



TOGETHER
HONORING THE PAST
TOWARDS
SHAPING THE
FUTURE
TOMORROW



2018 SPRING MEETING PROGRAM

MAY 5-9, 2018

KINGSMILL RESORT | WILLIAMSBURG, VA



WELCOME

From Your Regional Chair

Together Towards Tomorrow: Shaping the Future of Research Administration.



Dear Region III members, colleagues, and guests,

On behalf of the Region III Executive Committee and 2018 Spring Meeting Program and Planning Committees, I would like to personally welcome each of you to the Kingsmill Resort in historic Williamsburg, Virginia and to the 2018 Region III Spring Meeting!

As the profession of Research Administration is continuously changing and expanding, it has become clearer that it is not one we can do alone. As we become more skilled within our profession, it is important that we not only have a hand in what our future looks like but take the lead in shaping our future within the realm of research. No matter what your experience level is, I am certain that there is a session for you at this meeting to help not only you but all of us to move Together Towards Tomorrow and allow us to Shape the Future of Research Administration



NCURA REGION III CHAIR
Steve Koogler
University of Central Florida

Over the past year, the Executive Committee has continued our efforts to provide opportunities for leadership and volunteer opportunities in our Region. We are the largest region in NCURA and it takes many volunteers to keep us running. We need you to get involved! Please join us on Monday at the Newcomers Current Session and at lunch to learn how you can get yourself ready to get more involved with the Region and to learn how you can contribute! Representatives from each committee will be present to answer questions about their committee.

I would like to thank the following, without whom this meeting would not be possible: the Keynote Speaker, the Program Committee, the Planning Committee, the Workshop and Concurrent Session Presenters, the Discussion Group Facilitators, the volunteers, the sponsors, and each of you who came to attend sessions and network. Each person here, in any capacity, is essential to have a successful Spring Meeting and successful Region!

To all of you, welcome to the 2018 Region III Spring meeting, welcome to Williamsburg, Virginia. I'm excited you are here!

I look forward to seeing all of you next year in Hollywood, FL for our 2019 meeting!

SKL



At A Glance

Together Towards Tomorrow: Shaping the Future of Research Administration.

Date	Event	Location
SATURDAY, MAY 5		
7:30 AM - 5:00 PM	Workshop Registration Open	
7:30 AM - 8:30 AM	Continental Breakfast	
8:30 AM - 4:30 PM	Full-Day Workshops	
8:30 AM - Noon	Morning Half-Day Workshops	
10:30 AM - 10:45 AM	Workshop Morning Break	
Noon - 1:00 PM	Workshop Luncheon	
1:00 PM - 4:30 PM	Afternoon Half-Day Workshops	
2:45 PM - 3:00 PM	Workshop Afternoon Break	
SUNDAY, MAY 6		
7:30 AM - 5:30 PM	Registration Open	
7:30 AM - 8:30 AM	Continental Breakfast	
8:30 AM - 4:30 PM	Full-Day Workshops	
8:30 AM - Noon	Morning Half-Day Workshops	
10:15 AM - 10:30 AM	Workshop Morning Break	
Noon - 1:00 PM	Workshop Luncheon	
1:00 PM - 4:30 PM	Afternoon Half-Day Workshops	
2:45 PM - 3:00 PM	Workshop Afternoon Break	
6:00 PM - 7:00 PM	Welcome Reception	
8:00 PM - Midnight	Hospitality Suite	
MONDAY, MAY 7		
7:30 AM - 4:30 PM	Registration Open	
7:30 AM - 8:30 AM	Continental Breakfast	
8:45 AM - 9:00 AM	Conference Welcome	
9:00 AM - 10:00 AM	Keynote:	
10:00 AM - 10:15 AM	Morning Break with Exhibitors	
10:15 AM - 11:30 AM	Concurrent Sessions & Discussion Groups	
11:30 AM - 1:00 PM	Lunch	
1:00 PM - 2:00 PM	Concurrent Sessions & Discussion Groups	
2:15 PM - 3:15 PM	Concurrent Sessions & Discussion Groups	
3:15 PM - 3:45 PM	Afternoon Break with Exhibitors	
3:45 PM - 5:00 PM	Concurrent Sessions & Discussion Groups	
8:00 PM - Midnight	Hospitality Suite	

SCHEDULE

At A Glance

Together Towards Tomorrow: Shaping the Future of Research Administration.

Date	Event	Location
TUESDAY, MAY 8		
6:30 AM	Flamingo Fun Walk	
7:30 AM - 3:30 PM	Registration	
7:30 AM - 8:45 AM	Continental Breakfast	
9:00 AM - 10:15 AM	Concurrent Sessions & Discussion Groups	
10:15 AM - 10:30 AM	Morning Break with Exhibitors	
10:30 AM - 11:45 AM	Concurrent Sessions & Discussion Groups	
Noon - 1:30 PM	Lunch/Regional Business Meeting	
1:30 PM - 2:45 PM	Concurrent Sessions & Discussion Groups	
2:45 PM - 3:15 PM	Afternoon Break with Exhibitors	
3:15 PM - 4:30 PM	Concurrent Sessions & Discussion Groups	
6:30 PM - 7:00 PM	Pre-Dinner Reception	
7:00 PM - 10:00 PM	Regional Dinner Celebration	
10:00 PM - Midnight	Hospitality Suite open	
WEDNESDAY, MAY 9		
7:30 AM - 8:30 AM	Continental Breakfast	
8:45 AM - 10:00 AM	Concurrent Sessions & Discussion Groups	
10:00 AM - 10:15 AM	Morning Break with Exhibitors	
10:15 AM - 11:30 AM	Concurrent Sessions & Discussion Groups	
11:30 AM	Meeting Adjourns	

KEYNOTE

Address

Together Towards Tomorrow: Shaping the Future of Research Administration.



“Freedom, the first-born of science.”

Steven Edenbo

Thomas Jefferson Interpretation

www.YourThomasJefferson.com

Steven Edenbo has studied and portrayed Thomas Jefferson since 1999. In addition to continuing independent study, he researched Jefferson as a resident fellow at Monticello's International Center for Jefferson Studies in Charlottesville, Va.

He appears before audiences as small as 2 or 3 people attending a private dinner with Mr. Jefferson, to audiences numbering in the thousands. His key-notes and one-man shows bring Jefferson's leadership and vision to the forefront at corporate symposiums, Continuing Legal Education seminars, schools, colleges & universities, historical & patriotic organizations, and many other groups & events throughout the United States. He appears regularly at such venues as The National Archives in Washington, D.C. and Independence Hall in Independence National Historical Park, Philadelphia. Steve has been featured on television as Mr. Jefferson not only in various History Channel & PBS documentaries, but also in Comedy Central's "The Colbert Report". He has shared Jefferson's life & legacy across the U.S. and in England. Steve's clientele includes the New Jersey and Pennsylvania Bar Associations, The Smithsonian Institution, the The New Jersey and Pennsylvania Bar Associations, the US Mint, the University of Virginia, including UVA's Darden School of Business and McIntire School of Commerce, the National Governors Association, Thomas Jefferson University Hospital, The National Conference for Appellate Court Clerks, as well as numerous other corporate, private, and public clients.

“Every day is lost in which we do not learn something useful. Man has no nobler or more valuable possession than time.”

WORKSHOPS

Saturday, May 5

Together Towards Tomorrow: Shaping the Future of Research Administration.



FULL DAY

8:30 AM - 4:30 PM

WS1 - National Institutes of Health Fundamentals

Content Level: Overview **Track:** Federal

The NIH Fundamentals provides a foundation in grants from the National Institutes of Health (NIH). As the NIH is the single largest federal grant-awarding agency, the program is perfect both for someone new to research administration and for research administrators expanding their knowledge of federal funding agencies. The curriculum provides an overview to 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:

WS2 - Contracts 101

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

Contracts 101 will enable the audience to build a framework in defining standard contracting clauses, identifying typical institutional limitations and negotiation tactics to find a common ground.

Tamara Gabrus, University of Central Florida; **Ginny Pellam**, University of Central Florida; **Sherrie Settle**, North Carolina State University

Room:

MORNING HALF-DAY

8:30 AM- NOON

WS3 - Beyond Policies, Procedures, and PowerPoint: How to Create Training Designed with the Learner in Mind

Content Level: Intermediate **Track:** Departmental

How can you build a training program that not only meets organizational needs and ensures compliance, but also provides a compelling experience for your learners no matter where they are located on the globe? What do learners with different cultural learning styles need to truly engage in training and retain and apply content after they leave? In this half-day workshop, you'll identify best practices for creating an effective training program that meets organizational and learner needs and helps assure compliance.

Learn how to assess training needs, identify and implement appropriate training methods, develop content with the learner in mind and evaluate outcomes. You'll also gain understanding of learning styles across cultures and how to effectively teach an international audience. This interactive session will include case studies, small-group discussions, self-reflection and feedback on specific challenges participants face.

Candice Ferguson, Georgia State University; **Marley Thrasher**, North Carolina State University

Room:

AFTERNOON HALF-DAY

1:00 PM- 4:30 PM

WS4 - Post Award Basics, Best Practices and Communication Strategies

Content Level: Beginner **Track:** Post Award

This interactive half-day workshop is targeted for individuals in a post award office or those who manage the day-to-day activities of sponsored projects after they have been awarded. The workshop facilitators will combine traditional and interactive learning methods to present information related to post-award basics, budget modification, billing and cash management, PI communication strategies, departmental communication strategies, sub-recipient monitoring, effort reporting, project closeout and other best practices.

Whitney Lumpkin, Arkansas State University; **Chelsea Gambill**, Arkansas State University; **Ashley Pinkard**, Arkansas State University

Room:

WORKSHOPS

Sunday, May 6

Together Towards Tomorrow: Shaping the Future of Research Administration.

FULL DAY 8:30 AM - 4:30 PM

WS5 - Allowable Costs in the Uniform Guidance

Content Level: Beginner **Track:** Compliance

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!

Rob Bingham-Roy, Georgia Institute of Technology; **Kay Gilstrap**, Georgia State University
Room:

WS6 - Change Leadership in Action: A Practical (and Updated) Guide to Leading Your Team Through the Change

Content Level: Intermediate **Track:** Operational Management

According to *McKinsey Quarterly*, approximately 70 percent of change management efforts fail. This is largely attributed to employee resistance and lack of an effective change leadership strategy. With the advent of the digital era, coupled with continuous unfunded mandates, organizations must simultaneously deliver rapid results and sustainable growth in an increasingly competitive and compliance-driven environment. Leaders must make decisions more quickly, managers have to react more rapidly, and employees on the front line have to be more flexible and collaborative. Organizations with the ability to set new priorities, innovate new processes and pioneer change more effortlessly are the most successful. Change is inevitable – so let's explore why some change efforts fail and others succeed in this interactive workshop!

Laurianne Torres, Duke University; **Lacey Rhea**, University of Florida
Room:

WS7 - Managing Proposals and Awards from a Departmental Perspective

Content Level: Intermediate **Track:** Departmental

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. This workshop 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 versus service agreement and cost sharing. This session will also focus on preparing financial status reports, account reconciliation, closeout of awards, cost transfers, allowable and allocable costs and much more.

Tamara Hill, Emory University; **Erika Cottingham**, Emory University; **Tolise Daily**, University of Colorado, Boulder
Room:

MORNING HALF-DAY 8:30 AM - NOON

WS8 - The Essentials of Research Compliance

Content Level: Beginner **Track:** Research Compliance

Research institutions are obligated by law to uphold numerous standards for the ethical conduct of research. In recent years, these requirements have been lumped under the heading "research compliance," and many institutions have created positions that deal solely with regulatory compliance in research. This session will provide an introductory survey of the research compliance landscape, covering topics which any research administrator, whether in central administration or a department, should be acquainted with including scientific integrity, the care and use of animals; the protection of human subjects' rights and welfare; disclosure and management of conflicts of interest and export control.

Tanta Myles, The University of Alabama; **Kacey Strickland**, Mississippi State University

Room:

WS9 - Pre-Award and Research Development Basics

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

This half-day workshop will explore the pre-award side of the sponsored programs and will immerse participants in the issues, challenges, processes and regulations associated with the identification of funding opportunities; development, budgeting, review, approval and submission of proposals; and review, negotiation, acceptance and set-up of awards. In addition, we will explore the roles and responsibilities of those involved in pre-award activities and transactions. The workshop will also include interactive elements to help participants confirm their understanding of the material and present them with the opportunity to immediately utilize newly acquired knowledge.

Danielle McElwain, University of South Carolina; **Emily Devereux**, Arkansas State University

Room:

WS10 - Staffing Your Research Administration Office for Success

Content Level: Overview **Track:** Operational Management

Having the right staff who possess the right knowledge, skills, and personal attributes in the right positions—and at competitive compensation levels—is essential to the success of your office, whether the office is pre-award, post-award, compliance, or a combination. If you are a supervisor who is responsible for hiring or if you aspire to such a role, knowing how to identify and hire the right candidate for the job while working within the constraints of your university's human resources (HR) policies and procedures is imperative. This workshop will focus on the relationships between staff positions within a defined office structure, accurate and appropriate position description development, effective interviewing techniques to uncover candidates' competencies and skill sets, and reference checking to ensure veracity of information. We will also discuss some of the common frustrations with HR policies and mitigating strategies to ensure your ability to attract top talent. With the knowledge and experience gained in this workshop through active participation, you will augment your management skills by enhancing your ability to identify and attract the right person for the right job.

Barbara Gray, East Carolina University

Room:

WORKSHOPS

Sunday, May 6

Together Towards Tomorrow: Shaping the Future of Research Administration.

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

WS11 – National Science Foundation

Content Level: Overview **Track:** Federal

This workshop will provide an overview of NSF grant's pre-award, awards, post award process, cash payment processes and procedures. Presenters will provide attendees with an understanding of grant awardees responsibilities, common reasons for award delays, detailed information on the cash management (payment process) and overview of NSF's baseline monitoring activities.

Dorothy Battle, National Science Foundation; **Rashawn Farris**, National Science Foundation; **Betrice Azor**, National Science Foundation; **Rochelle Ray**, National Science Foundation

Room:

WS12 – Strategic Leadership Development

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

This workshop is to build strategic leadership skills for identifying goals and creating pathways to accomplish them with purpose and impact. As a research administrator, you have many "priorities" that come to you each day, and it is important to identify the priority from the noise so you accomplish what must be done to reach the goals of your office, department, and institution. The workshop will highlight principles and exercises from some of today's most innovative thought leaders on the subject. Case studies will be completed prior to the workshop to create a foundation for the interactive exercises that will take place during the workshop. A resource list of books, podcasts, and other media references will be made available for participants. Completion of case studies before the workshop will make participants eligible for drawings of Amazon gift cards to be given away during the workshop so participants can apply them toward purchasing of the resources they liked most during the session.

David Smelser, The University of Tennessee; **Emily Devereux**, Arkansas State University

Room:

SESSIONS

Monday, May 7

Together Towards Tomorrow: Shaping the Future of Research Administration.

CONCURRENT SESSIONS

10:15 AM - 11:30 AM

NCURA Region III Newcomers

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 this meeting and your membership to NCURA Region III.

Steven Koogler, University of Central Florida; **Justo Torres**, North Carolina State University

Room:

Sponsored Projects Reports: Who, What, When, Where, Why?

Content Level: Intermediate **Track:** Operational Management
This session will review common sponsored program report requests, commonly used data fields fueling these reports, and review how these requests are similar among institutions. A case study will be presented and time will allow for sharing of attendees reporting stories.

Jeanne Marie Hermann, University of Tennessee Health Science Center; **Kelly Morgan**, Cayuse

Room:

Internal Controls and the Departmental Administrator

Content Level: Intermediate **Track:** Compliance
The concept of Internal Controls is pervasive in 2CFR 200 and is delineated in §200.303. So what does the requirement of effective Internal Controls (IC) mean to the Departmental Administrator and what role does the Departmental Administrator have in IC implementation. Are the key responsibilities clearly defined at your institution? Does management's commitment to competence ensure that staff receive adequate training to perform their duties? Do operating policies and procedures exist and are they clearly written and communicated? This concurrent session will be a directed interactive discussion of these control environment questions and, many more, as the group looks at, and discusses the control environment, risk assessment, control activities, information and communication, and monitoring. The attendee should come prepared for a lively exchange of IC processes and how they affect the Research Administrator in their responsibilities in Federal Award administration.

Rob Bingham-Roy, Georgia Institute of Technology; **Kay Gilstrap**, Georgia State University

Room:

The Future Started Yesterday, and We're Already Late: Enhancing Your Departmental Research Office to Meet a Changing Environment (Part I)

Content Level: Intermediate **Track:** Departmental
Discussion of innovative assistance offered by UCF's College of Education, Human Performance Office of Research to research faculty and how these initiatives are being implemented.

Erin Blackwell, University of Central Florida; **Taylor Dearman**, University of Central Florida; **Naomi Mchelin**, University of Central Florida

Room:

Developing Educational Modules for Online Learning: Learn How to Create Online Training Programs and Integrate Online with In-person Training

Content Level: Beginner **Track:** Professional Development
This presentation will summarize educational module development from start to finish and discuss how to integrate online learning with in-person training. Participants will review steps to create modules including how to identify an appropriate module topic, develop outlines, define learning objectives, and present content in an online medium. Online learning benefits for adults will be discussed, as well as challenges. Ideas on how to integrate and maximize the benefits of online with in-person training will be discussed.

Margaret Rankovic, CITI Program; **Tanya Blackwell**, Children's Healthcare of Atlanta

Room:

DISCUSSION GROUPS

10:15 AM - 11:30 AM

Stranger than Fiction—You Want to Do What? Experiences of a PUI

Content Level: Intermediate **Track:** PUI
As a PUI with limited staffing and resources, have you been confronted with unusual requests, issues or questions during pre-award or post-award that caused you heartburn and sleepless nights? In this lively discussion session, you will have an opportunity to share your experiences and horror stories with others. The discussion will allow for you to describe how you re-evaluated or changed your process, policies, procedures, and way of doing business, thus avoiding chronic heartburn and insomnia. It will also encourage others to give suggestions and group problem-solve to help avoid similar future occurrences.

Marie Firestone, Georgia Gwinnett College; **Cathy Hakes**, Georgia Gwinnett College

Room:

Ask NIH

Content Level: Overview **Track:** Federal
Ask a NIH Chief Grants Management Officer any grants management question. Questions may be about policy, administrative and/or fiscal issues.

Dede Rutberg, National Institutes of Health

Room:

SESSIONS

Monday, May 7

Together Towards Tomorrow: Shaping the Future of Research Administration.

CONCURRENT SESSIONS

1:00 PM - 2:00 PM

How Georgia Tech Managed a Data Analytics Audit and Lived to Tell the Tale

Content Level: Overview

Track: Compliance

This session will provide an overview of Georgia Tech's approach to an NSF-OIG audit of incurred costs and the implementation of lessons learned from the experience. The audit reviewed hundreds of thousands of transactions covering a 3-year period using data analytics techniques. Included in the audit were more than 1,000 NSF awards totaling over \$200 million in claimed costs.

Sandra Mason, Georgia Institute of Technology; **Paul Coleman**, Consultant; **Cassandra Belton**, Georgia Institute of Technology
Room:

Subrecipient Monitoring

Content Level: Overview

Track: Post Award

Description Coming Soon!

Alice Reuther, University of Virginia
Room:

Departmental Inter-Generational Training: How to Leverage the Knowledge and Expertise of Seasoned Research Administrators Within Your Area to Assist in The Training of The Next Generation

Content Level: Overview

Track: Departmental

Every department/division/school has a mix of employees that are new to research administration and employees that are seasoned with knowledge and expertise. This session will discuss the experience of implementing a new training program that leveraged the knowledge of experienced administrators to train new employees through experiential learning. This technique was used to address the gap in knowledge for research administrators within the large Department of Internal Medicine. The training program worked to join together the very different eleven divisions housed within the department. To maximize the impact of training, administration leveraged the strength of seasoned research administrators as a way to help foster and support the learning of the next generation. The results of this design and training directly improved collaboration, networking within the department, support for newer individuals, and provided legitimacy to the information in the sessions. This training model helps distribute training "resources" across more individuals, making it easier to accomplish, and allows training to be targeted to both the seasoned and the new administrator in one forum.

Meagan Sok, Virginia Commonwealth University; **Rashmi Pershad**, Virginia Commonwealth University
Room:

Communities of Interest—Building Collaborations Across Campus Through a Proven Initiative

Content Level: Beginner

Track: Pre-Award

The University of Louisiana at Lafayette created an initiative titled, Communities of Interest. This initiative helps to develop collaborations across campus by introducing trending themes and hosting an event involving brief presentations from faculty. This presentation will discuss the organization of these events and how they can be applied at other universities.

Abby Guillory, University of Louisiana at Lafayette; **Erin Butler**, University of Louisiana at Lafayette
Room:

A Communicator's Overview of Compliance Issues Related to Research Storytelling

Content Level: Beginner

Track: Professional Development

Coming Soon.

Andy Howard, Georgia Institute of Technology
Room:

DISCUSSION GROUPS

1:00 PM - 2:00 PM

Setting the Stage for Act Two: Life After Research Administration

Content Level: Advanced

Track: Senior

The nation's median age is increasing, people are working longer, and the experience of retirement is in a state of flux. For many professionals, including research administrators, retirement represents a new beginning rather than an end. In this discussion session, participants will consider strategies for making a successful transition to "life after research administration." Topics will include exploring possibilities in retirement, identifying desired outcomes, financial planning, evaluating one's health, and achieving life balance. How does one go about preparing? This discussion is of interest to those who are currently considering retirement options, as well as to early and mid-career research administrators who see themselves remaining in the field for the long term. Two retirees who have remained active in the field through consulting and NCURA involvement will lead the discussion.

Pat Green, Consultant; **David Mineo**, DLMineo Consulting
Room:

SESSIONS

Monday, May 7

Together Towards Tomorrow: Shaping the Future of Research Administration.

CONCURRENT SESSIONS

2:15 PM - 3:15 PM

I'm a New Manager—Where do I Start? Perils and Pitfalls for New Managers

Content Level: Overview **Track:** Professional Development
Learning to manage people can be difficult. As a new manager, to be effective you must develop and utilize new skills. However, the majority of new managers and supervisors do not receive any training or coaching prior to beginning their new position. This interactive session will discuss common new manager mistakes and share the experiences of the panelists and their transition to management.

Tamara Hill, Emory University; **Leslie Musshafen**, University of Mississippi Medical Center

Room:

GAP Analysis—Start Here on Your Way to Compliance

Content Level: Overview **Track:** Compliance
Uniform Guidance provides a comprehensive overview of activities and processes required for compliance with federal awards. How do research administrators confirm all requirements are met? Some processes and activities are managed by the Grants Office; many are not. The 'ownership' mix varies widely among institutions. This session will introduced attendees to do-it-yourself gap analysis, using basic flow-charting to identify UG requirements that may be missing or inadequately addressed by current practices.

Betsy Foushee, Tidewater Community College; **Sarah Jaeschke**, Clemson University

Room:

Using the NIH Research Portfolio Online Reporting Tools (RePORT)

Content Level: Overview **Track:** Post Award
In this session, we will explore the National Institutes of Health (NIH) Research Portfolio Online Reporting Tools (RePORT). RePORT is an online resource that provides public access to reports, data, and analyses of NIH research activities. The session will provide a general overview of the types of reports and data available to the public; and tips for using RePORTER, the searchable repository of NIH-funded research projects. We will run queries on individuals, by institution and location, and by text and topics, and discuss the advantages of using the matchmaker function. Participants are encouraged to bring a laptop to the session.

Caroline Miller Robinson, University of Arkansas for Medical Sciences
Room:

Change Management for Senior Leadership

Content Level: Advanced **Track:** Operational Management
Support from senior leadership can make or break the onboarding of a new ERA system. By utilizing change management techniques during implementation, leaders can use their impact and influence to prepare their institutions for successful and sustainable change. This session will share tips on how to act as an effective executive champion and create an environment ready to face new challenges. The presenters will share their experience of implementing new electronic systems at three different institutions and the lessons learned in the process.

Kathleen Halley-Octa, Georgia Institute of Technology; **Jeanne Marie Hermann**, University of Tennessee Health Sciences Center

Room:

Shape the Future Through Greater Insight into the Research Portfolio

Content Level: Intermediate **Track:** Senior
The role of the Research Administrator is evolving faster than ever. You are asked to do more, be more global, be more strategic, and provide more guidance to the researcher. You are asked to help shape the direction of the institution often with the same tools and without views into the past, future or your competitors. Research professionals are embracing research intelligence, data analytics that allows one to bring your experience of the past to current and future analysis of the research portfolio. They are looking for accurate insights that will help provide greater guidance to the faculty, assist with decisions – for the institution – from what is often a sea of research data. One can now explore the portfolio in much more efficient fashion focusing on the questions to answer verses data gathering. One can do investigation into the novelty of research ideas and comparison with funding trends – historical and future. Institutions can then start to utilize these insights to improve the efficacy and relevance of their research strategies at the enterprise level and individual proposals to their funders. In this session, the presenters will discuss the data, turning it into research intelligence and walk through some of the questions one can ask of the data. Research intelligence is one way the research administrator can honor the past and shape the future.

Emily Devereux, Arkansas State University; **Theo Bosnick**, Digital Science and Research Solutions, Inc.

Room:

DISCUSSION GROUPS

2:15 PM - 3:15 PM

Recipe for Organizational Change

Content Level: Advanced **Track:** Departmental
What drives organizational change and how successful is the change? The session provides and in-depth look at why the Department of Medicine, the largest department at Duke embarked on a centralized model and the results.

Tuyen Phan, Duke University; **Adam Lawler**, Duke University

Room:

Subaward Basics

Content Level: Beginner **Track:** Pre-Award
The subaward process can be quite complicated depending upon what is required at the proposal stage, the terms and conditions of prime awards, subrecipient monitoring, risk assessment, invoicing, and who is responsible for what at your institution. This discussion group is intended to discuss basic information to help those that are new to subaward responsibilities survive the complex world of subaward requirements.

Leigh Stephens, Auburn University

Room:

SESSIONS

Monday, May 7

Together Towards Tomorrow: Shaping the Future of Research Administration.

CONCURRENT SESSIONS

3:45 PM - 5:00 PM

Oh, the Places We'll Go! Diversity and Inclusion in the Sponsored Programs Office

Content Level: Overview

Track: PUI

An intentionally inclusive environment is one that thrives and produces amazing outcomes. In an ever-evolving, globally competitive market, it is important to accept all people and respect everyone's differences. Faculty and research is so diverse and things are changing constantly. It is imperative that your sponsored programs office reflect these same differences.

Natasha Stark, Kennesaw State University; **Laneika Musalini**, Tri-County Technical College

Room:

Fostering Professional Relationships to Achieve Common Goals

Content Level: Beginner

Track: Professional Development

An intimate understanding of human nature is at the heart of good practices for managing professional research relationships between supervisors and staff. There are, of course, many other factors influencing the research professional's work relationships, including institution policies, the scope of practice, and state and federal laws, but it's the "people part" that is meaningful and memorable.

Steven Koogler, University of Central Florida

Room:

The Good, the Bad and the Ugly: The Revised Common Rule, Misunderstandings and Implementation

Content Level: Intermediate

Track: Compliance

The regulations for human subject research/IRB have changed. Our session will provide participants information on the revised Common Rule, complexities with the implementation and assessment of the implementation process at our institutions. Participants will understand how to apply the new exemptions and conduct a limited review. Lastly, the session will provide some best practices for the implementation as well as challenges to implantation.

Melanie Clark, Georgia Institute of Technology; **Tanta Myles**, The University of Alabama

Room:

Catapulting Your Office to the Future: Developing Standard Operating Procedures (SOPs)

Content Level: Intermediate

Track: Operational Management

This session will guide attendees through the best practices of developing standard operating procedures (SOPs) for their research administration offices. This interactive workshop will include a discussion of the importance and benefits of having SOPs in place, review of templates/samples, discussion of current practices in order to develop their own SOP.

Abby Guillory, University of Louisiana at Lafayette; **Erin Butler**, University of Louisiana at Lafayette

Room:

NSF Award Cash Management System Updates

Content Level: Overview

Track: Federal

The session will provide grantees information on the Award Cash Management System, cancelling appropriations, program income and year end closeout processes. Discussion on award updates and best practices to ensure a successful post award administration will be included.

Dorothy Battle, National Science Foundation

Room:

DISCUSSION GROUPS

3:45 PM - 5:00 PM

Current Topics and Trends Around the Centralization of University Clinical Trials Management

Content Level: Intermediate

Track: Operational Management

For many years and for many institutions, the management of clinical trials has been a highly decentralized function. Departments, colleges, centers, and divisions established their own processes in an effort to serve their needs around clinical trials management where central institutional resources were absent. That trend however, is beginning to shift at many universities. Centrally managed offices of clinical research or clinical trials are beginning to pop up on many university research organization charts. At the University of Florida, the Office of Clinical Research established in 2017, is tasked with re-centralizing services and the management of health-related human subjects research. The implementation of this new UF core research office has highlighted the need to revisit many research administration processes and infrastructure. How do you redefine pre-award and post-award in an institutional structure that is heavily focused on peer-reviewed grants and contracts?

Brian Sevier, University of Florida

Room:

The Future Started Yesterday and We're Already Late: Enhancing Your Departmental Research Office to Meet a Changing Environment (Part II)

Content Level: Intermediate

Track: Departmental

Continued discussion of innovative assistance offered by UCF's College of Education, Human Performance Office of Research to research faculty, how these initiatives are being implemented and what are some of the activities that are working among our Region III colleagues.

Erin Blackwell, University of Central Florida; **Taylor Dearman**, University of Central Florida; **Naomi Michelin**, University of Central Florida

Room:

SESSIONS

Tuesday, May 8

Together Towards Tomorrow: Shaping the Future of Research Administration.

CONCURRENT SESSIONS

9:00 AM - 10:15 AM

Building Bridges with Development

Content Level: Advanced **Track:** Senior

At Arkansas State University breaking boundaries and cultivating a collaborative relationship between the research and advancement offices has provided growth of both restricted and unrestricted funds for research and sponsored projects, as well as growing stronger relationships with stakeholders and industry for both faculty and students. Our offices have become partially integrated by team efforts, allowing exponential impact in both competitive research and foundation funding, totaling \$3 million in the first year, and has steadily grown even during the current national environment of declined funding. Last year, we expanded the Create @ State annual symposium to include industry, employers, alumni, and donors as judges for the first time since its inception seven years ago, which provided an opportunity for the university to showcase the quality work of our students to the community and stakeholders. Impact of this collaborative effort has led to multiple faculty connections with industry leaders which has opened up new funding opportunities and partnerships. The community embraced this initiative, and we have more than doubled the commitments for advancing the efforts for this year's symposium. In this session, the presenters will discuss how to bridge relationships to break down territories of research and advancement, how to navigate faculty interests and the institutional interests and priorities, discuss collaborative models for diversifying funding by integrating resources from both offices, and how to navigate reporting collaborative efforts of both offices.

Emily Devereux, Arkansas State University; **Jessica Blackburn**, Arkansas State University

Room:

Making the Leap: How to Leverage Your PUI Experience When You're Ready to Make a Career Move

Content Level: Intermediate **Track:** PUI

Are you considering your next career move? This session will discuss the benefits and pitfalls of moving from a PUI to a more research intensive institution or vice versa. Come prepared for a lively discussion.

Kathleen Halley-Octa, Georgia Institute of Technology; **Stacey Bass**, Georgia Institute of Technology

Room:

Research Data Management

Content Level: Beginner **Track:** Operational Management

This session will provide an overview on data sharing requirements and the need for institutions to develop clear policies and procedures. From an organizational perspective institutions need to develop clear roles and responsibilities for researchers and the central offices involved in the development standard operating procedures to ensure that data is properly collected, stored, shared, achieved and destroyed.

Sarah White, The University of Tennessee Health Science Center

Room:

Effective Communication and Collaboration Strategies with Inexperienced Consortium's on Complex Contracts

Content Level: Overview **Track:** Departmental

Gathering information during the pre and post award stages can go wrong for any number of reasons. This can be even more difficult when working with international institutions or community counterparts who have little to no experience in the sponsored research arena. How do we effectively establish a clear line of communication and expectations to make life easier for everyone?

Adam Lawler, Duke University; **Rachael Fields**, The University of Alabama in Huntsville

Room:

Growing Research through Internal Seed Grant Initiatives: You Reap What You Sow

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

Internal grants and awards are designed to encourage, facilitate, and support research activities among faculty at any stage in their research portfolio. Creating an internal seed grant program to fund pilot studies, or to develop current work to a point that an external application can be pursued, requires detailed planning to get the desired outcomes. This session will discuss the purpose of seed grants, providing examples from three institutions, and how to administer a seed grant program successfully and what the potential returns on the investment can be.

Katy Hendry, University of West Florida; **Claire Stam**, Greenville Hospital System; **Hagan Walker**, Greenville Hospital System

Room:

DISCUSSION GROUPS

9:00 AM - 10:15 AM

Impact of the Single IRB Requirement

Content Level: Overview **Track:** Post Award

Single IRB for multi-site clinical research studies is the wave of the future to support efficiencies in the conduct of trials. This change has raised many questions as to how to propose and charge expenses related to the use of a single IRB. Many institutions have traditionally supported the costs of the IRB through indirect costs, however, this change has opened up the door for new and different expenses as well as the use for commercial IRBs. NIH has provided guidance related to how primary and secondary IRB activities may be direct charged to sponsored projects. Come ready to discuss what approaches your institution is taking.

Jamie Young, Duke University

Room:

So You Want to Develop a Training Program: Some Tips and Tools to Get Started

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

Providing educational opportunities for faculty, staff and students related to sponsored programs is critical for many reasons, including ensuring compliance with federal regulations. However, in many situations, it is done on a case-by-case basis and may not necessarily meet the needs of the stakeholders involved. This discussion group will focus on the basics of establishing a training program at your institution focusing on the first step in the process – engagement of stakeholders. This will be a highly interactive discussion group targeted for individuals considering a program for their institution.

Anthony Ventimiglia, Auburn University

Room:

SESSIONS

Tuesday, May 8

Together Towards Tomorrow: Shaping the Future of Research Administration.

CONCURRENT SESSIONS

10:30 AM - 11:45 AM

A Budget from Scratch—Translating Dreams in to \$

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

A grant begins with a great idea, but awards are made in dollars. A successful proposal translates the PI's vision of what could be, into a spreadsheet listing the cost of all the inputs needed to make that vision a reality. The budget addresses allowability, allocability, and reasonableness, as well as strategy, contingency, and institutional philosophy. This session will present techniques to identify budget components during proposal development, and some considerations to facilitate both a straightforward review process and successful post-award implementation.

Betsy Foushee, Tidewater Community College; **Tamera Hatch**, James Madison University

Room:

Who Needs Strategy

Content Level: Beginner **Track:** Operational Management

We are often focused on putting out the daily fires and neglect an important aspect of our job: strategic development. It may be our role as a leader or a part of other duties as assigned but it really should be a part of everyone's duties. If we are expected to drive from point A to point B without a map or sense of direction, how will we get there? More importantly, how do we know where to go? Strategic development can at least help us determine the "where". Developing a clear strategy to address an organization's objectives or issues can help everyone understand their purpose and role in supporting the directives. Clear strategies can also lead to measurable goals and will shape what success looks like. Great strategies can help address an organization's current issues and ultimately prevent the daily fires so we can focus on delivering better services or products to our customers.

Tuyen Phan, Duke University; **Christian Elsberry**, University of Idaho

Room:

Should vs Must: A Model to Help Navigate the World of "It Depends!"

Content Level: Overview **Track:** Compliance

Whether pre or post award, department or central administrators, we all have faced the dilemma and frustration of 'it depends'. Using a new model that overlays risk with concepts of must vs should, participants will learn and discuss strategies of how to add color to the grey world of research administration.

Michael Dickman, Duke University

Room:

Sponsored Programs Research Contracting at PUIs: What You Need to Know!

Content Level: Overview **Track:** PUI

This overview concurrent session will address the major contracting issues and opportunities at predominantly undergraduate institutions (PUIs). Many PUIs, due to their sponsored research volumes, are not large enough to have dedicated contracting staff or a separate contracting area. Thus, such institutions find themselves executing contracts as part of a larger portfolio of responsibilities, such as proposal development and review, post award administration, or other aspects of sponsored research. Regardless, contracting is very important at the PUI level. This session will cover office structure and functions, and how that impacts contracting, contracts terms and conditions, and the art + science of contract negotiation. This interactive session will provide ample opportunity to participate and share information.

Panda Powell, University of North Carolina, Wilmington; **James Casey**, Casey Consulting, LLC

Room:

Teamwork in the Trenches: Collaborating and Communicating Across Your Research Administrative Program

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

Have you ever wished you could increase collaboration and communication at your institution? Would you like to learn best practices for sharing information and creating a team-centered environment? Attend this session to better understand how working with each other can lead to process improvements and efficiencies for everyone! Whether you're an individual contributor or a team leader, work in the IRB office or in contracts and grants, this interactive session will leave you with specific, actionable ideas you can incorporate at your institution. Come join us to improve and increase teamwork across your research administration program!

Marley Thrasher, North Carolina State University

Room:

DISCUSSION GROUPS

10:30 AM - 11:45 AM

Turning Points

Content Level: Senior **Track:** Senior

Are you considering a major transition such as retiring, changing institutions, or trying to break into consulting? How do you know when it's the right time to make your next big move? How do you prepare yourself as well as those under your leadership? What are some things to be aware of? Come and share your thoughts and experiences on turning points in your research administration career.

Pamela Whitlock, University of North Carolina, Wilmington (Emeritus); **Barbara Gray**, East Carolina University

Room:

SESSIONS

Tuesday, May 8

Together Towards Tomorrow: Shaping the Future of Research Administration.

CONCURRENT SESSIONS

1:30 PM - 2:45 PM

The Case for Change: How and Why You Should Consider Creating a Service Center

Content Level: Advanced **Track:** Operational Management

This session will discuss the benefits of creating a service center and the mechanics of constructing one. Discussion will pertain to planning, training, implementation, and governance of a service center. In addition to focusing on the importance of service level agreements, communication strategy, and data metrics.

Renee Raines, University of Arkansas for Medical Sciences; **Rebecca Nickleson**, University of Arkansas for Medical Sciences; **Lisa Biello**, University of Arkansas for Medical Sciences

Room:

Grantsmanship 101

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

This workshop will provide an overview of grant writing and application submission processes and procedures including federal funding agency review processes for beginners. It will provide insight and tips on how to write a competitive proposal. More specifically, tips will be included on which funding opportunity/agency you should choose, how to strategically plan your proposal writing and submission, how to create a budget and budget justification, how to make your "sales pitch" for grant application reviewers, and types of proposal services and faculty support sponsored program offices may offer. An overview of several specific programs at NSF, DoEd, and DOD will also be provided for new and early-stage investigators.

Xia Wood, Johnson C. Smith University; **Rachel Simpson**, Auburn University

Room:

Uniform Guidance

Content Level: Overview **Track:** Federal

By May 2018 the Uniform Guidance will have been in effect for over 3 years. 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 a response to the changed policies and procedures. This session will discuss 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

Mark Davis, Attain; **Julie Cole**, East Carolina University

Room:

Developing the Developer: Proposal Development, Your PI and You

Content Level: Overview **Track:** Departmental

An urgent e-mail comes across your screen. The phrase that makes every research administrator shudder is uttered, "Due ASAP". Take a deep breath. We're here to help! This session has been developed to discuss the process, the tools, and the culture you can create in order to turn a stressful situation into a streamlined success.

Carla Pierre, Florida Agricultural and Mechanical University; **Adam Lawler**, Duke University

Room:

More Than Novelty—An Introduction to Patents and Other Intellectual Property

Content Level: Beginner **Track:** PUI

New to the world of intellectual property and want to learn more? This sessions will introduce you to the world of patents and other intellectual property. Come and learn the strategies, best practices, and sources for further information.

Mark Lynam, Tennessee Tech University; **Laneika Musalini**, Tri-County Technical College

Room:

DISCUSSION GROUPS

1:30 PM - 2:45 PM

NCURA Global Fellowship

Content Level: Overview **Track:** Professional Development

A discussion group sharing my experience as an NCURA Global Fellow and my two week visit at the University of Melbourne in Melbourne, Australia. Discussing highlights and lessons learned. The discussion group will also answer questions pertaining to the application process.

Tamara Hill, Emory University

Room:

Supporting Staff Development

Content Level: Advanced **Track:** Senior

Join us in an interactive discussion on ways that research administrators who are in leadership positions can encourage and support staff development.

Barbara Gray, East Carolina University

Room:

SESSIONS

Tuesday, May 8

Together Towards Tomorrow: Shaping the Future of Research Administration.

CONCURRENT SESSIONS

3:15 PM - 4:30 PM

What is ezFed Grants and How Do I Use It?

Content Level: Overview

Track: Federal

Presenters will share their personal experiences with using the new ezFed Grants System and enlighten the group with true-life perspectives. They will discuss what agencies are currently using this system. The basics of how to use the system from a department and core office perspective: get system access, input proposal applications, retrieve/submit agreements, awards, reports and invoices? Also, discuss some of the highlights and pitfalls of working with this system. By the end of the session we hope that the group will have a better understanding of how the system works, how to navigate through it, what important things to look out for when inputting applications and where to locate helpful resources.

Robin Barber, University of Florida; **Daniel Hazlett**, US Department of Agriculture

Room:

Learning Styles: Tools for the Visual and Auditory Learner in a Grant Management World

Content Level: Beginner

Track: Operational Management

Four decades of psychological research have shown us that each person has a distinct way of learning, known as his or her personal learning style." (<https://www.studyingstyle.com/>). In the grant management world, there has been little discussion on how to be successful with the grant management process with the awareness of one's primary learning style. According to whatismylearningstyle.com, the visual learner remembers 75% of what they read or see.

According to studyingstyle.com, about 65% of the population are visual learners, but we cannot leave out the other 25-30% that learn best by hearing the instruction. So, how can we better utilize tools in today's grant management world and through our daily workflow, organization and learning through the varying styles of learning?

Jack Lee,

Room:

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. 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. This session will include a brief summary of past, current and planned initiatives of both organizations followed by questions and open discussion.

Cindy Hope, The University of Alabama; **Nate Martinez-Wayman**, Duke University

Room:

Complying with the Revised Common Rule Consent Requirements: Understanding How the Updates Effect Research Practice and IRB Review

Content Level: Overview

Track: Compliance

This presentation will provide an overview of the new consent requirements for obtaining and documenting consent from human subjects under the revised Common Rule (45 CFR 46, Subpart A). Revisions to forms and templates will also be discussed, as well as updates to regulatory waivers and alterations of consent.

Margaret Rankovic, CITI Program; **Tanta Myles**, The University of Alabama

Room:

Learning Through Failure: Building a Better Limited Submission Process

Content Level: Overview

Track: Pre-Award

In this session, administrators from two research-intensive universities will discuss the process of continuous improvement to their limited submission systems and the pitfalls each has experienced along the way. Each offers tips for success with communicating with Associate Deans for Research, faculty buy-in to the process, pre-proposal content, and review rubrics.

Sarah Jaeschke, Clemson University; **Marc Haon**, Auburn University

Room:

DISCUSSION GROUPS

3:15 PM - 4:30 PM

How to Interview

Content Level: Overview

Track: Professional Development

Interviewing can be unnerving, but for the prospective candidate as well as the committee selecting their newest team member. In this discussion, we will focus on aspects of interviewing from both perspectives. What questions should you ask? How should you answer questions? Who should be on a search committee? What mindset should one have going into an interview? Whether you're looking for a new position or looking at resumes, many of us will be in an interview fairly soon. This session will help you with the process no matter which side of the table you're on.

David Smelser, The University of Tennessee; **Laurianne Torres**, Duke University

Room:

Leading Your Office to a Better Tomorrow: Maintaining Standard Operating Procedures (SOPs)

Content Level: Intermediate

Track: Operational Management

This discussion group will allow attendees to explore and compare current practices of maintaining SOPs within their research administration offices. Presenters will pose questions related to how different institutions revise their SOPs to ensure alignment with their current practices. Presenters will also lead the group through a discussion of best practices in the communication and use of institutional SOPs.

Erin Butler, University of Louisiana at Lafayette; **Abby Guillory**, University of Louisiana at Lafayette

Room:

SESSIONS

Wednesday, May 9

Together Towards Tomorrow: Shaping the Future of Research Administration.

CONCURRENT SESSIONS

8:45 AM - 10:00 AM

Working with External Partners—Subawards, Consultants, Vendors

Content Level: Basic

Track: Post Award

Research projects typically involve many types of collaborations and how institutions work with a given external partner varies by the nature of their engagement. Research administrators, among everything else we do, need to correctly classifying external partners. This session will examine the types of external partners: subawards, consultant, and vendors and provide you with the tools to distinguish between these options.

Jamie Young, Duke University

Room:

Retaining Staff Before Another One Bites the Dust

Content Level: Overview

Track: Pre-Award

We will examine best practices in staff retention plans and how to implement them within your organization.

Lauren Magruder, Virginia Polytechnic Institute and State University

Room:

The Small Business Subcontracting Plan

Content Level: Overview

Track: Compliance

In accordance with FAR 52.219 and FAR 19.704, a Subcontracting Plan is required from all Large Business Prime contractors (includes Universities) that are awarded Federal contracts or subcontracts for goods and services exceeding \$700,000 or \$1,500,000 for construction of a public facility. A Subcontracting Plan is a document setting forth how a contractor will provide Small Businesses, Small Disadvantaged Businesses, Women Owned Small Businesses, Veteran Owned Small Businesses, Service-Disabled Veteran Owned Small Businesses and HubZone Small Businesses with the maximum opportunity to participate in the performance of a contract or subcontract.

Bruce Henry, Georgia Institute of Technology

Room:

Serving Regional Accreditation as a Function of Overseeing an Office of Sponsored Programs

Content Level: Overview

Track: Operational Management

Oversight of the Office of Sponsored Programs plays an important role in ensuring that your university maintains regional accreditation. As a peer review process that entails the evaluation of operations and mission, accreditation is necessary for an institution to remain eligible to receive Title IV funding for student financial aid. In this session, we will examine the Southern Association of Colleges and Schools Commission on Colleges accreditation standards and explore how sponsored programs policy and oversight informs the accreditation process at an institution. Topics covered from an accreditation standpoint that intersect with research administration will include planning and evaluation, financial and administrative oversight, staffing of the office of sponsored programs, and policy development and adherence, among others.

Lorelei Sells, The University of Tampa; **Steve RiCharde**, The University of Tampa

Room:

Award Kickoff: Planning for Success

Content Level: Intermediate

Track: Departmental

This session will discuss topics such as: understanding of roles and responsibilities in award and project set up; understanding the importance of complete award set up to ensure sound post award management throughout the life cycle of an award; ability to read and interpret a notice of grant award (NOA) and identify special terms and conditions for compliant award management; analyze budget and consider line items that require additional clarification, action, and/or documentation; understand basic and important communication points needed for strategic, proactive, and compliant project management throughout the life of the award; and knowledge of tools and resources to assist with pro-active award set up.

Debi Cain, Medical University of South Carolina

Room:

DISCUSSION GROUPS

8:45 AM - 10:00 AM

Change at an Ever Increasing Pace

Content Level: Advanced

Track: Senior

In today's environment "minding the store" is not enough to ensure continued success as a senior research administrator. This session will explore the challenges and ideas for continuous improvement needed to ensure success in the career of a research administration.

Jerry Fife, Pointe Consulting Group; **Cindy Hope**, The University of Alabama

Room:

SESSIONS

Wednesday, May 9

Together Towards Tomorrow: Shaping the Future of Research Administration.

CONCURRENT SESSIONS

10:15 AM - 11:30 AM

Knowing When It is Time to Move On

Content Level: Overview **Track:** Professional Development

At some point in your career, you will likely find yourself in a situation that leaves you feeling unsatisfied. Sometimes this is due to a difficult supervisor or coworkers; sometimes it is a result of the work itself or you are looking for a challenge. There are many things within your control – and many that are not. Knowing how to recognize and accept that your values, interests and skills may not ever line up with those of your current environment can help you to feel empowered to make decisions about your future.

Lacey Rhea, University of Florida; **Tuyen Phan**, Duke University
Room:

Community of Research Administrators (CORA) - Creating Communities of Practice to Aid in Communication Between Departmental and Central Administration

Content Level: Overview **Track:** Post Award

The development of communities of practice at a higher education institution can provide much needed peer support, training and networking for employees. UVA's Community of Research Administrators (CORA) has been able to broach challenging topics successfully by providing an environment in which colleagues from across the institution can engage in open dialogue. This session will explore the development of CORA at UVA: and how it has helped improve communication and collaboration between central and departmental administrators.

Tammy Sutton, University of Virginia; **Carey Reinicke**, University of Virginia
Room:

Tearing Down Silos-Compliance and Other Considerations for the Pre and Post Award Administrator

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

In most institutions, Research Administrators work in silos in respect to their own focus areas. Learn how what you do impacts other groups and how what they do impact your job.

Erika Cottingham, Emory University; **Tamara Hill**, Emory University
Room:

National Institutes of Health Update

Content Level: Overview **Track:** Federal

Don't miss this opportunity to hear about what is new and being developed within the National Institute of Health's (NIH) programs, policies, and budgets. In this comprehensive review, participants will learn about recent policy updates and how their respective institutions may be impacted. Upon completion of the presentation, participants will have the opportunity to ask questions about new and existing policies. Topics include recent and upcoming changes to NIH policy, compliance requirements, and so much more!

Samuel Ashe, National Institutes of Health
Room:

DISCUSSION GROUPS

10:15 AM - 11:30 AM

Hot Topics for PUI's: Best Practices to Move Forward

Content Level: Intermediate **Track:** PUI

PUI's are never known to be shy about talking about current or emerging topics that are posing concerns for us. This session will be a positive discussion about topics that are current and sharing solutions others have designed. Come with a current topic and ask your PUI support group for solutions. If you're one of those "miracle" people who are up to date on all the emerging topics, please share how you do it! This will be an upbeat, sharing session to discuss solutions to current problems. Come with a positive attitude and ready to share solutions.

Pamela Whitlock, University of North Carolina, Wilmington (Emeritus);
Laneika Musalini, Tri-County Community College
Room:

Team Dynamics in the Workplace

Content Level: Beginner **Track:** Operational Management

Today's research administration environment takes a "team" of people to successfully and efficiently monitor and manage sponsored programs. The hardest things about working in a team environment is everyone getting along and working efficiently. In this interactive session, we will discuss different methods of identifying team dynamics in the workplace and ways to successfully manage these diverse teams.

Danielle McElwain, University of South Carolina; **Emily Devereux**,
Arkansas State University
Room: