



Research Administration: A Universe of Opportunities

Tulsa, Oklahoma
Hyatt Regency Tulsa
Conference Dates May 1-3, 2017
Workshops: April 30 2017

[Click Here To Reserve Your Room](#)

Registration

Last Name	First Name	Preferred Name on Badge	
Title	Institution	Department or Office	
Street Address	City	State	Zip
E-mail Address	Phone (xxx-xxx-xxxx)	Cell Phone (xxx-xxx-xxxx)	
Is this your first NCURA Region V meeting?	Yes	No	
Are you a new member in Region V?	Yes	No	
Do you plan to attend the Tuesday evening dinner event?	Yes	No	

Meeting Registration

	Early Registration On or Before 3/31/17	Regular 4/1/17 – 4/14/17	Late Registration After 4/15/17	TOTAL
Current Members	\$400	\$475	\$500	
Non-Members	\$450	\$500	\$525	
One Day Only*	Monday \$250	Tuesday \$250	Wednesday \$90	
NCURA Dues (optional)	\$175			
MEETING REGISTRATION SUBTOTAL				

*The **One Day Only** registration option is limited to a maximum of two days.

Please note: Walk-in registration is limited and cannot be guaranteed; therefore, we encourage advance registration.

Workshop Registration (optional)

Morning or Afternoon Session	Workshop #	Workshop Title	TOTAL
MORNING WORKSHOPS: Sunday, April 30, 8:00 a.m. – Noon (includes lunch)			
\$125	Workshop #1	Pre-Award Administrator Fundamentals class	
\$125	Workshop #2	Building a Sponsored Programs Office at a PUI	
\$125	Workshop #3	Compliance 101	
AFTERNOON WORKSHOPS: Sunday, April 30, 1:00 p.m. – 5:00 p.m. (includes lunch)			
\$125	Workshop #4	Contracts Negotiation 101	
\$125	Workshop #5	Proposal Preparation, Budget Development, and Other Considerations	
\$125	Workshop #6	Moving to the Dark Side: What it Takes to Succeed as a Manager	
\$125	Workshop #7	Audit Defense During Pre-Award	
WORKSHOP REGISTRATION SUBTOTAL			
TOTAL from MEETING REGISTRATION (front) and WORKSHOP REGISTRATION			

PAYMENT INFORMATION:

- If you wish to pay by CREDIT CARD, please visit the NCURA Region V website to pay registration fees and membership dues.
- If you wish to pay by CHECK, **checks should be made payable to “NCURA Region V”** and mailed along with a copy of the completed registration form to:

NCURA Region V 2017 Spring Meeting
 Courtney Swaney, Treasurer
 The University of Texas at Austin
 Office of Sponsored Projects
 ATTN: Courtney Swaney
 101 E. 27th St, Ste 5.300
 Austin, TX 78712

We cannot accept payment via purchase order.
NCURA Federal Tax ID: 52-1721115

CANCELLATION AND REFUND POLICY: Refunds of the registration fee, less a \$50 administrative charge, will be honored if a written request is received no later than April 1, 2017. Please note that the written request cannot be in the form of an e-mail, phone call, or a fax. **AFTER THAT DATE NO REFUNDS WILL BE MADE.** All cancellations must be made in writing and received by Courtney Swaney, Region V Treasurer (see address in payment information section) by **April 1, 2017**. No-shows **are not** eligible for refunds. If the conference is cancelled, registration fees will be refunded.

SUBSTITUTIONS:

Registrants unable to attend may transfer their registration to another individual with prior written notice to Courtney Swaney. All transfers must be requested and confirmed by **April 15, 2017**.

MEAL TICKETS:

Registrants wishing to purchase meal or event tickets for guests will find them available for purchase (check only) at the conference registration desk or in advance by contacting Courtney Swaney, Region V Treasurer.

Questions regarding registration, accommodations for disabilities, or dietary needs should contact Thomas Spencer, Region V Chair-Elect, at

Thomas.Spencer@UTSouthwestern.edu

Guest Registration (optional)

Last Name First Name

This guest will attend:

Tuesday Night Dinner Event	\$100
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