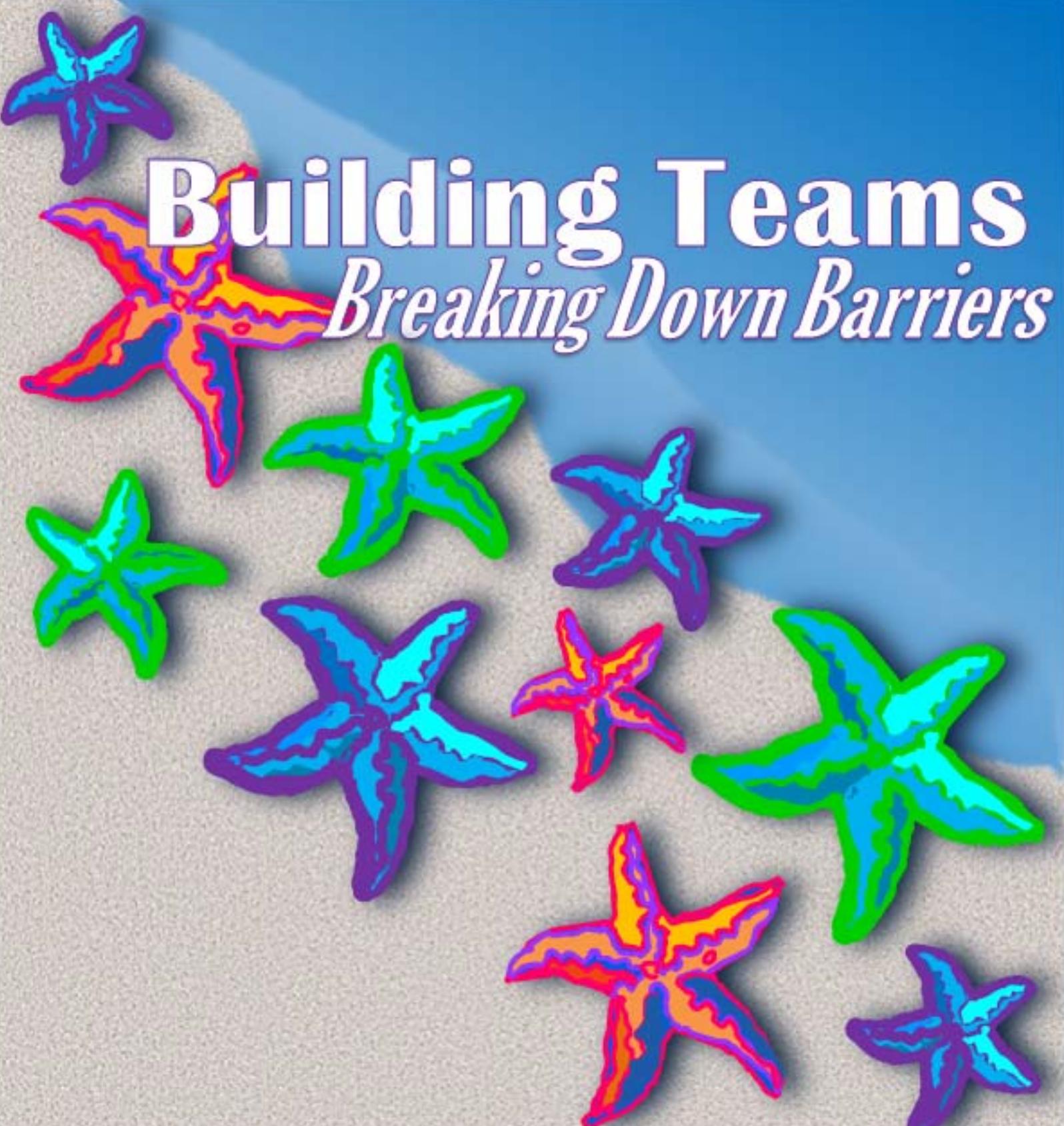


Building Teams

Breaking Down Barriers



2016 Spring Meeting, April 29-May 4, 2016

Hilton Sandestin Beach Golf Resort & Spa • Miramar Beach, Florida





Building Teams Breaking Down Barriers

2016 Spring Meeting • April 30 – May 4, 2016 • Miramar Beach, FL

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WE'VE GONE GREEN!
Session handouts will not be available onsite.
Please visit the link below to download
concurrent session materials before the meeting

<http://ncuraregioniii.com/presentations/>

Dear Region III members, colleagues and guests,

On behalf of the Region III Executive Committee and 2016 Spring Meeting Program Committee, I would like to personally welcome each of you to the Sandestin Hilton Beach Golf Resort and Spa at Miramar Beach, Florida and to the 2016 Region III Spring Meeting!

It is an exciting time for Region III, and for our profession, as we continue to grow and adapt to the many changes facing us. Now over a year into the Uniform Guidance implementation, we each have many lessons to share and questions yet to ask. One of the lessons I believe we have all learned over the past year is that we accomplish much more together than we do individually. So let's embrace our theme of *Building Teams, Breaking Down Barriers!* because we have proven that together, there isn't anything we can't accomplish!

Just like our profession, our Region is continuing to grow and change. The Executive Committee has focused its efforts this past year on expanding leadership opportunities and filling positions on standing committees, all in an effort to better serve you, our members. But our work isn't complete. Please join us on Tuesday at 3:00pm for our *Getting Involved in Region III* session to learn how you can contribute!

I'd also like to express our gratitude to the many presenters and discussion facilitators for bringing your time, talent and expertise to our program - and to our sponsors and exhibitors for your partnership and generous support.

And to our valued members, we hope you make the most of all that the 2016 Region III Spring Meeting has to offer. We're excited you're here!

See you again in Savannah, Georgia for our 2017 meeting,



NCURA REGION III CHAIR

Danielle McElwain
University of South Carolina



SCHEDULE AT A GLANCE



| Date | Event | Location |
|---------------------------|--|----------------------------------|
| SATURDAY, APRIL 30 | | |
| 7:30 AM - 5:00 PM | Workshop Registration Open | Coral Registration Booth |
| 7:30 AM - 8:30 AM | Continental Breakfast | Coral Ballroom A |
| 8:30 AM - 4:30 PM | Full-Day Workshops | See Page 8 |
| 8:30 AM - Noon | Morning Half-Day Workshops | See Page 8 |
| 10:30 AM - 10:45 AM | Workshop Morning Break | Sandpiper & Coral Ballroom Foyer |
| Noon - 1:00 PM | Workshop Luncheon | Coral Ballroom A |
| 1:00 PM - 4:30 PM | Afternoon Half-Day Workshops | See Page 8 |
| 2:45 PM - 3:00 PM | Workshop Afternoon Break | Sandpiper & Coral Ballroom Foyer |
| SUNDAY, MAY 1 | | |
| 7:30 AM - 5:30 PM | Registration Open | Coral Registration Booth |
| 7:30 AM - 8:30 AM | Continental Breakfast | Emerald Ballroom Foyer |
| 8:30 AM - 4:30 PM | Full-Day Workshops | See Page 9 |
| 8:30 AM - Noon | Morning Half-Day Workshops | See Page 9 |
| 10:15 AM - 10:30 AM | Workshop Morning Break | Sandpiper & Emerald Foyer |
| Noon - 1:00 PM | Workshop Luncheon | Coral Ballroom A & B |
| 1:00 PM - 4:30 PM | Afternoon Half-Day Workshops | See Page 10 |
| 2:45 PM - 3:00 PM | Workshop Afternoon Break | Sandpiper & Emerald Foyer |
| 6:00 PM - 7:00 PM | Welcome Beachside Reception | Barefoot's Deck |
| 8:00 PM - Midnight | Hospitality Suite | Sandpiper C & D |
| MONDAY, MAY 2 | | |
| 7:30 AM - 4:30 PM | Registration Open | Ballroom Foyer |
| 7:30 AM - 8:30 AM | Continental Breakfast | Emerald Ballroom A - D |
| 8:45 AM - 9:00 AM | Conference Welcome | Emerald Ballroom A - D |
| 9:00 AM - 10:30 AM | Keynote: Dr. Stephen M. Flore (University of Central Florida) | Emerald Ballroom A - D |
| 10:30 AM - 10:45 AM | Morning Break with Exhibitors | Emerald Ballroom Foyer |
| 10:45 AM - Noon | Concurrent Sessions & Discussion Groups | See Page 12 |
| Noon - 1:30 PM | Lunch | Emerald Ballroom A - D |
| Noon—1:30 PM | Newcomer Lunch | Coral Ballroom A |
| 1:30 PM - 2:45 PM | Concurrent Sessions & Discussion Groups | See Page 13 |
| 2:45 PM - 3:00 PM | Afternoon Break with Exhibitors | Emerald Ballroom Foyer |
| 3:00 - 4:15 PM | Concurrent Sessions & Discussion Groups | See Page 14 |
| 5:00 PM | Dinner Groups | Meet in Lobby |
| 8:00 PM - Midnight | Hospitality Suite | Sandpiper C & D |

HOW TO ACCESS **WI-FI** AT IN THE MEETING ROOMS

Login Name: NCU Password: NCU1

**NOTE THAT YOU MUST LOG OUT AND BACK IN WHEN ACCESSING WIFI
BETWEEN MEETING AND GUEST ROOMS**



| Date | Event | Location |
|-------------------------|---|------------------------|
| TUESDAY, MAY 3 | | |
| 6:30 AM | Flamingo Fun Walk | Meet in Lobby |
| 7:30 AM - 3:30 PM | Registration | Ballroom Foyer |
| 7:30 AM - 8:45 AM | Continental Breakfast | Emerald Ballroom A - D |
| 9:00 AM - 10:15 AM | Concurrent Sessions & Discussion Groups | See Page 15 |
| 10:15 AM - 10:30 AM | Morning Break with Exhibitors | Emerald Ballroom Foyer |
| 10:30 AM - 11:45 AM | Concurrent Sessions & Discussion Groups | See Page 16 |
| Noon - 1:30 PM | Lunch/Regional Business Meeting | Emerald Ballroom A - D |
| 1:30 PM - 2:45 PM | Concurrent Sessions & Discussion Groups | See Page 17 |
| 2:45 PM - 3:00 PM | Afternoon Break with Exhibitors | Emerald Ballroom Foyer |
| 3:00 PM - 4:15 PM | Concurrent Sessions & Discussion Groups | See Page 18 |
| 6:00 PM - 6:30 PM | Pre-Dinner Reception | Barefoot's Deck |
| 6:30 PM - 10:00 PM | Regional Dinner Celebration | Barefoot's Deck |
| 10:00 PM - Midnight | Hospitality Suite open | Sandpiper C & D |
| WEDNESDAY, MAY 4 | | |
| 7:30 AM - 8:30 AM | Continental Breakfast | |
| 8:45 AM - 10:00 AM | Concurrent Sessions & Discussion Groups | See Page 19 |
| 10:00 AM - 10:15 AM | Morning Break with Exhibitors | Emerald Ballroom Foyer |
| 10:15 AM - 11:30 AM | Concurrent Sessions & Discussion Groups | See Page 20 |
| 11:30 AM | Meeting Adjourns | |

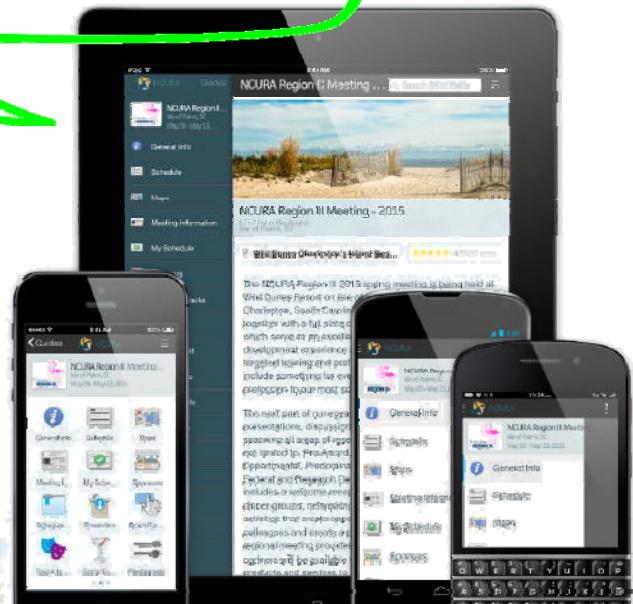
**DOWNLOAD THE NCURA APP
TO YOUR iPhone or ANDROID
MOBILE DEVICE
AND STAY CONNECTED!**

Once you have downloaded the App,
search for:

**2016 NCURA Region III
Spring Meeting**

Customize your meeting experience
by adding sessions to the
My Schedule feature!

**OUR EVENT HAS
GONE MOBILE!**



KEYNOTE ADDRESS



Dr. Stephen M. Fiore, Ph.D.

**Director, Cognitive Sciences Laboratory,
Associate Professor of Cognitive Sciences
Department of Philosophy
Institute for Simulation
Science of Team Science Conference**



UNIVERSITY OF CENTRAL FLORIDA

Dr. Stephen M. Fiore, Ph.D., is Director, Cognitive Sciences Laboratory and faculty with the University of Central Florida's Cognitive Sciences Program in the Department of Philosophy and Institute for Simulation & Training. He is President of the Interdisciplinary Network for Group Research and a founding Program Committee member for the annual Science of Team Science Conference. He maintains a multidisciplinary research interest that incorporates aspects of the cognitive, social, organizational, and computational sciences in the investigation of learning and performance in individuals and teams. His primary area of research is the interdisciplinary study of complex collaborative cognition and the understanding of how humans interact socially and with technology. Dr. Fiore has been a visiting scholar for the study of shared and extended cognition at Ecole Normale Supérieure de Lyon in Lyon, France (2010) and he was a member of the expert panel for the Organisation for Economic Co-operation and Development's 2015 Programme for International Student Assessment (PISA), which focused on collaborative problem solving skills. He was a committee member for the National Academies of Science "Science of Team Science" consensus study (2013-2015) and he has contributed to their working groups for understanding and measuring "21st Century Skills" (2011, 2015). As Principal Investigator and Co-Principal Investigator he has helped to secure and manage approximately \$20 million in research funding. He is co-editor of recent volumes on Shared Cognition (2012), Macrocognition in Teams (2008), Distributed Training (2007), Team Cognition (2004), and he has co-authored over 150 scholarly publications in the area of learning, memory, and problem solving at the individual and the group level.



MEETING INFO

NEWCOMER: (a new member or first time attendee): NCURA encourages new members and first time attendees to take advantage of the many opportunities the Spring Meeting offers to network and share ideas with your like-minded colleagues. Attend the Newcomer Concurrent Session, participate in the various events such as dinner groups, and daily lunch in the Palms Ballroom. Be sure to come out for Tuesday night's Regional Dinner Celebration, introduce yourself to new colleagues and kick off your shoes in the warm sand!

AMBASSADORS: Keep an eye out for Meeting Ambassadors (they will be wearing special Ambassador buttons). They are available during the meeting to help you navigate to session locations and to answer any questions. If they can't answer your question, they know someone who can!

EVALUATIONS: Your feedback is critical to the success of our meeting! Please take a moment to complete the surveys so that we can continue to improve your Spring Meeting experience. Evaluations are available on the NCURA App or at the Registration Desk.

HANDOUTS: We are going green and not printing hard copies of the session presentations. If you wish to print out hard copies, please visit: http://ncuraregioniii.com/presentations_. The website will be updated as presentation handouts are received. If you are attending a half-day or full-day workshop, workshop materials/handouts will be provided and distributed at the workshop.

REGION BUSINESS MEETINGS: Region III holds a Business Meeting each year at the Spring Meeting. Everyone is welcome and encouraged to attend! If you are not a Region III member, you are still encouraged to attend!

NCURA APP: This year we are offering the NCURA App to make your meeting experience more interactive and easy to navigate! Download the FREE NCURA App for iOS or Android, click Download Guides and select Region III Spring Meeting. Once there, let us know you have arrived by checking in under the Attendees menu. Customize your schedule by choosing sessions under the My Schedule menu. Navigate to sessions using the Maps menu. Find networking opportunities and social activities under the Networking and Social Events menus. Last but not least, get up-to-the-minute updates on any last minute changes to the program schedule or planned activities through the Inbox menu!

TRACK KEY: Tracks are designed to ensure that attendees are able to choose topic-specific, level-appropriate sessions to further learning and meet educational objectives. The tracks represent top-level subject areas for research administration and general professional development.

VOLUNTEER OPPORTUNITIES: We are always looking for volunteers! The time you invest in volunteering not only makes our organization more successful, but provides a great opportunity for you to utilize your skills and learn something new. It's a win-win for everyone - so go ahead, volunteer! For opportunities to get involved, please visit the Region III website: www.ncuraregioniii.com or inquire at Meeting Check-in.

WORKSHOPS: Consider attending a half-day or full-day workshop. If you have not already signed up for a workshop, don't miss out! You may register online at the Spring Meeting website www.ncuraregioniii.com/sm-registration.php or onsite at Meeting Check-in. Please note that there is an additional cost associated with workshop offerings.

QUESTIONS? During or after the meeting, reach out to a Meeting Ambassador, email the Program Chair (see information located on page 27), or visit the Meeting Check-in area where someone will be most happy to assist!

WORKSHOPS

FULL AND HALF DAY
SATURDAY, April 30



FULL DAY 8:30 AM - 4:30 PM

WS1: When the Team is Broken: Dealing with "Problem" Employees

Content Level: Advanced

Track: Senior

Many of us have attained, or aspire to move into, a management position in research administration. In that capacity, we are expected to be the charismatic leader who successfully motivates our highly skilled staff to consistently perform at exceptional levels and in total harmony. Many of our NCURA workshops and sessions focus on the positive aspects of leadership and staff development and help managers to succeed in the leader role. However, in reality, despite the supportive approach, the training, mentoring, and feedback we give, we sometimes find ourselves in the uncomfortable situation of having to deal with an employee who persistently underperforms or engages in unprofessional behavior in the workplace. Our more traditional hierarchical supervisory responsibility, dictated by human resource practices, kicks in and we become obligated to take actions that are in the best interests of the institution. However, most of us have little experience and no formal training in this most sensitive and difficult aspect of personnel management. This workshop will provide skill development opportunities in this critical managerial role through case studies, role play, and discussion for dealing with the persistent problem employee.

Barbara Gray, East Carolina University; **Jennifer Shambrook**, University of Central Florida

Room: Sandpiper A

WS2: National Institutes of Health Fundamentals

Content Level: Overview

Track: Federal

The NIH Fundamentals provides a foundation for grants from the National Institutes of Health (NIH). As the NIH is the single largest federal grant-awarding agency, this program is perfect both for someone new to research administration and for research administrators expanding their knowledge of federal funding agencies. The curriculum for a full-day workshop, "NIH Fundamentals" - provides an overview of the procedures and policies essential to preparing successful applications to and managing grant awards from the National Institutes of Health.

Dede Rutberg, National Institutes of Health

Room: Sandpiper B

Cancelled

MORNING HALF-DAY 8:30 AM- NOON

WS3: Pre-Award for Departmental Administrators

Content Level: Basic

Track: Pre-Award

As pre-award departmental administrators, assisting principal investigators with navigating their research is challenging with ever-changing rules and regulations, policies, forms and deadlines. Pre-award departmental administrators play an important role in ensuring that proposals are packaged properly and that submissions are timely and successful. This hands-on, interactive workshop will introduce attendees to an overview of the pre-award process from funding announcement to proposal submission. Participants will talk through case studies and how to apply them in the pre-award context.

Laneika Musalini, Tri-County Technical College; **Diana Thrasher**, Clemson University

Room: Sandpiper C

AFTERNOON HALF-DAY 1:00 PM - 4:30 PM

WS4 - Post-Award for Departmental Administrators

Content Level: Basic

Track: Post-Award

Tasks for the post-award departmental administrator can seem daunting at times, especially when one is new to research administration. Post-award departmental administrators are expected to understand the terms of the award, produce and maintain financials, enforce compliance, and guide PIs through award setup to project closeout while trying to avoid issues that are bound to occur. In this interactive workshop, participants will get a basic overview of the post-award process from award to closeout while learning how to help the PI feel at ease by ensuring timely project implementation and guiding them through the entire process all while maintaining their sanity.

Laneika Musalini, Tri-County Technical College; **Shekina Ward**, Clemson University

Room: Sandpiper C



WORKSHOPS

FULL AND HALF DAY
SUNDAY, MAY 1

FULL DAY 8:30 AM - 4:30 PM

WS5 - Pre-Award Basics

Content Level: Basic

Track: Pre-Award

Newcomers to research administration are often overwhelmed by the sheer volume of information we must know and use in our daily work. The new Uniform Guidance, compliance regulations, state and local regulations, and institutional policies must all be carefully considered as we review proposals and manage awards. In addition, we deal with many different sponsors that all have their own policies and guidelines. We must effectively communicate these various requirements to our faculty, who may not understand their importance or the impact noncompliance could have on their research. This workshop is a pre-award focused step-by-step guide for newcomers to the profession, both in central offices and at the department level, illustrating an efficient and effective way to handle comprehensive pre-award proposal reviews, communicate with faculty, and make sure the proposal is ready for submission. Specific points in the process are highlighted to show where the various rules and regulations are involved, and what criteria we should be looking for during pre-award proposal review. We will touch on compliance with sponsor guidelines and applicable regulations, budget preparation, and much more.

Brigette Pfister, University of Virginia; **Heather Lennon**, Virginia Commonwealth University

Room: Sandpiper A

WS6 - Post-Award Basics

Content Level: Basic

Track: Post-Award

This session will explore effective pre-award strategies for maximizing post-award success and will delve into the functional details of topics such as award acceptance and/or negotiation, financial system account set up, cost accounting standards, subcontracting and sub-recipient monitoring, budget and other modification, billing and cash management, effort reporting, and project closeout.

Justo Torres, North Carolina State University; **Suzanne Brubaker**, North Carolina State University

Room: Sandpiper B

MORNING HALF-DAY 8:30 AM - NOON

WS7 - Export Control Compliance: Understanding the Regulations in a University Setting

Content Level: Basic

Track: Compliance

This workshop is an introduction to the basic concepts associated with the export control regulations and the impact of the regulations on the university community. The participants will learn basic export control terminology, know what regulations and sanctions are involved, and understand how to better identify and manage potential export control risks on their campus. Actual real-world examples, best practices, and resources will be provided to cover the export control review of proposals and awards, the ramifications of hiring non-U.S. person employees/students to work on certain research projects, working with foreign collaborators, measures needed to protect export controlled projects, and the implications of travel or research outside the U.S.

Michael Miller, University of Central Florida; **Marsha Pesch**, University of South Florida; **Terra DuBois**, University of Florida

Room: Sandpiper C

WS8 - Allowable Costs in the Uniform Guidance

Content Level: Overview

Track: Departmental

As Departmental Research Administrators, we are making decisions regarding allowable costs daily. The discussions and exercises of this workshop will provide an overview of the Uniform Guidance subparts, why they exist, and how to use them to be effective grant managers. The primary focus will be on allowable costs. This workshop is geared to those staff and faculty members who are new to research administration or those who want a refresher on the regulations that guide research administration. Participants will be given a number of scenarios to work through and then will present back to the group on the recommended decision(s) or course of action. Come prepared to engage in lively discussion!

Robert Bingham-Roy, Georgia Institute of Technology; **Anita McKinney**, Georgia Institute of Technology

Room: Sandpiper D

WS9 - Collaborative Proposals: Developing Sustainable Partnerships

Content Level: Intermediate

Track: Research Development

In the wake of dwindling federal and state funds, many institutions are experiencing increasing demands to maintain or increase funding with limited available resources which make it almost impossible to accomplish tasks or goals by relying on one institution's resources. Therefore, many institutions of higher education are seeing an increase in the need for collaborations. Building collaborations can take many forms, from informally coordinating between organizations to establishing full-fledged partnerships with formal Memoranda of Understanding. Primarily, these partnerships will involve mutually-beneficial and well-defined relationships entered into by two or more organizations to achieve a common goal. However, navigating the waters of building effective partnerships can be a daunting and often frightening experience. This workshop will provide participants with a comprehensive overview of the collaboration process. Within the framework of this workshop, participants will gain an understanding of how to define, establish, and maintain true collaborations. Also, participants will be provided with tips on available, cost effective tools and resources that can be used to manage the collaborative process.

Sharon Smith, Middle Tennessee State University; **Wanda Hutto**, Medical University of South Carolina

Room: Coral Ballroom C

WS10 - Clinical Trial Start-Up 101

Content Level: Overview

Track: Clinical

This session will focus on a successful study start-up process for clinical trials. It includes feasibility analysis, billing compliance, qualifying trial determination, Medicare coverage analysis, and budget development and applicable negotiations. Lessons learned through the evolution of institutional clinical research process will be discussed. Workshop participants will be encouraged to have an open dialogue regarding processes that have been successful at their own institutions. This session will review study start-up regardless of the funding source .

Angie Padget, Duke University; **Dana Sanders**, Duke University

Room: Coral Ballroom D

WORKSHOPS

HALF DAY
SUNDAY, MAY 1



AFTERNOON HALF-DAY 1:00 PM - 4:30 PM

WS12 – Contracting with Industry in the Current R&D Innovation Environment

Content Level: Intermediate **Track:** Pre-Award

We have been witnessing a shift in R&D in industry from large labs to small teams that are dedicated to serving business units. Industrial Research is taking a back seat to Development. At the same time the federal government is pouring millions of dollars into fundamental research at universities to explore exciting new technologies, but only exceptional inventions are patented and licensed. Increasingly, industry scientists who are paying attention to academic publications in recognized journals, presentations at international conferences, and what's happening in professors' labs. There's great potential for university-industry collaboration in research.

Jeff Newman, Vanderbilt University

Room: Sandpiper D

WS13 – Practical Steps for Designing Effective Training Presentations for Research Administrators

Content Level: Intermediate **Track:** Professional Development

The goal of this workshop is to enable participants to apply a simple model, the ADDIE conceptual framework, to design and development effective presentations and training workshops. Hands-on activities will be expected. Bring a laptop and an idea of a presentation or workshop to start developing during the workshop session.

Jo Smith, University of Central Florida, **Candice Ferguson**, Georgia Institute of Technology

Room: Coral Ballroom C

WS14 – The 5 Ws and 1 H of Research Compliance

Content Level: Intermediate **Track:** Compliance

In the past decade, research institutions have increasingly sought to build and strengthen comprehensive research compliance programs to ensure ongoing competitiveness for research funding as well as minimize institutional risks. The programs included in the research compliance program have expanded and typically include human subjects' protection, animal care and use, conflict of interest, research misconduct, export compliance, and responsible conduct of research. In this workshop, the presenters will begin with a basic overview of the requirements, and then focus on institutional approaches to implement and support compliance programs. The presenters will also include a discussion of emerging compliance areas such as DURC and UAVs. Topics include: elements of a compliance program, conducting a risk assessment of compliance programs, building a culture of compliance, dealing with misconduct and noncompliance and institutional communication and coordination (both internally and externally) about research compliance. The workshop will incorporate several real world scenarios and discussions of attendees' challenges and programs.

Aurali Dade, George Mason University; **Tanta Myles**, University of Alabama

Room: Coral Ballroom D

COME JOIN THE HOSPITALITY SUITE BEACH PARTY!

Welcome Night

Sunday - 8:00pm to midnight

Come celebrate the opening of the 2016 NCURA Region III Spring Meeting with old and new friends.

Trivia Night

Monday - 8:00pm to midnight

The Hospitality and Philanthropy Committees are joining together for Region III Trivia night! It is only \$10 per team to compete with your friends and colleagues. Thinking caps are required but shoes are optional!! Who will be the last team standing? T-shirts go to the winning team (limit 5 team members)!



Flamingo Bingo!

Tuesday - 10:00pm to midnight

Back by popular demand! Do you like to shout "BINGO!" Then this is your game! Laugh and shout with your fellow flamingos to play Flamingo Bingo and win prizes (while they last)!

SPONSORED BY:



Evisions
Research Suite



FUNDRAISING CHALLENGE



THE NCURA EDUCATION SCHOLARSHIP FUND was established by a donation from Region III's own, Jerry Fife, a Past President and a recipient of NCURA's Outstanding Research Administrator Award. When Jerry made the gift, he talked about how he wanted to give back to NCURA since it had made such a difference for him—not only in the subject-matter education, but also what he called "leadership lessons." Based on Jerry's gift and a bequest from another NCURA member, NCURA's Educational Scholarship Fund has been created. This fund is designed to provide access to funds, through the generosity of NCURA members, which would otherwise be unavailable.

BIG BROTHERS BIG SISTERS OF AMERICA for more than 100 years, has operated under the belief that inherent in every child is the ability to succeed and thrive in life. As the nation's largest donor and volunteer supported mentoring network, Big Brothers Big Sisters makes meaningful, monitored matches between adult volunteers ("Bigs") and children ("Littles"), ages 6 through 18, in communities across the country. They develop positive relationships that have a direct and lasting effect on the lives of young people.



FUNDRAISING COMPETITIONS



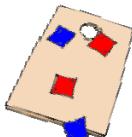
STATE CUP

We are continuing our State Cup tradition. Fill up your state jar so your state can take the State Cup home. North Carolina won last year and is sure to fight to keep the cup!



T-Shirts

This year's t-shirts will be for sale at the Coral Registration Booth for \$20 all week. Can't find your size? You will be able to go online and order as many as you want and they will be delivered to your home!



BEACH BEAN BAG TOSS

Grab a partner for a good cause and prizes.

\$10 per team.

Don't want to play, but you want to support a team?

Donate \$2 for a Bonus Bag earning that team double the points in any round!

TRIVIA

Come out as a team or solo for **\$10 total** for a chance at earning some fun prizes. **Monday at 9:00 pm in the Hospitality Suite**



MONDAY, MAY 2

CONCURRENT SESSIONS & DISCUSSION GROUPS

10:45 AM - 12:00 PM



CONCURRENT SESSIONS

You Joined NCURA Region III. Now What?

Content Level: Overview

Track: Professional Development

You joined NCURA Region III. What does that mean? What opportunities await you? What happens at an NCURA meeting? How do you become more involved in Region III? Why does everyone speak in acronym? How do you know which track and level of sessions you should attend? How do you network? We will answer those questions and more and help you get the most out of your membership to NCURA Region III.

Leigh Stephens, Auburn University; **Danielle McElwain**, University of South Carolina; **Kay Gilstrap**, Georgia State University

Room: Coral Ballroom B & C

Research and Advancement Can Be Friends

Content Level: Basic

Track: PUI

Concurrent session focusing on how research administration offices and advancement offices can be wholly separate vs. partially integrated and what it means for faculty interests vs. institutional interests.

Emily Devereux, Arkansas State University

Room: Coastal Ballroom A

Build a Case or Build A Relationship? Managing Your Conflicts for A+ Customer Service

Content Level: Overview

Track: Professional Development

It's not always easy to find and maintain the right balance. This session focuses on how to balance "service" with "compliance." Come prepared to role play and discuss simple tools and strategies that can be utilized to resolve conflict and building relationships between research administrators and PIs. We will also discuss how to use personality and communication strengths to establish a value-added relationship with the PI. We also discuss how to identify personal triggers, both positive and negative that allow us to excel as research administrators at any level.

Candice Ferguson, Georgia Institute of Technology; **Michael Dickman**, Duke University; **Courtney Holbert**, The University of Tennessee

Room: Coastal Ballroom B

The EEO (Effective, Efficient Operation) of Sponsored Programs

Content Level: Advanced

Track: Senior

Learning to reduce stress is not the first thing you think of when training your administrative staff; however, it is detrimental to the livelihood of your organization to design, implement, and assess effective practices that improve the efficiency of operations. As administrators are constantly caught between the complexities of understanding the ever-changing principles of sponsored projects while also meeting required deadlines for proposals and awards, it becomes a difficult task to stop and evaluate exiting operations for best-practice adjustments. This session will incorporate various strategies on streamlining processes and providing adequate training in order to promote effective and efficient operations in your Sponsored Programs Office.

Kenya Cole-Jones, University of Alabama in Huntsville; **Antonia Pitts**, University of Alabama in Huntsville

Room: Coastal Ballroom C

Contracts and Compliance: Working Together to Reduce Institutional Risk

Content Level: Intermediate

Track: Compliance

The two Cs (Contracts and Compliance) are both highly specialized fields with underlying legal, regulatory, and contractual knowledge required by practitioners. This discussion will focus on commonalities in work, overlap in duties, and how personnel from these two areas can most effectively work together and support each other. The session leaders will focus on policies, procedures, guidelines, and daily interactions that can enable a stronger institutional program.

Aurali Dade, George Mason University; **Eileen Gallagher**, George Mason University

Room: Coral Ballroom D

DISCUSSION GROUPS

Closeouts: The Challenges and Some Tips to Streamline

Content Level: Overview

Track: Post-Award

We all know closing out grants and contracts has received a lot of attention the last few years as our Federal partners have implemented stricter timelines to wrap up a project. From ensuring the PI files their final programmatic report to getting the final reports from our subrecipients and ensuring all costs charged to the project are paid and allowable, there is more to monitor and a tighter timeline to accomplish the tasks. Join this discussion group to hear how your colleagues are addressing the challenges, as well as share your tips and processes that are successful at your institution. Bring your forms and documents to share if you wish. This will be a lively exchange of challenges and possible solutions.

Pam Whitlock, University of North Carolina at Wilmington; **Shannon Gary**, University of Louisiana at Lafayette

Room: Sandpiper A & B

All of the People Can't be All Right All of the Time: Providing Excellent Customer Service to Multiple Stakeholders

Content Level: Overview

Track: Pre-Award

Facilitating research involves working with multiple stakeholders, such as departmental and central offices, faculty and staff (senior and junior), and institutional oversight and agency representatives. It also involves navigating various, and often conflicting, requirements, such as institutional policies and federal/sponsor regulations. How do we provide excellent customer service when caught between the department and the central offices, the faculty and staff, institutional policies and federal or agency rules, and our own institution and the sponsor? This discussion group will explore the viewpoints of different stakeholders, and discuss best practices such as defined responsibilities, role clarity, clear communication and expectations, and the importance of tone when providing excellent customer service.

Leerin Shields, Florida Hospital; **David Schultz**, University of Louisiana at Lafayette

Room: Heron



MONDAY, MAY 2
CONCURRENT SESSIONS & DISCUSSION GROUPS

1:30 PM - 2:45 PM

CONCURRENT SESSIONS

Research Administrators: Where Did We Come from and Where are We Going?

Content Level: Overview

Track: Professional Development

In the world of professions, research administration is still relatively in its infancy. This session focuses on the history of research administration as a profession, and how federal science policy helped shape (and is still shaping) how we do our jobs. Additionally, we will talk about what the future may hold for research administration.

Scott Niles, Morehead State University; **Laurianne Torres**, Duke University

Room: Coastal Ballroom A

Confronting IRB Challenges Head on at PUI's

Content Level: Intermediate

Track: PUI

The presenters will discuss the challenges and issues which arise with IRB's at predominantly undergraduate institutions, using case studies from Coastal Carolina University, Mississippi University for Women and Georgia Southern University on constructing and staffing an IRB, training for human subjects researchers and committee members, applying changes in the Common Rule, and handling unusual protocols and circumstances.

Bruxanne Hein, Georgia Southern University; **James Denney**, Mississippi University for Women; **Eleanor Haynes**, Georgia Southern University

Room: Coastal Ballroom B

It Takes a Village: Research Support Services and Professional Development – A Consultative and Mentoring Approach from a CTSA Institution

Content Level: Basic

Track: Clinical

The South Carolina Clinical & Translational Research Institute (SCTR) SUCCESS Center developed in 2008 has a long history of supporting research teams at the Medical University of South Carolina (MUSC) with a satisfaction rate averaging around 95%. The SUCCESS Center serves as the front door to research services at the MUSC and provides consultations, mentoring, and training to Investigators, research coordinators, and grant administrators. Research Coordinators serve as subject matter experts (SMEs) and provide research support services ranging from research navigation, regulatory, recruitment, grants management, and budget development. These SMEs are co-located to collaboratively support the needs of individual study teams as well as the development of institutional workflows, policies, and procedures, and institutional projects and electronic systems. One project to be discussed was the creation of a human resource matrix for research coordinators to promote and recognize professional development.

Royce Sampson, Medical University of South Carolina; **Clare Tyson**, Medical University of South Carolina; **Stephanie Gentilin**, Medical University of South Carolina

Room: Coastal Ballroom C

Post-Award Financials for Pre-Award Contracting Officers

Content Level: Basic

Track: Pre-Award

Contracting Officers, new or on the job for some time, often have no idea of what happens once a contract is negotiated and signed, a grant awarded and the project number requested. The post-award financial world is not something most Research Administrators think much about. But more awareness of the possibilities and limitations both sides deal with can foster a more collaborative and supportive relationship helping both administrators-contracting officers and accountants-to accurately, easily and smoothly administer sponsored projects.

Sandy Barber, Georgia Institute of Technology; **Anita McKinney**, Georgia Institute of Technology ; **Gabrielle Slaphey**, Georgia Institute of Technology

Room: Coral Ballroom D

DISCUSSION GROUPS

Why Every Departmental Administrator Needs to Understand Compliance

Content Level: Overview

Track: Departmental

This interactive session will provide insight about areas of compliance (COI, IRB, IACUC, RCR, Export Control) on a really high level for departmental administrators. It will include discussion on how one can identify compliance components in a proposal and communicate procedures to faculty and how offices can work together on the back end to head off any issues at time of award.

Erika Cottingham, University of North Carolina, Charlotte; **Joy Turner**, St. Jude Hospital

Room: Sandpiper A & B

Let's Talk About a Roadmap to Reduce Risk in Issuing Subawards

Content Level: Overview

Track: Compliance

This session will encourage participants to bring their lessons learned from the first year of implementing the Uniform Guidance requirements pertaining to completing risk assessments on Subrecipients. We will ask participants to share the risk assessment tool they use, and we will provide a link and copy of the FDP risk assessment tool. We will map out the smooth roads and pot holes identified in implementing risk assessments using Uniform Guidance as the compass. This session will discuss the detours in completing risk assessments. We will ask participants to share the barriers they have encountered and how they broke them down. We will chart options to overcoming the obstacles and map out the final destination of a completed risk assessment. We will share our experience as an Institute of Higher Education (IHE) implementing a new process that involves both our Pre and Post award staff. We will ask how others complete risk assessments and what monitoring techniques are used when they identify medium or high risk. We will provide examples of how we face barricades and ask for input from participants on their methods to monitor challenging Subrecipients.

Marcy Friedle, Florida State University; **Angelle Gomez**, Florida State University

Room: Heron

MONDAY, MAY 2

CONCURRENT SESSIONS & DISCUSSION GROUPS

3:00 PM - 4:15 PM



CONCURRENT SESSIONS

Uniform Guidance: Strategy & Implementation Update

Content Level: Intermediate

Track: Federal

By May 2016 the Uniform Guidance will have been in effect for over 1 year. As COGR and FDP continue to work with OMB and COFAR to develop and understand implementation of the Uniform Guidance, many institutions are still developing an understanding of what the new and changes policies and procedures mean for their organizations. This session will discuss major issues in the Guidance and provide news on recent developments in the dialogue with Federal agencies and OMB and COFAR. The panel will offer information and experiences about What Have We Been Doing and What Are the Challenges?

Mark Davis, ATTAIN; **Cindy Hope**, University of Alabama; **Kerry Peluso**, Emory University

Room: Emerald Ballroom A, B, C, D

The Presenter's Toolbox: Using Your Voice and Technology to Build a Great Presentation

Content Level: Intermediate

Track: Professional Development

The elements of a typical presentation are the content and the delivery, with technology playing an important role in both. This session will break down the two key components by providing tools to equip the novice or experienced presenter to communicate more effectively in a variety of situations, from regular meetings to large presentations. In addition, there will be demonstrations of the latest technology available that will enhance your presentation. We will also address common presenter missteps and the importance of preparation.

Michael McGough, University of Georgia

Room: Coral Ballroom B & C

What is a General Ledger "ERP" System and Why Should Sponsored Programs Offices care?

Content Level: Basic

Track: Post-Award

This presentation will review the basics of an ERP's system and why these systems are important to Sponsored Programs. The session will review how automating the transfer of data to your ERP and data warehouse can improve business processes and reporting. Having a basic understanding of eRA and ERP systems is essential for report development.

Anita Mills, Evisions; **David Schultz**, University of Louisiana at Lafayette

Room: Coastal Ballroom A

Environmental Change and Adaptation in Kentucky Emerging Research Institution Sponsored Programs Offices: A Multiple-Case Study

Content Level: Overview

Track: PUI

This session provides an overview of the presenter's dissertation, titled "Environmental Change and Adaptation in Kentucky Emerging Research Institution Sponsored Programs Offices: A Multiple-Case Study." The broad purpose of the study was to understand the relationship between decreases in state appropriations and changes in ERIs. More specifically, the proposed study examined how these external environmental changes influenced adaptive responses including reconfiguring institutional policies, modifying the role of research administrators, and restructuring offices of sponsored programs to increase the amount of ERI federal research fund productivity and procurement.

Scott Niles, Morehead State University

Room: Coastal Ballroom B

Pre-Award for Newcomers

Content Level: Basic

Track: Pre-Award

If you're a newcomer to the research administration world, the volume of information required to conduct daily work can sometimes be overwhelming. This concurrent session is a pre-award focused how-to-guide for newcomers to the research administration profession, both in central offices and at the department level, demonstrating an efficient and effective way to handle pre-award proposal review, communicate with faculty, and make sure proposals are ready for submission. Topics include, but are not limited to, compliance with sponsor guidelines and applicable regulations, budget preparation, and basic research administration skills.

Heather Lennon, Virginia Commonwealth University; **Danielle McElwain**, University of South Carolina

Room: Coastal Ballroom C

First Time's the Charm: How One School Implemented (and is managing) Its First Clinical Trial

Content Level: Intermediate

Track: Clinical

Implementing a clinical trial at a small university is challenging. This session examines key administrative, contractual, financial, and regulatory issues that arise in the planning, funding and conduct of clinical trials.

Panda Powell, University of North Carolina, Wilmington; **MJ West**, University of North Carolina, Wilmington

Room: Coral Ballroom D

DISCUSSION GROUPS

Cultivating an Environment of Funded Research in Social Sciences

Content Level: Overview

Track: Research Development

How to introduce new and early career faculty to funded research and how to support them in the process. Learn some ideas to engage your faculty and give them the confidence to apply for grants.

Roland Mitchell, Louisiana State University; **Kristy Galy**, Louisiana State University

Room: Sandpiper A & B

Strategies to Optimize the Equipment & Building Depreciation Components of the F&A Rate

Content Level: Advanced

Track: Senior

Uniform Guidance provides information on the identification and assignment of costs for buildings, capital improvements, and equipment. This presentation will illustrate how to properly establish consistent fixed asset accounting classes/useful lives and the allocation of the depreciation generated, because of the critical influence this exerts on the building and equipment depreciation components of the F&A rate calculations. The recent updates on recharge costs associated with the Utility Cost Adjustment (UCA) component per the new Uniform Guidance guidelines will be discussed and the data used in conjunction with proposal preparations produced by other University Departments (i.e. Facilities, Space) and the impact that this data and their interpretation have on the University indirect cost recoveries will be addressed.

Greg Sheahan, HCA Asset Management

Room: Heron



TUESDAY, MAY 3

CONCURRENT SESSIONS & DISCUSSION GROUPS

9:00 AM - 10:15 AM

CONCURRENT SESSIONS

FDP/COGR Update

Content Level: Overview

Track: Federal

The Federal Demonstration Partnership (FDP) and the Council on Governmental Relations (COGR) are important organizations to research administration. The FDP is an association of federal US agencies; academic research institutions, with administrative, faculty and technical representation; and research policy organizations that work to streamline the administration of federally sponsored research. FDP members of all sectors cooperate in identifying, testing, and implementing new, more effective ways of managing federal research grants with the goal of improving the productivity of research without compromising its stewardship. COGR is an association of leading research universities, affiliated medical centers, and independent research institutes providing national expertise on the financial and regulatory infrastructure, and the corresponding compliance requirements associated with managing federal research grants and contracts within research institutions. COGR communicates the viewpoint and concerns of its members and fosters productive relationships between the research community and federal policymakers, advocating for innovation and change that avoid unnecessary regulatory burden. This session will include a brief summary of past, current and planned initiatives of both organizations followed by questions and open discussion.

Cindy Hope, University of Alabama

Room: Coastal Ballroom A

Juggling all Aspects of Sponsored Administration: A Department Administrator's Perspective

Content Level: Overview

Track: Departmental

This interactive session will cover topics related to the daily management of awards within the department. We will discuss best practices for managing grants and contracts from the notice of award through closeout. Topics will include re-budgeting concerns, cost share, cost transfers, procurement cards, audits and overall financial compliance

Tamara Hill, Emory University; **Erika Cottingham**, University of North Carolina, Charlotte

Room: Coastal Ballroom B

Show me the Money

Content Level: Intermediate

Track: Post Award

When is the best time to review a project's expenditures? For some, it is at the end of the project. While for others it is left up to the departments to review and determine whether an expenditure is both allowable and allocable. At UCF, we have taken a different approach and one that we feel has created better outreach with the PIs, increased the PI's ability to utilize most, if not all, of their research funding and ensured that the University is maintaining compliance in all aspects of the research cycle.

Steve Koogler, University of Central Florida; **Erin Blackwell**, University of Central Florida

Room: Coastal Ballroom C

Research Misconduct: How to Minimize or Avoid it?

Content Level: Intermediate

Track: Compliance

This concurrent session will give insight in the field of research compliance with a focus on research misconduct. Research misconduct is a regular occurrence in the field of research. Therefore, it is imperative to know how to minimize or avoid it.

Tracy Louder, Alabama State University; **Tanto Myles**, University of Alabama

Room: Coral Ballroom D

DISCUSSION GROUPS

Sponsored Programs at the Community College

Content Level: Overview

Track: PUI

Community colleges are PUI's, but with a twist. How does the mission of the community college affect sponsored program administration? What is 'best practice' for simultaneously deepening our engagement with community and business partners and broadening our teamwork with other institutions of higher education? Learning Objectives: 1 - Clarify (and discuss) the differences and similarities between PUIs and community colleges. 2 - Identify (and discuss) some common gaps between UG requirements and sponsored program compliance in community colleges. 3 - Brainstorm (and discuss) how to maintain close ties with the business community while seeking new partnerships with other IHEs.

Betsy Foushee, Tidewater Community College

Room: Sandpiper A & B

Demystifying Clinical Trials Budgeting

Content Level: Basic

Track: Clinical

A discussion around clinical trial budgeting – best practices and what we can learn from one another.

Debbie Smith, University of Tennessee Health Science Center; **Carrie Saites**, Florida State University; **Elaine Todd**, University of Tennessee Health Science Center

Room: Heron

TUESDAY, MAY 3

CONCURRENT SESSIONS & DISCUSSION GROUPS

10:30 AM - 11:45 AM



CONCURRENT SESSIONS

How to Love Your Job, Even When You Don't

Content Level: Overview

Track: Professional Development

Do you love your job? Do you wish you did? This session will delve into the factors that can make for an unhappy work environment, and what you can do to enact positive change. We'll talk about the obvious factors (stress! work-life imbalance!) as well as some lesser known but important factors identified through positive psychology research, with strategies and action steps. Join us to learn how you can be happier at work.

Brigette Pfister, University of Virginia; **Candice Ferguson**, Georgia Institute of Technology

Room: Coastal Ballroom A

We Built This City: Rockin' Research Development at a PUI

Content Level: Overview

Track: Research Development

Research Development is often an uphill battle, especially at a Predominantly Undergraduate Institution (PUI). It takes patience, persistence, and ingenuity, but when it pays off, the results are quite rewarding. This presentation will focus on what Christopher Newport University and Arkansas State University have done in their efforts to expand their research programs including what has worked, what hasn't, and what you can take back to your own institution.

Emily Devereux, Arkansas State University

Room: Coastal Ballroom C

Business Development Funnels: An Initial Case Study

Content Level: Overview

Track: Pre-Award

In a time of smaller numbers of funding opportunities representing smaller dollar figures, NC A&T has named a figure more than 50% higher than its current awards/year as its university-wide strategic plan's five-year target for research productivity. Given the pressure to move the needle quickly, and given typical success rates (10-15% for many Federal programs), the Vice Chancellor of Research and Economic Development has explained to staff and researchers that the institution needs far more proposals in the hopper than there are at present--basically, a "business development funnel" that puts in a tremendous number of high-quality proposals in order to obtain real increases in award numbers. The Division of Research and Economic Development has already rolled out a logic model, a template for obtaining information from faculty, and examples of strategic funding plans that will help us be more deliberate and intentional in growing our institution's "business development funnel." In this session I will present the data and lessons learned regarding the NC A&T "business development funnel" during this first year.

Paul Tuttle, North Carolina Agricultural and Technical State University

Room: Coral Ballroom D

DISCUSSION GROUPS

A Proactive Approach to Post-Award Management

Content Level: Intermediate

Track: Post Award

This discussion group will focus on proactive approaches to post award management. Topics will include expenditure and pre expenditure review, cost share monitoring, and sub award monitoring. We will discuss common roadblocks along with best practices.

Steve Koogler, University of Central Florida

Room: Sandpiper A & B

Change Management and Process Improvement

Content Level: Senior

Track: Senior

In the words of the great Walt Disney himself – *Progress is impossible without change*. For some, change doesn't come easy. Change challenges our assumptions and beliefs. Some may be skeptical of change and see it as threatening or usurping. This can be counter-productive, even detrimental, to the change management process. With the Uniform Guidance now in place, many of us have a burning platform to make a case for change – whether it be to an outdated policy or an archaic process or organizational structure. Change is inevitable, so why do some change efforts fail and others succeed? Let's find out in this discussion about all things change management. *There's a great big beautiful tomorrow, shining at the end of every day!*

Laurianne Torres, Duke University

Room: Heron



TUESDAY, MAY 3

CONCURRENT SESSIONS & DISCUSSION GROUPS

1:30 PM - 2:45 PM

CONCURRENT SESSIONS

Building Teams and Breaking Down Barriers: A Case Study in Forging a New Partnership Between Department/College and Central Research Offices

Content Level: Overview

Track: Departmental

This presentation will provide details on how a new partnership developed between department/college and central office research administrators. The successful working model that was created retains college autonomy and a mix of responsibilities for college research administrators while ensuring the achievement of goals for effective proposal submission, award management and compliance. Results of the new partnership include stronger and seamless proposal processing and research administration.

Kerry Gajewski, University of Central Florida; **Jane Gentilini**, University of Central Florida; **Jo Smith**, University of Central Florida

Room: Coastal Ballroom A

Policy Making: The Intersection of Regulation and University Practice

Content Level: Advanced

Track: Senior

The overlap of regulations, laws and policy.

Melanie Clark, Georgia Institute of Technology; **Mike Miller**, University of Central Florida

Room: Coastal Ballroom B

Special F&A Topics: Maximizing Facilities and Extension Considerations

Content Level: Overview

Track: Federal

This session will cover two very important and timely F&A Topics. First, we will explore the creative ideas to boost your F&A rate through examining sophisticated sub pooling and allocation techniques to maximize the uncapped facilities component of the F&A rate. Second, this session will include a description of the changes in the Uniform Guidance related to rate extensions and the factors that should be considered in determining whether to request an extension. Results of recent analyses conducted by MAXIMUS will be discussed.

Mira Levine, MAXIMUS Higher Ed Consulting; **Kris Rhodes**, MAXIMUS; **Pam Whitlock**, University of North Carolina, Wilmington

Room: Coastal Ballroom C

PIs are from Mars, RAs are from Venus: Building a Relationship With Your Faculty

Content Level: Basic

Track: Post Award

One of the toughest and most rewarding relationships you will have during your career is with your faculty. While working with faculty on proposals can be a very positive experience (you are saying yes to everything), being there after they are awarded can be frustrating and stressful (you have to say no). It will be given from the perspective of a central office administrator and a departmental office administrator.

Erin Blackwell, University of Central Florida; **Christina Williams**, Embry-Riddle Aeronautical University; **Shannon Moran**, University of Central Florida

Room: Coral Ballroom D

DISCUSSION GROUPS

Yeah...We Did That!

Content Level: Intermediate

Track: PUI

Strategies and tips on how UNCW's SPARC office increased award dollars by 90% from fiscal year 14 to fiscal year 15. How to work with PI's to increase proposals numbers and dollar amounts of proposals. Strategies for building collaboration across departments at your institution.

Panda Powell, University of North Carolina, Wilmington; **MJ West**, University of North Carolina, Wilmington

Room: Sandpiper A & B

Eighteen Months in to the Uniform Guidance: How are you doing?

Content Level: Overview

Track: Compliance

An open discussion of the implementation of the Uniform Guidance from the perspectives of various institutions. What has worked well and not so well. A time to share ideas and seek input.

Robert Bingham-Roy, Georgia Institute of Technology; **Natasha Stark**, Kennesaw State University

Room: Heron

TUESDAY, MAY 3

CONCURRENT SESSIONS & DISCUSSION GROUPS

3:00 - 4:15 PM



CONCURRENT SESSIONS

Teamwork: The 9 Critical C's

Content Level: Basic

Track: Research Development

This session will examine the 9 critical elements of successful collaboration as identified in empirical research and practical recommendations for selecting, developing, and maintaining successful teams.

Jo Smith, University of Central Florida; **Antonia Pitts**, University of Alabama, Huntsville

Room: Coastal Ballroom A

Getting Involved in Region III

Content Level: Overview

Track: Professional Development

Come and learn about all the ways you can get involved in Region III. Ask questions and give input on topics the region needs to address in the future.

Danielle McElwain, University of South Carolina; **Kay Gilstrap**, Georgia State University; **Laurianne Torres**, Duke University; **Debbie Smith**, University of Tennessee Health Science Center; **Alex Atkinson**, Tennessee State University; **Rob Bingham-Roy**, Georgia Institute of Technology; **Brigette Pfister**, University of Virginia

Room: Coastal Ballroom B

Training New and Not-So-New Research Administrators

Content Level: Advanced

Track: Senior

Remember when you first got started in this business? Maybe you were one of multiple people providing research administration support, maybe you were the only one with a single senior level administrator to turn to for help. Remember the struggle to understand and comprehend and the fear of making a "bad" decision. Getting people off to a good start in this business can be challenging. When new folks start, we generally are struggling to provide the training they need, while juggling 20 or more obligations of our own. We tend to train on process, but understanding the foundation and background for processes is what determines success in this business. Training should not be limited to new hires, all of our staff and employees need solid continuing education to ensure they are current with changing institutional and sponsor expectations. This session is an interactive discussion of how we can improve training and new hire retention in the profession.

Kris Rhodes, MAXIMUS; **Justo Torres**, North Carolina State University

Room: Coastal Ballroom C

Budgeting Basics

Content Level: Basic

Track: Departmental

Developing proposal budgets is a task that often falls to the departmental administrator. How well you perform this task may impact proposal review, award negotiation, and project administration. Creating a good proposal budget requires a certain knowledge base as well as the ability to ask the right questions. In this session we will discuss how to build a budget for successful post award management. What do you need to know before you start? What questions should you ask the PI? What is the potential post-award impact of each budget category? How do you deal with subcontracts and cost sharing? Come prepared to participate in a lively discussion!

Kathleen Halley, Georgia Institute of Technology

Room: Coral Ballroom D

DISCUSSION GROUPS

Central Administrators Just Don't Understand!

Content Level: Overview

Track: Departmental

"Where you stand depends on where you sit." Let's discuss why central and departmental administrators talk past one another. Dig through the cultural and perspective disconnects of both offices and share ideas on how to overcome them. An open discussion on how to break down these barriers!

Cheryl Walters, East Carolina University ; **Kevin Mills**, East Carolina University

Room: Sandpiper A & B

Research Development as a Contact Sport

Content Level: Overview

Track: Research Development

When I was beginning my career in research administration, I stayed in my office behind a barrage of emails until my boss came into my office and told me something I never forgot: "Paul, you've got to get out from behind that desk and go and meet people! Talk with them about their ideas! Visit their labs! You can't be successful at this job until you do that. Research administration is a contact sport!"

Research administration and research development is a contact sport—it's still all about who you know, who they know, and what information is shared in those all-important networks. I'll share some of my own strategies for creating, strengthening, and leveraging these networks, and I'll invite participants to do the same.

Paul Tuttle, North Carolina Agricultural & Technical State University

Room: Heron

GRAB YOUR FLIP FLOPS!

and
join us poolside
for dinner and dancing
at the
**REGIONAL DINNER
CELEBRATION**



Barefoot's Deck

6:30pm
Pre-Dinner Reception

7:00pm
Dinner & Dancing



WEDNESDAY, MAY 4

CONCURRENT SESSIONS & DISCUSSION GROUPS

8:45 AM - 10:00 AM

CONCURRENT SESSIONS

Costing, Written Policies, Procedures, and Best Practices

Content Level: Overview **Track:** Compliance

In Costing, Written Policies, Procedures, and Best Practices we will cover best practices in costing, policy and procedural congruence with your DS-2, and policy models. In addition we will discuss policy and procedural guidance for allowable, unallowable, and normally indirect costs and prior approval costing requirements.

Mira Levine, MAXIMUS; **Kris Rhodes**, MAXIMUS; **Pam Whitlock**, University of North Carolina, Wilmington

Room: Emerald Ballroom A & B

Subcontracts

Content Level: Overview **Track:** Departmental

This presentation will offer a general overview of the subcontract process for research administration staff. During this session, we will discuss the building of a subcontract from the components that include risk analysis and the subaward commitment forms through full execution.

Stephanie Harrison, University of South Carolina; **Leigh Stephens**, Auburn University

Room: Coastal Ballroom A

Breaking Down Institutional Silos to Target Strategic Funding

Opportunities in Support of Underrepresented Students

Content Level: Basic **Track:** PUI

In this session attendees will explore recurring funding opportunities that support the success of underrepresented students. An interactive discussion will help participants understand how to utilize data to inform decision-making and enhance institutional collaborations in the strategic pursuit of external funding opportunities.

Glenn Pfeifer, Georgia State University; **Melissa Hodge-Penn**, Georgia State University; **Len Conner, III**, Georgia State University

Room: Coastal Ballroom B

Maximizing the NCURA Experience

Content Level: Basic **Track:** Professional Development

This interactive session will provide attendees with details about the wide variety of resources NCURA offers to its members, including training, education, professional development programming, publications, opportunities to network and more.

Emily Ainsworth, National Council of University Research Administrators (NCURA)

Room: Coastal Ballroom C

DISCUSSION GROUPS

The B.R.I.D.G.E. Method: Closing the Divide between PIs,

Departmental Administrators, and Central Office

Content Level: Intermediate **Track:** Professional Development

We are wholly reliant upon one another in the field of research administration. One of the barriers that hinder productivity is the breakdown of trust between PIs and departmental and central office administrators. What tone have you set within your institution and how does it foster or hinder trust? How do departmental and central administrators create confidence among each other and PIs? In this discussion group, we will examine ways to build (or reestablish) trust between one another to improve productivity, achieve common goals, and ultimately forge efficient partnerships! Bring your ideas and learn how to B.R.I.D.G.E. the gap to build a more perfect identity!

Tanya Blackwell, Georgia Institute of Technology; **Adam Lawler**, Duke University

Room: Sandpiper A & B

I Thought We Were Reducing Our Paperwork?

Content Level: Overview **Track:** Federal

FDP. Paperwork Reduction Act. Electronic signatures and pdfs. All these things were meant to reduce paperwork and our burden. Have they? No! We seem to have more than ever. And the checklists that are supposed to help us are just one more piece of paper on our desks and in our files. As some of us (try to) move toward a "paperless" office, this discussion group will discuss best practices.

Leerin Shields, Florida Hospital

Room: Heron

WEDNESDAY, MAY 4

CONCURRENT SESSIONS & DISCUSSION GROUPS

10:15 AM - 11:30 AM



CONCURRENT SESSIONS

Breaking Down Barriers and Building a Career Path for Research Administrators

Content Level: Overview **Track:** Professional Development
This session will examine the path built at the University of Central Florida to establish a career ladder for staff in their professional advancement and thereby ensuring employees continue to advance their knowledge and skills. Not only will this provide advancement opportunity to the staff, but will allow for research administrators to provide excellent customer service to faculty, sponsoring agencies and the community as a whole. The plan will foster cooperative working relationships, ensuring that office goals are met, and staff stay abreast of all rules/regulations. The career ladder is expected to yield proactive, service-oriented and empowered staff who are able to provide the highest possible level of client-focused, accurate and efficient service.

Jane Gentilini, University of Central Florida ; **Shannon Moran**, University of Central Florida; Jo **Smith**, University of Central Florida
Room: Emerald Ballroom A & B

Development and Implementation of Policies to Comply with Federal Regulations and to Improve Efficiency and Productivity

Content Level: Advanced **Track:** Compliance
Developing and implementing policies is the backbone of complying with federal regulations when conducting research or delivering services. While there is a consistency among federal agencies on the basic requirements, some agencies have additional requirements that need frequent updates or monitoring. This session will review the requirements, starting with NIH, which has 57 basic policy requirements, and compare these with other agencies, especially DoD, NSF and CDC. The successful implementation of these policies and procedures not only keeps an institution compliant, it also increases efficiency and productivity.

Dhanonjoy Saha, Albert Einstein College of Medicine; **Tanta Myles**, University of Alabama
Room: Coastal Ballroom A

National Science Foundation Update

Content Level: Overview **Track:** Federal
This session will highlight information from NSF's revised Proposal & Award Policies & Procedures Guide (PAPPG) NSF 16-1. The revised PAPPG became effective January 25, 2016, and provides editorial changes made to either clarify or enhance the intended meaning of the requirements or ensure consistency with data contained in NSF systems or other NSF policy documents.

National Science Foundation
Samantha Hunter, National Science Foundation
Room: Coastal Ballroom B

DISCUSSION GROUPS

Best Practices for Policy Development under the Uniform Guidance

Content Level: Overview **Track:** Federal
Share and explore different approaches to policy development and revisions as we transition from Circular to Guidance.
Justo Torres, North Carolina State University
Room: Sandpiper A & B

Perilous Pitfalls to Avoid: the Common Pre-Award Mistakes that Catch Us All

Content Level: Overview **Track:** Pre-Award
“Learn from the mistakes of others. You can never live long enough to make them all yourself.” –Groucho Marx.
Everyone makes mistakes, and unfortunately, we as research administrators aren't exempt. Come discuss common issues faced during the pre-award process and identify strategies to avoid these situations in the future. We will discuss proposal budget development, effort and salary, subawards, compliance issues, and more.
Kathleen Halley, Georgia Institute of Technology; **Debbie Smith**, The University of Tennessee Health Science Center; **Carrie Saites**, University of Central Florida
Room: Heron

Take Hotel Shuttle to:

Baytowne Adventure Zone

The Baytowne Adventure Zone will give you five more reasons to "hang" around Sandestin longer. Get an aerial view of the Village and its surroundings as you soar across the lagoon on the Baytowne Zipline, then head over to the Sky Trail Ropes Course to test your balance and agility. If you still haven't had enough fun and excitement, the Tower Climb and Eurobungy are Destin attractions sure to thrill you.

Hours: Monday-Sunday 10:00 AM-9:00 PM

For additional information:

<http://www.baytowneadventurezone.com>

Captain Rex's Sailing Adventure

We offer day time cruises appropriate for family groups, party cruises for young people or adults, and our only Elegant Wine & Cheese Cruise each afternoon, this is a three hour outing under sail onboard a beautiful, traditional schooner featuring a variety of fine wines and exotic cheeses. During the day we offer pirate themed cruises for those with young kids, and just plain sailing on the bay. On our daytime cruises you are welcome to pack a cooler with snacks and drinks.

For additional information:

<http://captainrex.com/>

Silver Sands Premium Outlets

You can find something for everyone at the outlets. Check with the hotel for the shuttle drop off and pick up times.

Hours: Monday-Saturday 10:00 AM-9:00 PM
Sunday 10:00 AM-6:00 PM

For additional information:

<http://www.premiumoutlets.com/outlet/silver-sands>

Drive to:

YOLO Board Adventures (Only 2 miles away at the Baytowne Wharf)

YOLO Board Adventures at Baytowne Marina offers guests the opportunity to experience what many consider the world's fastest growing watersport, stand up paddleboarding. It is an easy-to-learn, adaptable activity perfect for families. The low impact activity is suitable for all ages from children to seniors and offers the chance to explore the natural beauty of Sandestin from a unique vantage point.

For additional information:

<http://www.visitsouthwalton.com/listing/yolo-board-adventures-sandestin>

Gulfarium (About 16 miles away)

The huge draw at this aquarium is its various marina animal encounters. You can feed fish and penguins, and get up-close and personal with dolphins, harbor seals, sea lions and sea turtles. You can also snorkel with stingrays and swim with dolphins (age restrictions apply)

Hours: Monday-Sunday 9:00 AM-5:30 PM

For additional information:

<http://www.gulfarium.com/>

Air Force Armament Museum (About

25 miles away)

<http://www.afarmamentmuseum.com>

Experience the aviation warfare armament from the early days of World War I right through to today's high tech planes and bombs. Inside, you'll find an extensive collection of weaponry and interactive displays that will amaze and intrigue. Outside displays include vintage military aircraft including the fastest plane ever built - the SR-71 Blackbird! Admission is FREE and all are welcome!

Hours: Monday-Saturday 9:30 AM-4:30 PM

For additional information:

<http://www.afarmamentmuseum.com>

NETWORKING

EVENTS & ACTIVITIES



Welcome Beachside Reception

Sunday, May 1 | 6:00 - 7:00 PM

Barefoot's Deck

Show your school spirit by proudly wearing a school shirt or school colors, join the corn hole tournament, and enjoy light refreshments while chatting with colleagues.

Newcomer Lunch

Monday, May 2 | Noon—1:30 PM

Coral Ballroom A

Is this your first NCURA Spring meeting? This will be a great opportunity for you to meet other NCURA colleagues, to ask questions about the organization, and to have fun and enjoy lunch while expanding your professional network.

Dinner Groups

Monday, May 2 | 5:00 PM

Meet in the Lobby

Continue conversations or make new connections while enjoying a meal with your colleagues. A list of restaurants will be posted at the registration desk and on the NCURA App. Please sign up by 1:30 on Monday.

Regional Dinner Celebration

Tuesday, May 3 | 6:30 - 10:00 PM

Barefoot's Deck

Sand? Check. Surf? Check.

Great food? Check. DJ and dancing? Check.

Only thing missing is YOU!

Come out and enjoy the amazing sunset while enjoying a delicious meal.

Join us for the Pre-Dinner Reception at 6:00pm.

Hospitality Suite

Come relax, network, hangout with colleagues each night in the Hospitality Suite.

Welcome Night

Sunday, May 1 | 8:00 PM to MIDNIGHT

Trivia Night!

Monday, May 2 | 8:00 PM to MIDNIGHT

Networking Night!

Tuesday, May 3 | 10:00 PM to MIDNIGHT

Sandpiper C & D

See details in NCURA App and on page 10!



GRAB A SEAT FOR LUNCH!

at our

Regional Business Meeting

Door Prizes will be given away!

TUESDAY, MAY 3 | 12:00 NOON

Emerald Ballroom A - D



NCURA REGION III LEADERSHIP TEAM

NCURA REGION III OFFICERS



CHAIR

Danielle McElwain
University of South Carolina



CHAIR-ELECT

Kay Gilstrap
Georgia State University



IMMEDIATE PAST CHAIR

Laurianne Torres
Duke University



SECRETARY

Debbie Smith
University of Tennessee Health Science Center



TREASURER

Alex Atkinson
Tennessee State University



TREASURER-Elect

Rob Bingham-Roy
Georgia Institute of Technology



Incoming Chair-Elect

Brigitte Pfister
University of Virginia



CHAIR APPOINTED COMMITTEE MEMBER

David Smelser
University of Tennessee



REGION III NATIONAL BOARD MEMBER

Erica Gambrell
University of Alabama

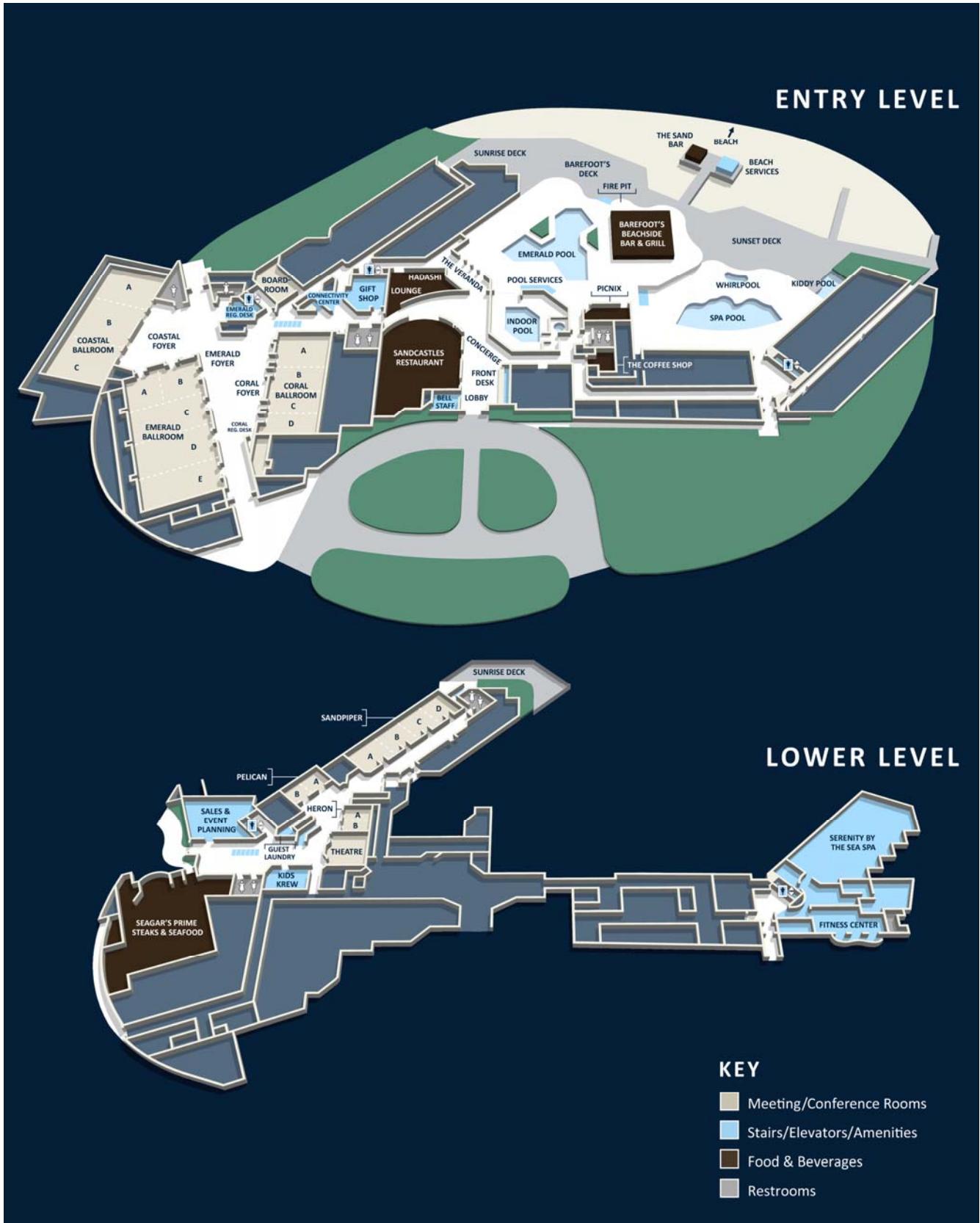
NCURA REGION III STANDING COMMITTEES

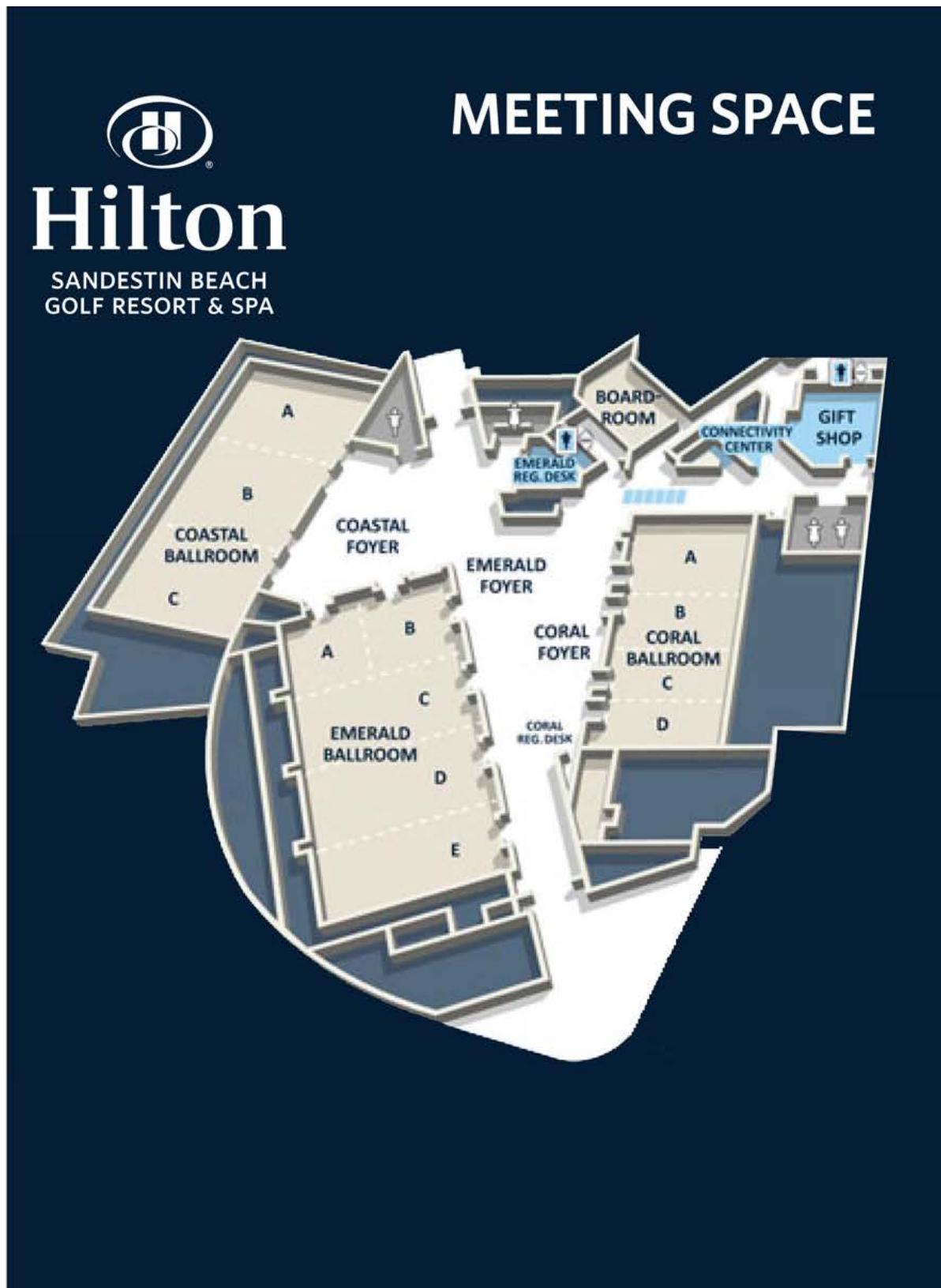
| MEMBERSHIP SERVICES | PROFESSIONAL DEVELOPMENT | VOLUNTEER SERVICES | COMMUNICATION | COMMUNITY ENGAGEMENT | NOMINATIONS & LEADERSHIP |
|--|---------------------------------------|---|---|--|---|
| Honors & Awards <i>Hagan Walker</i> Clemson University | Learning Communities <i>Vacant</i> | Hospitality <i>Natasha Stark</i> Kennesaw State University | Web Site <i>Emily Devereaux</i> Arkansas State University | Sponsorships <i>Steven Koogler</i> University of Central Florida | Elections <i>Nancy Thomas</i> Florida Atlantic University |
| New Members <i>Leigh Stephens</i> Auburn University | | Volunteer <i>Sandy Barber</i> Georgia Institute of Technology | Social Media <i>Brigitte Pfister</i> University of Virginia | Philanthropy <i>Adam Lawler</i> Duke University | Mentoring <i>Vacant</i> |
| Emeritus & Alumnae <i>Vacant</i> | | Attendee Experience <i>Andrea Moshier</i> Western Carolina University | Public Relations <i>Tanya Blackwell</i> Georgia Institute of Technology | | |
| | | | Surveys & Evaluations <i>Jeanne Hermann</i> University of Tennessee Health Center | | |

PROPERTY MAP

HILTON SANDESTIN GOLF RESORT & SPA

Building Teams  Breaking Down Barriers





THANK YOU

TO THE MANY VOLUNTEERS
WHO HELPED MAKE THIS MEETING POSSIBLE!



2016 REGION III SPRING MEETING

We extend our sincerest gratitude to all of the NCURA volunteers,
Planning Committee Members, Track Coordinators, and Meeting Ambassadors
who helped make this meeting a great success!

And a special THANK YOU to our workshop and session presenters
for dedicating your time and talent!

PROGRAM CO-CHAIRS

Kay Gilstrap, Program Chair
Georgia State University

Steve Koogler, Program Co-Chair
University of Central Florida

PROGRAM COMMITTEE

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Brigette Pfister
University of Virginia

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Auburn University

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Western Carolina University

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Health Science Center

Tricia Page
University of Tennessee
Health Science Center

A BIG thank you to Horizon Destinations Services for their contributions to the
success of our meeting!



EXHIBITORS & SPONSORS



Evisions
Research Suite



ELSEVIER

We would like to acknowledge the generous support of our exhibitors.
Representatives from these sponsors will be exhibiting during the meeting and at break times
and will be available to answer questions and provide information about their services.

Exhibits will be open Sunday through Wednesday.