

Preliminary Program

National Council of University Research Administrators
Region II Spring Meeting

“Marching Through Time: The Ever-Evolving World of Research Administration”

The Eisenhower Hotel and Conference Center, Gettysburg, PA
April 22 – 25, 2012

Sunday, April 22

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

1:00 p.m. – 4:30 p.m. **Workshops**

Workshop 1: Proposal Writing Basics, Tips, and Tools: Helping Your Faculty Prepare Competitive Proposals

Faculty: *Magui Cardona, Director of Sponsored Research, University of Baltimore; Nancy Dufau, Director, Office of Research and Sponsored Projects, Loyola University Maryland; Colleen Ebacher, Associate Professor, Towson University; Mary Louise Healy, Associate Director of Research Administration, Krieger School of Arts and Sciences, Johns Hopkins University.*

Program Level: Beginner to Intermediate

Pre-Requisites: Working knowledge of appropriate funding agencies and opportunities for your institution.

Description: This interactive workshop will introduce participants to the basics of proposal development and writing, and offer tips and tools for helping faculty members prepare and submit competitive proposals. Research administrators with experience in writing proposals at diverse non-research intensive institutions (public, private, small, large) will present the material. In addition, a faculty member who has led three successful U.S. Department of Education “Fulbright-Hays Group Projects Abroad” seminars will discuss her experiences in working with research administrators in preparing her successful proposals and offer advice on how best to work with your faculty. Participants will have the opportunity to review and discuss a request for proposal announcement and discuss the considerations that go into the decision as to whether or not to pursue an opportunity.

Learning Objectives: The participant will gain knowledge on how to:

- Research funding sources;
- Determine “fit” between the project idea and solicitations/programs/sponsors;
- Read and interpret a request for proposals/proposal guidelines;
- Help faculty get started on writing (and editing);
- Distinguish and develop the basic sections of a proposal;
- Write budget narratives;
- Recognize pitfalls and how to avoid them;
- Work with faculty members in preparing proposals; and

- Interpret and react to reviewers' comments

Workshop 2: Compliance: You're It!

Faculty: *Martin Williams, Director, Office of Sponsored Programs, William Paterson University; Frank Barker, Export Control Officer, Johns Hopkins University; Tolise Miles, Senior Administrator, Biomedical Graduate Program Organization, Georgetown University*

Program Level: Intermediate

Pre-Requisites: Knowledge of your University's structure in relation to the different areas of compliance as well as the type and scope of awards your institution receives.

Description:

In these days of more-for-less, many departmental and PUI research administrators are having the task of monitoring and enforcing a variety of compliance rules and regulations delegated to them. The potential breadth of areas of responsibility is staggering – ranging from employee management and antidiscrimination to the protection of living things, historic preservation to data management and dissemination, safety and security to privacy, piracy and texting to fraud and waste . . . and this is without even touching on OMB circulars. How do you decide which of these areas need to be the most closely monitored and which can be de-emphasized or even ignored? What are some ways to do that without losing track of the ones that are less important? How do you stay knowledgeable, flexible and ready to make something a priority overnight? How can you assess your current level of compliance? How do you build and uphold a strong structure for research compliance? This workshop will go into the hows, whys and what-nows of research compliance and will include examples, templates and other useful tricks and tools to help you and your office get into and stay in compliance.

Learning Objectives:

- Participants will learn about compliance from a central and departmental perspective.
- Participants will learn how to decide which issues should take priority at what times.
- Participants will learn how to apply compliance structures to their institution or department.

Workshop 3: Administering Awards through Their Life Cycle—It Takes a Village to be Compliant

Faculty: *Antoinette Lawson, Director, Office of Research Administration, University of Maryland, College Park; Ann Holmes, Assistant Dean, College of Behavioral and Social Sciences, University of Maryland, College Park*

Program Level: Basic

Pre-Requisites: None

Description: Have you ever wondered why so many offices are involved with a sponsored award? What role does each office play? Find out the basics by attending this workshop. This workshop will provide participants with a basic framework of sponsored projects and award management from a variety of perspectives. Participants will learn the different types of awards, including the

basic tenets that are used to build the award, the governing regulations and the resulting requirements. The similarities and differences will be highlighted. At the pre-award stage, how a budget is developed, the requirements of a funding agency announcement, and the proposed award terms will differ depending on the type of award expected. At the award stage, the differences in award management will be discussed, including what is expected of a pre award administrator, a department administrator and a central administrator. The roles and responsibilities of a research administrator at all stages of the award, including proposal development, award negotiations, expenditure oversight, deliverables, prior approval requirements, and closeout will be enumerated, compared and contrasted.

Learning Objectives:

- Participants will learn about the differences between a grant, cooperative agreement, and contract and the importance of understanding the differences.
- Participants will get an understanding of the roles and responsibilities of the different offices.
- Participants will learn how important the interaction among the offices is.

Workshop 4: A Day in the Life of a Post Award Financial Administrator

Faculty: *Aimee Howell, Manager, Contract and Grant Accounting, University of Maryland Baltimore County; Janice Oakley, Assistant Manager, Contract and Grant Accounting, University of Maryland, College Park*

Program Level: Intermediate

Prerequisites: Attendees should have some basic understanding of post award administration.

Description: This workshop will focus on the daily operations of a Post Award Financial Administrator and managing the many facets of sponsored projects. Discussion will focus on invoicing and collection issues as well as managing overspending on sponsored projects, cost transfers, and reasonable, allowable & allocable costs. You will also learn how to prepare for a review or audit of these same issues and much more. Come join us for a lively discussion on the challenges and lessons learned.

Learning Objectives:

- Participants will acquire information and techniques to effectively manage the day-to-day activities of post award sponsored projects.
- Participants will examine the roles and responsibilities of key stakeholders in post award administration.

5:00 p.m. – 7:00 p.m. **Welcome Reception and Recognizing New Members**

7:00 p.m. – 9:00 p.m. **Dinner Groups**

8:00 p.m. – 11:00 p.m. **Hospitality Suite open**

Monday, April 23

7:30 a.m. – 5:00 p.m. **Registration**

7:30 a.m. – 8:30 a.m. **Breakfast**

8:30 a.m. – 10:00 a.m. **Welcome:** *Jared Littman, Region II Chair, Jill A. Frankenfield, Spring Meeting Committee Chair*

Plenary Session: Information Coming Soon

10:00 a.m. – 10:15 a.m. **Break**

10:15 a.m. – 11:45 a.m. **Concurrent Sessions**

Spending Federal Contract Funds – What You Need to Know - Small and Minority Owned Business Subcontracting Compliance

Track: Departmental

Level: Basic

Presenters: *Antoinette Lawson, Director, Office of Research Administration, University of Maryland, College Park*

Description: Universities receive millions of dollars in Federal contracts and subcontracts for research & scholarly activities. An important federal requirement in these contracts is to provide opportunities for small and minority owned businesses to participate in providing goods and services to fulfill contract obligations. This session will focus on federal contracting and the required small business subcontracting plans and reporting.

Learning Objectives:

- The requirements for federal contracts subcontracting plans: what they are and when they're required.
- Setting Subcontracting Goals for a federal contract, meeting those Goals, reporting the efforts to meet those Goals.
- Roles and responsibilities of Principal Investigators, Central Administration, Departmental Administrators, Procurement and Supply.

When Pre-Award Dreams Become Post-Award Nightmares

Moderator: *Jillian Cawley, Assistant Director of Grants Development, Richard Stockton College of New Jersey*

Presenter:

Program Track: PUI

Program Level: Basic/Intermediate

Description: Using real examples, this interactive session will touch on just some of the ways we inadvertently cause post-award issues at the pre-award stage and will offer tips and best practices for bridging the divide between the pre- and post-award functions. The following is a sampling of the problematic areas in budgeting and contracting that will be discussed in this session: the relationship between programmatic activities and budgets, multi-PI projects, cost-share arrangements, salaried employees vs. consultants vs. subawards, indirect costs budgeted as direct costs, progress and financial reporting terms, payment provisions, procurement, applicable regulations, prior approval and rebudgeting conditions. Presenters will ask the session participants to offer their own experiences with pre-award practices that have proven problematic for post-award management and the methods/processes they have used to smooth the pre- to post-award transition.

Learning Objectives:

- Participants will be able to recognize and mitigate potential post-award problems by looking at proposal budgets and contract terms and conditions.

The Benefits of an Electronic Document System

Moderator:

Presenter: *Thomas Berkhoudt, Director, Department of Psychiatry, University of Pittsburgh; Mark Howard, Data Team Leader, Department of Psychiatry, University of Pittsburgh; Mariana Rieke, Post Award Team Leader, Department of Psychiatry, University of Pittsburgh*

Program Track: Departmental

Program Level: Intermediate

Description: This session will focus on how departmental administrators can create and implement an electronic document system for the grants they manage. What do administrators need to plan for when designing an electronic document system so documents are easy to locate within the document system architecture?

Learning Objectives:

- What do administrators need to plan for when designing an electronic document system so documents are easy to locate within the document system architecture?
- What are the benefits of an electronic document system for pre- and post-award?

Cost Sharing - The Gift that Keeps on Giving

Moderator:

Presenter: *Ann Holmes, Assistant Dean, College of Behavioral and Social Sciences, University of Maryland, College Park*

Program Track: Post-Award

Program Level:

Description: This session will take a case study approach to the issues surrounding cost sharing, using real life recent audit examples. The audience will have the opportunity to participate in the thought process of solving each case.

Learning Objectives:

Non-Federal Agreements Negotiations: Techniques & Tactics

Moderator:

Presenter: *Adriel Villegas-Estrada, Senior Grants and Contracts Specialist, Weill Medical College of Cornell University*

Program Track: Pre-Award

Program Level: Basic

Description: While non-federal contract negotiation varies between institutions depending on policies and procedures, many of the principles and thought processes are identical between institutions - minimize risk while obtaining the best deal possible for the institution and investigator. This session will focus on providing those with beginner and intermediate experience tools towards successful negotiation of agreements with non-federal non-profit organizations both domestic and international. It will help delineate a decision-making thought process, identify problematic language and investigate alternative language and solutions. The session will be interactive and will use TurningPoint Technologies to gauge responses and also learn what other institutions participating in the session current practices are.

Learning Objectives:

- Help establish a decision making tree for how agreements are negotiated.
- Identify problematic language and solutions.

11:45 a.m – 1:00 p.m.

Luncheon

1:00 p.m – 2:30 pm

Concurrent Sessions**Subaward Risk Assessment: The What? & The Why?****Moderator:**

Presenter: *Antoinette Lawson, Director, Office of Research Administration, University of Maryland, College Park*

Program Track: Departmental

Program Level: Intermediate

Description: Subrecipient monitoring and conducting risk assessments can be a labor intensive task often consuming a lot of time when you don't have much time to issue the subaward. What is done for subrecipient monitoring at our institutions depends on culture and available resources. In this session, we will explore what are the federal requirements, why they're required and who is responsible for subrecipient monitoring at our institutions. As a department administrator, how do you help facilitate the subaward process for your researchers? Why does it take so long to issue subawards? It's all about risk management.

Learning Objectives:

- Participants will learn the minimum requirements for subrecipient monitoring.
- Participants will explore different options for subrecipient monitoring.
- Participants will examine subrecipient monitoring tools.

Internal Control Environment and You**Moderator:**

Presenter: *Lennie Carter, Associate Vice President; Financial Affairs, Georgetown University; Jason R Ackerman, Chief Audit Executive, Internal Audits, Georgetown University; James L. Reisert, Director of Sponsored Programs Financial Operations, Georgetown University*

Program Track: General

Program Level:

Description: A university's internal control environment consists of all policies, procedures, instructions, and management directives to which personnel must conform when performing tasks. A university puts controls into place to prevent losses arising from regulatory actions, lawsuits, errors or fraud. Given that regulatory and compliance requirements are constantly changing, it is essential that all employees that work in any financial or compliance area of a university develop and participate in a strong internal control environment.

Learning Objectives:

- Participants will be able to identify controls and risks.
- Participants will be able to develop and implement a control environment for cost transfers, effort reporting, ProCards and AmEx, CSRs, overdrafts, sub-recipient monitoring and technical and financial reports.
- Participants will be able to assist in fraud detection and reporting.

- Participants will be able to understand the importance of setting and evaluating internal controls in their areas.
- Participants will be able to review case studies to assist them with this process.

Export Controls – What the Preaward Office Needs to Look For (Red Flags)

Moderator:

Presenter:

Program Track: Pre-Award

Program Level:

Description: Details Coming Soon

Learning Objectives:

Pre-award and Post-Award Systems and Guidelines for Departmental Research Administrators

Moderator:

Presenters: Erin E. Bailey, Center Manager and Senior Research Administrator, University of Buffalo; Danielle Brown, Manager, Sponsored Program Administration, University of Maryland Baltimore; Tim Schailey, Manager Sponsored Programs, Children's Hospital of Philadelphia

Program Track: Departmental

Program Level: Basic

Description: The purpose of this session is to introduce the various aspects involved in departmental administration including preparation and review of proposals, budget preparation, and electronic proposal submission, differences between grants, contracts, and other common agreements, and relevant compliance issues. This session will offer an understanding of departmental research administration practices in pre-award and post-award, the tools to use, and the "plans" to follow. Just as the "Battle of Gettysburg" required strategic thinking by its administrators, pre-award also requires building a foundation and maintaining a solid structure. The departmental administrator must have the knowledge and understanding of the pre-award and post-award processes to ensure that their department will not crumble if "under attack," how to juggle workloads, deadlines and the occasional "barrier" that may be put in their path. This session will cover the basic principles for pre-award and post-award departmental research administration practices; case studies; and provide departmental administrators with key information "march" forward with success.

Learning Objectives:

- How to identify funding.
- The elements to proposal submission.
- Provide case studies for participant involvement.
- Identify the various types of agreements that fund projects.
- Compliance and post award administration.
- Provide participants with an understanding of the basic elements of the pre and post award cycle.

Daily Management of Awards

Moderator:

Presenter:

Program Track: Post-Award

Program Level: Basic

Description: What does it take to manage an award? Do you have knowledge of cost transfers, salary reallocations or even what Circular helps you in managing

your contract and grant awards? This session will provide you with the ability to assess how you're handling your award management and give you tips and tricks to help guide you.

Learning Objectives:

- What federal regulations will help guide you.
- What are successful award managers doing that you might not be doing.

2:30 p.m. – 2:45 p.m.

Break

2:45 p.m. – 3:55 p.m.

Concurrent Sessions

Hot Topics in Post-Award

Moderator:

Presenters:

Program Track: Post-Award

Program Level: All Levels

Description: Details Coming Soon

Learning Objectives:

Clinical Trial Basics: Components and Responsibilities

Moderator:

Presenter: *Cyndi Campbell, Research Administrator, Georgetown-Howard Universities Clinical Translational Science Award, Georgetown University Medical Center; Aida Manu, Project Coordinator, Division of Rheumatology, Georgetown University Medical Center; Emily Semmel, Clinical Study Coordinator, Division of Rheumatology, Coordinator, Georgetown University Medical Center*

Program Track: Medical/Clinical

Program Level: Basic

Description: Your faculty is showing an interest in clinical trials. What do you do? Don't panic, your institution's central offices are ready to help. We hope. In this session you will learn about confidentiality agreements, who negotiates and signs them and how they relate to the actual clinical trial agreement (CTA). You will learn the importance of timing. When should you start working on the budget, preparing the submission to your IRB and sending the CTA to your clinical trials/sponsored programs office? And most important you will learn who you can turn to for help. We will discuss the standard issues and possible pitfalls of clinical trials and learn basic best practices. Every aspect of sponsored programs is getting more and more complicated. Clinical trials are no exception. In this overview, we will cover the basic building blocks of clinical trial development, management and closeout. Attendance at this session will give you the basic information for the neophyte clinical trial administrator or coordinator.

Learning Objectives:

- You will learn tips for budget development;
- Timing of IRB submission;
- How to work with your central offices to move the clinical trial forward.

Increasing Complexity in the World of Subagreements

Moderator:

Presenter: *Debra Brodlie, Senior Contracts Associate, Johns Hopkins University, Bloomberg School of Public Health, Jennifer Barron, Director, Office of Research Administration, Johns Hopkins Bloomberg School of Public Health*

Program Track: [Pre-Award](#)

Program Level: Intermediate

Description: Subagreements today have multiple layers of compliance hurdles to deal with; new laws require careful language crafting regarding conflict of interest, export control, transparency act, cost and pricing terms, FISMA, etc.. This workshop will share some of the basics in creating Subagreements while outlining major topics which must also be dealt with now. Guidelines and Outlines for crafting Substantive Subagreements which meet audit scrutiny and which deal with difficult topics such as international collaborations, new federal regulations and greater complexity of issues.

Learning Objectives:

- Encourage attendees to think creatively about different ways of approaching IP negotiations.
- Discuss whether a system can be developed that would allow colleges and universities to manage the risks associated with accepting publication restrictions and foreign national restrictions.
- Establish a forum for debating and discussing other non-traditional approaches to standard contract provisions.

Understanding Department of Education

Moderator:

Presenter: *Marjorie Piechowski, Director of Research Support, University of Wisconsin-Milwaukee*

Program Track: [Federal](#)

Program Level: Basic

Description: Details Coming Soon

Learning Objectives:

- Programs offered;
- Differences in programs offered;
- Eligibility review process;

Service Centers

Moderator:

Presenter: *Mary Beth Curtin, Associate Director, Small Scale Systems Integration & Packaging Center, Binghamton University, State University of New York*

Program Track: [General](#)

Program Level: Intermediate

Description: Re-Charge Centers (a.k.a. Charge Back Centers) and Research Service Facilities provide the use of specialized equipment and services to the university research community. These facilities usually reside within a university department or research center, and are typically funded by a combination of department/center funds, infrastructure grants, and revenue collected from services provided to users. The successful operation of these facilities requires a management program that includes the implementation of standard business practices that address complex personnel, billing, collection, and accounting issues. Participants of this session will become familiar with specialized service centers and university policies in this area. Topics to be covered include: considerations when setting up and operating a service center, including monitoring and oversight; problems and solutions related to the formation and

operation of service centers; identification of common mistakes that occur when developing rates and best practices for rate calculation; ideas on how to implement processes and procedures for effective oversight of service centers; approval of service center rates; and examples of how to market these facilities.

Learning Objectives:

4:00 p.m. – 5:00 p.m.

Discussion Groups

Disability as Diversity in Federal Proposals: Competitive Considerations

Presenter: *Christine Katsapis, Director, Office of Sponsored Programs, Gallaudet University*

Program Track: Pre-Award/ General

Program Level: Beginner

Description: Today disability is broadly defined because of the multi-dimensional aspects of an individual's experience of disability. A change in perspective by research administrators is also in order. When working with PIs it is important to shift from viewing disability as an accessibility issue to a competitive and diversity issue. This session will explore the nature of disability in relationship to federal grant proposals. It will cover the major considerations that must be made when planning a project and give examples of agency language that covers inclusion of people with disabilities on federally funded projects.

Learning Objectives:

- Participants will learn up-to-date information about disability types and changes to that population
- Participants will understand the major considerations that must be addressed in order to successfully include individuals with disabilities in a project
- Participants will gain insight into the new ways that federal agencies are increasing the inclusion of people with disabilities into their funding

Hot Topics in Pre-Award

Presenters: *Holly Benze, Associate Director, Johns Hopkins University; Marge Trefill, Contracts Associate, Johns Hopkins University*

Program Track: Pre-Award

Program Level: All

Description: The internet has made it very easy for agencies to change their policies and guidelines. Keeping current with all these changes at your institution isn't so easy. This session will focus on recent revisions to agency guidelines or policies. Some of the topics that may be discussed are NIH's new salary cap and how different institutions are handling that, NIH's new conflict of interest policy, Fly America Act, FFATA, NSF's data management plan requirement, target areas that Federal auditors are looking at, non-allowable charges for conferences, and any other topics that arise by April or of a concern to you.

Learning Objectives:

- Participants will raise any issues that have recently popped up and discuss with the others to see how they have solved the problems or what steps they are taking to address the issue.

Using Advisory Committees at a PUI to Help Grow a Grant-Seeking Culture

Presenter: *Angela Sgroi, Director of Grant Operations, The College of New Jersey*

Program Track: PUI

Program Level: Intermediate

Description: This session will focus on developing and working with a campus stakeholder advisory committee to help expand, enhance, and affirm grants office initiatives to grow the grant-seeking enterprise at a PUI. At the moment this seems to me to be best done as an idea-sharing discussion group, but I'm open to suggestions from others.

Building A Research Program One CRA at a Time

Moderator:

Presenters: *Mary Glasscock, Assistant Vice President and Chief Business \ Officer, Georgetown University Medical Center; Clairice Lloyd, Senior Grants & Contracts Manager, Officer of Sponsored Research, Georgetown University; Tolise Miles, Senior Administrator, Biomedical Graduate Program Organization, Georgetown University*

Program Track: General/Senior

Program Level: All

Description: This session will provide information on how to create a learning platform for aspiring Certified Research Administrators (CRA). It will introduce strategic marketing to administrators; building a classroom syllabi, incorporating Central Administration into the teaching process and preparing participants for the CRA exam. This session will focus on promoting CRA designations that will create a win-win, not just for the individual, but for the research community as a whole.

Learning Objectives:

- Setting up a CRA review class;
- Assessing the skills of the CRA candidate;
- Creating study techniques;
- Utilizing resources to fund a CRA program.

Collections

Moderator:

Presenter:

Program Track: Post-Award

Program Level:

Description: Details Coming Soon

Learning Objectives:

5:30 p.m. – 10:00 p.m.

Monday Night Event

9:00 p.m. – 12:00 midnight

Hospitality Suite open

Tuesday, April 24

7:30 a.m. – 5:00 p.m.

Registration

7:30 a.m. – 8:30 a.m.

Continental Breakfast

8:30 a.m. – 9:25 a.m. **Business Meeting (Special Guest: NCURA President, Dan Nordquist) and Presentation of Distinguished Service Awards**

9:30 a.m. – 10:45 a.m. **Concurrent Sessions**

Pre-Award and Post-Award -- Merging Forward for Success

Moderator:

Presenters: *Clairice Lloyd, Grants and Contracts Manager, Office of Sponsored Research, Georgetown University; Tolise Miles, Senior Administrator, Biomedical Graduate Research Organization, Georgetown University; Debra Murray, Assistant Director, Sponsored Projects Compliance, Georgetown University*

Program Track: Departmental

Program Level: Intermediate

Description: This session will focus on topics that influence the daily operations of managing pre and post award. It is designed for research administrators and will provide them with an overview of the significant principles and issues surrounding proposals, grants and contracts. Topics will include proposal and budget development; identifying key personnel; subcontract verses service agreement; and cost sharing. This session will also focus on preparing financial status reports, closeout of awards, cost transfers, allowable and allocable costs and much more. Research administration responsibilities can be overwhelming. The process of putting a proposal together, managing a grant once funded and properly closing it out at the end are the day-to-day activities that department administrators struggle with. This session will introduce best practices that will assist department administrators with pre- and post-award administration.

Learning Objectives:

- Introduce techniques to assist with pre-award administration.
- How to assist faculty with the proposal process.
- Provide financial tools to effectively manage funded awards.
- Avoiding the loop holes in post-award administration.

IP Management

Moderator:

Presenters: *Greg Slack, Director of Research and Technology Transfer, Clarkson University; George McGuire, Patent Attorney, Bond, Schoeneck and King*

Program Track: General/Senior

Program Level: Senior

Description: Universities are seen as the economic development engines for their respective state and local economies and are expected to be the source of new technology for the industries of tomorrow. More often than not, intellectual property 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 administrator who manage intellectual property and negotiate private industrial research agreements and state and federal awards.

Learning Objectives:

Navigating our Websites Shouldn't Be as Difficult as Finding a Cure for the Common Cold

Moderator:

Presenter: *Eileen A Beckett, Manager, Outside Interests, Research Administration, Drexel University*

Program Track: [Pre-Award](#)

Program Level: Beginner

Description: What's the problem with our websites? Researchers and their staff frequently ask for assistance in trying to find the most basic information on our websites. Is it us? Is it them? Time after time we keep having to provide this assistance. Seems that many of our search tools are nothing more than a table of contents with subheadings the headings of the website. What is needed is a search function that is more akin to a comprehensive index. In this workshop we will brainstorm ideas on improving our websites with our customers in mind.

Learning Objectives:

- Provide an easy tool for people to use to evaluate their websites and improve customer service.

Managing Change from Different rungs on the Career Ladder

Moderator:

Presenters: *Amanda Snyder, Assistant Director, Sponsored Programs Administration, University of Maryland, Baltimore, Alexandra McKeown, Associate Dean for Research Administration, Johns Hopkins Bloomberg School of Public Health*

Program Track: [General](#)

Program Level: Intermediate

Description: Effectively managing change requires similar qualities at all levels of the career ladder; however, the experience IS different depending upon your current rung. This session will explore change management skills in general, then will branch out to focus on the different perspectives of staff, management, and senior management, giving examples of best practices for each level. Additionally, we will discuss differences in perception and strategies for when the change is mandated by an outside source vs. when it comes from within the organization.

Learning Objectives:

- Expand knowledge of general best practices for managing change.
- Better understanding of unique perspectives from different levels of the career ladder.

Internal Grants and Research Administration at a PUI

Moderator:

Presenters:

Program Track: [PUI](#)

Program Level: Basic/Intermediate

Description: A particular charge for research administrators at PUIs often includes developing faculty interest and skill in applying for and winning grants. Often internal grant program administration is assigned to the research administration professionals at PUIs. This discussion group will consider the question of whether internal grants programs are a helpful to research administrators in achieving their goals, or if they are self-defeating. Discussants will share how these opportunities and/or challenges are addressed at their institutions.

Learning Objectives:

10:45 a.m. – 11:00 a.m. **Break**

11:00 a.m. – 12:15 p.m. **Concurrent Sessions**

Creative Contracting: How to Make Dangerous Deals in Desperate Times

Moderator:

Presenter: *John Hanold, Senior Associate Director, Office of Sponsored Programs, The Pennsylvania State University*

Program Track: Pre-Award/Senior

Program Level: Senior

Description: During these tough financial times, it has become common for university leaders to call for renewed flexibility and creative approaches to seeking out non-traditional funding sources. Are university contract offices prepared to challenge their existing dogmas? Can we concede publication rights under certain circumstances? Can we grant IP ownership to our sponsors? Can we pre-negotiate royalties? Can we approach confidentiality, liability issues, and non-standard payment clauses in creative ways? Many colleges and universities have very good reasons for establishing lines that we rarely (or never) cross, but it is a healthy exercise for us to question whether we've drawn these lines in the right places, and whether exceptional circumstances might sometimes warrant exceptional terms.

Learning Objectives:

Training PUI Faculty for Success: How to Psych Them Up Without Psyching Them Out

Moderator:

Presenters: *Jillian Cawley, Assistant Director of Grants Development, Richard Stockton College of New Jersey; Jennifer Toll, Grant & Contract Administrator, Towson University*

Program Track: PUI

Program Level: Intermediate

Description: Drawing from the real experiences and best practices in grants development, this interactive session will explore PUIs' evolving efforts to make grant seeking and writing both attractive and accessible to faculty. This would include general workshop ideas regarding format, speakers, and exercises, as well as general help with presentation styles and public speaking. The session will offer tips and "lessons learned" from administrators experienced in developing and presenting a variety of training programs to PUI faculty, including a summer proposal writing workshop that provides faculty at a non-research institution with the focused, hands-on training required to develop a competitive proposal for external funding. It will also offer insights on developing senior faculty as mentors in grant seeking as well as other strategies to engage faculty as resources in scholarly activity and nurturing a research subculture at PUI institutions. Come ready to share the innovative training and development ideas that your PUI is implementing!

Learning Objectives:

- Participants will be able to identify strategies and techniques for conducting proposal development training within the context of a predominantly undergraduate institution.
- Participants will develop skills in presenting and public speaking.

Managing through Barriers to Success: Debunking the "Urban Legends" to Achieve Compliance and Productivity!

Moderator:

Presenters: *Martin Smith, Attain, LLC; Brian Squilla, Chief of Staff, Office of the Dean, Jefferson Medical College, Thomas Jefferson University*

Program Track: [General](#)

Program Level: Intermediate

Description: This session will explore 1) the challenge areas (effort, cost transfers, subrecipient monitoring and service centers, 2) the popular "urban legends" or typical myths that stood in our way, and 3) conclude with how we achieved success by breaking down those barriers and changing perspectives.

Learning Objectives:

- Identifying bottlenecks to productivity and barriers to financial compliance success;
- Strategies for mitigating risk at the department level; and
- Solutions for working with people to achieve gains in productivity that can be employed at any institution.

NSF's New Award Cash Management System (ACM\$)

Moderator:

Presenters: *Michael Howe, Denise Robinson and Alisha Williams, National Science Foundation, Division of Financial Management, Grantee Cash Management Section*

Program Track: [Federal](#)

Program Level: Intermediate

Description: This session will discuss the new service NSF will be implementing for awardee payments and reporting in the near future. Attendees will hear from presenters who have been directly involved with the development activities and have the opportunity to ask questions about how this change may impact their organizations. This session will provide a first look at the new service and information regarding the reconciliation process that will occur prior to implementation.

Learning Objectives:

- Participants will gain an understanding of why NSF will be changing how awardees request payments;
- Participants will learn what will be required to report and request payments in the future;
- Participants will be better prepared for the upcoming reconciliation and transition activities.

Financial Compliance: Why Are Departments at Risk?

Moderator:

Presenters: *Katherine Calvin, Senior Financial Manager, Financial Operations, Johns Hopkins Bloomberg School of Public Health; Debra Murray, Assistant Director, Sponsored Projects Compliance, Georgetown University*

Program Track: [Departmental/Post-Award](#)

Program Level: Intermediate

Description: Department administrators are often presented with ethical issues, by their faculty members, that forced them to balance getting the job done while being compliant. Specific topics that will be discussed are cost allocation, cost transfers, financial oversight and internal controls. This discussion group will

discuss the key risks in sponsored compliance, grant accounting and financial management at the departmental level.

Learning Objectives:

- Department administrators will learn how to productively manage sponsored awards while adhering to financial compliance requirements.

12:15 p.m. – 1:15 p.m.

Luncheon

1:15 p.m. – 2:45 p.m.

Plenary Session: Steve Hansen, Ph.D., Past NCURA President and noted Lincoln historian

2:45 p.m. – 3:00 p.m.

Break

3:00 p.m. – 4:10 p.m.

Concurrent Sessions

Let's Start at the Beginning: The Clinical Trial Pre-Award Process

Moderator:

Presenters: *Carlos Braxton, Senior Grants and Contracts Associate, Johns Hopkins School of Medicine; Tom Burns, Senior Grants and Contracts Associate, Johns Hopkins Bloomberg School of Public Health; Karen Roz, Associate Director, Clinical Research Support Services, Johns Hopkins University*

Program Track: Medical/Clinical

Program Level: Intermediate

Description: A panel discussion on pre-award planning and administration of clinical trials from department and research administration office perspectives.

Learning Objectives:

- To facilitate a discussion of the various aspects of clinical trial pre-award process including budget development, IRB protocol submission and negotiating contracts.

Understanding the Agency Review Process

Moderator:

Presenter: *Marjorie Piechowski, Director of Research Support, University of Wisconsin-Milwaukee*

Program Track: Pre-Award

Program Level: Intermediate

Description: Part of the strategy for successful grant applications is understanding how the review process works and tailoring the applications for that process. This session will cover the similarities and differences in the review process at major federal agencies, the steps in the review process, how reviewers are selected, what reviewers look for in successful proposals, how to become a reviewer, and why research administrators can benefit personally and professionally from serving as a reviewer.

Learning Objectives:

- Participants will be able to describe the selection of reviewers and the review process at major federal grant agencies.
- Participants will be able to apply knowledge of the review process to develop effective, successful proposals.

- Participants will be able to understand the benefits of becoming a reviewer for the individual and the institution.

Advancing the IRB Agenda at PUIs: Successful Tools and Strategies

Moderator:

Presenter: *Tania Johnson, Assistant Director, Corporate, Foundation, and Government Relations, Swarthmore College*

Program Track: PUI

Program Level: Intermediate

Description: In an era of fiscal anxiety, how can we as research administrators or IRB administrators convince our institutions to provide additional resources to our Institutional Review Boards? How can we provide the case-building information necessary to empower decision makers to secure these funds for greater support for human subjects research protections? In the meantime, how do we make the most of the current constraints that we may currently face? Join fellow administrators at PUIs to hear successful strategies that worked at one institution and brainstorm new ideas in this ever-evolving area of research administration.

Learning Objectives

- Learn to create processes and structures that will enable you to make data-based recommendations to senior administrators.
- Learn to make the case for increased IRB resources in different ways for different audiences.
- Learn how to build coalitions of support across your institution.

NIH Update

Moderator:

Presenter: *Marcia L. Hahn, Director, Division of Grants Policy, Office of Policy for Extramural Research Administration, OER, NIH, DHHS*

Program Track: Federal

Program Level: All

Description: This session covers the latest news from the National Institutes of Health including budget information, current policy topics, policy reminders, and updates on NIH eRA activities.

Learning Objectives:

Troublesome DFAR Clauses Concerning Export Control

Moderator:

Presenters: *Cheryl George, Export Compliance Officer, The Pennsylvania State University; Stacey Bucha, Senior Negotiator, The Pennsylvania State University*

Program Track: Senior

Program Level: Intermediate

Description: There are several DFAR clauses placed in an award that remove the Fundamental Research Exemption and then requires the project to be reviewed for export control concerns. The DFAR 252.204-7000 "Disclosure of Information" clause, as well as the impending insertion of the DFAR 252.204-70XX & 70YY clauses, and the importance of understanding the clauses and how to negotiate with the sponsor.

Learning Objectives:

- Understand the DFARs related to export control.
- Discuss techniques on how to negotiate.
- Address the implications if the removal request was not successful.

4:15 p.m. – 5:15 p.m.

Discussion Groups

Creative Contracting: How to Make Dangerous Deals in Desperate Times

Moderator:

Presenter: John Hanold, The Pennsylvania State University

Program Track: [Pre-Award](#)

Program Level: All

Description: This is a follow-up discussion group to the concurrent session with the same title. Attendees will be able to ask more in-depth questions about creative contracting issues that have arisen in their institutions and get potential solutions from the presenters as well as the audience. Discussion topics might include: intellectual property terms, publication terms, IDIQ contracts, etc.

Learning Objectives:

- Participants will be able to discuss specific questions about issues they might be having at their institutions and get feedback on potential solutions.

Research Administrator Guest Speaker's Consortia Meet and Greet

Moderator:

Presenters: *Jennifer Toll, Grant and Contract Administrator, Towson University; Jillian Cawley, Assistant Director of Grants Development, Richard Stockton College of New Jersey*

Program Track: [PUI](#)

Program Level: Intermediate

Description: The success of a grantsmanship workshop depends greatly on the speakers, and outside guest speakers often command attention where a familiar face does not. This session provides a networking space for research administrators who are willing to present workshops at other regional institutions as well as host their peers as guest speakers on their campuses. Focus will be on forming regional groups of administrators who can trade contact information and explore the idea of trading workshops back and forth to provide attractive grantsmanship programming for their faculty, particularly in the PUI track. This session will be of particular interest to those who attended the session, "Training PUI Faculty for Success: How to Psych Them Up Without Psyching Them Out." This session provides a networking space for research administrators who are willing to present workshops at other regional institutions as well as host their peers as guest speakers on their campuses. Focus will be on forming regional groups of administrators who can trade contact information and explore the idea of trading workshops back and forth to provide attractive grantsmanship programming for their faculty, particularly in the PUI track.

Learning Objectives:

Training Grants

Moderator:

Presenters: *Cheryl Williams, Assistant Director, Office of Research and Project Administration, University of Rochester; Matt Miller (JHU)*

Program Track: [Departmental](#)

Program Level: Intermediate

Description: Details Coming Soon

Learning Objectives:

Break Your Shell: The Benefits of Volunteering and Leadership in Professional Associations

Moderator:

Presenter: *Martin Williams, Director, Office of Sponsored Programs, William Paterson University*

Program Track: [General](#)

Program Level: Basic

Description: This discussion session will help participants to consider the value of service as a volunteer or, better yet, as an officer of a professional association like NCURA to both their personal and professional lives. Professional associations can provide opportunities to push personal boundaries, to try and learn and test ways of interacting with peers and committees so that you are more ready to do it "at home," and to gauge and test your knowledge and skills in a supportive and responsive environment (*i.e.*: without the boss nearby). Professional associations can help those of us who tend to be shy and quiet to explore alternatives and build confidence.

Learning Objectives:

COGR Update

Facilitator: Alexandra McKeown, Associate Dean for Research Administration, Johns Hopkins Bloomberg School of Public Health

Program Track: [Federal](#)

Program Level: Intermediate

Description: Details coming soon

Learning Objectives:

6:00 p.m. – 10:00 p.m.

Tuesday Night Event

9:00 p.m. – 12:00 midnight

Hospitality Suite open

Wednesday, April 25

7:30 a.m. – 10:00 a.m.

Registration

7:30 a.m. – 8:40 a.m.

Breakfast and Breakfast Discussion Groups

Table 1: Ask a Departmental Administrator

Facilitators:

Table 2: Ask a Pre-Award Administrator

Facilitators:

Table 3: Ask a Post-Award Administrator

Facilitators:

Table 4: Ask a PUI Administrator

Facilitators:

Table 5: Ask a Senior Level Administrator

Facilitators:

Table 6: Ask a Medical/Clinical Administrator

Facilitators:

Table 7: New Member Table

Facilitators:

Table 8: Mentor/Mentee Table

Facilitators:

8:45 a.m. – 9:45 am

Concurrent Sessions

Research Administration Training Program: How to Develop and Sustain a Program for Finding the Next Generation of Research Administrators

Moderator:

Presenter: *James Aumiller, Senior Associate Dean, Finance and Administration, JHU School of Engineering*

Program Track: Senior

Program Level: Intermediate

Description: About three years ago, Johns Hopkins University started a Research Administration Training Program for developing potential research administrators. This program rotates cohorts of trainees through different R/A-related departments so the trainees get a well-rounded view of what research administration is and what types of jobs are possible. To this date, there have been three cohorts, the first of which graduated and almost all of the graduates are now employed full-time at JHU in departmental/central research administration-type jobs. How the program was crafted, implemented and carried through would be the presentation.

Learning Objectives:

- Learn how a new program was developed.
- Learn what is taught.
- Learn how your institution might develop their own program

Funding, Implementing and Sustaining NSF S-STEM Program and Other Programs Especially Suited for PUIs

Moderator:

Presenters: *Margery Oldfield, College Assistant Dean of Grants, Suffolk County Community College (SCCC), Dr. Candace Foley, PI/PD of 2006-11 & 2011-2016 NSF S-STEM Grants at SCCC*

Program Track: PUI

Program Level: Senior

Description: SCCC's NSF S-STEM Scholarship Program, which will be featured on NSF's new Division of Undergraduate Education brochure (for national distribution), has been co-funded for greater than a decade through state & federal science/technology grants at SCCC. (NSF funding will span from 2001-2016, more than any other SUNY or CUNY institution).

Learning Objectives:

- To discuss strategies for funding multidisciplinary NSF S-STEM awards.
- To discuss dissemination and sustainability of NSF S-STEM programs.
- To consider innovative program components for multidisciplinary S-STEM programs.

Meeting Deadlines

Moderator:

Presenters: Cheryl Williams, Assistant Director, Office of Research and Project Administration, University of Rochester; Angela Sgroi, Director of Grant Operations, The College of New Jersey

Program Track: Pre-Award

Program Level:

Description: Details coming soon

Learning Objectives:

A-133, OIG Audits, Site Visits

Moderator:

Presenter:

Program Track: Post-Award

Program Level: Intermediate

Description: Details coming soon

Learning Objectives:

IP Management at PUIs

Presenter: Jose Toledo, Associate Dean for Administration, West Virginia State University

Program Track: PUI

Program Level: Intermediate

Description: The management of IP, especially at PUIs, appears to be at different developmental stages. This session intends to provide the basics of IP and tips for implementing and updating IP policies. It will also provide a vehicle to gauge where PUIs are in terms of IP Management.

Learning Objectives:

9:45 a.m. – 10:00 a.m.

Break

10:00 a.m. – 11:15 a.m.

Concurrent Sessions

Clinical Trials Financial Management – Pre- and Post-Award

Moderator:

Presenters: Tony Hursey, Director of Regulatory Affairs, Georgetown University Medical Center; Karen Roz, Associate Director, Clinical Research Support Services, Johns Hopkins University

Program Track: Medical/Clinical

Program Level: All

Description: This presentation will cover key rules, analyses, and processes required for sound financial management of clinical trials. Typical difficulties in carrying out financial management processes will be discussed in depth. Practical tools for critical pre and post award financial management processes will be demonstrated and discussed.

Learning Objectives

- Review Medicare Clinical Trial Billing Rules.
- Learn how to determine standard of care vs. research and how to use these determinations in the budgeting process.
- Learn how to analyze Clinical Trial Contracts language to ensure proper sponsor invoicing and gain a clear understanding of the information you need to ensure proper sponsor invoicing.
- Discuss common problems with tracking sponsor payments and with internal funds flow process at within the study site.

I Signed What? What Does a Signature Mean and Why is it Necessary?

Moderator:

Presenter:

Program Track: PUI

Program Level: Basic

Description: All institutions require internal approvals, certified by some sort of “signature,” prior to proposal submission, and contractual documents require signature to indicate agreement with terms. Each institution will have its own hierarchy for approvals and signature authority delegation. At a predominantly undergraduate institution, it’s especially important for not only research administrators, but also administrators within departments and colleges, and faculty, to understand what a signature means and why it is so important. This interactive session will use a case study to focus the questions faced by most predominantly undergraduate institutions in determining and implementing their signing policies.

Learning Objectives:

- Describe the importance of signatures on proposals and awards.
- Differentiate between programmatic and administrative approvals.
- Avoid pitfalls associated with ambiguity or lack of understanding.
- Develop an effective and efficient hierarchy for signatures or streamline current practices.

Circular Reference - OMB A-21, A-110, A-133 ©

Moderator:

Presenters: Rhonda Kloss, Director of Sponsored Projects Accounting, Carnegie Mellon University; Leslie Levine, Humanities & Social Sciences Research Officer, Carnegie Mellon University

Program Track: Departmental

Program Level: Basic

Description: Information about the OMB circulars applicable to higher educational institutions. These federal circulars anchor policy and practice with regard to administering sponsored funds in an institution of higher education. The session will provide a general overview as well as highlights from the circulars and real life examples.

Learning Objectives:

- Understand the scope and purpose of the Office of Management and Budget circulars A-21, A-110, and A-133.

Navigating Your First Two-Five Years in Research Administration

Moderator:

Presenter: Jennifer Hopkins, Grants Associate, Johns Hopkins Bloomberg

School of Public Health; Jasmine Powell, Subaward Specialist, Johns Hopkins Bloomberg School of Public Health

Program Track: [Pre-Award](#)

Program Level: Basic

Description: This discussion group is directed toward research administrators who are 2-5 years into their careers. We will focus on ways to establish or discover a career path in Research Administration. Topics will include identifying mentors, training opportunities, and networking with other research administrators. This session is a great opportunity to network!

Learning Objectives:

- Designating a career path.
- Identifying mentors and training opportunities.
- Networking and "comparing notes" with other research administrators with 2-5 years experience that have similar career goals.

Marcellus Shale: Its Impact on University Research Across Region II

Moderator: Pamela Wheat, Senior Research Program Development Officer, Lehigh University

Presenter:

Program Track: [General](#)

Program Level: All

Description: The Marcellus Shale deposit spans a distance of approximately 600 miles, running from the southern tier of New York, through the western portion of Pennsylvania into the eastern half of Ohio and through West Virginia. The areal extent of the Marcellus Shale is about 54,000 square miles, which is slightly larger than Florida. Research universities across Region II are currently examining research strengths and establishing research centers and institutes focusing on the environmental, societal and economic impact Marcellus Shale will have on this region. Find out more about how universities are ramping up and forging new research collaborations with other universities, NETL, and industry partners -- proactively positioning for much anticipated state and federal research funding.

Learning Objectives:

11:15 a.m. – 11:30 a.m.

Break

11:30 a.m. – 12:30 p.m.

Discussion Groups

Surviving Pre-Award Disasters

Moderator:

Presenter:

Program Track:

Program Level:

Description: Details coming soon

Learning Objectives:

Research Administration at the Smallest of PUIs

Moderator:

Presenter: *Robin Dewey, Director of Academic and Government Grants, McDaniel College*

Program Track: [PUI](#)

Program Level: Intermediate

Description: Everyone knows there is a difference between a research-intensive university and a PUI. What some don't realize, however, is the amount of diversity that exists among the PUIs themselves. There is a huge difference between a PUI that has a sponsored programs office of 12, and a PUI that has a sponsored programs office of 1. This discussion group would give a chance for those at the smallest of institutions to gather and talk about issues of the day, since we often don't have a listening ear available on our own campuses.

Learning Objectives:

Invoicing Terms and Conditions

Moderator:

Presenter:

Program Track: Post-Award

Program Level:

Description: Details coming soon

Learning Objectives:

Current Issues in Managing Research Administration: Best Practices for Department Administrators

Moderator:

Presenters: *Anne Albinak, Senior Analyst, Finance and Sponsored Projects, Whiting School of Engineering Business Office, Johns Hopkins University; Jennifer Foley, Assistant Clinical Director, Financial & Administration, Biomedical Graduate Organization, Georgetown University; Donna Jean Garrett, Assistant Director, Finance and Administration, Biomedical Graduate Research Organization, Georgetown University*

Program Track: Departmental

Program Level: All Levels

Description: This discussion session will focus on crucial issues associated with managing research administration at the departmental level. The panel will discuss successful policies and procedures that have been developed in their departments. Please join our open forum discussion as we review key research issues that are affecting departmental administrators.

Learning Objectives:

- Identify the current important matters in managing research administration at the department level.
- Learn how the panel has addressed these concerns.
- Discuss how your department is managing these issues.
- Become knowledgeable about variety of approaches to deal with complex situations.

Title:

Moderator:

Facilitator:

Program Track:

Program Level:

Description: Details coming soon

Learning Objectives:

12:30 p.m.

Adjourn

REGION II SPRING 2012 MEETING

April 22-25, 2012, Gettysburg, PA

Schedule-At-A-Glance

	Pre-Award	Post-Award	Dept.	PUI	Federal	Medical/ Clinical	General/ Senior
Monday – Breakfast 7:30am – 8:30am							
Monday – Plenary – 8:30am – 10:00am							
Monday 10:15 am-11:45 am – Concurrent Sessions							
Spending Federal Contract Funds			X				
When Pre-Award Dreams Become Post- Award Nightmares				X			
The Benefits of an Electronic Document System			X				
Cost-Sharing: The Gift that Keeps on Giving		X					
Non-Federal Agreements Negotiations. Techniques & Tactics	X						
Monday – Lunch 11:45- 1:00pm							
Monday 1:00pm – 2:30 pm – Concurrent Sessions							
Subaward Risk Assessment			X				
Internal Control Environment and You							General
Export Controls: What the Pre-Award Office Needs to Look For	X						
Pre-Award and Post- Award Systems and Guidelines			X				
Daily Management of Awards		X					
Monday 2:45 pm-3:55 pm – Concurrent Session							
Hot Topics in Post- Award		X					

Clinical Trial Basics: Components and Responsibilities						X	
Increasing Complexity in the World of Subagreements	X						
Understanding Department of Education Service Centers					X		
							General
Monday 4:00 pm-5:00 pm – Discussion Groups							
Disability as Diversity in Federal Grants							General
Hot Topics in Pre-Award (Changes in agency guidelines, etc.)	X						
Using Advisory Committees at a PUI to Help Grow a Grant-Seeking Culture				X			
Building a Research Program One CRA at a time							Senior
Collections		X					
Monday 5:30pm - ? Monday Event and Hospitality Suite							

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	Pre-Award	Post-Award	Dept.	PUI	Federal	Medical/Clinical	General/Senior
Tuesday– Breakfast 7:30-8:30 am							
Tuesday– Business Meeting 8:30-9:25							
Tuesday 9:30 am-10:45 am – Concurrent Sessions							
Pre-Award and Post-Award: Merging Forward for Success			X				
IP Management							Senior
Navigating our Websites Shouldn't be as Difficult as Finding a Cure for the Common Cold	X						
Managing Change from Different Rungs on the Career Ladder							General
Internal Grants & Research Administration at a PUI				X			
Tuesday 11:00 am-12:15 pm – Concurrent Sessions							
Creative Contracting	X						
Training PUI Faculty for Success: How Po Psych Them up Without Psyching Them Out				X			
Managing through Barriers to Success: Debunking the "Urban Legends" to Achieve Compliance and Productivity!							General
NSF's New Award Cash Management System (ACM\$)					X		
Financial Compliance: Why are Departments at Risk?			X				
Tuesday – Lunch 12:15pm-1:15pm							
Tuesday – Plenary –							

1:15pm – 2:45pm							
Tuesday 3:00 pm-4:10 pm – Concurrent Session							
Let's Start at the Beginning: Clinical Trial Pre-Award Process						X	
Understanding the Agency Review Process	X						
Advancing the IRB Agenda at PUIs: Successful Tools and Strategies				X			
NIH Update					X		
Troublesome DFAR Clauses Concerning Export Control							Senior
Tuesday 4:15 pm-5:15 pm – Discussion Groups							
Creative Contracting Follow-on Discussion	X						
Research Administrator Guest Speaker's Consortia Meet and Greet				X			
Training Grants			X				
Break Your Shell: The Benefits of Volunteering and Leadership in Professional Associations							General
COGR Update					X		
Tuesday 5:30pm - 12:00 Midnight -- Tuesday Event and Hospitality Suite							

Wednesday 11:30 am-12:30 pm – Concurrent Session							
Surviving Pre-Award Disasters	X						
Research Administration at the Smallest of PUIs				X			
Invoicing Terms and Conditions		X					
Current Issues in Managing Research Administration: Best Practices for Departments			X				

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