

NCURA
REGION II

SPRING 2005
MEETING

Research
Administration:
Life, Liberty
and the Pursuit
of Leadership

April 17-19, 2005
Philadelphia, PA



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Dear Colleagues,

Welcome to the 2005 NCURA Region II Spring Meeting! The theme of this year's meeting in Philadelphia, the City of Brotherly Love, is appropriately "Research Administration: Life, Liberty, and the Pursuit of Leadership."

Join us as we travel to Philadelphia to explore a revolutionary time in research administration. Choose from three exciting workshops, and more than 15 concurrent sessions, for all sizes and types of research organizations and needs. Our Program Committee has put together a dynamic program with sessions broken out into three tracks: General, Policy, and Practice. The program includes discussion groups, a town meeting as a forum for hot topics in research administration, and timely NIH and NSF updates.

If this is your first NCURA meeting, or if you simply want the chance to greet some newcomers and learn more about your Region II colleagues, join us at Sunday afternoon's Newcomer's Reception and evening dinner groups. There will be additional professional development opportunities throughout the meeting and a chance for informal networking at the hospitality suite on Sunday and Monday nights. After a busy day on Monday, we'll unwind on a unique Trolley Tour of Philadelphia's historic sites capped off by a casual dinner at Dave and Buster's where the fun ranges from billiards to video games.

Philadelphia is a city rich in culture and entertainment and home to some of the nation's most important historical attractions, including the Liberty Bell and Independence Hall. I am sure that you will find the Spring Meeting to be a rewarding experience, and I look forward to seeing you there!

Robert De Martino

Chair, Region II



WORKSHOPS

Program Committee

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The Wistar Institute

Thomas Wendt,
University at Buffalo, The State University of New York

Angela Wish,
American University

Marjorie K. Zack,
Rochester Institute of Technology

SUNDAY

Noon-5:00 pm
Registration

1:00 - 4:00 pm
Workshops

G Key Concepts for Influencing Others

Research administrators work in complex regulatory and fast-paced environments. To do our jobs successfully we need to be able to work effectively with others and influence a variety of stakeholders with different priorities and perspectives. This requires that we understand the personal qualities and behaviors that will motivate others to want to be influenced by us.

This three-hour workshop will focus on key concepts of leadership:

- Qualities of people who inspire trust in others
- Knowing how to identify and influence people who will be key stakeholders to our success
- Communication skills that offer the greatest points of leverage motivating and influencing others.

Workshop Leader *Elaine Kamm, PresiPresident, EKGroup, Leadership Development Consulting*

P Research Compliance: Facing Big Brother

Few would disagree that regulation of research, led by federal funding agencies, has intensified over the past couple of decades. This workshop will examine factors contributing to this trend and suggest indicators of future regulatory conditions.

Understanding the sources and logical bases of regulations may provide useful insights for developing efficient compliance operations. The evolving regulatory environment has influenced some institutions to develop innovative approaches to compliance. How different institutional “personalities” suggest different compliance approaches will also be explored.

Representatives of several sectors of the research regulatory/compliance community will share their thoughts and experiences, giving participants an opportunity to consider their own institutions' approaches to research compliance.

Workshop Leader: *Joe Giffels, Assistant Vice President for Academic Affairs, Director, Research Integrity Office, Conflict of Interest Officer, University of Maryland, Baltimore*
Panelist: *Janet Simons, Director, Contracts and Grants, University of Maryland, Baltimore*

Pr Preparing Effective Proposals

Effective proposals are easy for reviewers to navigate, and are compellingly written. This workshop will examine how to:

- Analyze proposal announcements and instructions
- Address the reviewers' interests
- Develop and justify budgets, and
- Assemble and submit a polished application

We will use the NIH application process as our model; however, we will also discuss how these techniques generalize to enhance proposals submitted in any sponsors' format.

Workshop Leader: *Bernice Saxon, Director of Research Services, The Wistar Institute*

Panelist: *Lee McDaid, Associate Director, Office of Research Administration, Thomas Jefferson University*

4:30 - 5:30 pm

Newcomer's Reception

6:00 - 8:00 pm

Dinner Groups

8:00 - 11:00 pm

Hospitality Suite

SESSION KEY

G General

P Policy

Pr Practice

MONDAY

8:00 am - 5:00 pm

Registration

8:30 - 9:00 am

Continental Breakfast

9:00 - 10:30 am

Keynote Address



Leadership and the Government Printing Office: A Strategic Vision

Our keynote speaker, Bruce James, is the 24th Public Printer of the United States, an appointment made by President George

W. Bush and confirmed by the Senate in November 2002. As CEO of the Government Printing Office, he oversees production and distribution of information products and services for all three branches of the Federal Government. In December 2004, he issued "A Strategic Vision for the 21st Century," a call to transform the GPO in this digital era.

In addition to printing the *Federal Register*, Mr. James knows university research administration from a governance perspective: as a member of the Board of Trustees at Rochester Institute of Technology (RIT), in 1997 he endorsed forming the office of sponsored research and technology transfer. He sits on the Board's Committee on Government Relations, to which the Sponsored Research Office reports quarterly. Mr. James is also currently chair of the RIT Board of Trustees.

Speaker: Bruce R. James, Public Printer of the United States and Chief Executive Officer, U. S Government Printing Office

10:30 - 10:45 am

Break

10:45 am - Noon

Concurrent Sessions

Pr PUI Competition for Resources: Writing Proposals that Beat the Odds and Increase Awards on Your Campus

This session will focus on successful proposal writing strategies, suggestions and advice to faculty to improve the competitive position of their proposals. The presenters will share useful strategies to help faculty think critically about ways to enhance reviewers' ratings and get funded the first time. Presenters will also share their perspectives and provide examples of effective writing strategies for NSF, US Department of Education and foundations.

Moderator: Lorrie Anthony, Director of Sponsored Programs, Empire State College
Panelists: Mary Beth Lennon, Director of Foundation Relations, College of Notre Dame of Maryland; **Maggie Bryan-Peterson**, Director of Sponsored Programs, SUNY Fredonia; **Cynthia Gary**, Assistant Director, Center for Integrated Manufacturing Studies, Rochester Institute of Technology

Pr OMB Circular A-21: An Overview

OMB Circular A-21 establishes the principles for determining appropriate and allowable costs on grants, cooperative agreements and other agreements with universities and colleges. This session will highlight the key elements of the circular including the allowability of costs, facilities & administrative costs and cost accounting standards. This session will be geared to the newcomers in research administration.

Moderator: Antoinette Lawson, Associate Director, Office of Research Administration and Advancement, University of Maryland, College Park

G Council on Governmental Relations (COGR) Update

If recent experience is any guide, the federal budget for research for fiscal year 2005 will be unresolved, new research programs related to national security will be created, there will be renewed Congressional interest in oversight on research programs and outcomes, and new and expanded regulations on research related to compliance and accountability

will be developed. This session will provide an update and analysis of the latest developments on these issues from a Council on Governmental Relations (COGR) representative.

Presenter: Bob Hardy, Associate Director, COGR

P Funding: The Next Federal Budget

Kei Koizumi, a leading authority on the federal budget, federal support for research and development, and science policy issues will present R&D funding data and preview the President's proposed FY06 Federal budget. Kei is joining us the week of the AAAS Science and Technology Policy Seminar, an annual colloquium on the Federal budget. NCURA Region II will hear advance comments about the breakdown and meaning of the President's budget request, which will be deliberated by Congress this summer and fall.

Moderator: Robert Mitchell, Director of Research Services, Department of Medicine, University of Maryland, Baltimore
Presenter: Kei Koizumi, Director, R&D Budget and Policy Program, American Association for the Advancement of Science

Noon - 1:30 pm

Lunch and Business Meeting

1:30 - 3:00 pm

Concurrent Sessions

P Compliance and Contractual Challenges of Clinical Research

This session will address the roles/responsibilities of an investigator/department regarding the sponsor-initiated clinical trial and the greater, more difficult roles/responsibilities of the investigator/department when the study is PI initiated and the institution becomes the sponsor. This will include a general review of the rules and regulations as well as a more detailed analysis of how one department manages its compliance issue. Also discussed will be the contractual provisions that are contentious and the differences in the agreements between the physician initiated study and the sponsor initiated study.

Moderator: Ronald F. Polizzi, MBA, CRA, Associate Director, Contracts, Thomas Jefferson University
Panelists: Anita Mills, Manager of Sponsored Programs, Albert Einstein Healthcare Network; **Kathleen Bradley**, Clinical Trials Manager, Thomas Jefferson University



Pr Subcontracting - Inside, Outside, Upside Down

This session will provide the basics of subcontracting ranging from the different types of agreements to flowdown clauses. We will review the paperwork needed from the subcontractor at the time of proposal submission. What do you do after receiving an award? Forms used by several universities will be provided to participants for future reference. We will also discuss the subagreement template available on the FDP website.

Moderator: *Katherine Clark*, Associate Director, Awards and Grants Management, Rochester Institute of Technology

Panelists: *Holly Benze*, Assistant Director, Research Projects Administration, Johns Hopkins University; *Marti Dunne*, Director, Office of Sponsored Programs, New York University

G PUI Success Stories

Increasing or enhancing sponsored program funding at primarily undergraduate institutions that are tuition-driven teaching institutions can be challenging – particularly when faculty have large teaching loads and little encouragement to invest the time and effort necessary to be successful at the grant game. Hear about some successful strategies for encouraging faculty to submit more proposals, improving compliance and increasing the level of external funding at your institution.

Moderator: *Maureen McMahon*, Director, Office of Sponsored Programs, University of Maryland, Baltimore County

Panelist: *Milton Cole, Ph.D.*, Assistant Vice Provost of Academic Affairs for Research and Sponsored Projects, Villanova University

Pr ERA 101

This session will provide an overview of electronic research administration and reviews and critiques of various federal eRA initiatives. The presenters will also discuss the eRA efforts at their own institutions to include goal development, implementation options and execution, and lessons learned.

Moderator: *Thomas Wendt*, Director, Information Systems, SUNY at Buffalo

Panelist: *Ken Forstmeier*, Director, Office of Research Information Systems, Pennsylvania State University

3:00 - 3:15 pm

Break

3:15 - 4:45 pm

Concurrent Sessions

G NIH Update

A representative from the National Institutes of Health Division of Grants Policy will discuss the latest policy and funding issues affecting the NIH and its granting institutions. Topics will include current research objectives, recent policy changes, compliance issues of concern, and updates on eRA implementation via the NIH Commons.

Panelist: *Carol Alderson*, Acting Director, Division of Grants Policy, National Institutes of Health

P Two Perspectives - One Goal: A Discussion of Industry/University Interactions

This panel, representing both industry and universities, will examine how both parties work together to achieve the research and educational results they each desire. We will begin with an overview of the issues for sponsored research, learn about tools and best practices from several universities, and hear about the industry/university roundtable discussions that are underway and which will provide guidance to us in crafting sponsored

research and technology transfer agreements. We will also talk about creating long-term sustainable partnerships.

Moderator: *Cynthia Gary*, Assistant Director, Center for Integrated Manufacturing Studies, Rochester Institute of Technology

Panelists: *Alexandra McKeown*, Assistant Vice President for Research, Office of Research Administration and Advancement, University of Maryland; *Edward Pieters*, Associate Director Research Agreements, Research Services, The University of Pennsylvania; *Lou Witkin*, Program Manager, University Relations, Hewlett-Packard Company

G Faculty Development-Engaging Faculty

Training novice faculty to become productive scholars has been a recurring problem in higher education. It is more of a problem in the allied health professions since many of the professions have evolved from clinical occupations and lack a “culture of scholarship.” This presentation will provide suggestions for helping novice research faculty develop the skills to become competitive in acquiring external funding and writing for publication. Using a program of faculty development in an academic health science center, the presentation will describe the program and provide examples of content that has been used successfully with faculty. It will also describe the components of a prototype research training program developed as a result of a contract with the Bureau of Health Professions in the U.S. Department of Health and Human Services.

Moderator: *Kevin Lyons, Ph.D.*, Associate Dean and Director, Center for Collaborative Research, Thomas Jefferson University

SESSION KEY

G General

P Policy

Pr Practice

**P From Concept to Reality:
Electronic Research
Administration is here....
Ready or Not!**

Electronic proposal submission is both exciting and confusing to research administrators. Two primary initiatives, Grants.gov and the NIH eRA Commons, are scheduled to go live" with new paperless proposal systems in 2005. Come hear up-to-date information from service providers participating in the final phases of the NIH and Grants.gov pilot programs. Unscramble the features of these two different systems and learn what each system can...and can't ...do for your institution. The presenters will also share "best practices" and "lessons learned" in the implementation of Electronic Research Administration systems based on analysis of the experiences of four leading research institutions. Understand steps you can take now so you'll be prepared as paperless research moves from concept to reality.
Moderator: Jeanne Galvin-Clarke, Contract and Grant Administrator, University of Maryland, Baltimore
Panelists: Bill Kirby, NIH SBIR Principal Investigator, RAMS, Inc.; Dianne Bozler, President and NIH SBIR Principal Investigator, ERA Software Systems

6:00 - 9:00 pm

**Monday Evening Event:
Trolley Tour and Food and
Fun at Dave and Buster's**

We've been pursuing Leadership all day... now's the time for Life and Liberty! Join us for a tour of Philadelphia on an authentic trolley. After seeing the sights, the trolley will drop us off at Dave and Buster's, an adult version of Chuck E. Cheese, for a casual buffet dinner. After dinner, the dining tables convert into billiards tables, for a little friendly competition with your fellow NCURA members! Our trolley will deliver us safely back to the hotel. If billiards isn't your thing, you can purchase game tokens for the arcade. Two drink tickets per person are included.

8:00 - 11:00 pm

Hospitality Suite

TUESDAY

8:00 - 9:15 am

Breakfast and Town Meeting

Share coffee and bagels with senior NCURA members for an open forum discussion of topics hotter than the coffee!

9:15 - 10:30 am

Concurrent Sessions

**Pr Effort Reporting: An ounce of
Prevention is Worth a Pound
of Cure**

After a brief background on the basics of effort reporting, this session will provide detail on recent effort reporting compliance issues, recent guidance from the government, typical problem areas and ways to improve your effort process. Lastly, we will discuss the benefits of web-based effort systems.

Moderator: Monica Welborn-Code, Pharmaceutical Health Services Research, University of Maryland, Baltimore
Presenter: Joe Taylor, Director, Higher Education Division, Huron Consulting Group

**G National Science
Foundation Update**

New developments at NSF – programs, policies, people and budgets. This session will be a comprehensive review of what is new and exciting at the National Science Foundation. It will enable you to: identify policy changes affecting your institution; learn about new FastLane developments; and identify new programs of interest.

Panelists: Joanna Rom, Deputy Director, Planning Coordination and Analysis, Office of Budget, Finance & Award Management, National Science Foundation; Beth Strausser, Policy Specialist, Policy Office, Office of Budget, Finance & Award Management, National Science Foundation

**P Negotiating Sponsored
Contracts: Current
Problematic Clauses**

It seems to be happening more and more these days, whether you are negotiating a Federal contract, an industry sponsored research agreement, or a pharmaceutical company sponsored clinical trial. Deal-breaking issues continually raise their ugly

heads. Publication restrictions, intellectual property grabs, access restrictions, ITAR/EAR requirements, and lack of indemnification can all be headaches. Hear how members of the panel handle these issues and be prepared to jump in with your own experiences.

Moderator: Angela Wish, Grant and Contract Manager, American University
Panelist: Cheryl Williams, Senior Research Administrator, University of Rochester

**Pr New to Research
Administration/What
You Need to Know**

Welcome to Research Administration. There are various roles and organizational structures within the world that we know as "research administration." This session will look at some of the basic information required to service and support the faculty regardless of the type of institution and its funding. Some of the topics to be discussed are definitions/buzz words, types of sponsors, funding sources, types of grants and contracts, compliance issues, internal regulatory oversight, and preparation for audits.

Moderator: Lee McDaid, Associate Director, Office of Research Administration, Thomas Jefferson University

10:30 - 10:45 am

Break

10:45 am - Noon

**Discussion Groups:
Practice and Policy**

Our Spring Meeting has explored "Life, Liberty, and the Pursuit of Leadership". To that end, we will wrap up the meeting with two informal discussion groups: Practice and Policy. Experienced members in each of the groups will guide conversation, field questions, and offer tips and tools. This is your chance to ask that question you thought of after a session ended, compare your nightmare experiences and share your insights with others who share your research administration world.

Noon

Adjourn



HOTEL AND TRAVEL INFORMATION

The conference will be held at the Crowne Plaza Philadelphia Center City Hotel. The 25-story Crowne Plaza Philadelphia Center City is a first-class, full-service hotel set in the heart of the Philadelphia downtown business district, an excellent location within minutes of shopping and entertainment, and just seven miles from Philadelphia Airport. One of the leading hotels in Philadelphia, the Crowne Plaza Center City harmoniously blends efficiency with comfort and elegance, and is committed to guest satisfaction at every level. Amenities include a modern business center, sundeck, pool and exercise room.

Crowne Plaza
Philadelphia Center City
1800 Market Street
Philadelphia, PA 19103

Tel 215-561-7500
800-227-6963

Fax 215-561-2556

For additional hotel information, visit:
<http://cpphiladelphia-centercity.felcor.com/>

Room Rates:

The NCURA group rate is \$139 per room, per night, plus 14% taxes, and is available Saturday through Monday. The hotel offers valet garage parking at the 24-hour rate of \$28.00 per vehicle for overnight guests, with unlimited in/out privileges.

Reservations must be made by March 18th for the special rate. When making a reservation, be sure to mention National Council of University Research Administrators Region II Conference.

TRANSPORTATION

Philadelphia International Airport (PHL)

7 miles, approximately 20 to 25 minutes, taxi service available.

30th Street Amtrak Station

Taxi service available. 6 blocks.

Driving Directions

From I-76 East (Schuylkill), exit 22/I-676 East, make 1st right onto 21st Street, left at Market Street. Hotel is on right at corner of 18th & Market.

Lady Liberty - 215 724 8888

Timely and inexpensive airport transportation is available to and from the hotel. Rates are \$8.00 one way per person, plus gratuity.

Septa Regional Rail

Septa's R1 airport line travels between the airport and central Philadelphia, with trains departing every half hour from 6:00 am to 12:00 midnight.

Places of Interest

The Crowne Plaza Philadelphia Center City Hotel is located only seven miles from the Philadelphia Airport, in the heart of the business and financial districts, and near Lincoln Financial Field, home to the Philadelphia Eagles. The Philadelphia Museum of Art, the historic district, Society Hill and Independence Hall are all within 12 blocks of the hotel.

Local places of interest include the 42-acre Philadelphia Zoo, the Liberty Bell, the world-famous national treasure located just outside Independence Hall both within the old city historic district, the newly open and highly acclaimed National Constitution Center and Penn's Landing, 37-acre riverfront park along the Delaware River where you will find numerous restaurants and entertainment venues, Independence Seaport Museum; the USS Olympia, Commodore Dewey's flagship; and the USS Becuna, a World War II submarine. The city is a major cultural center with a number of world-class museums such as the Franklin Institute, the Norman Rockwell Museum and the Betsy Ross House.

For more information on things to do in Philadelphia, go to www.gophila.com/index.htm



Registration Form

National Council of University Research Administrators

REGION II SPRING 2005 MEETING

April 17-19, 2005 • Philadelphia, PA

Name _____

Title _____

Institution/Organization _____

Street Address _____

City _____

State _____

Zip _____

Phone _____

Fax _____

Email Address _____

Web Address _____

Special Needs: _____

MEETING REGISTRATION

- Full Program and Workshop:** Includes all sessions for Monday and Tuesday, Monday lunch, continental breakfasts and Sunday Workshop (please choose from list of workshops below).
- Full Program ONLY:** Includes all sessions for Monday and Tuesday, Monday lunch, continental breakfasts
- Sunday Workshop ONLY:** (please choose from list of workshops below):
- Monday's Program** (includes continental breakfast, luncheon, and breaks)
- Tuesday's Program** (includes continental breakfast and AM break)

Early Registration,
by March 18

Registration by
April 8

\$300

\$315

\$225

\$250

\$75

\$75

\$175

\$200

\$100

\$125

Monday Evening Event

Will you attend the Monday Evening Trolley Ride and Dinner at Dave & Busters? Yes No
Please let us know so that we can plan accordingly. The cost for the evening is INCLUDED in your registration fee. If you invite a guest, attach a \$55 check made payable to NCURA Region II.

Monday Evening Event (Guests, \$55 check attached)

\$55

NCURA Membership Dues (Optional) If you'd like, you may:

____ renew your membership or ____ become a member of NCURA

\$155

\$155

TOTAL DUE Make checks payable to NCURA

\$ _____

\$ _____

WORKSHOP SELECTION

 If you have registered for the Sunday workshop, please specify the workshop you will attend:

- Key Concepts for Influencing Others
- Research Compliance: Facing Big Brother
- Preparing Effective Proposals

PAYMENT INFORMATION

Check enclosed

If you would like to register online with a credit card, please go to the Region II web site at http://academic.shu.edu/grants/ncura_region_ii/

NCURA Federal I.D. # 52-1721115

MEETING CANCELLATIONS: All cancellations must be made in writing and received at Shane.Crouse@rit.edu by April 8. Fax and telephone cancellations cannot be accepted. An administrative fee of \$50 will be assessed on all cancellations. Cancellations after April 8 and no-shows are not eligible for refunds.

WORKSHOP CANCELLATIONS: All cancellations must be made in writing and received at Shane.Crouse@rit.edu by April 8. Fax and telephone cancellations cannot be accepted. An administrative fee of \$25 will be assessed per workshop cancellation. Cancellations after April 8 and no-shows are not eligible for refunds.

SUBSTITUTIONS: Registrants unable to attend may transfer their registration to another individual with prior notice.

Completed forms should be mailed to: Shane Crouse, Rochester Institute of Technology, 141 Lomb Memorial Drive, Rochester, NY 14623-5608

QUESTIONS? Shane Crouse at: 585-475-5347 or shane.crouse@rit.edu

Concurrent Session



Choices

For the comfort of our attendees, please mark the session in each time slot that you are most likely to attend. This will enable us to better match the room size to the expected size of the audience. Thank you!

Monday

10:45-Noon

- PUI Competition for Resources: Writing Proposals that Beat the Odds and Increase Awards on Your Campus (Practice)
- OMB Circular A-21: An Overview (Practice)
- Council on Governmental Relations (COGR) Update (General)
- Funding: The Next Federal Budget (General)

1:30-3:00

- Compliance and Contractual Challenges of Clinical Research (Policy)
- Subcontracting - Inside, Outside, Upside Down (Practice)
- PUI Success Stories (General)
- ERA 101 (Practice)

3:15-4:45

- NIH Update (General)
- Two Perspectives - One Goal: A Discussion of Industry/University Interactions (Policy)
- Faculty Development-Engaging Faculty (General)
- From Concept to Reality: Electronic Research Administration is here.... Ready or Not! (Practice)

Tuesday

9:15-10:30

- Effort Reporting: An ounce of Prevention is Worth a Pound of Cure (Practice)
- National Science Foundation Update (General)
- Negotiating Sponsored Contracts: Current Problematic Clauses (Policy)
- New to Research Administration: What you need to know (Practice)

10:45-Noon

- Wrap-up Discussion Group: Practice
- Wrap-up Discussion Group: Policy

