

## ***Preliminary Program***

National Council of University Research Administrators  
Region II Spring Meeting

### **“Reinvestment: Sowing the Seeds of Research Administration”**

**Nassau Inn, Princeton, New Jersey**  
**April 25-27, 2010**

#### **Sunday, April 25, 2010**

12:00 noon – 5:00 p.m.      Registration

1:00 p.m. – 4:00 p.m.      **Workshops**

**W1: Contracting with the Federal Government – Now What Do I Have To Do? Understanding Roles and Responsibilities in the Federal Contracting Process**

**Workshop Faculty:** *Jeanne Galvin-Clarke*, University of Maryland, *Holly Benze*, Johns Hopkins University, *TBN*

**Description:** Understanding Federal Acquisition Regulation (FAR) clauses and divvying up responsibilities – who does what. Department, PI and grants office all have a part to play. Case Studies

**W2: Managing the Financial Operations of Service Centers –**

**Workshop Faculty:** *Martin Smith*, Director, Fiscal Planning, University of Pennsylvania; *John Blandino*, Director, Finance Administration and Research, Roswell Park Cancer Institute

**Description:** Managing the financial operations of a service center requires a combination of skills and knowledge. Conducting a successful cost analysis incorporates financial accounting principles, cost accounting practices, and practical knowledge about the service center operations, while also adhering to financial compliance requirements to break even. In an era of budgetary limitations, service centers are under immense pressure to be financially solvent.

**W3: Managing Sponsored Programs at a Predominantly Undergraduate Institution**

**Workshop Faculty:** *Mary Louise Healy*, Assistant Vice President for Research, Towson University; *Angela Sgroi*, The College of New Jersey; and *Magui Cardona*, University of Baltimore

**Description:** Coming soon.

**W4: Core Competencies Workshop – A-133 Audits with a Focus on ARRA Funding:**

**Moderator:** *Alexandra McKeown*, Johns Hopkins University

**Workshop Faculty:** Price Waterhouse Cooper representatives, names TBD

**Description:** The Office of Management and Budget (OMB) Circulars are the foundation of the rules and regulations governing federal sponsored awards. In fact, many policies at our institutions are developed using the Circulars as guidelines. It is therefore essential that we have at least a basic understanding of these regulations to ensure compliance and provide good stewardship of federal

funds. This workshop will highlight the most important aspects of OMB Circular A-133. The Circular was issued by OMB pursuant to the Single Audit Act of 1984, P.L. 98-502, and the Single Audit Act Amendments of 1996, P.L. 104-156. It sets forth standards for obtaining consistency and uniformity among Federal agencies for the audit of States, local governments, and non-profit organizations expending Federal awards. This workshop will provide an overview of audit responsibilities of institutions that receive federal funds and a sneak peak at what we can expect in the ARRA compliance supplement.

- 4:30 p.m. – 6:30 p.m.      **Welcome Reception**
- 6:45 p.m. – 9:00 p.m.      **Dinner Groups**
- 8:00 p.m. – 11:00 p.m.      **Hospitality Suite open**

## Monday, April 26, 2010

- 7:30 a.m. – 5:00 p.m. Registration
- 7:30 a.m. – 8:45 a.m. Continental Breakfast
- 9:00 a.m. – 10:30 a.m. Welcome, *Joseph Sullivan*, Region II Chair, *Jared Littman*, Program Chair  
National Update and Introduction of Plenary Speaker  
*David Richardson*, NCURA National President,

### Plenary Session:

***Donald Thomas*, Director of the Hackerman Academy of Mathematics and Science, Towson University in Maryland  
Former NASA Astronaut**

- 10:30 a.m. – 10:45 a.m. Break

- 10:45 a.m. – 12:00 noon **Concurrent Sessions**

### **What is Intellectual Property? Copyrights, Inventions, Trademarks and Plant Varieties – Pre Award Track**

**Moderator:** *Gregory C. Slack*, Clarkson University

**Panelists:** *George R. McGuire*, Chairman, Intellectual Property Practice Group, Bond, Schoeneck & King, PLLC; *Robert Hardy*, Director, Contracts and Intellectual Property, Council on Governmental Relations

**Description:** This session will introduce copyright, trademark and patent laws as applied to intellectual property terms in sponsored research agreements. Key concepts that arise while negotiating intellectual property will be highlighted, including the Bayh-Dole Act. This session will also focus on intellectual property terms and conditions, commonly found in sponsored research agreements, and their potential effects on both the research and the technology transfer functions of the institution.

### **Managing Project Costs for Beginners – Department Track**

**Moderator:** *Tolise Miles*, Georgetown University

**Panelists:** *Marcia Black*, Princeton University; *Maureen Thompson-Siegel*, Princeton University

**Description:** This session is an introduction to the federal requirements of OMB Circular A-21 (Cost Principles for Educational Institutions) and OMB Circular A-110 (Uniform Administrative Requirements for Grants and Other Agreements with Institutions of Higher Education, Hospitals and Other Non-Profit Organizations). It is intended for the beginner and those department administrators who are involved in the day-to-day management of costs on federal funded projects. Case studies will be used to understand the concept of costs being consistent, allowable, allocable, reasonable and necessary.

### **ARRA Financial Reporting: Survivor Tools and Tips – Post Award Track**

**Moderator:** *Cheryl K. Williams*, University of Rochester

**Panelists:** *Mary Beth Rudofski*, Director, Health and Education Consulting, Huron Consulting Group; *TBN*

**Description:** Coming soon.

## **Research as an Economic Tool – General Track**

**Panelists:** *Mary Beth Curtin*, Binghamton University; *William Michalerya*, Lehigh University

**Description:** Many factors are reshaping the purpose and structure of research administration. The recent downturn in the economy is one such external factor that is bringing an increased expectation of our universities as agents of economic change; with its research programs providing the spark for innovation that lead to prosperous economies. With increasing frequency, research administrators are brought into this dialogue. An overview of this changing landscape will be presented, followed by a case study of a university research divisional role of government-industry-university partnerships in strategic economic planning. Speakers could include for example: a state agency-based economic development program manager, a university economic development official, and a university research VP who oversees research and economic development

12:00 noon – 1:30 p.m.

### **Luncheon**

Region II Business Meeting  
*Joseph Sullivan*, Region II Chair

Presentation of Region II Distinguished Service Awards  
*Joseph Sullivan*, Region II Chair

1:45 p.m. – 3:00 p.m.

### **Concurrent Sessions**

#### **Export Controls – Department Track and Pre Award**

**Moderator:** *Denise Moody*, Princeton University

**Panelists:** *Jeff Richardson*, Export Controls Office, University of Maryland, College Park; *Marcia Black*, Princeton University

**Description:** Coming soon.

#### **Administering Non-Research Awards: Avoiding Pitfalls and Maximizing Benefits – Predominantly Undergraduate Institute (PUI)**

**Moderator:** *TBN*

**Panelists:** *Mary Louise Healy*, Towson University; *Gil Harootunian*, McDaniel College

**Description:** All institutions receive funding for other-than-research projects, including for international collaborations and exchanges, curriculum development, community outreach, and the provision of services such as teacher professional development. Predominantly undergraduate institutions often have funding portfolios with a disproportionate number of these types of projects, which bring with them special administrative burdens. The presenters will discuss some of the challenges involved in administering these awards, including meeting burdensome reporting requirements (for the institution as well as the principal investigator), working with partner organizations that may not have previously administered federal funding, and instituting procedures for getting the job done, programmatically and administratively. They will also offer advice for the smooth administration of such projects. Audience participation will allow for the sharing of best practices

#### **Post-Award Management - Post Award Track and Department Track**

**Moderator:** *Robert De Martino*, Seton Hall University

**Panelists:** *Donna H. Sandfort*, Neuroscience Institute, Princeton University; *Anne Albinak*, Johns Hopkins University; *Sue Porterfield*, Johns Hopkins University

**Description:** We have the award. Now what do we do? Post award management is more than just red and black ink. How does the grant/contract impact payment schedules, reports and award closeout? Is it milestone billing? Fixed price? Cost reimbursable? Can we rebudget? What about effort on the project? Can we reduce without having to go back to the sponsor for approval? What are the technical reporting requirements? Working together at the department, grants, and finance office levels to successfully manage the award

### **NCURA/EARMA Fellowship Program – General**

**Moderator:** *Pamela Wheat*, Lehigh University

**Panelists:** *Nancy Ball*, Lafayette College; *Andreas Ledergerber*, Research Associate, Office for International Research Programmes, Swiss Federal Institute of Technology Zurich (ETH Zurich); *Gil Harootyan*, Director, Office of Academic and Government Grants, McDaniel College; *Kathleen Larmett*, Executive Director, National Council for University Researchers

**Description:** NCURA and our colleagues at the European Association of Research Managers and Administrators (EARMA) launched an international fellowship exchange program in 2009. Program objectives of the NCURA/EARMA International Research Management Fellowship Program are to develop, nurture and support a mutual exchange fellowship to advance the training of research administrators and managers and their understanding of international research collaboration. Lehigh University and Lafayette College submitted a joint proposal to host an EARMA fellow in Spring 2010. The proposal was the only joint proposal submitted between a PUI and a larger research institution. This session will focus on the exchange experience from both the host institutions and fellow's perspectives. Join us and our exchange fellow from Swiss Federal Institute of Technology Zurich (ETH Zurich) to learn more about international research and future plans for the NCURA/EARMA fellowship exchange program.

3:00 p.m. – 3:15 p.m.

Break

3:15 p.m. – 4:30 p.m.

### **Concurrent Sessions**

#### **Steps in Ending a Project – Department Track**

**Moderator:** *TBN*

**Panelists:** *Walker Pheil*, Office of Sponsored Programs, Georgetown University; *Tolise Miles*, Department of Medicine, Georgetown University

**Description:** Department Administrators have a wealth of information available on pre- and post-award procedures. One area that seems lacking is information on how to best CLOSE (or END) a research project. Topics to include: what reports are required to close a project (final technical, financial, subcontract, inventions statement, etc.); who is responsible for completing these reports; tips or guidelines on archiving project information (what to save and for how long).

#### **Contracting with Industry – Pre Award Track**

**Moderator:** *Holly Benze*, Johns Hopkins University

**Panelists:** *Jill Frankenfield*, University of Maryland, College Park; *Tom Burns*, Bloomberg School of Public Health, Johns Hopkins University

**Description:** This session addresses the major negotiation challenges that universities face when contracting with industry and examples of good and bad terms for these issues.

## **Small Business Subcontracting: Plans and Reporting – Post Award Track**

**Moderator:** *Joseph Sullivan*, Carnegie Mellon University

**Panelist:** *Brenda Kavanaugh*, University of Rochester

**Description:** FAR Clause 52.219-9 mandates a Small Business Subcontracting Plan for federal contracts. The plan must be submitted as part of the response to the Solicitation and is often part of the negotiations prior to a contract being issued. The Small Business Subcontracting Plan includes goals for purchases from small disadvantaged, woman owned, hub zone, and veteran owned businesses. The contractor is obligated to meet these goals and report on their success in doing so twice per year. This session will explain the process of creating the plan, provide helpful hints and tools for the plan and walk attendees through the post award reporting process using eSRS, the federal government's electronic reporting system. This session could be helpful for pre-award folks, post-award folks and department administrators, depending on who accepts responsibility for these activities at each institution.

## **National Science Foundation (NSF) Update – Federal Update**

**Moderator:** *Jared Littman*, St. John University

**Presenter:** *Jeremy Lefslser*, Outreach Specialist, Policy Office, NSF

**Description:** This session will be a comprehensive review of what is new and developing with the National Science Foundation's programs, policies, people, and budgets. Participants will learn about changes affecting their institution and new programs of interest to their researchers. Participants will have an understanding of recent and upcoming changes to NSF policies and procedures including issues specific to the American Recovery and Reinvestment Act. In addition, attendees will receive updates to NSF involvement with government-wide grants streamlining initiatives including advances with research.gov.

5:45 p.m. – 9:00 p.m.

5:45 - meet for the 5 minute walk to the brewery

6:00 - brewery tour and tasting

7:00 - dinner

8:00 - entertainment: Singer, songwriter, Pat Wictor

Steeped in American "roots" music, Pat is a contemporary songwriter and interpreter drawing on the rural country, gospel, and blues traditions of our nation

8:30 p.m. – 11:00 p.m.

Hospitality Suite open

**Tuesday, April 27, 2010**

7:30 a.m. – 10:00 a.m.

Registration

7:45 a.m. – 9:00 a.m.

Breakfast and Breakfast Discussion Groups

### **Table 1: Recruiting and Training the Next Generation of Research Administrators**

*Alexandra McKeown*, Bloomberg School of Public Health, Johns Hopkins University

**Description:** Coming soon.

### **Table 2: Graduate Assistance in Areas of National Need Fellowship Program – Pre Award Track**

*Pamela Wheat*, Lehigh University; *Michael Mueller*, Office of Proposal Development, Office of the Vice President for Research and Graduate and Professional Education, Rutgers University, *DOE Program Officer*

**Description:** The GAANN program supports Graduate Assistance in Areas of National Need and provides fellowships, through academic departments and programs to assist graduate students with excellent records who demonstrate financial need and plan to pursue the highest degree available in their course study. Eligible departments include all engineering departments, biology, chemistry, mathematics, physics, computer science and Education Assessment, Evaluation and Research and proposals can be for a single discipline or inter-multidisciplinary.

The GAANN program is not open each year so in preparation for the next award cycle, join us for a breakfast roundtable as Michael shares his strategy for building Institutional Support for GAANN at Rutgers.

For information about the GAANN program see <http://www.ed.gov/programs/gaann/index.html>

### **Table 3: Compliance at a PUI – Angela Sgroi**

### **Table 4: Tools for Going Paperless and Doing So with Less or Nothing – General Track**

*Joseph Sullivan*, Carnegie Mellon University; *Christine Katsapis*, Gallaudet University

**Description:** Electronic storage of all types of documents related to research administration. Solutions demonstrated from off the shelf products to simple file applications.

### **Table 5: Your Call Cannot Be Completed As Dialed – When Research Departments and Central Administration Are Not Communicating – Department Track**

**Panelists:** *Tolise Miles*, Georgetown University; *Walker Pheil*, Georgetown University

**Description:** Best practices for building a rapport and establishing relationships.

### **Table 6: Subrecipient Risk Assessments**

**Panelists:** *Barbara Pifel*, Weill Cornell Medical; *Bess Jensen*, Weill Cornell Medical

**Description:** What are the current federal requirements for performing subrecipient risk assessments and what are best practices? Come hear about how technology solutions can enhance your compliance program.

9:15 a.m. – 10:30 am

### **Concurrent Sessions**

### **Establishing Effective and Successful Foreign Award Agreements – Pre-Award Track**

**Panelists:** *Marjorie Forster*, University of Maryland, Baltimore; *Dennis Paffrath*, University of Maryland, Baltimore

**Description:** Are you responsible for negotiating grant or contract agreements with foreign entities or being asked to do so for the first time? What are the issues you need to be aware of to ensure the negotiation and execution of an effective foreign award agreement? Is a foreign sponsor imposing compliance requirements that do not seem to apply to your institution? Do you need to customize your standard subrecipient agreement with terms and conditions that are applicable to a foreign entity? What about the local culture and the impact it has on your negotiation? How can you use the agreement to manage payment

and performance risks? To learn about these and other issues pertaining to foreign award negotiation this session is a way to gain the knowledge and tools to use in future negotiations with incoming and outgoing agreements.

### **Training Grants – Department Track**

**Presenters:** *Jane Tolbert*, University of Rochester; *Cheryl K. Williams*, University of Rochester; *Fannie Dela Cruz*, Division of Nephrology, Georgetown University  
**Description:** Training grant preparation and submission

### **Advanced Issues in Subawards – Post Award Track and Pre Award**

**Moderator:** *Antoinette Lawson*, University of Maryland, College Park  
**Panelists:** *Jeanne Galvin-Clarke*, University of Maryland, Baltimore  
**Description:** Coming soon.

### **Council on Governmental Relations (COGR) Update – Federal Update**

**Moderator:** *Alexandra McKeown*, Associate Dean for Research Administration, Bloomberg School of Public Health, Johns Hopkins University  
**Presenter:** Robert Hardy, Director of Contracts and Intellectual Property Management, Council on Governmental Relations  
**Description:** COGR is an association of more than 170 U.S. research universities and their affiliated academic medical centers and research institutes, concerned with the influence of federal regulations, policies, and practices on the performance of research and other sponsored activities conducted at its member institutions. A COGR staff member will present a Washington update, discussing the significant research policy and regulatory issues currently facing the research community.

10:30 a.m. – 10:45 a.m. Break

10:45 – Noon

### **Concurrent Sessions**

#### **Development Seeds and Research Administration Seeds: Growing that Hybrid – Pre-Award Track**

**Moderator:** *Mary Louise Healy*, Towson University  
**Panelists:** *Angela Sgroi*, The College of New Jersey  
**Description:** At many institutions, there is an icy (if not outright adversarial) relationship between the fundraising office and the pre-award research administration office. For institutions at which these two offices enjoy a warm and synergistic relationship, how was the culture developed and how is it maintained? This session could be a multiple case study presentation of how these two very different offices work well together at institutions.

#### **Managing Subawards in a Small Shop – PUI Track**

**Panelists:** *Martin Williams*, William Patterson University; *Laurie Treleven*, Montclair State University  
**Description:** Small shops that serve predominantly undergraduate institutions have many diverse responsibilities. As programs grow, so do the complexities of those programs. Introducing the development, support and monitoring of subawards is usually a later introduction into an already complex service environment. This presentation will review the experience of two institutions and encourage participants to share their experiences, lessons and solutions.

#### **When to Hold Them and When to Fold Them: Intricacies of Successful Payments – Post Award Track**

**Panelist:** *Dennis Paffrath*, University of Maryland, Baltimore; *Marjorie Forster*, University of Maryland, Baltimore

**Description:** In these times of economic hardship and constraints have you noticed how difficult it has become to receive payments from your sponsors, regardless of the type of organization or corporation? What are the reasons and causes of non-payment? What steps can you take to eliminate the risk of not receiving payment for work successfully completed?

**National Institutes of Health (NIH) Update – Federal Update**

**Moderator:** *Kristine M. Kulage*, Columbia University School of Nursing

**Panelist:** *Pam Gilden*, OPERA, NIH

**Description:** An update of what is new (like the new application forms and the continuing saga of ARRA) and on the horizon in the National Institutes of Health. Look for a review of future budget projections, new and emerging programs and policies, proposal submission and award management and other up-to-the minute news.

12:00 noon

**Adjourn**

## REGION II SPRING 2010 MEETING

April 25-27, 2010 • Nassau Inn, Princeton, New Jersey

	Pre-Award	Post-Award	Dept Admin	PUI	General
<b>Monday 10:45 am-12:00 pm</b>					
What is Intellectual Property? Copyrights, Inventions, Trademarks and Plant Varieties	X				
Managing Project Costs for Beginners			X		
ARRA Financial Reporting: Survivor Tools and Tips		X			
Research as an Economic Tool					X
<b>Monday 1:45 pm – 3:00 pm</b>					
Export Controls	X		X		
Administering Non-Research Awards: Avoiding Pitfalls and Maximizing Benefits				X	
Post-Award Management		X			
NCURA/EARMA Fellowship Program					X
<b>Monday 3:15 pm-4:30 pm</b>					
Steps in Ending a Project			X		
Contracting with Industry	X				
Small Business Subcontracting: Plans and Reporting		X			
National Science Foundation (NSF) Update					
<b>Tuesday 7:45 am – 9:00 am <i>Breakfast Discussions</i></b>					
Recruiting and Training the Next Generation of Research Administrators					X
Graduate Assistance in Areas of National Needs Fellowship Program					X
Compliance at a PUI				X	
Tools for Going Paperless and Doing So with Less or Nothing					X
Your Call Cannot Be Completed As Dialed – When Research Departments and Central Administration Are Not Communicating			X		
Subrecipient Risk Assessments	X				
<b>Tuesday 9:00 am-10:30 am</b>					
Establishing Effective and Successful Foreign Award Agreements	X				
Training Grants			X		
Advanced Issues in Subawards	X	X			
Council on Governmental Relations (COGR) Update					
<b>Tuesday 10:45 am-12:00 pm</b>					
Development Seeds and Research Administration Seeds: Growing that Hybrid	X				
Managing Subawards in a Small Shop				X	
When to Hold Them and When to Fold Them: Intricacies of Successful Payments		X			
National Institutes of Health (NIH) Update					