



PROGRAM - REGION VI & VII MEETING - SEPTEMBER 24-27, 2023

Sunday	September 24, 2023	TRACK	SESSION TYPE	LEVEL	ROOM	TITLE	DESCRIPTION	OBJECTIVES	LEAD PRESENTER INFO	CO PRESENTERS
		Pre-Award	Workshop	Basic/Overview	Kuskokwim East	Solving the Puzzle: Proposal Preparation from Start to Finish	Proposals are one of the most important parts of research administration. Without them, there would be no research to administer! Whether you are directly responsible for putting applications together or you come in at a later stage of the process (negotiation/acceptance, compliance, purchasing, reporting, closeout), understanding the proposal preparation will give you a foundational insight into the work of research administration. In this workshop we will walk you through: finding funding opportunities; reviewing a funding opportunity announcement to identify required elements of the proposal; preparing the various required elements; navigating the submission process; and managing the proposal post-submission. You'll come away equipped to ask the right questions and successfully manage proposal preparation no matter what unusual sponsors or grant types your PIs might throw at you. You'll be a serious puzzler in no time!	<ul style="list-style-type: none"> •Understand the process of identifying funding opportunities •Learn how to confidently and thoroughly review a funding opportunity •Use best practices for organizing the preparation and submission process •Identify potential problems at each step and learn how to mitigate them 	Megan Vu, UC Irvine	Emily Yu, UC Irvine
		Pre-Award	Workshop	Advanced	Kuskokwim West	Working Together to Develop Competitive Proposals: A Research Development Perspective	With the addition of Research Development offices, a team approach has become essential to developing and writing a competitive proposal. This workshop combines educational and hands-on activities to explore best practices for proposal development with an emphasis on good grant writing. Participants will work together on ideas for possible grant proposals. You do not need an idea for a project to participate! The focus will be the proposal development process; bring your curiosity, enthusiasm, and experience -- and your willingness to join a proposal development team. You will have an interactive opportunity to develop proposal components using good grant writing techniques.		Tracy Gatlin, Assistant Director of Research Development, Montana State University	Nicole Motzer, PhD, Director, Office of Research Development, Montana State University
		Post-Award	Workshop	Basic/Overview	Susitna	Basics of Post-Award Administration (Don't We Just Catch That at Closeout?)	Big, medium, or small research institutions, we all share common challenges. One of the biggest is how to support and partner with departments to manage awards during the life of the award. Understanding and communicating sponsor terms and conditions and the reporting requirements early in the award helps make closeout quick and less contentious. It can also limit risk. This workshop will cover parts of the Uniform Guidance and how to apply them, challenges with various sponsors, dealing with audits and some case studies of real-life examples. Bring your questions, challenges, and even some solutions to share.		Tim Reuter, Sr. Director Post Award Operations, Office of Research Administration, Stanford University	Fran Visconti, Associate Director, Financial Administration & Compliance, Office for Sponsored Programs, Boston College
		Post-Award	Workshop	Intermediate	Yukon	Cost Share: A Captivating and Complex Confection	Do you love candy? Are you interested in learning more about cost share? Then this workshop is for you! In this session, we take inspiration from the widely varied world of confectionary treats to discuss the full life cycle of cost sharing, from including a commitment during proposal development to maintaining compliance through closeout. We will meet and analyze sometimes delicious and sometimes less than appealing candy offerings: mandatory committed cost sharing (sugar free candy), voluntary committed cost sharing (peeps), and voluntary uncommitted cost sharing (Swedish fish). We'll then continue our tour of the candy factory and how to safely ingest these confections as we discuss how to successfully manage and report on cash (chocolate), in-kind (everlasting gobstoppers), and third-party contributions (every flavor jelly beans) throughout an award.		Megan Dietrich, Assistant Director, Client Advocacy & Education, Office of Research Administration	Kari Vandergust, Contract and Grant Associate, Office of Sponsored Research Pre Award, Stanford University
	1-4pm	NSF Workshop (FREE)		Basic/Overview	Kuskokwim East	NSF	The workshop will provide an overview of NSF proposal and award policies and procedures as outlined in the Proposal and Award Policies and Procedures Guide (PAPPG). Attendees will learn about proposal preparation and submission requirements, the merit review process, and post-award policies and terms and conditions.		Beth Strausser, Senior Policy Specialist	Samantha Hunter
	5:30-7pm	Opening Reception with Guest Speaker Jim Henderson; Photos with Hank the Moose Location: Summit Room @ Sheraton Hotel								

Monday	September 25, 2023	TRACK	SESSION TYPE	LEVEL	ROOM	TITLE	DESCRIPTION	OBJECTIVES	LEAD PRESENTER INFO	CO PRESENTERS
	8am	Breakfast								
	8:30-10am	Opening, Keynote, and Land Acknowledgement								
	10:30-11:45am	Sessions								
		Pre-Award	Discussion Session	Intermediate	Boardroom 305	Let's talk about the Moose in the Room - Internal Proposal Deadlines and How to Get your University on Board	An interactive session on implementing an internal deadline for proposals with a look at stakeholders and gatekeepers. We will ask the BIG questions- how do you get buy in from your institution, and how so you set up a college/department internal deadline policy. Lastly, we will discuss the Pros and Cons of this process and how it helps us achieve work life balance.	<ol style="list-style-type: none"> 1. Have better strategies for engaging in conversations with stakeholders 2. Be able to troubleshoot administrative issues 3. Be able to identify and address campus concerns 4. Know how to structure a policy 	Jessica Parker, Contract & Grant Analyst, OSP, UW	Ashley Riggelman, Contract & Grant Analyst, OSP, UW

			Boardroom 308	Networking & Workspace	Use this space to meet with colleagues or catch up on work!			
Federal	Concurrent Session	Overview	Howard Rock Ballroom A/B	NSF Proposal and Award Policy Update	This session will cover new developments related to proposal and award policy at NSF. NSF staff will provide a comprehensive review of upcoming changes to the Proposal and Award Policies and Procedures Guide (PAPPG) (24-1), as well as other new developments at NSF.	Understand how NSF is implementing changes to proposal and award policies and procedures.	Beth Strasser, Senior Policy Specialist	Samantha Hunter
Pre-Award	Concurrent Session	Advanced	Howard Rock Ballroom C	Navigating the Alaskan Frontier of Research Funding: A Journey to Successful DARPA and ARPA-E Proposals	This presentation will guide research administrators through the process of preparing a proposal for DARPA (Defense Advanced Research Projects Agency) or ARPA-E (Advanced Research Projects Agency-Energy). These federal agencies are known for their cutting-edge research and development initiatives, and securing funding from them can greatly propel your principal investigator's research endeavors. Today, we will delve into the solicitation process, discuss the challenges commonly faced, and explore the best practices for crafting a successful proposal that ensures smooth award management. We will focus on the following: 1. Budget Preparation: Explain the process of developing a detailed budget that accurately reflects the scope of work, personnel, equipment, and other resources required. Emphasize adherence to agency-specific guidelines and cost principles. 2. Justification of Expenses: Discuss the importance of providing clear justifications for each budget item, linking them to project goals and expected outcomes. Highlight cost-effectiveness, cost-sharing opportunities, and potential impact on the research field. 3. Proposal Submission: Provide guidance on the submission process, including deadlines, formatting requirements, and online submission platforms. Highlight the significance of double-checking all components before final submission. 4. Award Management: Provide insights into effectively managing awarded projects, including progress reporting, budget monitoring, milestone tracking, and communication with your principal investigator.	Our objective is to teach attendants about what to look for in the solicitation, discuss common challenges, and explore best practices for crafting a successful proposal.	Alicia Middleton, RA Manager, Stanford University, School of Engineering	Rick Wiechmann, Manager, Stanford University
Contracting	Concurrent Session	Advanced	Kuskokwim East	Termination Clauses: A Polar Plunge	Let us take a plunge into the depths of the details and considerations at play in contract negotiations, focusing on terminations clauses. We'll review the baseline considerations for dealing with termination clauses based on sponsor types (US Federal, non-profit, State agencies, for-profit (industry), and international), and then identify key factors to address, and explore best practices to mitigate institutional risks and to satisfactorily address stakeholder considerations. This concurrent session is intended contract officers who have experience in negotiating sponsored research agreements with one or more sponsor types.	<ul style="list-style-type: none"> Identify the key components of termination clauses in sponsored research agreements. Gain perspective for risk factors to address to mitigate risks in the event of early termination of a sponsored research agreement. Gain knowledge on approaches to draft and provides basis to negotiate termination provisions that address institutional and stakeholder considerations. 	Kevin Stewart, Associate Director, Industry Contracts, University of California, Santa Barbara	Zach Gill, Director of Sponsored Programs, Award Contracting, Oregon State University
Compliance	Concurrent Session	Basic/Overview	Kuskokwim West	Caribou't Your Unregulated Data	Data protection is a constant concern in research. The data we receive or generate can create a competitive advantage to the field in which the data applies. Failure to protect the data can result in loss of research advantage, and may include legal damages when it is another party's data. Over the course of this session, we will discuss unregulated data that we still need to protect, such as data received from third parties under contractual obligations or data we generate in our own research. Emphasis will be given to how data ties into intellectual property protections.	<ul style="list-style-type: none"> Identify different classifications of data Learn how intellectual property laws allow data protection Address contractual clauses that help protect data 	Chuck Smart, Contract Officer for the University of Arizona Office of Research Contracts	Wanda Seang, University of California, Irvine
Post-Award	Concurrent Session	Basic/Overview	Susitna	Digging Through the Mukluk: Identifying Key Components in an Award Notice	A brand new notice of award with a fresh set of terms and conditions can be an intimidating thing. Fear not! Here, we'll present a fun, comprehensive and interactive breakdown to understand and identify all key components of a notice of award. Items such as: Identifying sponsor award ID, funding, time, payment terms, reporting terms, cost share requirements, carry forward, budgetary restrictions and much, much more! Your university pays for the whole seat but you'll only need the edge.	Understanding and identifying all key components of a notice of award, such as sponsor award ID, funding, time, payment terms, reporting terms, cost share requirements, carry forward, budgetary restrictions, etc.	Matt Sheeley, Grant & Contract Analyst, University of Arizona	Julia Patronski, Grant & Contract Analyst, University of Arizona Niraj K. Raman, Stanford University
Dept/PIU	Concurrent Session	Basic/Overview	Yukon	Your Road Map through the Tundra: Departmental Award Management	Overview and best practices for departmental research administrators related to financial award management. This includes presentation and tips on setup, award terms and conditions, monthly reporting, reconciliation, effort management, subawards, closeout, etc.	Understand the key components of financial award management needed to be a good steward of sponsored funds. Familiarize participants with the specific requirements and guidelines of funding agencies and the importance of understanding the terms and conditions of each specific award. Equip participants with the skills to identify potential financial risks associated with research projects and develop strategies to mitigate them. Educate participants on establishing internal controls and procedures to manage financial awards effectively, covering topics such as procurement, expense reimbursement, and record-keeping.	Vanessa Quiroz Hotz, Attain Partners	Ashley Stahle, Colorado State University Emmalee Moore, University of Wyoming
12-1pm	Lunch and Regional Business Meetings							
			Howard Rock Ballroom A/B	Region VI Business Meeting			Jennifer Cory, Chair Region VI	
			Howard Rock Ballroom C	Region VII Business Meeting			David Scarbeary-Simmons, Chair Region VII	

1:10-2:25pm

Sessions									
TRACK	SESSION TYPE	LEVEL		TITLE	DESCRIPTION	OBJECTIVES	LEAD PRESENTER INFO	CO PRESENTERS	
Compliance	Discussion Session	Basic/Overview	Boardroom 305	I can see Russia from My House: International Influence and Keeping Research Safe	An open discussion session that will consider questions of international influence in research and disclosures to federal agencies. It is an opportunity to share insights and strategies for addressing foreign influence, agency requirements, and safeguarding our science.	This discussion session will be an opportunity to share insights and strategies for addressing foreign influence, agency requirements, and safeguarding our science.	Betty Rasmussen, Senior Compliance Officer, University of Colorado Boulder	Zach Gill, Oregon State, Alexa Van Dalsem, University of Colorado Boulder	Alexa Van Dalsem, Deputy Director, Office of Contracts and Grants, University of Colorado Boulder
Dept/PUI	Discussion Session	Intermediate	Boardroom 308	Evolving Collaborative Landscape: the leadership role of smaller institutions	This discussion session explores the changing landscape of collaboration for underrepresented institutions such as Diné College, Southern Utah University, and similar institutions. This session aims to shed light on the importance of collaboration with R1 institutions, as well as, the importance of these underrepresented institutions taking on leadership roles as prime awardees in research partnerships. We will emphasize the unique perspectives and contributions such institutions bring to academic disciplines and the broader research enterprise.	Broaden the thinking surrounding the roles of smaller institutions in today's research landscape Increased understanding of strategies and practices for strengthening collaboration Gain confidence in claiming prime awardee space as a PUI or underrepresented institution in the research enterprise	Andrea Christelle, Vice Provost for Research, Diné College	Sylvia Bradshaw, Director of Sponsored Programs, Southern Utah University	
LEADME	Concurrent Session	N/A	Howard Rock Ballroom A/B	LEADME					
Post-Award	Concurrent Session	Intermediate	Howard Rock Ballroom C	Preparing and Responding to Audits	Provide a foundation for administrators who have a role in preparing and responding to external audit requests. This session will provide examples of things to do ahead of time to be audit ready and how to respond to the auditors once a request has been made.	1. Participants will be able to review policy and procedures at their institution to determine if they are audit ready. 2. Participants will have an understanding of constructive ways to respond to auditors to support their decisions	Kim Melville-Smith, Colorado State	Laurine Szymanski, University of Colorado Anschutz	
Compliance	Concurrent Session	Intermediate	Kuskokwim East	Research Compliance: The Hospital Lens	This session will discuss research compliance considerations from the perspective of an academic medical center. The presenters will review the importance of collaboration with both hospital and university partners to enable efficient and compliant conduct of maternal and child health research. We will review privacy and compliance considerations in the provisioning of access to the medical record for research purposes for different stakeholders (staff, sponsors, students). Presenters will also share lessons learned while implementing medical record-based recruitment, focusing on the privacy and compliance decisions they addressed as part of the implementation. Hear how the team successfully navigated implementation challenges for pediatric populations. Considerations in data vending and data transfer between the hospital and University will also be reviewed.	<ul style="list-style-type: none"> Understand the importance of cross-institutional collaboration to ensure the compliant conduct of human subjects research in an academic medical center Understand the use of PHI vs deidentified data in human subjects research Understand privacy and compliance considerations when providing access to the electronic medical record for research purposes Understand how one institution developed workflows and controls to provide compliant medical record access for research to different stakeholders Identify privacy/compliance considerations for implementing medical record research invitations. Outline strategies for garnering and documenting support from privacy/compliance stakeholders. Explain a road map for seeking approvals from privacy/compliance entities for research recruitment, intake and execution Identify various strategies for research participant engagement successfully used at a Children's hospital Understand the liability implications of transferring patient data for research between a hospital and University 	Alyson Falwell, Clinical Research Operations Manager, Stanford Medicine Children's Health	Sijo Thomas, Stanford Medicine Children's Health	
Contracting	Concurrent Session	Intermediate	Kuskokwum West	Contracting with Industry - Opportunities and Challenges	Industry sponsored or funded activities can contribute to a significant portion of an Institution's research portfolio. Activities funded by industry can include research, clinical trials, services, equipment loan, material transfer and preceptorships. While there are some similarities in academic institutions approach to contracting with governmental entities, certain terms in industry contracting present challenges. These include publication, intellectual property, termination costs, payment terms etc. This presentation will focus on outlining the unique aspects of the various agreements for industry sponsored activity and discuss the challenges with the terms and approaches to arriving at acceptable terms. Current practices and trends in areas such as budgeting, F&A rates and intellectual property will also be discussed. Prerequisite: Knowledge/Experience in negotiating sponsored research agreements.	<ul style="list-style-type: none"> Participants will learn the importance of key terms and conditions when working with industry partners. Key terms and conditions will include: intellectual property, publication, data ownership, liability/indemnification, and project costs. Participants will learn different strategies between research agreements and sales/service activities. Participants will learn different negotiating tactics with industry partners from the point of view of different academic institutions. 	Ramachandran Radhakrishnan, Director - Office of Research Contracts, University of Arizona	Trisha Southergill, Senior Research Administrator, Colorado State University	
Human Capital	Concurrent Session	Intermediate	Susitna	In-person, Remote, Hybrid...Models for the "Office" and How Leadership has Changed in the Post Pandemic Era	Panel Discussion - Representatives from UArizona central SPO, the College of Engineering and a business center serving four academic units in the College of Engineering will describe how current work environments (in-person, remote, and hybrid) are managed and how to effectively support employee engagement through new leaderships styles in the post pandemic world. This will be a combination of leadership theory and practice in a question and answer format. We will also discuss challenges as well as benefits of each work environment and provide examples of what has been effective changes each person has made in their leadership styles to maintain employee engagement and satisfaction. We will also engage the audience providing opportunities for questions and further discussion on topics of interest with the panel members.	Gain awareness of scholarly works on the topic of managing and supervising in a diverse work environment. Learn about the challenges in leading a diverse workforce and how leadership styles affect productivity and employee motivation. Evaluate personal leadership styles including self-assessment of needed change.	Vincent Borleske, Director, ENGR Research Admin Services, College of Engineering, University of Arizona	Sangita Pawar Judge, Vice President Operations, UArizona Kris Pope, Assistant Dean Finance and Administration, College of Engineering, UArizona Valerie Koellisch, Grant & Contract Manager, Harshbarger Mines Business Center (HMBC) College of Engineering, UArizona	

Dept/PUJ	Concurrent Session	Advanced	Yukon	Building a Clinical Trials Department - thar's the gold!	This session will lead participants through the process of creating, updating, and/or modifying a clinical trials department. We will present the steps necessary to implement change, where to begin and how to encourage buy-in and participation in the process. We will talk about the relationship with sponsors and staff and provide insight into some of the most challenging areas as seen through the eyes of a hospital, nonprofit and professional clinic setting.	Understand the complexities of setting up a clinical research department in the hospital, nonprofit and professional clinic settings; be able to use the steps presented to apply to your current situation with success. Participants may also leave with some insights regarding process improvements, building buy-in and creating new and sustainable relationships.	Theresa Caban, MPA, CRA , University of California, Irvine	Jessica Kim, Lundquist Institute for Biomedical Innovation at Harbor UCLA Medical Center
2:25-2:35pm	Refreshment Break		Foyer - Howard Rock Ballroom					
2:35-3:50pm	Sessions							
	TRACK	SESSION TYPE	LEVEL	TITLE	DESCRIPTION	OBJECTIVES	LEAD PRESENTER INFO	CO PRESENTERS
	Post-Award	Discussion	Basic/Overview	Boardroom 305 Sponsored Research Bad Debt	This discussion group will talk about the various ways institutions manage bad debt (aka, uncollectable receivables). Participants should come prepared to share their experiences as well as what is working for them and what challenges they still face. Areas of discussion may cover the differences in ways the debt is handled depending on the sponsor type (federal, state, not-for-profit, for-profit), who manages the collections process (Finance, Sponsored Programs), or how to start the process.	Participants have the opportunity to talk about various types of debt and share the similarity and differences between the types. Participants will be able to understand different models of managing the bad debt and collections process. Participants can ask their colleagues questions to help address their institutional challenges	Kim Melville-Smith, Colorado State	Laurine Szymanski, University of Colorado Anschutz Rashonda Harris, AVP, Penn State
	Post-Award	Discussion	Basic/Overview	Boardroom 308 Post-award Subrecipient Monitoring and Management	We will discuss the best practices for subaward monitoring and management in post-award. We will leave ample time for questions.	In this session we will discuss best practices, challenges, and opportunities of subaward monitoring and management during the post-award period of a grant. We will also define the various roles and responsibilities in the subaward process. Definitions: Prime Awardee/Pass-through Entity, Subaward/Subrecipient, Vendor/Consultant – Subaward/Consultant Determination Checklist Subrecipient Risk Assessment – e.g. FDP Checklist Subaward Monitoring Responsibilities – Pass-Through Entity/Subrecipient, Principal Investigator, Departmental Research Administrator, Central Pre-Award Administrator, and Central Post-Award Administrator Other Topics: Remedies for Non-Compliance, Deobligations & Supplements, Closeout	Natasha Fung, Cedars Sinai	Helen Powell, University of Washington
	LEADME	Concurrent	N/A	Howard Rock Ballroom A/B	LEADME			
	Compliance	Concurrent Session	Basic/Overview	Howard Rock Ballroom C	Overview of Terms & Conditions	Agency implementation statements of the Uniform Guidance go hand-in-hand with the updates to the Research Terms and Conditions (RTCs). This session will help attendees get a better understanding of how various agencies adapted Uniform Guidance by providing an overview of the Research Terms and Conditions as they have been detailed in the Appendix A: Prior Approval Matrix, and by highlighting important differences in how RTCs have been applied by various Federal sponsors. Management of the Federal grants has been greatly simplified by the implementation of the Uniform Guidance and by the common rules reflected in the Research Terms and Conditions. However, implementation of these improvements and simplifications by the Federal Agencies has not been identical, and often these discrepancies create confusion. Appendix A: Prior Approval Matrix will be discussed during this session to help ensure compliance and effective management of the Federal awards. This session is recommended for financial and departmental research administrators.	• Describe Research Terms and Conditions (RTCs) and their role in administering research awards • Summarize how participating agencies have been implementing RTCs • Discuss requirements for obtaining prior approvals	Beata Najnan, University of California Irvine Jason Park, University of California, Irvine
				Kuskokwin East	Networking & Workspace	Use this space to meet with colleagues or catch up on work!		
	Human Capital	Concurrent Session	Basic	Kuskokwin West	A Structured Onboarding to Avoid Ditch Diving New Hires	This presentation explores the transformative impact of structured onboarding programs on organizational success. Participants will gain a understanding of the importance, benefits, and best practices associated with implementing a comprehensive onboarding program. We will delve into strategies for aligning the onboarding process with company culture, assessing program effectiveness, and creating a personalized experience for new hires that can enhance employee engagement, retention, and foster long-term growth within your organization.	• Understand the importance and benefits of a structured onboarding program. • Identify key components and best practices for developing an effective onboarding program. • Learn how to align the onboarding process with the organization's culture and values. • Explore strategies for assessing and improving the effectiveness of the onboarding program. • Gain insights into creating a positive and personalized onboarding experience for new hires.	Aaron Sanchez, Research Business Director, City of Hope Beckman Research Institute Bethany Batterbee, Managing Sr. Contract and Grant Officer Erin Kinne, Stanford University

Human Capital	Concurrent Session	Intermediate	Susitna	Research Administration Survival – The Human Elements	What are the human elements to Research Administration? How does this factor into successful proposal submissions and post award management? How do we re-explore the many trails that led us here, and survive the elements of our careers? A proposal includes a narrative that tells the project's story, so let's aurora the faces to Research Administration. We will present a collection of unique stories that stand out – the human factors and our connections to research are important to recognize and are vital to success. Come listen to our stories and learn about human factors that capture Research Administration.	<ul style="list-style-type: none"> • What is the Human Element? • The importance of embracing the Human Element in the workplace • Translation of the Human Element into our daily tasks • The Humans of Research Administration: stories of our colleagues beyond the virtual environment 	Ben Riedesel - Supervisor, Grants and Contracts	<p>Trianna Drexler - Grants and Contracts Administrator, Senior, Seattle Children's Research Institute</p> <p>Ben Garvin, Senior Consultant, Attain Partners</p>
Dept/PIU	Concurrent Session	Basic	Yukon	Wellbeing in Department/PIU/Research Institute research administration: Is it possible to be a successful cradle-to-grave research administrator and achieve healthy balance and wellbeing in today's challenging operating environment?	Being a successful research administrator has never been an easy task. The 2020 Covid-19 pandemic gave way to the Great Resignation in 2021 followed by Quiet Quitting in 2022. Together, these phenomena have upended the national job market and research administration has not escaped the impact of these events. Recognizing the additional stress of managing the life cycle of responsibilities with limited resources in departments, PIUs and research institutes, the breaking point can feel very near. Balancing employee health and wellbeing within an organization's political, strategic, financial, and cultural environment has become extremely challenging. Department, PIU, and research administrators at other small organizations typically operate under lean administrative staffing models, but increased compliance requirements, employee turnover, and growth in research expenditures has added immense pressure to research administrators at all levels in the organization, including leadership, management and staff. Fatigue and burnout among faculty, researchers, staff, and trainees is real. How do we balance competing needs and create healthy work environments for everyone? Join us to learn more about the changing landscape and how to succeed in this new operating environment.	Explore the challenges facing institutions and individuals after a pandemic, significant staff turnover, and a renewed focus on employee health and wellbeing. Examine the issues from the perspectives of leadership, management and staff. Review elements of employee wellbeing such as fatigue and burnout and discuss strategies to retain staff and avoid the high cost of turnover. Offer strategies to succeed as research administrators in balancing employee wellbeing with institutional needs in the new operating environment.	Dorothy Johnson, Director of Research Compliance, Gladstone Institutes	<p>Sylvia Bradshaw, Director Sponsored Programs Agreements, Research and Contracts Office, Southern Utah University</p> <p>Julia Roudabush, Senior Director, Grants and Contracts, Gladstone Institutes</p> <p>Jenny Hackel, Senior Grants Administrator, Grants and Contracts, Gladstone Institutes</p>

4-5:15pm

Sessions								
TRACK	SESSION TYPE	LEVEL	TITLE	DESCRIPTION	OBJECTIVES	LEAD PRESENTER INFO	CO PRESENTERS	
Human Capital	Discussion Session	Advanced	Boardroom 305	There's a Mass Exodus: Did I Prepare?	Business continuity is highly dependent on an organization's intentional approach to succession planning AT ALL LEVELS. Having a roadmap to succession planning will facilitate transitions within the Research Administration enterprise and help nurture, grow and keep your teams engaged, particularly in the age of remote working.	<ol style="list-style-type: none"> 1. Understand the key role mentorship can play in business continuity and employee engagement in Research Administration 2. Define common objectives that can be met through formal or informal mentorship 3. Provide ideas for establishing successful mentorship relationships in the age of remote work 	Martha Y. Porras, MBM, Business Manager, Beckman Research Institute of the City of Hope	Gaby Hurtado, MPA, Beckman Research Institute of the City of Hope
Human Capital	Discussion Session	Basic	Boardroom 308	Accessibility as a part of Diversity, Equity, and Inclusion	<p>The topic of this discussion group includes:</p> <ul style="list-style-type: none"> • Why accessibility is an essential part of DEI in life (school, work, healthcare, public, community) • Explore, brainstorm, and discussion. Types of accessibility needs and effective solutions. • Universal Design as the proactive and overarching strategy for achieving accessibility • Resources for yourself and allies to increase accessibility 	Amy Hui, Stanford University	Cristi Williams, Lundquist Institute	Anastasia Rutherford, Cal Poly Pomona
LEADME	Concurrent	N/A	Howard Rock Ballroom A/B	LEADME				
Pre-Award	Concurrent Session	Intermediate	Howard Rock Ballroom C	Hey Bear! Give me that Pre-Award Information	Does every proposal submission feel like a fact-finding mission? Are you 30 emails into a discussion with a Principal Investigator and still need additional information for their proposal? Have you ever wondered if there was an easier way to get that information? Come learn how to use tools already at your disposal to speed up the information gathering process and avoid communication pitfalls during proposal preparation.	<p>Learn about tools available to gather information for upcoming grant application submissions</p> <p>Learn about features of these tools that streamline information gathering</p> <p>Learn about the testing and rollout processes for use of these tools</p>	Stephanie Zuchowski, Project Manager Center Business Operations (CBO), Seattle Children's Research Institute	<p>Cynthia Herrera, GCA, Seattle Children's</p> <p>Ashley Dyer, Senior Grant Consultant, UC School of Medicine</p>
How To	Concurrent	Basic/Overview	Kuskokwim East	All you need "Juneau" about the CRA	Understand what it takes to study and prepare for, take, and pass the CRA! This session will cover key tips and tricks on how to study and prepare for the CRA. The presenters will highlight their personal experiences and lessons learned.	Attendees will understand what to expect on CRA test day; Attendees will learn different ways to study and prepare for the CRA; Attendees will learn where to find resources that will help them as they prepare for the exam.	Katie Gomez Freeman, Research Administrator, Southern Utah University	Tracy Gattlin, Montana State University
Human Capital	Concurrent Session	Basic/Overview	Kuskokwim West	Clearing the Tracks – How Department and Central Research Administrators Can Navigate the Railway without Colliding.	Working as research administrators, there are many complex relationships across institutions. This session will provide information on how department and central research administrators can effectively work together to carry out parallel tasks. Like the rails on the railroad tracks, all levels in research administration need to work and operate together for a common goal without colliding. The Office of Sponsored Programs and College of Veterinary Medicine and Biomedical Sciences team at Colorado State University have reviewed and implemented different changes to operate more effectively and keep all team members on the right track (and their own track). Participants will learn how to operate on the same track without derailing, identify our common crossings, get better control of our switch points, and how to communicate and air out perceived inflexibilities.	<ul style="list-style-type: none"> • Participants will learn strategies on collaboration with different partners; • Participants will learn how to manage change in personnel and operations; and • Tactics on communication will be discussed for both the in person and remote environment 	Kelly Bergeron, Research Administrator, Colorado State University	<p>Trisha Southergill, Senior Research Administrator, Colorado State University</p> <p>Staci Folot, CRA, Associate Director of Research Administration, College of Veterinary Medicine & Biomedical Sciences</p>

Contracting	Concurrent Session	Intermediate	Susitna	Optimizing Outgoing Subawards	This session will cover tips for optimizing outgoing subawards, provide examples to help build your subaward toolkit, and offer tips and tricks to set you up for success.	Identify opportunities to realize efficiencies to optimize outgoing subawards	Elaine Jun, Subaward Compliance Officer, The Lundquist Institute	Rashonda Harris, Assistant Vice President for Research, Post-Award Contractual Compliance, Office of Sponsored Programs Vanessa Azevedo, Finance Analyst, UC San Francisco
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5:30pm
6pm

Anchorage Trolley Tour
Monday Evening Dinner Groups

Sheraton Hotel

Only open to those who signed up ahead of time! (your badge will be marked)

Tuesday September 26, 2023

7:30-8:30am

Breakfast

Foyer - Howard Rock Ballroom

8:30-9:45am

Sessions

TRACK	SESSION TYPE	LEVEL	TITLE	DESCRIPTION	OBJECTIVES	LEAD PRESENTER INFO	CO PRESENTERS
Human Capital	Discussion Session	Basic/Overview	Boardroom 305	Anchoring Engagement: Keeping Teams Afloat and Empowered While Navigating Around the Icebergs	Discussion on keeping teams engaged and connected in a post-pandemic remote age. The life lessons, what we've learned and activities we have implemented to keep teams motivated and engaged. Explore conversations on wide area viewpoints, as well as take a deeper dive into central and departmental perspectives. Communicate experience in strengthening relationships, building morale and enhancing the employee experience.	1. Engagement: Description and what it means to you. 2. Understanding employee perspective, and improving workplace conditions to drive engagement. 3. Strengthening relationships, building morale and enhancing employee motivation. 4. Encouraging recognition, promoting career development, facilitating mentorship, and avoiding retention pitfalls. 5. Navigating within institutional policies/limitations to empower and retain staff during the "work anywhere" era. 6. Tools and technology to aid workplace engagement.	Rosa Muro, Business Manager, City of Hope Shelley Scallan, Sr. Contract & Grant Officer, UCI Rocquael Gaines, Sr. Contract & Grant Officer, UCI
Dept/PIU	Discussion Session	Basic/Overview, Intermediate	Boardroom 308	Doing More with Less: Short-staffed or under-resourced financially	Often times units, departments, offices, teams, or one-person sponsored research offices are tasked with providing efficient and exceptional service with not only limited resources but sometimes while being understaffed. This session will share strategies, tips and resources to assist with minimizing workloads and administrative burdens.	Maximize the usage of secondary data Maximize the usage of Advanced Google Search to find free resources	Shuna McMichael, EdD, CRA, Director of Sponsored Research Occidental College Zak Gutzwiller, Financial Specialist, Arizona State
Federal	Concurrent Session	Overview	Howard Rock Ballroom A/B	NIH Update	NIH representatives will give an update on the latest news from NIH.	Ashley J. Alexander, PhD Grants Policy Specialist, Division of Grants Policy (DGP)	
			Kuskokwim East	Networking & Workspace	Use this space to meet with colleagues or catch up on work!		
Compliance	Concurrent Session	Intermediate	Kuskokwim West	The UG Frontier - Juneau that was in there?	Anchorage aweigh! Let's plumb the depths of one of our favorite tomes . . . 2 CFR 200 Uniform Guidance. It's a tundra words but these deer regulations have a lot to offer. In this session, we'll walk through several real-life cases of research administration puzzles and using 2 CFR 200 Uniform Guidance as a reference to piece together answers and solutions. Join us for a lively "it depends" discussion as we explore the UG frontier and discover sites anew.	• Understand the structure and content of 2 CFR 200 Uniform Guidance and how to apply it • Analyze pre- and post-award research administration issues and questions • Practice application of 2 CFR 200 Uniform Guidance	Alexa Van Dalsem, Deputy Director, Office of Contracts and Grants, University of Colorado Boulder Garrett Steed, Pre-award Manager, Office of Grants and Contracts, University of Colorado Denver & Anschutz Medical Campus
Pre-Award	Concurrent Session	Intermediate	Susitna	New Kid on the Block: Research Development as a Complementary vs. Complicating Addition to Research Administration	The increasing complexity and competitiveness of grant programs and proposals means that more institutions than ever before have both a Research Administration (RA) and Research Development (RD) office. But compared to RA, RD as a campus presence is still quite new. And establishing a new office that complements – rather than complicates – longstanding RA practices, perceptions, and policies can be tricky. This session will dive into two universities' journeys launching new Offices of Research Development alongside well-established Offices of Sponsored Programs.	• Understanding how a new RD office can complement (and complicate) a university's RA unit • Strategies for effectively collaborating with a new (or existing) RD office • Lessons learned from both RA and RD when establishing a new RD office	Tracy Gatlin, Assistant Director, Office of Research Development, Montana State University Nicole Motzer, PhD, Director, Office of Research Development, Montana State University Jesse Morris, PhD, Director of Research and Science, Office of Research Education Research Associate Professor of Geography, Office of the Vice President for Research University of Utah
Post-Award	Concurrent Session	Basic/Overview	Yukon	Do Juneau what the Business Structure for a Post Award Team looks like in a Business Center?	Join us for an informative session from two individuals in Departmental Research Administration leadership roles. As a Grants & Contract leader, we are faced with the task of how to build and manage a successful Research Administration team. We will discuss building such a team in a Business Center or Department that is rapidly growing and how to effectively manage that team. We will talk about ways to distribute the work evenly among the team. How do you create a portfolio for research administrators on your team? How do you do this in a remote or hybrid work environment? How do you stay engaged with your team and ensure that they are managing their portfolios efficiently and not drowning or becoming overwhelmed? What are the challenges that we have overcome or are still dealing with? How do we work through the challenges?	Gain knowledge on how to set up a Grants & Contract team in a Business Center that can be used for a team that is supporting a department or multiple departments. How to manage staff and work distribution for a portfolio that is continuing to grow at a rapid rate. Share strategies to having an efficient team of research administrators. Share how to be successful with a team who may be working remotely, hybrid, on site full time or a combination of the three	Valerie Koellisch, Grants & Contract Manager, University of Arizona Natalie Buys, Finance and Research Program Director - Dept of Family Medicine, University of Colorado Anschutz Medical Campus

9:55-11:10am

Sessions

TRACK	SESSION TYPE	LEVEL		TITLE	DESCRIPTION	OBJECTIVES	LEAD PRESENTER INFO	CO PRESENTERS
Contracting	Discussion Group	Intermediate	Boardroom 305	Contracting with an Affiliated Foundation or Applied Research Corporation. How do you Accept Awards and Contract to Insure Sponsor Financial and Reporting Compliance?	Does your office work with your institution's foundation or do you have a separate 501(c)3 such as an applied research corporation that accepts funds on behalf of the University when "non-profit" status is required for a proposal submission? If yes, when a proposal is selected, who accepts the award? Who initiates contracts to move funds between the two organizations? Who prepares project reports or financial reports for the sponsor? Are prime awards shared? What administrative fees are charged? Join this discussion group to share your experience in contracting between the University and partner organizations that work to bring in additional research dollars to your institution. This discussion group will focus on the contracting mechanism between these organizations and how to best facilitate common goals and transparency during the award negotiations and post award management of the grant award.	Gain a better understanding of the relationships between institutions and affiliated foundations or applied research corporations. Learn best practices for contracting mechanisms between these organizations when sponsored agreements are made to the affiliated organization and funds need to be transferred to the institution.	Jessica Helbling, Senior Research Administrator, College of Engineering, University of Arizona 5	Christine Fox, Vice President, Business Operations, University of Arizona Applied Research Corporation Matthew Michener, Associate Director, Washington State University
Human Capital	Discussion Session	Basic	Boardroom 308	Land Grant Institutions: Can Department Research Administrators Have a Role Beyond Land Acknowledgement Statements?	In this discussion group, we will explore how research and funding is impacted by the recent shift in framing land grant universities to land "grab" universities.	<ul style="list-style-type: none"> Does the shift impact how research is conducted? Have priorities for the institutions changed? What is (or is there) a DRA role? What can individual DRAs, PIs, institutions do to increase engagement with MBE/WBE, choosing vendors, etc.? Are there opportunities to invest in local indigenous communities? What are effective ways to collaborate with Tribal Colleges and Universities? 	Eric Everett, PreAward Lead, University of Idaho	Andrea Christelle, Vice Provost for Research, Diné College Kelly Bergeron, Research Administrator, Colorado State University
Post-Award VIRTUAL	Concurrent Session		Howard Rock Ballroom A/B	Justified? Questions of Allowability in Post-Award	The sponsored project is in full swing, the budget justification is vague, and the faculty want to make some rather interesting purchases. What's a research administrator to do? This session will explore the nuances of allowability determination post-award, including the building blocks for good (and not-so-good) justifications.	<ul style="list-style-type: none"> Understand the concept and criteria for allowability in the post-award phase Explore common challenges and gray areas in the determination of allowability and develop strategies to address them Learn to analyze complex scenarios and use critical thinking to determine allowability in unique situations Understand the role of documentation and justification 	Brigette Pfister, Financial Compliance Manager, Colorado State University	Derick Jones, Sr. Operations Director, Onyx Clinical Research Group
Contracting	Concurrent Session	Basic/Overview	Howard Rock Ballroom C	The Easy Button: Climbing out of the contracting weeds and up to Denali	When negotiating an agreement, do you feel like everything is harder than it needs to be? Are you bogged down in overly complex contract negotiations, administrative burden and exhausting circular conversations? Do you want to work smarter, not harder? In this interactive session, we'll discuss how to stay out of the weeds and work more efficiently. Learn how to keep agreements moving forward smoothly, even when everyone around you seems intent on making them more complicated. We'll talk about streamlining your approach, saying no to overthinking and perhaps most importantly, how to avoid getting sucked into the frenzy.	How to streamline the administrative process beginning with the award notification How to think critically and strategize negotiations How to think through downstream effects and determine what is really important Discover personal risk tolerance and how that informs strategy within institutional boundaries	Krista Roznovsky, Assistant Director, Sponsored Projects, Stanford University	Bethany Batterbee, Managing Senior Contract and Grant Officer, Stanford University Katy Roberts, Washington State U
Compliance	Concurrent Session	Basic/Overview	Kuskokwim East	Caribou't Your Regulated Data	Data protection is a constant concern in research. We often receive or generate data, and when there are additional regulations that govern that data, we need to comply with those regulations. Failure to follow the regulations can lead to fines and other legal penalties. Over the course of this session, we will discuss approaches to address regulations over specific data classifications, such as HIPAA, FERPA, CLU or GDPR, which require very specific compliance requirements. Emphasis will be given to contractual ways to deal with this regulated data.	<ul style="list-style-type: none"> Identify different classifications of data Learn regulations that govern data Overview of compliance requirements that govern regulated data Address contractual clauses that help protect data 	Chuck Smart, Contract Officer for the University of Arizona Office of Research Contracts	Nancy Lewis, University of California, Irvine Alex Hartvigsen, Director of Post-Award Services, Utah Valley University
Pre-Award	Concurrent Session	Basic/Overview, Intermediate	Kuskokwim West	Captivating Budgeting and Institution Compliance on Thin Ice in Alaska	This presentation will explore the unique challenges faced by research administrators when it comes to budgeting and ensuring institutional compliance in an ever-changing landscape. We will dive into the crucial topics of pre-award and post-award compliance, fostering a culture of compliance, and maximizing resources to effectively serve institutions and sponsors. Join us as we embark on this captivating journey of budgeting and institutional compliance on thin ice. Budgeting and institutional compliance are vital components of successful research administration, particularly in a dynamic environment. Therefore, we will also review ways to engage in discussions with investigators through active listening in order to compose robust and thorough budgets that will meet all requirements for federal, industry, private and investigator-initiated proposals. We plan to delve deeper into how active listening helps gain a better understanding of the investigator's science, desired plans, and departmental needs during the life of the award. Remembering to keep the end in mind in the beginning which generates a more successful start in award management. Together, let us navigate the challenges on thin ice and ensure research integrity, transparency, and accountability.	<ul style="list-style-type: none"> General overview of how to create robust budgets Review specific sponsor/institutional rules: Federal, State, Private/Industry How to engage in active listening with the investigator to determine budgetary needs Provide an understanding of what is allowable, allocable, acceptable, reasonable, and consistent 	Tiffine Vang, RA, Stanford University, School of Engineering	Brigidann Cooper, Grants and Contracts Manager/Specialist, University of Washington Cristi Williams, Clinical Research Manager, Lundquist Institute for Biomedical Innovation at Harbor-UCLA Medical Center
Contracting VIRTUAL	Concurrent Session	Intermediate	Yukon	A Chill Approach to Frosty Subcontract Negotiations	Do you want to speed up your subcontract negotiation timeline, strengthen your leverage and level up your negotiating skills? Attend this interactive session to learn how outgoing subcontracts differ from incoming awards, how negotiating sponsored research subcontracts in the university environment is different from negotiating in other environments, and practical tips on the mechanics of contract review.	Participants will be able to name at least five benefits related to smarter redlining of agreements and will recognize the power of "because" to speed up negotiation timelines.	Deborah Holmstrom, Senior Contract Analyst, The University of Arizona	J Butler, Subcontract Manager

11:15-12:45pm

Lunch and LeadMe Graduation

Howard Rock Ballroom A/B

1-2:15pm

Sessions								
TRACK	SESSION TYPE	LEVEL	TITLE	DESCRIPTION	OBJECTIVES	LEAD PRESENTER INFO	CO PRESENTERS	
Contracting	Discussion Session	Advanced	Boardroom 305	Getting the cold shoulder: Mitigating risk in non-negotiable agreements	Often contract officers must accept language that pushes against institutional policy, toes the line with state law or puts potentially burdensome financial obligations on the department or institution to facilitate research. Attendees will discuss their decision process when ultimately accepting problematic language, and ways their institution mitigates risk in non-negotiable agreements. After this, participants will learn 1) risk-based assessment tools around non-compliant intellectual property clauses 2) strategies to mitigate liability and financial risk and 3) how to best communicate with the department clients to ensure that they understand their obligations with respect to problematic language	After this, participants will learn 1) risk-based assessment tools around institutional non-compliant intellectual property clauses 2) how to obtain the information needed to making an institutional informed decision 3) strategies to mitigate liability and financial risk and 4) how to best communicate with the department clients to ensure that they understand their obligations with respect to problematic language.	Chrissy Barua, Assistant Team & Clinical Trials Manager, UCSF	Valerie Uribe, Director, Office of Research & Agreement Administration, Public Health Institute Karim Hussein, Contract Officer, UCSF
Dept/PIU	Discussion Session	Intermediate	Boardroom 308	Making Change Faster than Glacial Speed: Using AI to Streamline at a PIU	When you are a small office, just doing the day-to-day tasks can be a lot. Making changes to work flow or trying to be innovative can seem overwhelming. This discussion session is designed to explore and share ways that Artificial Intelligence (AI) can be used to take on some of those mundane and rote tasks to make room for more creativity and innovation in your department.	1) To open discussion about how AI can help research administrators 2) To share ways in which offices are currently using AI 3) To discuss the support and barriers to using AI	Mary-Ellen Fortini, Santa Clara University	Brigidann Cooper, University of Washington Matthew Michener, Washington State University
Human Capital VIRTUAL	Concurrent Session	Basic/Overview, Intermediate	Howard Rock Ballroom A/B	You Belong! The Challenges of Imposter Syndrome and Code Switching	Have you ever felt as if you did not belong, or feeling like you cannot be authentic in your role so you change certain things about you? Well, Have you ever felt as if you did not belong, or feeling like you cannot be authentic in your role so you change certain things about you? Well, you are not alone. This session will share some of the triggers that cause these feelings and/or actions and some strategies to try and stop them head on. You will leave the session a little lighter than when you arrived	You will learn how to identify when you are experiencing Imposter Syndrome and when you are Code Switching. You will learn how the two are interconnected. Most importantly, we will learn tips on how to combat Imposter Syndrome and changing your mindset to stop-code switching.	Shuna McMichael, EdD, CRA, Director of Sponsored Research Occidental College	Nancy Schindele
Federal VIRTUAL	Concurrent Session	Basic/Overview	Howard Rock Ballroom C	Navigating SciENcv: Biosketch and Current & Pending (Other Support) Management	All are welcomed to the engaging session centered around SciENcv. Our expert will guide you through the process of setting up your SciENcv account, crafting documents, providing helpful tips, and useful updates about the latest system enhancements. This session will also include dedicated time for addressing questions and collecting feedback from participants.	• Overview of SciENcv document creation and account management • Streamlining reference lists using My Bibliography and ORCID	Sherri Baily, NIH	
How To	Concurrent Session	Basic/Overview	Kuskokwim East	The Impact of Your NCURA Membership	This session will provide an overview regarding the impact of your NCURA membership, and how the organization supports you and your career through its various conferences, educational resources, and volunteer opportunities.	n/a	Timothy Schalley, Assistant Vice President, Research Support Services, Thomas Jefferson University	Latasha Johnson, National Council of University Research Administrators (NCURA)
Post-Award	Concurrent Session	Basic/Overview	Kuskokwim West	Introduction to Financial Reporting	Financial reporting is one of the core functions in post-award operation. This workshop is a great professional development opportunity that focuses on financial reporting at a high level and discusses both federal and non-federal reporting requirements. It aims to provide insights to new research administrators who are seeking a more complete understanding.	After completing this workshop, participants will have a better understanding of federal and non-federal reporting requirements.	Annie Liao, Stanford University	Emmalee Grace Moore, U of Wyoming Dell Sy, Stanford University
Post-Award	Concurrent Session	Basic/Overview	Susitna	Climbing the Mountain that is Cost Share	A discussion on tracking cost share. How to spend down according to sponsor guidelines. Rules and Regulations on what cost share is allowed and how to allocate. Trouble shooting possible issues.	Defining what Cost Share and its different types.	Nicole Braman, Portland State	Jessica Parker, University of Washington
Human Capital	Concurrent Session	Basic/Overview	Yukon	Resilience and the Research Administrator	Audit findings. Heavy workloads. Looming deadlines. Difficult relationships. Major changes. Global pandemics. We all experience adversity, difficulty, and the occasional setback in our careers. This session will explore strategies for developing resilience, cultivating calm and adaptability, and learning to bounce back after adversity.	<ul style="list-style-type: none"> Understand the concept of resilience and its relevance to your role as a research administrator Learn strategies to cultivate calm and personal resilience Identify common stressors encountered by research administrators and develop techniques to manage them Discover practical tips for developing a resilient mindset and maintaining your balance in high-pressure situations 	Brigitte Pfister, Financial Compliance Manager, Colorado State University	Trisha Southergill, Senior Research Administrator, Colorado State University

2:25-3:40pm

Sessions								
TRACK	SESSION TYPE	LEVEL	TITLE	DESCRIPTION	OBJECTIVES	LEAD PRESENTER INFO	CO PRESENTERS	
Human Capital	Discussion Session	Basic/Overview, Intermediate	Boardroom 305	Anchoring Successful PI-Administrator Partnerships	Ever feel like you've been branded as "red tape" because your work is associated with policies and regulations? Building a strong relationship with your PI—one in which you are established as a teammate instead of a barrier—can improve your research administration outcomes and better equip you to navigate challenges together. This session aims to 1) identify common obstacles in building strong PI-administrator relationships, 2) explore strategies for successful partnerships (including the impact of effective communication, positive psychology, resourcefulness, and advocacy), and 3) draw upon case studies from real life scenarios to engage in an interactive, solution-driven discussion.	<ul style="list-style-type: none"> Identify common obstacles in building strong PI-administrator relationships. Explore strategies for successful partnerships (including the impact of effective communication, positive psychology, resourcefulness, and advocacy). Draw upon case studies from real life scenarios to engage in an interactive, solution-driven discussion 	Niraj Raman, Sr. Research & Grants Manager, Stanford University	Martha Porras, City of Hope
How To	Discussion Session	Intermediate	Boardroom 308	Electronic Systems Beyond Your Dreams	This discussion is based on results of NCURA eRA Collaborate survey "Electronic Systems...Do they help or hinder" to help identify major issues and possible solutions within our reach to build an electronic system beyond our dreams. The discussion will include audience experiences with system implementations, configuration, training, integration with other systems, maintenance, problem resolution, update, IT support, shadow systems. This discussion has a goal to share practices and ideas on how to resolve current electronic systems related issues. We hope that solutions offered here would change the answer to a survey question "in one word describe how you feel about your institutions electronic system" from Meh, Inadequate, frustrated, inefficient to love it, helpful, very good.	n/a	Natasa Raskovic, Grants and Contracts Analyst, Lundquist Institute	Megan Dietrich, Stanford University

Contracting VIRTUAL	Concurrent Session	Basic/Overview	Howard Rock Ballroom A/B	The Last Frontier: Navigating the FAR when it feels like you're alone in the Alaskan Wilderness	This session will be a basic overview of the FAR: What is the FAR? What is the purpose? How does one approach the FAR clauses - how to look up prescriptions, determine applicability, consider appropriate alternatives, and how to institutionally mitigate any problematic clauses.	We hope that our colleagues consider their approach to review and negotiations with FAR clauses and understand the importance and possible implications of FAR clauses present in research contracts. How does one approach the FAR clauses - how to look up prescriptions, determine applicability, consider appropriate alternatives, and how to institutionally mitigate any problematic clauses.	Erin Kinne, Managing Senior Contract & Grant Officer, Stanford University	Allison Ramos, Contract & Grant Officer, Stanford University
Federal VIRTUAL	Concurrent Session	Basic/Overview	Howard Rock Ballroom C	National Science Foundation Research.gov Updates	NSF's transition from FastLane proposal preparation and submission to Research.gov is nearly complete, and FastLane proposal functionality will be turned off on September 29, 2023, and then decommissioned. Join a representative from NSF's Division of Information Systems for an overview of the Research.gov Proposal Submission System, recent enhancements, and available training resources including an extensive proposal preparation demo site. During the session, the presenter will show how to quickly and easily create a Research.gov proposal, upload proposal documents, manage senior personnel, and much more using NSF's user-friendly and intuitive Research.gov proposal system.	Learn about recent updates in Research.gov and FastLane decommissioning efforts Learn about the proposal preparation demo site and other available training resources to support the transition. Step into the shoes of a Principal Investigator (PI) and review recent changes to preparing a Research.gov proposal.	Stephanie Yee, IT Specialist, NSF	
Human Capital	Concurrent Session	Intermediate	Kuskokwim East	Navigating the Wild Frontier: Servant Leadership in Research Administration	This session will explore the principles of servant leadership and how they can be applied to the field of research administration. Participants will learn about the components and characteristics of servant leadership, explore some of the challenges facing research administrators and how servant leadership can assist in overcoming those challenges, and share their experiences of practicing servant leadership in their own work.	<ul style="list-style-type: none"> • Provide participants with a clear understanding of servant leadership. • Explain the benefits of servant leadership in research administration. • Inspire participants to apply servant leadership principles in their work 	April Walter-Brown, Manager, Contracts and Grants Operations, Office of Sponsored Programs, Charles R. Drew University of Medicine and Science	Perrilla Johnson-Woodard, MBA, Director, Office of Sponsored Programs, Charles R. Drew University of Medicine and Science
How To	Concurrent Session	Basic/Overview	Kuskokwim West	Clinical Research Fundamentals for Administrators	This session will cover some of the key principles of clinical research that are relevant to university research administrators. The session will address the research lifecycle including types and phases of clinical trials, common acronyms and definitions. The presenters will provide an overview of human subjects protections including the history of research ethics, current guidelines, informed consent and the role of the IRB. The session will also cover clinical research financial considerations including roles and responsibilities, budgeting and billing, and financial best practices. The session will conclude with a focus on the importance of diversity in clinical trials.	<ul style="list-style-type: none"> • Understand the clinical research lifecycle • Understand the types and phases of clinical trials • Understand the history of human subjects protections and the current guidelines and rationale for the protection of human subjects in research • Understand the roles and responsibilities of key parties in clinical research • Understand financial considerations associated with clinical research including types of funding, clinical and non-clinical costs, budgeting, consent, payment, and gain 	Alyson Falwell, Clinical Research Operations Manager, Stanford Medicine Children's Health	Margaret Lin, Administrative Division Director, General Pediatrics, Stanford University School of Medicine
Dept/PUI	Concurrent Session	Intermediate	Susitna	Contract Management Topics for Departmental Research Administrators	This session is intended to help departmental research administrators (DRAs) further understand and manage complex contract terms and conditions (T&Cs) and help their PIs and other stakeholders navigate issues unique to contract awards, as well as covering what role(s) DRAs may need to play in managing them through the life of a project. Topics covered will include contract types (cost-reimbursement, fixed price), common prior approvals requirements, invoicing and payment, publication prior review, intellectual property reporting, confidentiality requirements, and termination clauses. The topics covered are intended to be inclusive, as applicable, for both US Federal contracts as well as industry (for-profit) sponsored research contracts.	Gain perspective to support PIs and other stakeholders in navigating issues unique to contract awards. Identify what role(s) DRAs may need to play in administering a contract through the life of a research project.	Dawn Boatman, Assistant Vice President, Research Administration, Portland State University	Kevin Stewart, Associate Director, Industry Contracts, University of California, Santa Barbara
Pre-Award	Concurrent Session	Intermediate	Yukon	Staying Afloat: Downstream Impacts of Pre-Award on Post-Award	"Pre-Award" and "Post Award" often feel like they exist on opposite ends of the universe when they are really two sides of the same coin. Everything done during the Pre-Award stage - from proposal submission and the Just-In-Time phase to contract negotiations - eventually impacts the work completed during the Post-Award stage. In this session, we will highlight specific items to be aware of during the proposal stage and contract language that is tricky for our post-award colleagues. The objective of this session is to find methods to effectively collaborate and build a more seamless and compliant Research Administration team - across the sponsored research life-cycle. This session will share the perspectives from both a central pre-award office at an NCI-Designated Cancer Center and from the Post Award Accounting Office from a Public R1 Research University.	<ol style="list-style-type: none"> 1. Learn the fundamental responsibilities of pre-award and post-award 2. Identify key proposal elements and contract terminology that will impact award set-up and financial reporting/invoicing 3. Identify post-award actions that impact the pre-award space 4. Discover best practices to help alleviate administrative burden. 	Ariana Ortega, Grants and Contracts Coordinator	Megan Reed, Sr. Grants & Contracts Administrator, City of Hope Stephanie Perez, Accountant, UCLA
3:40-4pm	Refreshment Break		Foyer - Howard Rock Ballroom					

4-5:15pm

Sessions									
TRACK	SESSION TYPE	LEVEL		TITLE	DESCRIPTION	OBJECTIVES	LEAD PRESENTER INFO	CO PRESENTERS	
Post-Award	Discussion Session	Basic/Overview	Boardroom 305	Financial Reconciliations- what does that even mean?	Are you verifying transactions monthly, quarterly, or even yearly? Which transactions should you even delve into, and how? Dive into what it means to reconcile your projects, things to look for, and ways to save headaches later.	To know the main goals of financial reconciliation, increasing accuracy and eliminating risk. Learn the main areas of projects where errors can occur. Very general overview of basic allowable and unallowable expenses.	Skye Greer	Vanessa Azevedo, UC San Francisco	
			Boardroom 308	Networking & Workspace	Use this space to meet with colleagues or catch up on work!				
Pre-Award VIRTUAL	Concurrent	Basic	Howard Rock Ballroom A/B	The First Frontier: "Bearing" the Proposal Preparation, Budgeting, and Submission Process	We will discuss the proposal process from a research administration point-of view, starting with assisting researchers in finding opportunities. The presentation will then move to working with the researcher in understanding the requirements and timelines, preparing documents, budgeting, gaining internal approvals, and submission. Time permitting, we will discuss potential pitfalls and unique situations.	Identify where to find funding opportunities; creating an outline and plan to work with researchers to prepare and submit grant proposals; understanding different sponsors and requirements; budget best practices; overcoming challenging situations	Howard Bergman, CRA, Arizona State	Jenna Isakson, MPA, CRA Karen Roberts, MA, CRA	
Contracting	Concurrent Session	Basic/Overview	Howard Rock Ballroom C	Yours, Mine & FARs: Essentials in Project Property Management	This session will explore what is property, what are the basic requirements for Sponsored Project Property under the UG and FAR, how to avoid pit falls, and explore various management systems for property.	Participants will be able to <ul style="list-style-type: none"> Define what qualifies as "property" Identify the requirements of the UG for property Define GFP and CAP Explain why 52.245-1, Alt II is important and why it should be used in contracts Identify who owns property used for sponsored projects Identify reporting requirements Explain what to do at the end of the award 	Betty Rasmussen, Senior Compliance Officer, CU Boulder	Andrea Moore, Research Administrator Supervisor, University of California San Diego	
			Kuskokwim East	Networking & Workspace	Use this space to meet with colleagues or catch up on work!				
Pre-Award	Concurrent Session	Basic/Overview	Kuskokwim West	The Funding Iditarod: How to Create a Funding Opportunities Seminar That Takes First Place!	Promote grant opportunities, educate faculty and staff, grow new connections, and bring visibility and prestige to your institution! In this session we will share our experiences planning brand-new extramural funding opportunities seminars. Even if you've never held such an event, we'll share all the tips and logistics you need to succeed at your institution. Topics covered will include how to target and invite esteemed speakers and program officers from key funding agencies; effectively design virtual, hybrid, and/or in-person sessions; advertise and incentivize participation; creatively stretch your event budget; leverage other units on campus; prep for day-of support; and more.	<ul style="list-style-type: none"> Learn to create an extramural funding opportunities session/event from the ground up. Determine the best format for your session/event - in-person, remote, or hybrid! Anticipate and work through all pre-session, day-of, and post-session logistics. 	Jackie Lucas; Director, Office of Sponsored Research; Beckman Research Institute of the City of Hope;	Chris Gandhi, PhD; Staff Scientist and Scientific Writer; Beckman Research Institute of the City of Hope;	Nicole Motzer, Director, Office of Research Development, Montana State University
Dept/PUJ	Concurrent Session	Basic/Overview	Susitna	Breaking Down Award Notices: A Recipe for Success!	Congratulations! A proposal has been funded! Time to get cooking, right? Not so fast. Just like a recipe can be essential for tackling a complicated dish, the notice of award is an essential tool to ensure the success of the award. We will discuss the key ingredients that make up an award notice (such as award amount, project period, and key personnel), cooking methods (such as prior approval requirements, reporting requirements and closeout instructions), and equipment (best practices) needed to ensure our dish is delicious. In the end, proper preparation at the beginning of the award goes a long way to ensuring our dish goes off without a hitch!	Learn how to read notices of award Learn how to identify potential issues Learn best practices to prepare for successful award management	Kari Vandergust, Stanford University	Megan Dietrich, Stanford University	

6-8pm

Networking Event & Party @ The Anchorage Museum
Walking Ambassadors will escort groups from each hotel lobby starting at 5:45pm

Wednesday September 27, 2023

7:30-8:30am **Breakfast** Foyer - Howard Rock Ballroom

9-10:15am **Sessions**

TRACK	SESSION TYPE	LEVEL	TITLE	DESCRIPTION	OBJECTIVES	LEAD PRESENTER INFO	CO PRESENTERS
Human Capital	Discussion Session	Overview	Boardroom 305	How I Got Here: The Adventure that is Research Administration	This discussion session will move you through how two long time research administrators meandered through their career to get where they are now. They will talk about who and what important steps to take to move along the career path; offer insight into how to listen to your internal voice (as things change); and some of the most powerful tools used to get to leadership positions.	<ul style="list-style-type: none"> Understand that there is more to success than just luck and a good reputation. Be able to take and internalize some tools and mechanisms for growth to leadership. 	Theresa Caban, MPA, CRA, University of California, Irvine Anastasia Rutherford, California Polytechnic State University
Networking & Workspace <i>Use this space to meet with colleagues or catch up on work!</i>							
Dept/PIU	Concurrent Session	Basic/Overview	Boardroom 308 Howard Rock Ballroom A/B	Breaking Down Funding Opportunities: Lights, Camera, Submission!	So your PI wants to submit a proposal. Great! Now what's next? Just like a good script is the backbone of an amazing movie, the proposal guidelines provide the roadmap to a successful proposal submission! In this session, we'll discuss different movie formats (types of FOAs, such as program announcements, BAAs, etc.), setting the stage (key elements that make up an FOA, such as eligibility, due dates, funding available, etc.), key actors (Collaborative teams, Subcontractors, Key Personnel) and the production schedule (best practices to navigate terms to watch out for, such as export control, publication rights, etc.) that help us develop a blockbuster movie!	Learn about different varieties of funding announcements Learn how to read funding announcements Learn how to identify potential issues Learn best practices to prepare for successful proposal submission	Kari Vandergust, Contract and Grant Associate Allison Ramos, Contract and Grant Officer Jenn Stewart, Pre Award Research Administrator, Southern Utah University
Human Capital	Concurrent Session	Basic/Overview	Howard Rock Ballroom C	From Shy to Shine: How to give a presentation when that's not your thing	Real Life Presentation Strategies from proud and successful introverts who don't know everything but manage to give presentations and live through it. Tapping into your inner expert (you have one!) and working around (but not against!) your inner introvert to share what you know and not die in the process. We'll talk about how to pick a subject, what to put on slides, how to survive feeling insecure, and how to keep calm when you'd rather just hide under the table.	Coping strategies for presenting	Skye Greer, Grant Manager, University of Alaska, Fairbanks Sarah Garcia, INBRE Fiscal Officer, University of Alaska Fairbanks
Compliance	Concurrent Session	Basic/Overview	Kuskokwim East	The Who, What, Why of Internal Controls	An introduction to internal controls and how to avoid being the topic of conversation because being on the front page or breaking news is not always a good thing, especially when it comes to federal funds. We will discuss grant related issues and procedures to mitigate risk, protect assets and put controls in place within your grant management processes. Session will define internal controls, discuss who is responsible, why do we need them and how to implement them. We will provide the framework and components associated with internal controls and provide examples of procedures and practices implemented to address the concerns associated with post-award financial management – payroll, travel, purchasing, etc.	<ul style="list-style-type: none"> Understand what are internal controls; Necessary procedures to protect institutional assets and personee 	Vanessa Quiroz Hotz, Senior Associate, Attain Partners Jessica Kim, The Lindquist Institute Kim Small, Washington State University
How To	Concurrent Session	Basic/Overview, Intermediate, Advanced	Kuskokwim West	A Northern Perspective: Navajo Nation Research Administration Supports New Ways of Thinking About Knowledge Creation	This session emphasizes the role of research administration in supporting Diné College's innovative approach to alternative epistemic frameworks. By fostering interdisciplinary collaborations and community engagement, research administration facilitates the integration of Navajo wisdom and modern research, empowering diverse worldviews and knowledge creation.	n/a	Andrea Christelle, Vice Provost for Research, Diné College Sami Glascott, Alaska Pacific University
Pre-Award	Concurrent Session	Basic/Overview	Susitna	Juneau how to talk the talk?: Overcoming Communication Obstacles in Research Administration Details	Communication is essential to successful proposal submissions, agreement negotiations, award management and everything in-between, but sometimes it can feel like everyone has their own secret language. Commonly used acronyms at one university may not translate to another, department administrators and central office staff aren't always looking at things from the same perspective and occasionally it feels as though you need the Rosetta Stone to translate what a sponsor is talking about! This interactive session will focus on giving new research administrators the tools they need to navigate situations where it seems that no one is speaking the same language.	Become familiar with research administration-specific terminology. Explore differing perspectives and discover why not everyone has the same priorities. Get to the root of the problem when everyone around you is talking in circles. Learn strategies for effective communication and coordination across offices.	Erin Kinne, Managing Senior Contract and Grant Officer, Stanford University, Mayra Estrada, Contract and Grant Officer, Office of Contract & Grant Administration UC San Diego
Human Capital	Concurrent Session	Basic/Overview	Yukon	Identifying Hurdles To and Describing Solutions for DEI in Research Administration: A Collaborative Approach	As the saying goes, the road to perdition is paved with good intentions (and lamentable execution). Such oftentimes becomes the case with efforts to enhance diversity, equity, and inclusion in research enterprises. In this session, participants will: 1. Explore and describe organizational barriers to DEI programs. 2. Recognize and discuss the paradigm shift needed by professionals in the research workplaces. 3. Consider practical solutions that may improve the effectiveness of new or existing DEI efforts.	<ul style="list-style-type: none"> describe organizational barriers to DEI programs Recognize paradigm shift needed by professionals in the research workplaces Identify practical solutions that may improve the effectiveness of new or existing DEI efforts 	Glen Southergill, Assistant Professor, Montana Technological University

10:30-11:45am **Sessions**

TRACK	SESSION TYPE	LEVEL	TITLE	DESCRIPTION	OBJECTIVES	LEAD PRESENTER INFO	CO PRESENTERS
Networking & Workspace <i>Use this space to meet with colleagues or catch up on work!</i>							
Pre-Award	Concurrent Session	Basic/Overview	Boardroom 308 Howard Rock Ballroom A/B	NIH Data Management and Sharing: The More You "Nome"	Learn about the NIH Data Management and Sharing (DMS) Policy in a one-hour overview with a focus on pre-award requirements, though we will cover a brief overview of the NIH expectations for implementation of the DMS requirements. We will cover the following items: 1. DMS Policy Overview 2. Expectations of the Policy 3. Elements of a DMS Plan 4. DMS Budget and Justification for Both R&R and Modular 5. Allowable/Unallowable Costs 6. Monitoring Compliance 7. The Most Frequently Asked Questions 8. Resources	To have a broad understanding of the NIH DMS Policy, how to address pre-award budgeting and proposal requirements, how compliance will be measured, and to be left with pertinent resources to NIH's vast resources on the topic.	Melissa Duvivant Nicole Pobuta, Stanford

Dept/PUJ	Concurrent Session	Basic/Overview	Howard Rock Ballroom C	Panning for Gold: How to stop fishing for results by improving communication and engagement in research administration	Research administration hierarchies in higher education pose several barriers between central sponsored research offices, department and college research leadership, and campus research teams. In this panel, we will discuss cross-department communications from centralized and de-centralized lenses to identify best practices to ensure a more collaborative research process. We will analyze recent operational changes at the University of Arizona from a communications framework to demonstrate how barriers can become opportunities to bridge the gap between departments, colleges, and central offices to reduce resistance to policy and improve campus culture around responsible research.	<p>1. Participants will be able to identify at least two similarities and two differences between the central and departmental positions and how each contributes to and enhances research administration within an institution.</p> <p>2. Participants will be able to identify at least two barriers that hinder effective communication between central sponsored research offices, department and college research leadership, and campus research administration teams in higher education settings and Participants will discuss and assess at least two best practices for cross-departmental communication within to enhance collaboration.</p>	Rachel Rice, Director, Proposal Support & Pre-Award Services, University of Arizona	<p>Jenna Isakson, Director of Sponsored Projects, Seattle University</p> <p>Shana McClelland, CRA, Manager, Training and Development, University of Arizona</p> <p>Christopher (Gene) Sittler, Senior Grant and Contract Analyst, University of Arizona</p> <p>Erin M. Gill, CRA, Senior Research Administrator, University of Arizona</p>
Post-Award	Concurrent Session	Intermediate	Susitna	Over the Denali and through the Boreal Forest: CTMS implementation process and lessons learned	Are you faced with an uphill battle to gather clear and complete data from your Clinical Trial Study Teams? Is your current Clinical Trial Management Process more manual than you would hope, creating delays in revenue and leaving room for human error? We will discuss the phased implementation process of a Clinical Trial Management System (CTMS) in our expedition from start to finish. Use of the system is in full swing, and we will share the lessons we have learned to hopefully inspire other institutions to take the plunge and help others in their preparation, summit and descent.	Identifying the issues and solutions we were seeking to address Assigning and negotiating roles and responsibilities Pilot group selection and roll out of new process/system institution wide Lessons learned and how to work through them	Bri Drexler, Sr. Grant and Contract Admin, SCRI	<p>Marilyn Marshall, Attain Partners</p> <p>Jennifer Harry, Seattle Children's Research Institute</p>

12pm

CONFERENCE ENDS