





Sunday May 6, 2016

Registration

1:00 PM – 8:00 PM
Burleson Room

REGION V FREE WORKSHOP

2:00 PM– 4:00 PM

Involvement for Beginners: Getting Your Feet Wet in NCURA Region V

Content Level: All

Track: All

Have you ever wondered how to get involved with NCURA or present at a conference? This free workshop will be provided for those individuals who want to get involved and/or present. The Facilitators will be going over things such as: how to put together a concurrent session, how to put together a discussion group, tips for public speaking, volunteering and involvement with NCURA at both the regional and national levels. Join us and prepare to be the next generation of leadership with NCURA!

Tonya Pinkerton, PhD., CRA, Vassar College; **Tara Bishop**, NCURA; **Rebecca Leamon**, The University of Texas at Austin

Room: San Marcos A&B

NEW MEMBER GREETING

5:00 PM– 6:30 PM

New Region V Members Reception

Content Level: All **Track:** New Region V Members
New Region V Members are invited to mingle with the Current Region V Executive Board, Committee Members and NCURA Staff.

(In case of rain, the event will move to the Restaurant)

Room: Spring Lake Veranda

ALL MEMBER RECEPTION

5:45 PM– 6:30 PM

All Region V Members Reception

Content Level: All **Track:** Region V Members
Region V Members are invited to mingle with the Current Region V Executive Board, Committee Members and NCURA Staff.

(In case of rain, the event will move the Restaurant)

Room: Spring Lake Veranda

WELCOME, KEYNOTE SPEAKER AND DINNER

6:30 PM– 10:00 PM

All Region V Members Reception

Content Level: All **Track:** Keynote
(Business Attire)

Mike Matte, Keynote Speaker

Room: Spring Lake A, B, & C

Monday May 7, 2016

YOGA BLISS

6:15 AM– 7:00 AM

Content Level: All

Track: Fitness

Join Tara Bishop for this restorative practice. We will bring ourselves back to our natural state of balance and tap into the bliss of body, mind and spirit. Namaste

Tara Bishop, NCURA

Room: Chautauqua B

Roundtable Discussion

7:00 AM – 8:00 AM

Restaurant

Registration

7:00 AM – 5:00 PM
Burleson Room

CHANGING THE RIVER'S PATH

8:00 AM – 9:00 AM

Content Level: All

Track: Human Capital

Is your institution, college, or department environment changing? Does your office need to follow a new path to keep up with those changes? In this session, seasoned managers will discuss how to determine if changes in organizational models are needed and how to implement those changes to ensure a successful flow. In particular, we'll discuss the merging or splitting of pre- and post-award duties as well as the creation of new positions.

Hollie Schreiber, CRA Director, Oklahoma State University. **Cheryl L. Anderson**, CRA, UT

Southwestern Medical Center

Room: Veramendi D



Monday May 7, 2018

LIFE, LOVE AND RESEARCH ADMINISTRATION

8:00 AM– 9:00 AM

As research administrators we often get caught up into the high demands our jobs. Whether meeting deadlines, filing reports, or simply fulfilling customer service duties, we can sometimes forget about ourselves - getting lost in the chaos of day-to-day requirements. This workshop will provide an insightful glimpse into the human aspect of research administration. We will take you on a guided tour of "YOU", the most valuable asset. We will offer tips on how to successfully navigate through your journey as a research administrator while balancing the demands of life. After all, what is research administration without YOU?

Learning Objectives:

- Participants will understand the value of Human Capital.
- Participants will apply the principles of Maslow's Hierarchy in the workplace.
- Participants will enhance knowledge of personality types/behaviors.
- Participants will walk away having insight on how to balance the demands of work/life.

Tonya Pinkerton, Ph.D., CRA, Vassar College

Room: Veramendi A

HOW TO NAVIGATE THE WATERS OF POST AWARD: A TEXAS TECH UNIVERSITY PERSPECTIVE

8:00 AM– 9:00 AM

Content Level: All

Track: Post Award

In our post award central office, we have grant specialists who manage the day to day of a grant. We work with sponsors, departments, PI's and more to maintain compliance of a grant including budget changes, cost share and effort.

Jill Coronado, CRA, Texas Tech University

Room: San Marcos A& B

NAVIGATING THE WHITE WATERS OF AUDITS-RAFTING THROUGH A SPONSORED PROJECT AUDIT FROM THE DEPARTMENT VIEW

8:00 AM– 9:00 AM

Content Level: All

Track: Compliance

We have heard much about audits from the Central Office level, but how does a PI, project manager, or department prepare for a sponsored project audit? This presentation will help prepare for audits – external or internal- in order to provide the proper documentation requested by the sponsor or the Central Office.

Donna Weeden, UNT Health Science Center; **Keith Sims**, UNT Health Science Center

Room: Chautauqua A



Photo by: Jesse Knish





Monday May 7, 2018

Transition Break

9:00 AM – 9:15 AM

Hallway

NAVIGATING THE RAPIDS: Best Practices for Proposal Development and Submission Teams

9:15 AM– 10:15 AM

Content Level: All

Track: Pre-Award

Proposal preparation and submission requires teamwork. Depending on your institution, this may involve research administrators at the central, department, or college level. Establishing roles and boundaries can help facilitate this process and ensure that all aspects of proposal development are addressed. We all encounter situations, however, in which standard procedures will not suffice or are simply ineffective. How can department and central office administrators work together when faced with complicated situations?

This discussion forum seeks to share best practices for effectively navigating the “proposal development rapids.” After discussing ideal scenarios, the forum will shift to those not-so-ideal scenarios, such as late applications, last minute changes, periods of increased activity, or conflicting work styles. By discussing real-life scenarios - both ideal and otherwise - we aim to identify best practices for departmental and central office research administrators working together.

Jessica Schneider, CRA, Texas State University

Raquel Rust, CRA, MPA, Texas State University

Room: Chautauqua A



NO SMALL FRY: Nurturing the Graduate Researcher

9:15 AM – 10:15 AM

Content Level: All

Track: Pre-Award

This presentation will explore the role of graduate students in the research administration enterprise. As research by students becomes increasingly important to institutions of higher education, research administrators are more likely to encounter students seeking external funding. However, they often find that graduate students seek different types of funding and need different kinds of support than do their faculty counterparts.

This session will address the following questions: What are the unique needs of graduate students? What kinds of funding opportunities are available to graduate students, and what do the pre-award and post-award functions look like in these cases? Which administrative structures are best suited to meeting their needs in terms of sponsored research services? What are the best practices for working with graduate student researchers? How might we best communicate institutional expectations for graduate student researchers? How can we train graduate students to become future faculty researchers who have the skills to navigate the external funding landscape?

Participants will gain a better understanding of the unique needs of graduate students, as well as some ideas for making their own offices more responsive and accessible to the graduate student researcher.

Dr. Andrea Hilkovitz, Texas Tech University

Room: Veramendi A

FINDING THE TWO HEARTED RIVER: Risks and Rewards in Managing Conflicts of Interest with SBIR/STTR Companies

9:15 AM– 10:15 AM

Content Level: All

Track: Compliance

This session will identify the factors and situations that create risk for conflict of interest when working with SBIR/STTR startup companies. The presentation will include discussions of practices and guidelines for managing conflicts throughout the lifecycle of SBIR/STTR projects.

Conor Wakeman, University of Texas at Dallas

Room: Veramendi D



Monday May 7, 2018

TRANSFORMING THE BAYLOR COLLEGE OF MEDICINE GENETICS DEPARTMENT ADMINISTRATION

9:15 AM– 10:15 AM

Content Level: All **Track:** Post-Award

Human capital is an organization's most prized possession! We can't get the job done without great people!

Administrators from the Department of Molecular and Human Genetics at Baylor College of Medicine will present on an administrative team transformation that has been in process for three years and continues to progress. A team environment has evolved, which is structured to allow administrative support staff to take leading roles on a number of tasks, including various research administration tasks, training on grants management, creating departmental policies and procedures, coordinating annual retreats and team-building activities, implementing an alternative work schedule program, and more. Cultivating a team environment empowers your team members and creates an ideal working arrangement, which will take your department to another level!

Laura Rosales, Baylor College of Medicine,

Stephanie Chargios,

Room: San Marcos A & B

Refreshment Break

10:15 AM- 10:30 AM

Hallway

Grants.gov - Workspace

10:30 AM- 11:30 AM

Content Level: All **Track:** Federal & Sponsor

Update

Becoming a Workspace Wizard

Room: Veramendi B & C

AVODING HAZARDS IN THE RIVER

10:30 AM – 11:30 AM

Content Level: All

Track: Contracts

Do you wonder where the twists and turns of a river will take you? What will be around the bend? Boulders? Rapids? Whirlpools? Shallow water? Reviewing a contract is similar to floating a river as it can have many similar hazards. Let's review some of these risks to better prepare for a successful float through the clauses of a contract. The goal of this ride is to address some of the most troublesome clauses as identified by the Federal Demonstrated Partnership (FDP) as well as some personal recently encountered terms and conditions. This Concurrent Session is designed for beginning level attendees to attain awareness of some of the hazards within contract clauses

Joanne Palmer, Texas State University

Room: San Marcos A & B

CPRIT GRANTS

MANAGEMNET: Running the Series of Once Way Rapids

10:30 AM – 11:30 AM

Content Level: All

Track: Post-Award

Overview of how to use the CPRIT online grants system. The steps involved in accepting an award, and then the management issues and processes will be outlined.

Leanne Scott, Director, Sponsored Programs at Baylor College of Medicine

Room: Veramendi A





Monday May 7, 2018

CLASS 5 RAPIDS: NAVIGATING THE ROUGH WATERS OF COST SHARING 10:30 AM- 11:30 AM

Content Level: All

Track: Post Award

This session will be appropriate for both beginner and intermediate level research administrators. We will include a presentation about the types of cost share along with strategies and best practices ranging from discussions to have with faculty at the proposal stage, to proper documentation during the award cycle. We will allow ample time for discussion and questions, offering attendees the opportunity to learn from other peers in addition to the presenters. Bring your questions and/or horror stories to share!

Sunny Thompson, CRA, Texas Lutheran University

Katie Plum, CRA, Angelo State University

Room: Chautauqua A

NO NEED TO CRY A RIVER: THE WHAT, WHY AND HOW OF THE CRA 10:30 AM- 11:30 AM

Content Level: All

Track: Human Capital

This session will engage participants in a discussion of the resources and methods of study available for obtaining a Certified Research Administrator designation, the benefits of becoming certified, and ways to maintain certification after passing the exam. This discussion is open to anyone interested in taking the CRA exam, current CRAs, and all individuals wanting to learn how peers have studied for the exam and how peer institutions support CRA candidates and CRA designees.

Anise Hawkins, UT at Austin. **Vanessa Lopez, CRA**, UT at Austin

Room: Chautauqua A

BUSINESS MEETING LUNCHEON

11:30 AM – 1:00 PM

Spring Lake A, B & C

BUILDING BRIDGES-FINDING TEAM HARMONY OUT OF TEAM DYSFUNCTION 1:00 PM- 2:15 PM

Content Level: All

Track: Human Capital

This session will provide an overview of building cohesive teams and is aimed at leaders, whether they are in formal or informal leadership roles. Key areas of focus will include: discussion on overcoming hurdles to create a cohesive, effective team; the benefits of having a high-functioning team; how to balance staff personalities; team dysfunctions that many leaders face and how to manage them; tips for better teamwork; as well as teambuilding ideas.

Kristi Mercer, University of Texas MD Anderson Cancer Center

Room: Veramendi A

EFFECTIVELY NEGOTIATING MASTER TESTING AGREEMENTS BETWEEN UNIVERSITIES AND INDUSTRY 1:00 PM- 2:15 PM

Content Level: All

Track: Human Capital

It is not about a yes or no when accepting proposed contractual terms, it is about the why, and then the how. Negotiation of master agreements can be very effective and beneficial to both university and industry collaborators alike. This session will hit high points on the benefits of establishing a realistic and working master agreement, lessons learned, and how to lay the groundwork for effective negotiations. Real examples will be used from Texas A&M AgriLife and Dow AgroSciences' negotiation of their master testing agreement. This session will highlight the importance of understanding both entities processes for sponsored projects from cradle to grave.

Sabrina Allan, Program Manager for Texas A&M AgriLife Research; **Simran Trana**, Agriculture Division of DowDuPont

Room: San Marcos A & B



Monday May 7, 2018

LIFE SAVERS FOR YOUR FLOUNDERING NEW FACULTY MEMBERS

1:00 PM- 2:15 PM

Content Level: All

Track: Pre-Award

Have you ever wished you could sit down with a researcher and explain why you do things the way you do? For instance, why fringe must be included or why you need advanced notice for proposal submission or award closeout? New faculty members are at the ideal stage to learn correct university sponsored research practices. It is important that we give new faculty members succinct, accurate, and understandable information to help them succeed as they jump into the sponsored research environment. Providing this information to new faculty members (assistant faculty members, PIs new to your institution, or inexperienced researchers) can save you time and frustration in the long run.

This round table discussion will facilitate sharing of strategies and information research administrators can provide to faculty to help them understand the research administration process with the added benefit of helping us to work more productively and efficiently. From budgets and cost sharing to institutional licensing and material transfer policies, it's easy for new (or even existing) faculty members to be overwhelmed with all the requirements. This discussion will serve to share tools we've found useful for our faculty and other areas for which additional information or templates may be helpful. Attendees will have the opportunity to present some of the strategies they employ with new faculty members and hear how colleagues handle similar issues. Discussion leaders will provide ideas from their own experiences in two different colleges as well as discussion topics and questions to encourage audience participation and ideas.

Nicole Babilya, CRA, UT at Austin

Coreen Davis, CRA, UT at Austin

Room: Chautauqua A

NIH Update

1:00 PM- 2:15 PM

Content Level: All

Track: Federal & Sponsor

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!

Tony Corio, NIH

Room: Veramendi B & C

Transition Break

2: 15 PM- 2:30 PM

Hallway

NCURA

2:30 PM- 3:30 PM

Content Level: All

Track: Federal & Sponsor

Tara Bishop, NCURA

Room: Veramendi B & C

NAVIGATING UNCHARTED WATERS WITH STRENGTHENING INSTITUTION GRANTS: BEST PRACTICES AND OVERCOMING CHALLENGES

2:30 PM- 3:30 PM

Content Level: All

Track: Post-Award

Presentation or discussion highlighting overcoming internal challenges and best practices for strengthening institution grants for planning, proposal development, and award launch.

Jennifer Silver, UT at San Antonio

Room: Chautauqua A



Monday May 7, 2018

VISUALIZE IT!

2:30 PM- 3:30 PM

Content Level: All **Track:** Human Capital
According to the 3M Corporation (2001), “the brain processes visual information 60,000 times faster than text.” The Nielson Norman Group (NN/g) (2010) found that “users pay attention to information-carrying images that show content that's relevant to the task at hand.” The means in which information is shared has now heavily focused on using visual content and minimal text. Visualize It will focus on communicating research policies, procedures, and other research administration content in a visual form. The session will provide examples and best practices on communicating information and data to faculty, staff, and students.

Trinidad Macias, Sponsored Projects Coordinator at University of the Incarnate Word

Room: Veramendi D

WE’RE GONNA NEED A BIGGER TUBE: ELECTRONIC RESEARCH

ADMINISTRATION IN A GROWING LANDSCAPE

2:30 PM– 3:30 PM

Content Level: All **Track:** Pre-Award
Electronic Research Administration has become vital to ensuring a successful and efficient sponsored programs office. This session will discuss best practices in identifying and utilizing grant management software in the areas of preaward, postaward and compliance.

Raquel Rust, Texas State University

Room: Veramendi A

Refreshment Break

3:30 PM – 3:45 PM

Hallway

A LEADERSHIP APPROACH TO MAINTAINING EFFECTIVE INTERNAL CONTROLS

3:45 PM - 5:00 PM

Content Level: All **Track:** Compliance
Best Practices on Effective Internal Controls.

Universities must maintain effective internal controls, there is no expectation or requirement that Universities document or evaluate internal controls prescriptively nor that university fiscal agents reconcile technical differences between them. Internal controls are provided solely to alert the University to source documents using best practices. Universities will need to exercise good judgment in determining the most appropriate and cost effective internal control in a given environment or circumstance to provide reasonable assurance for compliance with federal program requirements.

Mario R. Medina, ABD, UT at San Antonio

Room: Veramendi A

BUILDING A DAM: STOPPING THE FLOW OF CONFIDENTIAL RESEARCH INFORMATION

3:45 PM - 5:00 PM

Content Level: All **Track:** Contracts& Industry
Confidentiality, on its face, is antithetical to the mission of a public research university. As a practical matter, however, universities manage continuing obligations of confidentiality. Some confidential information is the know-how and ideas of the researcher. Other confidential information is patentable intellectual property that must be protected prior to publication. Companies and agencies routinely provide confidential information to universities, and they sometimes seek assurances that research will be conducted on a confidential basis. This discussion session will provide an overview of the methods and reasons for protecting confidential information. Topics will include non-disclosure agreements, lab management plans, publication of research based on confidential information, open records requests, export control and intellectual property implications.

Rebecca Leamon, UT at Austin

Room: Chautauqua A



Monday May 7, 2018

NSF Finance

3:45 PM – 5:00 PM

Content Level: All **Track:** Federal & Sponsor Update

Illene Kaplan Caruso, National Science Foundation

Room: Veramendi B & C

DEPARTMENTAL PRE- AWARD PROJECT MANAGEMENT: FROM WILD RAPIDS TO STEADY STREAMS

3:45 PM - 5:00 PM

Content Level: All

Track: Pre-Award

Replicable forms that can be updated based on sponsor type. Put your PIs at ease by providing them with a simplified checklist so that they can focus on advancing the science; and you can focus on the administrative aspects of the application.

Margarette Harper, Manager, Office of Sponsored Programs & Research Finance for CHRISTUS Health

Room: San Marcos A & B

Dinner Option

6:00 PM- 9:00 PM

Enjoy San Marcos restaurants around town for Dinner on your own.

Music/ Games/ Dancing

8:30 PM – 12:00 AM

Back by Popular demand...Get ready to enjoy an evening of Dancing, Music, and Casino Games as we come together for Networking and Socializing with fellow research administrators.

Room: Spring Lake A, B & C

UNT | **HEALTH**
SCIENCE CENTER

Tuesday May 8, 2018

YOGA BLISS

6:15 AM- 7:00 AM

Content Level: All

Track: Fitness

Join Tara Bishop for this restorative practice. We will bring ourselves back to our natural state of balance and tap into the bliss of body, mind and spirit. Namaste

Tara Bishop, NCURA

Room: Chautauqua B

Roundtable Discussion

7:00 AM – 8:00 AM

Restaurant

Registration

7:00 AM – 6:00 PM

Burleson Room

CROWDFUNDING

8:00 AM – 9:00 AM

Content Level: All

Track: Discussion Group

This discussion group will focus on how institutions are handling their crowdfunding. Did you ever wonder... what is crowdfunding and why is it important? Who should handle; the OSP office or Development office? Who handles project oversight, compliance, expenses, and acknowledgements? How did they begin the process and what is their process? We will touch on each of those topics and more during this discussion group.

Tribbie Grimm, Program Committee- Federal and Sponsor Update/ Sponsorship Track Lead

PRIVATE TO STATE: TAMING THE STREAM VS. TAMING THE RIVER

8:00 AM– 9:00 AM

Content Level: All

Track: Post Award

How to transition from a Private Institution to a State Institution. What to Expect?

Nora Taylor, UT at San Antonio, **Miriam Colunga**, Methodist Healthcare Ministries

Room: Veramendi D



Tuesday May 8, 2018

IMPROVING THE EFFICIENCY AND EFFICACY OF THE SMALL IRB OFFICE 8:00 AM – 9:00 AM

Content Level: All

Track: Compliance

The goal of this discussion session is to explore solutions to the challenges unique to IRB support offices with a small staff. Small IRB offices must perform under multiple constraints, including limits on funding, time, and resources. This session will give participants an opportunity to network with colleagues, discuss challenges unique to their institutional settings, and share best practices and strategies for creating efficiencies and improving performance while at the same time ensuring the protection of human subjects involved in research. The discussion topics will focus on the following:

- Efficient processes for managing the review of IRB submissions
- Best practices for documentation management and preservation of institutional memory
- Strategies for managing limited time, money, and resources
- Revising policies to increase efficacy of the IRB
- Improving communications with and education of IRB, faculty, students, and administration

Ana Hagendorf, University of the Incarnate Word

Elizabeth Garcia, Our Lady of the Lake

Room: Chautauqua A

RIDING THE RAPIDS OF MULTI-DISCIPLINARY COLLABORATIONS WITH SPEED NETWORKING FOR RESEARCHERS

8:00 AM– 9:00 AM

Content Level: All

Track: Pre-Award

Discuss planning, coordinating, and producing small and large Speed Networking events for Researchers. Tips, lessons learned, and measuring success.

Yvonne Natoli, Research Coordinator, McCoy College of Business for Texas State University

Evan Humphries

Room: San Marcos A & B

Refreshment Break

9:00 AM – 9:15 AM

Hallway

A RIVER RUNS THROUGH HISTORY: EXPLORING LEADERSHIP LESSONS ALONG THE WAY

9:15 AM– 10:30 AM

Content Level: All

Track: Human Capital

During the 90's in particular, there was a genre of books for the popular press in the theme of "leadership secrets of" One of the first that really made a splash was "The Leadership Secrets of Attila the Hun" in 1985, and many others followed. After reading a dozen of these books, there are seven traits that those historical figures had in common in their leadership style. (1) We will learn the seven leadership traits. (2) We will learn how the traits become actions, using examples from historical figures. (3) We will consider how we might actualize these traits in our own offices. (4) We will share a book list for those who wish to read more on this topic.

Kathryn Gould Cullivan, MBA, University of North Texas

Room: Veramendi A

MAKING CENTS OF NIFA BUDGETS AND MORE

9:15 AM– 10:30 AM

Content Level: All

Track: Pre-Award

Non-land grant universities are often not familiar with the budget intricacies of USDA's National Institute of Food and Agriculture. This session will assist those institutions in preparing a compliant budget and will focus primarily on the F&A limitations found in most NIFA program

Hollie Schreiber, Director, Sponsored Programs at Oklahoma State University

Room: Veramendi D



TEXAS TECH UNIVERSITY

Office of Research Services



Tuesday May 8, 2018

NSF UPDATE

9:15 AM– 10:30 AM

Content Level: All **Track:** Federal & Sponsor
This session will cover new developments at the National Science Foundation (NSF) - programs, policies, people and budgets. Senior NSF staff will provide a comprehensive review of what is new and developing at NSF.

Samantha Brewton Hunter, National Science Foundation

Room: Veramendi B & C

UNTANGLING THE NET- CONCEPTUAL PROMISES VERSUS CONTRACTUAL REALITIES

9:15 AM– 10:30 AM

Content Level: All **Track:** Contract
This session will consist of an open forum setting where we will discuss complex scenarios that may occur during the establishment of sponsored contracts and agreements. We will discuss the best practices for analyzing and addressing a case study and will open the floor to discuss potential approaches. The presenters will be ready to discuss their experiences and attendees will be encouraged to discuss similar scenarios they have encountered as well.

Amy Ossola- Phillips, UT at San Antonio

Jessica Fernandez, UT at San Antonio

Jennifer Silver, UT at San Antonio

Room: Chautauqua A

Transition Break

10:30AM- 10:45 AM
Hallway

CPRIT GRANT UPDATES AND Q&A

10:45 AM– 12:00 PM

Content Level: All **Track:** Federal & Sponsor
This session is designed for current CPRIT grantees to support navigating compliance and reporting requirements. The session will include an overview of required reporting, recent administrative rule changes, common reporting errors, and a Q&A with staff.

Vince Burgess, CPRIT, **Cameron Eckel**, CPRIT, **Jodi Garza**, CPRIT, **Randy Cunningham**, CPRIT

Room: Veramendi B & C

IN OR OUT: BUILDING BRIDGES BETWEEN LEADERS AND THEIR TEAMS

10:45 AM– 12:00 PM

Content Level: All **Track:** Human Capital
Leader-Member exchange (LMX) theory focuses on a relationship-based approach to leadership centered on a dyadic (two-way) relationship between leaders and followers. As a leader we usually work with teams where the primary relationship is between the superior and the whole group. I am proposing to present information about how leaders can develop a dynamic leader-member exchange with their subordinates individually. These vibrant relationships based on trust and respect often influence the subordinate's job satisfaction, job performance and may promote organizational effectiveness.

Marcia Richards, Research Department
Administrator for University of Texas MD Anderson
Cancer Center

Room: Veramendi D



JOHNS HOPKINS
UNIVERSITY

Research Administration
MASTER OF SCIENCE



Tuesday May 8, 2018

INDUSTRY VS FEDERALLY FUNDED CLINICAL TRIAL BUDGETS: NAVIGATING TWO STREAMS OF THOUGHT

10:45 AM– 12:00 PM

Content Level: All **Track:** Contracts & Industry
This session will discuss the similarities and differences between industry sponsored and federally funded clinical trial budgets. Participants will learn best practices for developing each budget type and how to avoid common pitfalls.

John Meyers, Texas A&M Health Science Center in Houston

John Valenta, UT Health San Antonio

Room: Veramendi A

US VS THEM: MOVING FROM CENTRAL TO DEPARTMENT OR DEPARTMENT TO CENTRAL

10:45 AM– 12:00 PM

Content Level: All **Track:** Pre-Award, Post Award
At your institution, do you feel there are two different playing fields when it comes to research administration? The Central Office and the Department? Aren't we all striving towards the same goal? Research Administrators from the Central Office and two Departments from Baylor College of Medicine lead a panel discussion by sharing their experiences and ideas for smooth collaboration between the two areas. Come join the discussion and share your experiences and ideas as well!

Laura Rosales, Baylor College of Medicine

Leanne Scott, Baylor College of Medicine

Maria Pesantez, Baylor College of Medicine

Regina Davis, Baylor College of Medicine

Room: Chautauqua A

AWARD LUNCHEON

12:00 PM – 1:00 PM
Spring Lake A, B & C

THE NATIONAL INSTITUTE OF FOOD & AGRICULTURE, USDA TO PROVIDE INFORMATION ABOUT STREAMLINING EFFORTS, AWARD TERMS, THE REVISION OF THE NIFA POLICY GUIDE, AND UPDATE ON ezFEDGRANT EFFORTS

1:00 PM– 2:00 PM

Content Level: All **Track:** Federal & Sponsor Update
Learning objectives: To learn about

- Streamlining efforts regarding
- Continuation awards
- Documentation of required match
- Documentation for sub awards
- Award Terms
- Implementation of the Uniform Guidance
- Bayh-Dole reporting requirements
- Changes to the NIFA Policy Guide and plans towards publication of the revised document
- Update on ezFedGrant activities

Susan Brown, Branch Chief, Awards Management Division, OFGM **Sharon Lumpkin**, Program Analyst, Planning, Accountability, and Reporting Staff

Margaret Ewell, Senior Policy Advisor, OFGM

Elizabeth Ley, Management and Program Analyst, Information Policy, Planning and Training Division

Room: Veramendi B & C

Melanie Krizmanich, Policy Specialist, Policy and Oversight Branch, OFGM

RESOURCES FOR SMALL OFFICES

1:00 PM – 2:00 PM

Content Level: All **Track:** Pre-Award
Being a small research office with limited staff, funding, and time can be a challenge. There are many products to stream line research administrative processes, yet many are tailored for larger institutions. I have tested over 15 different research administration



Tuesday May 8, 2018

CONT'D - RESOURCES FOR SMALL OFFICES

systems with no luck. Although the systems are great, they are too robust and expensive. This spark session will focus on various low cost resources that smaller research offices can utilize to assist with research management.

Dr. Trinidad Macias, University of the Incarnate Word

Room: Chautauqua A

FDP EXPANDED CLEARINGHOUSE: REDUCE YOUR ADMINISTRATIVE BURDEN

1:00 PM- 2:00 PM

Content Level: All **Track:** Compliance
The FDP Expanded Clearinghouse began as a pilot in early 2016 as a way to alleviate administrative burden associated with sub recipient monitoring and management. Over 160 FDP member organizations have posted information on a single, publicly available website as an alternative to using sub recipient

Courtney Frazier Swaney, MPA, CRA, University of Texas at Austin

Room: Veramendi A

GETTING YOUR FEET WET IN PUI POST AWARD OFFICE

1:00 PM – 2:00 PM

Content Level: All **Track:** Post Award
This is a beginner Post-Award administration workshop that focuses primarily on the organizational aspect of a Post Award Office with limited commercial or database resources. This workshop provides ways to monitor compliance issues including, but not limited to: payroll, effort certification, invoice/billing, sub-award monitoring, annual IDC estimation/distribution, project reporting/reconciliation closeouts and deadlines.

LEARNING OBJECTIVES: • Participants will learn how to create organizational practices to assist in Post-Award administration from award set-up to closeout. • Participants will take away an understanding of the overall Post Award process and to function efficiently with limited resources.

Presented by: Heather Davis, Assistant Director, Post Award for University of Houston - Downtown

Heather Davis, University of Houston - Downtown

Room: San Marcos A & B

Refreshment Break

2:00 PM – 2:15 PM

Hallway

GOING WITH THE FLOW

2:15 PM – 3:30 PM

Content Level: All **Track:** Human Capital
A career in Research Administration is not always a smooth and peaceful float in a river. There can be surprises around the bend including trees, boulders, whirlpools, rapids, and more. This discussion group will focus on maneuvering through these turbulent areas. "Going with the Flow" will reveal ways to remain afloat as we ride the current of this river. This human-interest session will have a focus on handling chaos. Discussions will include reactions to chaos as well as survival techniques during chaotic times.

Marivel M. Alvarez, Texas State University

Joanne Palmer, Texas State University

Room: Chautauqua A



The rising STAR of Texas



Tuesday May 8, 2018

LAYING A SOLID FOUNDATION FOR COMPLIANT SUB AWARDS AT THE PRE-AWARD STAGE 2:15 PM– 3:30 PM

Content Level: All **Track:** Compliance
Institutions that serve as pass thru entities (PTE) are required to adhere to all guidelines set forth by the Uniform Guidance (UG). The UG has placed increased responsibility on the PTE for the actions, or lack thereof, of the sub recipient, beginning at the proposal stage throughout the entire lifecycle of the award. This session will primarily focus on the importance of sub recipient monitoring at pre-award to ensure compliance with UG and institutional guidelines; in addition to, identifying various controls and ways in which electronic systems can be designed to ensure compliance prior to a sub award being issued.

Jamie F. Wilson, MBA, UT Southwestern Medical Center

Cheryl L. Anderson, CRA, UT Southwestern Medical Center

Room: Veramendi D

THECB: TEXAS GRANT AND RESEARCH FUNDING 2:15 PM – 3:30 PM

Content Level: All **Track:** Federal& Sponsor Update
The session will provide an overview of state grant and research funding in Texas, as administered by the Texas Higher Education Coordinating Board. Grant funding is varied, from the Texas Affordable Baccalaureate (TAB) program to Graduate Medical Education. State appropriations for research will be discussed, with different funding streams based on institution type.

Dr. Reinold R. Cornelius, Texas Higher Education Coordinating Board

Room: Veramendi B&C

MAKING WAVES AT YOUR UNIVERSITY: CREATING A PROFESSIONAL DEVELOPMENT COMMUNITY 2:15 PM- 3:30 PM

Content Level: All **Track:** Human Capital
In the field of research administration, keeping abreast of policy changes and best practices is essential. Research administrators from Region V institutions have the potential to improve research administration across their campus through networking and organized sharing of resources. Attendees of this session will learn applicable strategies to improve professional development on their campuses. As an example, they will learn how research administrators at a tier-one university identified campus professional development gaps, surveyed interests, garnered support across the university, and then implemented initiatives to address campus needs. Attendees will learn how the presenters helped establish a professional organization that seeks to improve networking, communication, resource sharing, and process improvement. Presenters will discuss challenges they encountered and how these were resolved. To conclude the session, attendees will participate in a structured discussion where they will be challenged to think critically about professional development on their own campuses. They will be encouraged to identify strategies that they can apply to better support research administration on their campus colleagues.

Coreen Davis, M.A., CRA, UT at Austin; **Anise Hawkins, B.A.**, CRA, UT at Austin;

Vanessa O. Lopez, B.A. CRA, UT at Austin; **Liza Kogan, B.A.**, CRA, UT at Austin

Room: Veramendi A

Transition Break (3:30 PM – 3:45 PM)

Closing Session Overview

3:45 PM – 5:00 PM

Get your Questions answered by senior research administrators as we come together during our final session. Submit your questions by filling out the blue question forms located in each session room or at the Registration Desk.

Hollie Schreiber, CRA, Oklahoma State University; **Mario R. Medina**, UT Health San Antonio; **Tonya Pinkerton, CRA**, Vassar College

Robyn B. Remotigue, CRA, University of North Texas Health Science Center at Fort Worth

Room: Veramendi B&C



Wednesday May 9, 2018

Full Breakfast

7:00 AM – 8:30 AM

Room: Restaurant

A RIVER RUNS THROUGH IT: MANAGING CHANGE FROM A MIDDLE MANAGEMENT AND STAFF PERSPECTIVE

8:30 AM – 12:00 PM

Content Level: All **Track:** Change Management

Successful organizational change begins with strong leadership that creates a clear vision and empowers a coalition of change agents who will manage the transition at all levels of the organization. This coalition of change agents must in turn communicate senior management's vision throughout the organization and help to identify and remove barriers in order to implement the change. As middle managers and staff leaders, we often find ourselves in both roles: agents of change as well as leaders called on to provide clear vision within our teams. This workshop will introduce change management theories applicable to both roles and provide hands-on practice developing both leadership and management strategies to address them. Participants will gain insight into the critical success factors for both Change Leadership and Change Management as well as practical tools and templates that can be used to facilitate change management and maximize their impact within their organization.

Catharine Corder, UT at Austin; **Sara Bernier**, UT at Austin; **Mark Featherston**, UT at Austin

Room: Veramendi B

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NAVIGATING THE WAVES OF RESEARCH ADMINISTRATION: HOW TO BUILD A STRONG PRE- AWARD TEAM THAT DOES NOT SINK POST AWARD

8:30 AM – 12:00 PM

Content Level: All **Track:** Pre- Award
"Begin with the end in mind." This well-known quote by Stephen Covey aptly describes the focus of this workshop. The best way to ensure the ultimate success of a sponsored project is to invest in solid planning and preparation at the pre-award stage. Join us as we present best practices for developing a competitive grant proposal that will provide "smooth sailing" for your post-award colleagues.

Cheryl Anderson, UT Southwestern Medical Center

Jamie Wilson, UT Southwestern Medical Center

Juliet Ray, Ed.D., UT at San Antonio

Room: San Marcos B

PREPARING FOR YOUR RIVER TRIP: THE FUNDAMENTALS OF RESEARCH

ADMINISTRATION

8:30 AM – 12:00 PM

Content Level: All **Track:** Fundamentals
Explore the rapid waters of research administration in this ½ day workshop. Learn the basic elements every research administrator needs to know. Begin with an overview of the life cycle of a proposal, then explore pre-award, post-award and compliance essentials such as identifying a funding sources, preparation of a proposal for submission, the critical elements of budget preparation, and critical basics about the Institutional Review Board for the Protections of Human Subjects, Animal Use and Care Committee and Financial Conflict of Interest. Learn through discussion and case studies.

Marianne Woods, Ph.D., Johns Hopkins University;

Jeffrey Kantor, Ph.D., Johns Hopkins University

Room: Veramendi A



Wednesday May 9, 2018

THE REALITIES OF CONTRACT NEGOTIATION: NAVIGATING THE SIMILARITIES AND DIFFERENCES IN NEGOTIATING FEDERAL, STATE, AND PRIVATE FOR PROFIT AGREEMENTS

8:30 AM – 12:00 PM

Content Level: All **Track:** Contracting

The workshop will focus on the basic parts of a contract and the similarities and differences in the negotiation of contracts with State, Federal, and for-profit entities. While you will frequently encounter similar contractual terms, such as those governing indemnity, liability, and intellectual property, the success that you have in negotiating these terms varies greatly depending on the needs of the other party. This workshop will cover the different components of a typical contract and the differences that you may encounter when negotiating these contract terms based on the sponsoring party and perspectives that each sponsor brings to the table.

Travis Young, Texas A&M University; **Michelle Strickland**, Texas A&M University

Room: San Marcos A

BIG WHEEL KEEP ON TURNIN': ROLLIN' ON THE POST-AWARD RIVER

8:30 AM – 4:30 PM

Content Level: All **Track:** Post-Award

We will take post-award topics and discuss best practices to how to handle them. This will be an interactive workshop that will be guided by the presenters, but we will provide time and expertise to answer questions about various post-award topics. Bring your questions!

Tonya Pinkerton, Ph.D. CRA, Texas Tech University

Jill Coronado, CRA, Texas Tech University

Yesenia Foster, Texas Tech University

Emily Everette, Texas Tech University

Room: Chautauqua B

IT'S CERTAINLY NOT THE LAZY RIVER: LIFECYCLE OF A SPONSORED PROJECT, DEPARTMENTAL ADMINISTRATION EDITION

8:30 AM – 4:30 PM

Content Level: All **Track:** Departmental

This Workshop is aimed at the Department, School, Unit, or College-level administrator. Departmental Research Administrators (DRAs) often touch every part of the life cycle of a grant, requiring them to have a very broad knowledge of both pre- and post-award activities. This workshop will cover the essential components of the grant life cycle, from a DRA perspective, and will use activities and exercises to provide a deeper look at potential problem areas.

Hollie Schreiber, CRA, Oklahoma State University

Lindsey Demeritt, CRA, UT at Austin

Room: Chautauqua A

Refreshment Break

10:00 AM – 10:15 AM

Hallway

Lunch for Workshop Attendees and Presenters

12:00 PM – 1:00 PM

Spring Lake A & B



The University of Texas at Austin

Office of Sponsored Projects

Office of the Vice President for Research

Special Thanks to the Program Committee

John Valenta
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Notes

