policy Development

This workshop provides a foundational understanding of the key components of policy development and management. Developing policies can be challenging because this process requires that they be clear and concise and that all parties are compliant with these stated policies. This workshop will provide the attendees with the entire process of developing policies, communicating and implementing them within the university setting and provide strategies so that these policies are being followed as well as developing a monitoring process. Developing policies effectively is critical and that all parties must understand the importance of such development.

Intermediate Reno Ballroom

Sponsored Programs Administration and Operations

Dennis Paffrath
Denise Clark
Lisa Mosley

Subrecipient Monitoring

This workshop will explore the full cycle of subawards and subrecipient monitoring, a complex, shared responsibility that begins at the time of proposal development and extends throughout the life of the subaward. The workshop will focus on sharing tips, strategies and practical guidance, and is designed to introduce the topic to newcomers, as well as provide comprehensive tools to more experienced research administrators. Through discussions, case studies and exercises, participants will work through implementation strategies, approaches and solutions in areas of pre-award risk analysis, as well as post-award monitoring.

Intermediate Carson 1

Contracting and Legal

Mich Pane
Laura Register

Industry Contracts: A Survival Guide

This workshop will focus on building a foundation for, and confidence with, reviewing and negotiating agreements with industry, including research agreements, material transfer agreements and non-disclosure agreements. The workshop will include the anatomy of industry contracts, how to identify and mitigate problematic clauses, the fundamentals of intellectual property and licensing (a common discussion point in industry agreements) and tips for approaching negotiations.

Intermediate Crystal 3

Contracting and Legal; Compliance and Ethics

Sherylle Englander
Ty Helpenstill
Nancy Lewis
Departmental Research Administration: Part Two

Overview

Crystal 4

Continued from Part One, Sunday Morning . . . We will also discuss important institutional policies that govern research as well as some key award terms and how to navigate them. The session will be highly interactive and is designed to provide fundamental knowledge, tools for handling all manners of situations, tips for establishing your own research administration support network, and strategies for supporting your faculty and effectively managing your research portfolio. Participants will be engaged in discussions and case studies covering a wide array of activities associated with departmental research administration, and will be encouraged to share tools and solutions that work at their institutions.

Please join us for the Welcome Reception in the Grand Salon at 6:00 pm.
Developing therapies for Children with Muscular Dystrophy

The long term goal of my research program is to develop therapies for children with muscular dystrophy. My laboratory employs a translational approach to move discoveries made in the laboratory to the bedside to improve the lives of patients and their families. To achieve this goal, my laboratory uses a combination of cell and molecular biology, transgenic and knockout mouse technology, muscle physiology, biochemistry and high throughput drug discovery to understand disease pathogenesis and identify novel therapeutic targets and treatments for fatal muscle diseases. In this presentation I will cover my research program and the critical role the University of Nevada, Reno administrative personnel and support services play in moving my research program forward.

Dr. Dean Burkin is a Professor of Pharmacology in the Center for Molecular Medicine at the University of Nevada School of Medicine. Dr. Burkin received his B.Sc. and B.Sc. (1st class Hons) degrees in Developmental Biology and Genetics from Victoria University of Wellington, New Zealand and Ph.D. in Biochemistry and Genetics from the University of Colorado. Dr. Burkin completed postdoctoral training in Genetics, Cell and Molecular Biology at Cambridge University, England and the University of Illinois at Urbana-Champaign, Illinois. Dr. Burkin’s research program focuses on the role cell adhesion molecules play in muscle disease. Dr. Burkin was the first to show the alpha7beta1 integrin can serve as a surrogate for the loss of dystrophin in Duchenne muscular dystrophy. Dr. Burkin led pioneering studies to show laminin-111 protein can substitute for the loss of merosin in congenital muscular dystrophy. Dr. Burkin has identified protein and small molecule therapeutics which have been patented by the University of Nevada, Reno for the treatment of muscular dystrophy.
## Performance Indicators and Assessment of a Grants and Contracts Office/Benchmarking

The purpose of performance measurement is to help understand how processes and practices lead to successes and where improvements are needed. This session will cover this in the Research Administration setting.

**Intermediate**  
**Carson 1**  
**Sponsored Programs Administration & Operations**  
Dan Nordquist  
Mich Pane  
Derek Brown

## Financial Interests and Intertwined Relationships

Ever wonder what your PI’s do during their spare time? Rest assured that they are busy and frequently with their own interests and companies which can directly and indirectly conflict with their roles as faculty at your institution. So why can’t they subcontract to their own private company, submit proposals from their company and then utilize your employees to assist with the scope of work, appoint their spouse to their advisory boards or utilize their “underutilized” lab at your institution for their personal gain? Come learn about how seemingly innocent agreements can wreak havoc with your COI, financial management and leased space policies.

**Intermediate**  
**Crystal 3**  
**Compliance and Ethics; Post Award**  
Grace Park  
Susan Rubin

## Reducing Administrative Burden

This session will explore ways to reduce burden to PIs and to staff. The presenters will discuss ideas and strategies that have been implemented to streamline administrative processes aimed at reducing administrative burden for Principal Investigators and their staff. Discussion will include strategies that have work, challenges faced and lessons learned.

**Crystal 3**  
**Compliance and Ethics**  
Debra Murphy  
Winnie Ennenga
**International Contracting - How to think globally, researching locally while (hopefully) avoiding mutually assured destruction**

U.S. Universities are increasingly embracing funding from international companies and governments. It can be enormously challenging to harmonize the business cultures, research administrations and contracting practices of two countries, while simultaneously mitigating the risks faced by your university. This session will provide an overview of international contracting, including a discussion of standard contract clauses and how to modify them for international collaborations, contract clauses of unique importance in international collaborations, how to mitigate risks when entering into international contracts, the differences in the business cultures, standard terms and contracting practices of various countries/regions (including EU, US, Asia and the Middle East, etc.) and strategies to proactively break down barriers.

**Contracting and Legal**
- Sherylle Mills Englander
- Kristine M. Needle
- Ty Helpenstill

**Budget Development and Justifying the Costs**

Novice to Intermediate level information on Budget Development and the process of Justifying those costs. We will talk about all the aspects of building a budget and then an interactive step by step process to building a budget.

**Overview**
- Pre Award
- Mitali Ravindrakumar
- Billy Gellespis

“It's choice - not chance - that determines your destiny.” ~ Jean Nidetch
### Monday, 10:30 am - 12:00 noon

#### CONCURRENT SESSIONS

<table>
<thead>
<tr>
<th>Got Personality? How to manage different personalities in the workplace successfully</th>
<th>Basic</th>
<th>Crystal 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>The workplace is a vast network of differing personalities, each new work environment rife with pitfalls. We have all been part of a work team or department that had great potential for success only to have personality conflicts stand in the way. This session will focus on identifying the types of personality in your workplace and how best to use that knowledge to create an effective team. Learning Objectives: - Identifying and understand the different personality types you may encounter - Understand how different personality traits impact decision making and attitude - Learn how to build a team to highlight and focus each members strength, while providing tools to bolster employee weaknesses - Manage personality based conflict.</td>
<td>Professional</td>
<td>Susan Frei Carson</td>
</tr>
</tbody>
</table>

### Monday, 1:30 pm - 3:00 pm

#### CONCURRENT SESSIONS

<table>
<thead>
<tr>
<th>Three I's: IACUC, IRB, and IBC</th>
<th>Overview</th>
<th>Crystal 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>This session will focus on the 3 “I’s&quot; (IRB, IACUC, IBC) as integral parts of research compliance units. We will cover the overlap and differences between compliance committees and regulations covering work with human participants, live animals used in research and teaching as well as working safety with biological materials in a lab setting. We will include a brief refresher of each of the topic areas as well as an in-depth look at how they are often times interconnected and what happens when they also intersect with research administration and the research enterprise in general.</td>
<td>Compliance and Ethics</td>
<td>Debra Murphy</td>
</tr>
<tr>
<td></td>
<td>Professional</td>
<td>Susan Metosky</td>
</tr>
</tbody>
</table>
The Research Administrator as a Change Agent: Advocating Process Improvements

In our world of research administration, change is the only constant. Change management is a structured approach for ensuring that changes are smoothly implemented and that the lasting benefits are achieved. We will focus on the impacts of change, particularly on people, and how they, as individuals and teams, move from the current situation to the new one. This session will draw on the speakers’ personal experiences and provide helpful tips and identify pitfalls when facilitating process improvements, bridging gaps, and promoting collaborations. Attendees will take away a clear understanding of change management and a framework for advocating change within their institutions.

Subaward Risk Awareness and Best Practices

This Session will provide information on subaward risk awareness and suggested best practices to follow. Representatives from Washington State and Stanford Universities will discuss potential concerns that you may encounter at the onset or during the life of a project, and provide prospective risk assessment and monitoring solutions. Specific case studies, including items from both will be highlighted.

Are you a Good Steward of your Sponsored Research Dollars?

Stewardship is an ethic that embodies the responsible planning and management of resources. Does your Department have it? More than just following the guidelines, good stewardship goes above and beyond. Are you set up for the successful life cycle of a sponsored project? This session will focus on how to be a good steward and how to set up successful systems, leadership, mentorship, and infrastructure in order to be successful.
Problematic Clauses

The session will explore the primary (and some secondary) issues and disconnects that can crop up in contracts for sponsored research. The focus of the session will be on problematic clauses and requirements in contracts from private sector while staying within the university policies. Specific examples from actual contracts will be reviewed, and ways to overcome the problems will be explored. Topics covered will includes clauses on intellectual property, data rights, termination, anti-competition, export control compliance, publication and confidentiality.

Principles of a Successful Mentoring Relationship

Mentoring plays a significant role in enhancing the quality of work and professional career development of research administrators. The fundamental characteristics of a successful mentoring relationship involve clear communication, respect and a mutual understanding of the roles and responsibilities of both mentors and trainees. In this highly interactive session, key components in the process of mentoring in an academic environment will be described. Proper supervision and evaluation methods will be examined and some common pitfalls to avoid in mentoring relationships will be identified. Strategies to enhance responsible mentoring will be discussed.

“Opportunists seek for a chance. Entrepreneurs make new chances.” ~ Toba Beta
Monday, 3:30 pm - 5:00 pm

CONCURRENT SESSIONS

Negotiating a Clinical Trial Agreement

This session will provide you with insights and decision-making steps for negotiating clinical trial contracts. In addition, we will take you through the differences between sponsor-initiated and PI-initiated clinical trials. The presenters will discuss important special contract terms and conditions applicable to clinical trial contracts and share the tools and tips of the trade, and focus on potential problem areas, such as Indemnification, Data Ownership, Confidentiality, Publication, etc. We will address topics such as developing contract terms compliant with university policies and business practices while meeting the needs of the industry sponsor, and the differences among industry-sponsored, PI-initiated, and NIH-funded clinical trials, and the uses of the Clinicaltrials.gov website.

Implementing a Distributed Service Model for Research Administration: A Case Study on How an Emerging Research University Improved Research Support

Distributed Research Administration is an organizational structure designed to provide high quality sponsored program services to Principal Investigators at the academic unit level (e.g., school or department) with professional staff members hired, trained, and supported by the central sponsored programs office but placed in selected schools and departments throughout the University. In this model, sponsored program services are centralized with regard to policy and authority but decentralized with regard to practice and responsibility.

Mythbusting F&A

This session will explain the purpose of F&A rates at universities by discussing: the myths surrounding them, how university decisions can impact the F&A rate outcomes, and how the F&A rates impact various stakeholders at the university.
**Lead Me**

The Candidates for the Class of 2014 for the Lead Me program will present their Leadership Development project. Each mentee is tasked with developing a leadership project that will impact Research administration at their institutions and beyond. With the guidance of their assigned mentor, mentees have worked over the course of the program to incorporate the 5 practices of successful Leadership into their projects. 1. Model the Way 2. Inspire a Shared Vision 3. Challenge the Process 4. Enable others to Act 5. Encourage the Heart Presenting your final presentation is a requirement for successful completion and graduation from the program.

- Derick Jones
- Natalie Baronian
- Kimberly Jackson
- Myrna Lindo
- Yvette Villicana
- Leighsa Washington
- Kasey Zanolli

**Establishing Proposal Deadlines**

Facing increased workload and finite resources, the University of California, Irvine (UCI) implemented proposal review deadlines at the central level to ensure timely review and submission of proposals and to provide fair and equitable access to services. This session will provide an overview of UCI's proposal review guidelines and implementation of the same at the central and school/departmental level. We will discuss central office and school partnership to conduct outreach to faculty, researchers, and administrators; project management tools to equip administrators and researchers to meet the deadlines; and modifications to research administration systems to provide transparency in proposal routing, review and improve workflow within the central office. The session will conclude with an exploration of best practices and an overview of lessons learned.

- Nancy Lewis
- Mark Bourbonnais

**Basic**

- Sponsored Programs Administration and Operations; Pre Award
Federal Grants – Why and How Federal Grants are Different from Federal Contracts

How is a federal grant different from a federal contract, and why do we have to manage them differently? Does it matter what they’re called? And what about a “cooperative agreement”? Labels such as “grant” and “contract” are often used interchangeably by faculty and sponsors, though they have very different terms and implications. This session will clarify the differences among these award types, discuss the terms and conditions each contains, and provide participants with understanding of the differences in responsibilities when administering assistance funding vs. procurement funding from Federal government agencies.

Csilla Csaplar
Christopher Day
Kevin Stewart
Unleashing the Power of Anticipation to Develop Strategies to Meet Deadlines

Do you find yourself working from a “dreadlines” mindset when it comes to meeting deadlines? Explore ways to unleash the power of anticipation by dusting off the skillset you probably already possess. We will focus on ways to apply this powerful set of skills to research administration. Wouldn’t you love to meet all those pesky deadlines with greater finesse and reduce your stress level at the same time?

Change Management: Surviving and Thriving

Change Management is a structured approach for ensuring that changes are thoroughly and smoothly implemented and the lasting benefits of change are realized. The session will focus on the wider impacts of change management and how research administrators can establish the framework for managing change systematically.

Effective Job Descriptions

Due to limited resources of time and expertise, we may find our personal and/or the job descriptions in our unit to be incomplete, unclear or simply outdated. Job descriptions are an essential part of hiring, managing and retaining employees. A good job description typically begins with a careful analysis of the job (i.e. expectations, responsibility, and qualifications) and is practical, clear, and accurate. This session will describe a general process to review and revise a job description, including: describe the major areas of a job description, roles and responsibilities, outlining training and performance expectations, and general tools that may help to work with the HR department to properly classify your research administration positions.
Collaborative Science and the Role of the Researcher in Society

A variety of collaborative relationships in research amongst academia, industry, government and society result in different roles for the researcher. Whether viewed as a “discoverer of new knowledge”, an “independent authority”, or a “deliverer of tangible goods”, researchers often face conflicting agendas while striving to ensure scientific objectivity and ethical decision-making in their work. Research Administrators can become more effective and productive in their work and interactions with researchers by better understanding these differing roles and dynamics. This presentation will discuss some of these conflicting agendas, the different roles of researchers, how the practice of science is affected, and how the training of new researchers and staff members are impacted.

Favorite Post Award Topics

This discussion group will focus on common issues facing post award administrators. We will talk about managing cost-sharing, cost-transfers, rebudgeting requests and close-outs. Please come with post-award issues that you would like to discuss with the group.

Roles and Responsibilities: Compliance Matters

This session will go over case studies to outline the roles and responsibilities at a university when a compliance matter is brought to the surface. What happens when a PI submits an NIH progress report that discloses the use of mouse models when the original SOW doesn't indicate mice are being used? What happens when there is an FDA or DEA audit and their findings? Who gets involved? Who is responsible for communication with sponsors, PIs, etc.?
**Structuring a Pre-Award Office for Maximum Effectiveness**

Intermediate  
Crystal 1

Working smarter, not harder. Doing more with less. These are the realities of our current environment. How do we accomplish this objective without burning out our most precious resource – our people? This session will explore ways to structure a central, pre-award office for maximum efficiency. Our panelists will explore areas such as the pros and cons of various structures, having staff act as generalists vs. specialists, pulling out unique tasks to be handled by separate groups, establishing career ladders within the office, and the role that technology can play. They will give examples of what has worked in their offices, as well as specific challenges to keep in mind.

**MCA: Best Practices and Feasibility**

Intermediate  
Carson 1

Coverage analysis and feasibility for clinical trials. How to do budgeting, coverage analysis using institutional resources, why to do this, etc. Rationale and mechanism for doing feasibility study of the trial prior to contract negotiation.

**Research Administration Portals: Making our Jobs Easier Up and Down the Line**

Overview  
Crystal 2

This session will give overview level information on what every research administrator needs to know about homegrown portals. Washington State University and Stanford University will demonstrate their portals, which connect online routing and approval systems with their grants databases, powerful monitoring and reporting tools in and of themselves. Routing procedures, practice database reporting queries, and some “lessons learned along the way” will provide a great overview of an efficient homegrown system. We will even show you how to drag and drop.
<table>
<thead>
<tr>
<th>DISCUSSION GROUPS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Best Practices for Closing Out Sponsored Projects</strong></td>
</tr>
<tr>
<td>Yay, a project has ended, now what do we do? Project closeout is an important step because it could be the last opportunity an institution may have to ensure the project was compliant with the award terms and conditions. The purpose of this discussion group is to share best practices in closing out awards. Topics will include project cost review, award reporting requirements, and property disposition.</td>
</tr>
</tbody>
</table>

| **Strategies for Surviving Audits** | **Basic** | **Crystal 5** |
| In this session, we will present strategies, tips and best practices to prepare for and manage the audit process. Emphasis will be on audit preparation strategies, how to respond to and implement recommendations, and best practices for addressing findings. | Post Award | Andres Chan  
Alison Sanders |

| **The Conflicted Party: What constitutes an OCI vs. an FCOI and what's the big fuss all about? Identifying, Disclosing and Resolving Organizational vs. Financial Conflicts of Interests.** | **Intermediate** | **Crystal 3** |
| This session will discuss What is an OCI vs. an FCOI and what does it matter; what laws and federal regulation define both and key overarching concerns regarding both. Organization Conflicts of Interest (OCI) vs. Financial Conflict of Interest–The session will discuss the key OCI FAR Regulation that applies government wide to non-profits and the HHS requirement for FCOI affecting the management of grant funding. We will discuss the two overarching concerns regarding OCI and provide Specific case studies add examples to address the range of possible conflicts that can arise in modern government contracting, as well the issues involved with subrecipient monitoring. In addition, proper disclosure and appropriate means to mitigate apparent or perceived conflicts will be provided. | Contracting and Legal; Compliance and Ethics | Christine Marquez  
Lillie Ryans-Culclager |
**Central and Department Together: Bridging the Gap**

Most Research Administrators often find themselves asking the same question. Whose responsibility is it? Central or Departmental? This session will help Research Administrators know how to navigate the gray area and how to set up clear lines of communications, responsibilities, and routing to ensure all aspects of Award Administration are met. Identifying the gaps and solutions on how to bridge the often large informational gap between the two. Learning

**Overview Crystal 2**

<table>
<thead>
<tr>
<th>Professional Development</th>
<th>Moderator:</th>
<th>Panelists:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Vanessa Quiroz Hotz</td>
<td>Dan Nordquist</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Tony Onofrietti</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Marjorie Piechowski</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Sandra Sward</td>
</tr>
</tbody>
</table>

**Climbing the Ladder: Panel Discussion from Senior Leadership on How to Move Up in Your Career Path**

Have you ever wondered how someone became the Pre-Award Manager, Director of the Office of Sponsored Projects or the Vice President of Research? This panel discussion will feature panelists in senior leadership positions within the field of research administration providing insight into their career path, hurdles, challenges and successes as well as provide feedback on the necessary resources to be successful in creating a professional development path. The panelists will also address the skills, credentials, education and “advice” on how to move forward or transition in your career. If you are in pre-award and interested in learning compliance or post-award, or perhaps you wish to move from a specialist to an officer or from departmental coordinator to central. This panel is for you! Please come with your questions.

**Basic Carson 1**

<table>
<thead>
<tr>
<th>Sponsored Program Administration and Operations</th>
<th>Patti McCabe</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Derek Brown</td>
</tr>
</tbody>
</table>
**Collaborating w/ Tech Transfer to Increase Research Support**

In the wake of declining federal funding, institutions are constantly looking for ways to increase research support. This session will explore ways in which technology transfer and sponsored projects collaborate to increase research support by facilitating outreach and collaborative engagement with industry to stimulate interest in university research programs. Panelist will share their approach to engaging potential industry sponsors/partners. Industry membership programs, SBIR/STTR programs, overseas offset programs and other mechanisms used to increase industry support for research will be discussed.

**Pre-Award Preparation for Post-Award Success**

Do you in the Pre-Award Office keep asking yourself the following questions about your Post Award colleagues – Why do they keep coming back asking more questions? Who are those guys? Who let them in here? Why don’t they get it? A Post Award veteran “old-timer” will attempt to explain for Pre-Award colleagues why we sometimes drive you crazy. It is not only because we enjoy it, but also because just like you we are trying to provide excellent customer service. This session will try to highlight the issues Post Award hopes every award document includes and why it is important to us.

**New Electronic Research Administration Systems**

In an environment where high demand causes institutions to seek software systems that will fit into their complex business infrastructure, the pressure to find the right system often causes anxiety and undo pressure for those involved. This discussion session will serve as a platform for colleagues to discuss and share ways in implementing a grants management software system. The panel will share their insights and tips for the implementation and criteria of a system. Participants are encouraged to bring their ideas, tips and tools. In addition, participants will find the information useful and possibly apply the tips and tools to their environment. We encourage you to bring your lessons learned and success stories to share with your colleagues.
**Motivating reluctant, inactive or discouraged investigators**

Intermediate

Various

Marjorie Piechowski

This session will offer an overview of the characteristics of reluctant, inactive or inexperienced investigators that deter them from pursuing grant funding. New, mid-level and senior investigators have different challenges in pursuing grant support so the strategies and approaches that have worked for these groups also differ. Strategies to be presented include incentives, mentoring, special workshops, individual strategic plans, and partnering. Participants will be encouraged to share examples and case studies of their own best practices for motivating and working with these investigators. This session will be interactive and participatory for research administrators from all types of institutions.

---

**Developing Standard Operating Procedures (SOP's): Cliff notes to creating a collaborative, efficient and performance driven process**

Overview

Sponsored

Rosemary Madnick

Crystal 1

Pam Whitlock

The development of a system of quality and integrity contains within it a standardized method of operating. Standard Operating Procedures (SOP’s) are an effective method for organizations to employ in order to meet those standards. It is necessary to evaluate the need for an SOP versus a work practice document. Development of SOP’s is really just the beginning. Training, maintenance, updating and integration are all keys to the ongoing success of your standard operating procedures manuals. Objectives: The session will focus on:

- Understanding of the reason/need to develop SOP’s and if a work practice document would better serve the need
- Development of an SOP that meets the need without snaring the institution
- Benefits to the effective development and maintenance of SOP’s from administration to the person whom joined the team, today

---

**Relationship Building**

Basic

Carson 1

Pam Whitlock

Making friends on campus.
### IP Growing Concerns in a changing IP environment - “Know when to hold, and know when to fold.”

This session will provide an overview of the key characteristics of intellectual property: Trade secrets, copyrights, and patents. Specific examples of issues related to FAR and DFAR IP provisions and data rights in Government contracts will be addressed. The facilitator will share tips for maximizing and preserving your IP when negotiating Government contracts.

**Facilitator:** Laleh Shayesteh

### Preparing for and Managing Center Grants

This session will provide an overview of how to prepare proposals for large centers as well as oversight and administration of the center during the life of the project. Attendees will be exposed to the complexities of preparing a large center grant proposal, mitigation of common pitfalls, and how to avoid errors associated with proposal preparation. In addition, we will demonstrate best practices for organization, execution, and award administration, of these center grants.

**Facilitators:** Gary Podesta, Sherrie Dennehy

### Compliance Review at Proposal Stage

Anyone feel overwhelmed when they hear “pre-award compliance” check? How many scratch their head and just want to throw up their hands when they have to sort through the rules and regulations - Is the current/pending support up-to-date? Is IRB/IAC UC/IBC approval required? Which RFP is this? What is a limited submission? Why is there cost share in this proposal? We constantly hear that problems that show up in post-award may have been able to be managed in the pre-award phase, so let’s take a look at what that means and discuss the red tape, rules, regulations and expectations on what is required prior to pushing the submit button. This session will provide a basic overview of the compliance review and provide examples of tools and tips so you may leave with a stronger understanding of the compliance check components involved in a proposal review.

**Facilitators:** Vanessa Quiroz Hotz, Sandra Stevens
As we venture to the NCURA Saloon, where you are guaranteed a night of adventure, mischief and mayhem.

Put on your boots and jeans and let’s have a good time in Reno, Nevada

Warning to all Saloon patrons

The Marshall has reported that there are some Wild desperados on the loose and may be in the area.

Reno Ballroom

Doors open at 7pm
NCURA REGIONAL CONFERENCE, RENO 2014

National Council of University Research Administrators

Region VI and VII Conference
Program

October 8th
Wednesday, 8:30 am - 10:00 am

CONCURRENT SESSIONS

<table>
<thead>
<tr>
<th>Multi-Campus Snapshot Perspective of Changing Processes to Comply with the Uniform Guidance</th>
<th>Basic</th>
<th>Crystal 1</th>
</tr>
</thead>
<tbody>
<tr>
<td>This session will walk through the Uniform Guidance administrative and cost principle changes that affect post-award administration and will seek the current and anticipated process and procedure changes by the panelist’s institutions to achieve compliance.</td>
<td>Sponsored Program Administration and Operations</td>
<td>Melissa Mullen, Dan Nordquist, Rosemary Madnick, Nancy Lewis, Kris E. Rhodes</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Social Media Do’s and Don’ts</th>
<th>Basic</th>
<th>Crystal 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>In the age of social media, we must be mindful of our cyber footprint and the positive and negative impact it can have on our careers. Every facet of our lives can be opened for inspection and misinterpretation due to our apathy for understanding the importance of controlling our cyber presence. This discussion group will approach the topic and give helpful tools understand the Do’s and Don’ts of social media. We will also discuss how we can use social media as a marketing and branding tool versus a gateway to an unrestricted view into our private lives.</td>
<td>Sponsored Program Administration and Operations</td>
<td>Derick Jones, Natalie Baronian</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Understanding Confidentiality/Non-Disclosure Agreements and Teaming Agreements</th>
<th>Intermediate</th>
<th>Crystal 5</th>
</tr>
</thead>
<tbody>
<tr>
<td>This session will explain why an NDA / confidentiality/teaming agreement is important, and when an NDA/Teaming Agreement should be used. In addition, this session will include discussion around other forms of disclosure that may or may not be necessary or appropriate. Some of the most commonly negotiated changes in NDAs will be discussed.</td>
<td>Contracting and Legal</td>
<td>Laleh Shayesteh, Stacy Miller, Matthew Kirk, Melissa Archer</td>
</tr>
</tbody>
</table>
Ongoing Compliance Reviews

A PI has received the notice of award and is working toward ensuring compliance with the institutional IRB, IACUC and IBC approval to make sure they understand their responsibilities. An important challenge for some investigators is that post approval monitoring and compliance is not simply a one-time event. This discussion group will explore the ways compliance and post award staff interact with each other to ensure that there is “smooth sailing” and that the PI has a good grounding on what they have to do to maintain a compliant program. Discussion topics will include various methods for advance review and post approval monitoring and take time to explore options that make is simpler for the PI to manage the processes they are responsible for overseeing.

Crowdfunding

Crowdfunding is an alternative funding source that several institutions are using, or thinking about using, to fund a variety of research projects. Unlike traditional funding sources, Crowdfunding capitalizes on the use of social media and communication. What are the risks? What are the benefits? Is this the next big thing or just a passing fad? Join us to discuss the ins and outs of Crowdfunding and share best practices from other institutions.

Vendor Demos
**Wednesday, 10:30 am - 12:00 pm**

**CONCURRENT SESSION**

**Getting the Message Across**  
Overview Crystal 2  
Effective and appropriate communication - the written word and how you deliver it. Delivering the message professionally, tactfully and concisely not only demonstrates your command of communication, but also ensures you minimize encountering situations where you are either misunderstood or misinterpreted, or both! Communication also covers procedural manuals - are they well written, do they deliver meaningful information? Is more necessarily better? Come visit with us for this fun and informational session!!

| Professional Development Maggie Griscavage | Julie Benson |

**DISCUSSION GROUPS**

**Proposal Prep 101** Basic Crystal 1  
This session will look at the grants.gov and NSF FastLane proposal preparation from a novice level. Attendees will learn the most common errors/issues/oversights when preparing a proposal and how to prevent them.

| Pre Award Lindsey Demeritt | Naghma Ahmad |

**Career Exploration: Transitioning your Career and Job** Basic Crystal 1  
Career exploration is not the same as job searching. Job searching is a short-term pursuit of a position that matches your financial and career goals. Career exploration is a long, progressive process of choosing education, training, and jobs that fit your interests and skills. The session will focus on the following: * Assess yourself * Explore Career Options * Gain Skills * Find a Job * Manage Your Career*

| Sponsored Program Rosemary Madnick | Lisa Jordan |
| Administration and Operations | |
### What Every Post Award Admin Needs to Know

**Overview** (Crystal 5)

The focus of this Discussion Group will be on survival skills and core competencies; how we orient and initially train Post-Award staff members; and, typically, what resources are provided to newly hired staff members to help them get through their first six months on the job. This is not intended to be a discussion of "best practices", but, rather, what we do and what we can do better.

**Vendor Demos**

**Demo** (Crystal 4)
Join us in 2015 in Salt Lake City!
Acknowledgements

Thank you to all the volunteers, sponsors, supporters and most of all participants for all your support for making this conference a success!

Special notes of thank you go to our Technical Support Team:

Lisa Jordan - Chair
Darren Bystrom
Barbara Inderwiesche

Ryan Lam
David Tieu
Noah Margolis

We wish to thank the Grand Sierra Resort staff and team for making us feel at home and taking care of us.

Thank you.
We are extremely grateful to all those who gave of their time and effort to prepare and deliver an outstanding program:

<table>
<thead>
<tr>
<th>Name</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Naghma Ahmad</td>
<td>Susan Metosky</td>
</tr>
<tr>
<td>Samantha Aleshire</td>
<td>Patti McCabe</td>
</tr>
<tr>
<td>Bishoy Anastasi</td>
<td>Melissa McCabe</td>
</tr>
<tr>
<td>Melissa Archer</td>
<td>Debra Murphy</td>
</tr>
<tr>
<td>Natalie Baronian</td>
<td>Kristine Needle</td>
</tr>
<tr>
<td>Julie Benson</td>
<td>Dan Nordquist</td>
</tr>
<tr>
<td>Mark Bourbonnais</td>
<td>Tony Onofrietti</td>
</tr>
<tr>
<td>Nicole Braman</td>
<td>Helene Orescan</td>
</tr>
<tr>
<td>Derek Brown</td>
<td>Dennis Paffrath</td>
</tr>
<tr>
<td>Susan Frei Carson</td>
<td>Mich Pane</td>
</tr>
<tr>
<td>Pamela Chapman</td>
<td>Grace Park</td>
</tr>
<tr>
<td>Andres Chan</td>
<td>Nannette Pettis</td>
</tr>
<tr>
<td>Csilla Csaplar</td>
<td>Marjorie Piechowski</td>
</tr>
<tr>
<td>Christopher Day</td>
<td>Gary Podesta</td>
</tr>
<tr>
<td>Lindsey Demeritt</td>
<td>Allison Ramos</td>
</tr>
<tr>
<td>Sherrie Dennehy</td>
<td>Mitali Ravindrakumar</td>
</tr>
<tr>
<td>Randy Draper</td>
<td>Laura Register</td>
</tr>
<tr>
<td>Sherylle Mills Englander</td>
<td>Tim Reuter</td>
</tr>
<tr>
<td>Winnie Ennenga</td>
<td>Susan Rubin</td>
</tr>
<tr>
<td>Kim Eudy</td>
<td>Lillie Ryan-Culclager</td>
</tr>
<tr>
<td>Anne Feuerbom</td>
<td>Alison Sanders</td>
</tr>
<tr>
<td>Billy Gellespis</td>
<td>Leslie Schmidt</td>
</tr>
<tr>
<td>Maggie Griscavage</td>
<td>Tara Seaton</td>
</tr>
<tr>
<td>Julie Guggino</td>
<td>Elizabeth Sexton</td>
</tr>
<tr>
<td>Earle Hager</td>
<td>Laleh Shayesteh</td>
</tr>
<tr>
<td>Samuel Hart</td>
<td>Karen Smith</td>
</tr>
<tr>
<td>Ty Helpenstil</td>
<td>Sandra Stevens</td>
</tr>
<tr>
<td>Gina Hooten</td>
<td>Kevin Stewart</td>
</tr>
<tr>
<td>Vanessa Quiroz Hotz</td>
<td>Sandra Sward</td>
</tr>
<tr>
<td>Kimberly Jackson</td>
<td>Sinnamon Tiemey</td>
</tr>
<tr>
<td>Derick Jones</td>
<td>Marj Townsend</td>
</tr>
<tr>
<td>Lisa Jordan</td>
<td>Stephanie Tramz</td>
</tr>
<tr>
<td>Angie Karchmer</td>
<td>Yvette Villicana</td>
</tr>
<tr>
<td>Matthew Kirk</td>
<td>Leighsa Washington</td>
</tr>
<tr>
<td>Vicki Krell</td>
<td>Melissa Weimer</td>
</tr>
<tr>
<td>Nancy Lewis</td>
<td>Pam Whitlock</td>
</tr>
<tr>
<td>Rosemary Madnick</td>
<td>Marianne Woods</td>
</tr>
<tr>
<td>Christine Marquez</td>
<td>Kasey Zanoli</td>
</tr>
</tbody>
</table>

Thinking about volunteering? Visit: [http://collaborate.ncura.edu/volunteer/whyvolunteer](http://collaborate.ncura.edu/volunteer/whyvolunteer)