



**Professional Development Workshops
Presented by Faculty from the
Mid-Atlantic Region of the
National Council of University Research Administrators**



**Advanced Issues in A-21, A110 and A-133
Content Level: Advanced**

Course Description: So you think you understand the Circulars? This workshop goes well beyond the basics by using case studies oriented around difficult real-life situations. Can two reasonable people disagree on the interpretation of the Circulars? Is everything black and white at the transactional level where the implementation of the Circulars is crucial to the operation of the research enterprise at our institutions? The reality is that we live in a world of gray and most decisions are made on a case-by-case basis relying heavily on the documentation at hand and adding a little *common sense* methodology before approving action items. The Circulars allow room for interpretation. Finding the right guidance for your institution is more than sharing best practices and procedures, it is understanding how to fine-tune them for your institution. This workshop will look at current compliance issues of interest around the country.

Learning Objectives:

- Participants will obtain experienced answers for real-life issues on the Circulars;
- Participants will obtain working principles to solve a range of transactional situations - simple to complex;
- Participants will learn by accessing real-life case studies.

Prerequisites: Working knowledge of the Circulars and over three years' experience in research administration.

Who Should Attend?

- Pre-award Administrators
- Post-award Administrators
- Departmental Administrators
- Internal Auditors

**The Alphabet Soup of NIH Training and Career Development Awards
Content Level: Intermediate**

Course Description: Part of the stated mission of the National Institutes of Health (NIH) is "to develop, maintain, and renew scientific human and physical resources that will ensure the Nation's capability to prevent disease." Ruth L. Kirschstein National Research Service Awards (Kirschstein-NRSA) training grants and fellowships are awarded to support pre-and post-doctoral research training to help ensure that a diverse and highly trained workforce is available to carry out the nation's biomedical, behavioral and clinical research agenda. Institutional Kirschstein-NRSAs (T awards) are awarded to domestic institutions that have the facilities and qualified faculty to provide for research training programs in several scientific



specialties. Individual Kirschstein-NRSA Fellowships (F awards) are awarded to individuals enrolled in doctoral degree training as well as to promising post-doctoral individuals with the potential to become productive, independent investigators in scientific health-related research fields. Career Development Awards (K awards) are awarded to provide support and *protected time* for an intensive, supervised career development experience leading to research independence. While the successful attainment of any one of these NIH training/career development awards is honorable, the pre- and post-award administrative responsibilities are unique. This workshop will offer an overview of the administration of NIH training and career development awards from proposal preparation to closeout. We will also discuss the use of X-Train, the on-line interface where authorized users electronically process the required paperwork associated with Kirschstein-NRSA training grants and fellowships. Case studies and *hands on* activities will be utilized to enhance and emphasize the learning objectives. This workshop is brought to you by the letters T, F, K and X!!!

Learning Objectives:

- Participants will understand the importance of the specialized information included in an institutional NRSA proposal and where within their institution such information may be acquired;
- Participants will be able to assist pre-doctoral and post-doctoral trainees with the preparation of their NRSA fellowship proposals;
- Participants will learn the post-award administrative requirements for NIH NRSA and K awards;
- Participants will be prepared to discuss the nuances of K awards with faculty;
- Participants will learn basic appointment and termination functions of the X-Train System.

Prerequisites: None

Who Should Attend?

- Departmental Research Administrators who need to understand the complexity of NIH non-research, training and career development grant mechanisms
- Faculty who are contemplating submission of a career development (K award) proposal to NIH

Building a Budget: The Basics **Content Level: Beginner / Intermediate**

Course Description: Developing a clear and reasonable budget is one of the most important pieces of the proposal process. Regulations state that the budget should be the *financial expression of the statement of work*, and *it should summarize the financial aspects of the project as approved during the award process*. The ability to build a budget that directly ties to the work being performed will enhance the chances of being funded by the sponsor, and understanding how to assist PIs in building a reasonable budget is essential to our roles as research administrators.

Learning Objectives:

- Participants will understand the foundations of budget building; including allowability, allocability and reasonableness;
- Participants will explore common budgeting issues such as administrative and clerical salary, determination of sub-recipient, contractor, or consultant status, and more;



- Participants will learn strategies for successfully and confidently building a sound budget, through the use of an in-depth case analysis which will help participants gain a practical understanding of the challenges faced when creating a budget, as well as the risks and consequences involved.

Prerequisites: Basic understanding of the management of sponsored projects.

Who Should Attend?

- Beginner/intermediate research administrators

Building Blocks for Research Administration **Content Level: Beginner**

Course Description: This full-day workshop will provide knowledge, strategies and tools to effectively manage sponsored projects. We will discuss the federal regulations upon which institutional compliance is based; the administrative concepts of proposal submission; costing issues; the concept of effort; post-award management; project closeout; compliance and audits.

Learning Objectives:

The purpose of this workshop is to:

- Provide participants with a broad overview of the various aspects of research administration;
- Overview of pre-award processes;
- Gather basic understanding of post-award such as allowability of costs, effort reporting, cost sharing, close-out, audits.

Prerequisites: None

Who Should Attend?

- This workshop is targeted to personnel in all areas of research administration who would benefit from a better understanding of the various concepts of research administration.

Clinical Trials: What You Need to Know to be Successful **Content Level: Intermediate**

Course Description: A comprehensive overview of the clinical trial process for both department administrators and central office research administrators. Discussion will emphasize both the institution's perspective as well as the sponsor's to provide attendees a clearer picture of the overall clinical trial enterprise. Three primary topics will be covered including: the drug discovery process, the anatomy of a clinical trial contract, and clinical trial budgeting. Attendees will be engaged throughout by the use of interactive tools and open discussion. The attendees will benefit from the collective experience of their peers in addition to being provided practical tools which can be utilized in their everyday experience.



Learning Objectives

- Participants will gain a basic understanding of the clinical trial process and the key elements of drug discovery;
- Participants will gain an understanding of how to identify problematic contract clauses;
- Participants will gain an understanding of how to develop a comprehensive clinical trial budget
- Participants will engage in discussion of best practices in relation to clinical trial contract negotiation (contract terms and budget).

Prerequisites: Basic understanding of pre- and post-award processes in clinical trials.

Who Should Attend?

- Pre-Award Administrators
- Post-Award Administrators
- Departmental Administrators

Contracts: Federal, Federal Flow-through Contracting with Industry and Universities Content Level: Intermediate/Advanced

Course Description: Do you freeze whenever you hear the word RFP or receive a contract to negotiate and review? In this workshop you will learn tools to help with all stages of contracting: proposal submission, contract negotiation, and award management. Different types of contracts will be discussed, including direct federal contracts to your organization and flow-through federal contracts via industrial or other sponsors. Attendees will participate in case studies to apply the concepts discussed in the workshop.

Learning Objectives;

Participants will learn:

- The basic parts of an RFP and how to address possible contract issues at proposal stage
- Tools to negotiate federal, federal flow-through and other types of contracts
- Post-Award Management tips and tools

Prerequisites: Basic understanding of the management of sponsored projects.

Who Should Attend?

- Beginner/intermediate research administrators



Hot Topics in Research Compliance **Content Level: Advanced**

Course Description: So you understand the core competencies of research administration, now what? How do you apply these concepts to your daily life as a departmental, pre-award or post-award administrator in today's world? What do the audits at other institutions tell you about what you should be looking for at your institution? How are other institutions changing their practices to keep pace with changes in the regulations?

Current "hot topics" case studies, which have been constructed using real-life scenarios, serve as the core of this thought-provoking workshop. Participants will apply the foundational principles of the OMB Circulars, federal regulations, and common institutional policies and procedures to work through the many shades of grey that make up the research administration kaleidoscope. This promises to be a lively, highly interactive experience that will allow attendees to learn from the instructors as well as one another.

Learning Objectives:

- Participants will learn the differences between the various types of audit, review and investigation;
- Participants will learn strategies to identify current national hot topics;
- Participants will engage in thought provoking real-life case studies;
- Participants will gain an understanding of how to keep an institution's own policies, procedures and processes from being an audit risk.

Prerequisites: Working knowledge of the Circulars and over three years' experience in research administration.

Who Should Attend?

- Pre-award Administrators
- Post-award Administrators
- Departmental Administrators
- Internal Auditors

Intellectual Property Management **Content Level: Intermediate**

Course Description: Universities are seen as the economic development engines for their respective state and local economies and are expected to be the source new technology for the industries of tomorrow. More often than not intellectual property (IP) is at the root of most new technology based industries. Research administrators are expected to negotiate agreements and manage IP for the university in support of these economic development activities, while growing research. Often the expectations of both parties are in conflict with each other, the university policies, and federal restrictions that universities granting IP rights must consider. This session focuses on the many challenges facing research administrators who manage intellectual property, negotiate private industrial research agreements, and state and federal awards.



Learning Objectives:

- Participants will understand the obstacles faced when colleges and universities prospectively grant intellectual property rights to inventions resulting from sponsored research
- Participants will learn IP clauses in federal awards;
- Participants will experience real-life negotiating strategies for IP management;
- Participants will be exposed to government reporting requirements.

Prerequisites: Working knowledge of contracting, and experience in research administration

Who Should Attend?

- IP managers
- Grants and Contract Officers
- Senior Research Administrators

Research Administration at Predominantly Undergraduate Institutions: Doing it All, Gracefully Content Level: All levels

Course Description: This interactive, participant-centered workshop will cover the major functions of the sponsored projects enterprise at a PUI. Information will be presented through the lens of office organization and roles and responsibilities. Participants will be led through a discussion of strategies for managing the breadth of sponsored projects development and administration at a PUI, from concept through closeout, with emphasis on effective priority setting. Threaded throughout the discussion on each major function will be a focus on positively impacting the management of that function through the use of relationship-building strategies and metrics.

Learning Objectives

At the end of the workshop, participants will be able to:

- Describe the unique mission of a sponsored programs office at a PUI;
- Describe the overall scope of the sponsored projects adventure at a PUI;
- Describe roles and responsibilities for the major positions involved in sponsored projects administration at a PUI ;
- Find information, through research or a network of colleagues, to answer seldom-encountered questions about sponsored projects administration.

Prerequisites: Basic understanding of the management of sponsored projects.

Who Should Attend

Individuals involved in any aspect of sponsored projects administration at PUIs (including financial, development, and academic affairs professionals as well as research administrators).



Uniform Guidance **Content Level: All Levels**

Course Description: As the result of the Presidential memo issued in February 2011 to reduce unnecessary regulatory and administrative burdens relating to federal grants management, the Office of Management and Budget (OMB) and the Council on Financial Assistance Reform (COFAR) have completed the OMB Final Guidance, or what has become known as the Uniform Guidance. This Guidance updates the existing eight administrative, costing and audit circulars into a single circular called the *Uniform Guidance*. The Uniform Guidance was released in December of 2013 and is applicable to all new federal awards and funding increments beginning December 26, 2014. The release of the Uniform Guidance impacts existing institutional policies, federal sponsor guidelines, and the terms and conditions expressed in federal awards. This workshop is designed to provide attendees important information on the changes, how these changes will impact research administration policies and procedures, and familiarize them with the document.

Learning Objectives

- Provide an overview of the purpose of the new Uniform Guidance circular;
- Provide a hands-on walk through approach to understanding the structure of the Uniform Guidance circular;
- Review the implementation timelines and corresponding impacts; and
- Highlight and discuss the major differences by using a side by side walk through of relevant sections.

Prerequisites: Familiarity of the OMB Circulars for costing (e.g., A-21 or A-122), administration (A-110) and audit (A-133). Knowledge of allowability of costs on sponsored research projects.

Who Should Attend?

- Departmental Research Administrators
- Central Office Research Administrators
- Procurement Services

For further information regarding workshops please contact

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