NCURA Region V 2019 Spring Meeting

Houston: The Research Administrators Have Landed

*Education Session Program for

April 29-30, 2019

*Schedule as of 3/15/2019

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Monday, April 29, 2019

Session 1:

9:00-10:15 a.m.

Concurrent Sessions

Understanding your Region V Colleagues: How Institutional Policies influence Research Administration

Presenter(s): Cory Davis, Administrative Manager, The University of Texas at Austin; Niki Bertrand, MA, Associate Director of Grants, Southwestern University; Jennifer Husmo, MBA, UT MDACC

Summary: Inter-institutional collaboration is increasingly important to advance scientific knowledge and create competitive grant applications. However, working with colleagues from different types of institutions can be challenging. Often collaborators have different terminology, priorities, and internal procedures that complicates our standard practices and make collaborating difficult. Institutional practices related to faculty salary, effort, fringe calculations, teaching loads, buy-outs, and student compensation can vary drastically and result in differing research administration practices across the region. A lack of understanding of these policies can complicate the administrative relationship between institutions and be frustrating for research administrators. This interactive session will provide contextual information on a variety of institutions to help bridge the knowledge gap of research administration operations at different institutions within the Region V context. Presenters will explore examples of institutions that are Primarily Undergraduate, Research-intensive, Hospitals, and others to understand how institutional differences in structure, scope, mission, and resources influences grant administration. Attendees will be challenged to think about their own institutional policies and grant management structures. Moderated discussion will help attendees learn from each other and reflect on the uniqueness of their own policies. Ideally, this will help attendees facilitate smoother inter-institutional collaborations in the future.

Track: Pre-Award

Level: Basic

Naviagting Conflict with Confidence

Presenter(s): Deondriea Harris, Project Manager, UT Southwestern

Summary: Most people try to avoid conflict as if it an incurable communicable disease, taking every precaution to dodge exposure to or involvement with conflict. Despite the best of efforts, conflict is all around us and cannot be avoided. When people think of conflict the immediate thought is the depiction of a bully aggressively plowing over any and every one that is within their path. Although, conflict management carries an overcast of negativity, it has been proven to add value to personal relationships, project teams as well as organizational operations. Changing the perception of how conflict is perceived ultimately opens up the opportunity to recognize conflict sooner and manage it better. Navigating Conflict with Confidence is a course that will help shift the perception about conflict and how to navigate to a resolution that is amicable and beneficial.

Track: Human Capital/Professional Development

Level: Basic

Top Terms and Conditions Negotiated with Private Industry - Approaches and Q&A

Presenter(s): Sabrina Allan, Program Manager, Texas A&M AgriLife; Aaron Longoria, Texas A&M AgriLife

Summary: This session reviews terms and conditions routinely and many times heavily negotiated with private industry in sponsored research agreements. While it is about what ends up on paper, understanding the goals an industry sponsor has and the restrictions they may be working within is

imperative. Each topic area (e.g. confidentiality, intellectual property, publication, etc.) will be given a general overview and an additional dive into the details of those terms and conditions which are most heavily negotiated. We will discuss alternatives to standard language, example processes and/or discussions necessary for unique term approval, and hold an open forum for Q&A.
Track: Contracts, Industry & Tech Development
Level: Advanced

An Insider's Guide to Laboratory Compliance: Biologicals, Chemicals, Lasers, and Radiation
Presenter(s): Michelle Stevenson, Associate Vice President for Research Administration, The University of Texas at San Antonio; Amy Ossola-Phillips, Director of the Research Service Center for Science & Engineering, The University of Texas at San Antonio
Summary: Compliance with various laboratory requirements is essential for campus safety and meeting federal award terms and conditions. Learn what pre- and post-award actions can best support your university's research programs.
Track: Compliance & Regulation
Level: Basic

NIH Update (virtual presentation)
Presenter(s): Shellie Wilburn, National Institutes of Health
Summary: Update on NIH grant programs and processes provided by NIH Staff
Track: Federal & Sponsor Updates
Level: Overview

Discussion Group
Indirect Cost Distribution - How out-of-this-world can it be?
Presenter(s): Michael Castilleja, Grants Accounting Manager, University of the Incarnate Word
Summary: Attendees will engage in discussions related to Rates, Distribution Methods, Ownership and Responsibilities. In addition, participants will be encourage to discuss best practices related to their institution and recommendations towards a smooth reallocation.
Track: Financial Post-Award
Level: Basic

Session 2:

10:30-11:45 a.m.

Concurrent Sessions
Concurrent Presentation (75 minutes)
Cost Transfers: The Good, The Bad, and The UGLY!
Presenter(s): Tribbie Grimm, Research Services Administrator, Texas A&M University; Jennifer Husmo, MBA, UT MDACC
Summary: "That charge was not for that project, now what do I do???" Cost transfer are inevitable, but are they being handled properly? This session will explain what cost transfers are, why they are ok, how things can get bad quickly, and how do we handle each situation. Participants will have the chance to learn from a departmental and central administration perspective. We will discuss the differences in

payroll and non-payroll cost transfers and why they should be handled differently. The session will review the federal regulations that apply and how our institutions have built policies around them.
Track: Financial Post-Award
Level: Advanced

Leadership in Research Administration
Presenter(s): Mario Medina, A Study on Leadership in Research Administration, UT Health SA
Summary: Presentation on effective leadership styles that promote organizational citizenship behavior at research institutions.
Track: Human Capital/Professional Development
Level: Basic

Realities of Contract Negotiation
Presenter(s): Travis Young, Realities of Contract Negotiation, Texas A&M University; Susan Wilganowski, Texas A&M University
Summary: The presentation 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 industry sponsors. Negotiators frequently encounter similar contractual terms, such as those governing indemnity, liability, and intellectual property, but the success that you have in negotiating these terms varies greatly depending on the needs of the other party. This presentation will cover the differences that you may encounter when negotiating contract terms based on the sponsoring party and perspectives that each sponsor brings to the table.
Track: Contracts, Industry & Tech Development
Level: Basic

Introduction to Conflicts of Interest for Research Administrators
Presenter(s): Conor Wakeman, Research Integrity Manager, University of Texas at Dallas
Summary: This presentation will introduce federal regulations governing conflict of interest and the frameworks implemented by research institutions to assure compliance. The presentation will also use situational examples to discuss practices research administrators can use when engaging with compliance staff.
Track: Compliance & Regulation
Level: Basic

Research.gov Demo (in-person / virtual presentation)
Presenter(s): Stephanie Yee, IT Specialist, National Science Foundation (in person); William Daus, National Science Foundation (virtual)
Summary: Presenters—one in person, the other remote—will collaborate to introduce participants to Research.gov, provide a demo, and answer questions about the system.
Track: Federal & Sponsor Updates
Level: Overview

Discussion Group
Encouraging Faculty in the Arts and Humanities to Reach for the Stars
Presenter(s): Vanessa Lopez, Senior Grants & Contracts Specialist, University of Texas at Austin; Elizabeth Garcia, Director of Sponsored Programs, Our Lady of the Lake University; Caitlin Solis, Research Administrator, Sponsored Projects, Academic Research & Compliance, St. Mary's University

Summary: How does a Research Administrator (RA) encourage faculty in the Arts, Humanities, and some fields in the Social Sciences to reach for the stars when tenure and promotion are minimally affected by the acquisition of fellowships and grants? How does an RA inspire a culture of grant seeking at their college or university? Representatives from two Predominantly Undergraduate institutions (PUI) and one Tier 1 Research institution will lead this informative dialogue to answer these questions. Network with colleagues during this interactive discussion and obtain guidance for supporting faculty throughout the grant seeking process.
Track: Pre-Award
Level: Basic

Session 3:

1:15-2:30 p.m.

Concurrent Sessions

How to transfer that NIH award in 134 easy steps
Presenter(s): Lindsey Demeritt, Director, Sponsored Projects, Dell Medical School, UTAustin
Summary: Your institution has hired a new researcher. He/She is bringing funding from the National Institutes of Health. It is your responsibility to facilitate the transfer of this award. What do you do? What are the steps? How do you manage the process with both the PI and the relinquishing institution? What are some of the missteps and/or pitfalls to avoid? NIH transfers are incredibly prescriptive, and yet still, very challenging. In this session we will discuss the process, including some common errors and how to best manage both a new faculty member and his/her relinquishing institution. We will also discuss some peripheral challenges that arise from each IC managing this process just a little bit differently.
Track: Pre-Award
Level: Advanced

Financial Post-Award Session (title pending)
Presenter(s): Anne Albinak, Director of Research Administration Operations, Whiting School of Engineering, Johns Hopkins University
Summary: To be provided by 4/1/2019
Track: Financial Post-Award
Level: Pending

Jump of the Merry-go-round: Hiring, Staff Development, and Succession Planning
Presenter(s): Jennifer Husmo, Research Department Administrator, UT M.D. Anderson Cancer Center
Summary: As a Department Research Administrator (DRA), are you tired of hiring an assistant just to go through the process one to three years later? Are your faculty “change weary” because of the revolving door of administrative staff? How much time do you spend training these individuals to have them take a promotion elsewhere. This session will focus on developing appropriate staffing models, limiting turnover, and engaging employees.
Track: Human Capital/Professional Development
Level: Basic

Contracts for Capstones/Student Lead Research Projects

Presenter(s): Katherine Kissmann, Director of Research Contracts, Texas A&M University; Autumn Biggers, Director, Texas A&M University
Summary: Today, universities offer a wide array of capstone projects with different names and formats. The variety of choices and formats for capstone projects offers many opportunities for universities and companies, but it also raises challenges, confusion, unmet expectations and unintended consequences. It is important that university and industry or federal partners jointly establish up-front a clear written framework that reflects their shared expectations for the project and timelines. In addition to providing a positive student experience, successful capstone projects can generate additional collaboration opportunities for universities and provide company sponsors with better access to new ideas and the talent pipeline. Authentic, real world projects give students the opportunity to apply their knowledge and develop critical professional skills.
Track: Contracts, Industry & Tech Development
Level: Basic

NSF Update (in person presentation)
Presenter(s): Beth Strausser, Senior Policy Specialist, Policy Office, Division of Institution and Award Support, National Science Foundation; Paularie Knox, Grants Policy Specialist, Policy Office, Division of Institution and Award Support, National Science Foundation
Summary: This session will cover new developments at the National Science Foundation (NSF) - programs, policies, people and budgets. NSF staff will provide a comprehensive review of what is new and developing at NSF.
Track: Federal & Sponsor Updates
Level: Overview

Discussion Group
The Revised Common Rule - A look back at Implementation
Presenter(s): Rebecca Ballard, Director, Research Compliance, Texas A&M University - Corpus Christi
Summary: The Revised Common Rule effective date of January 21, 2019 has come and gone. This session will take a look at the intended outcome of the Revised Common Rule and see if those are coming true. We will discuss various ways the Revised Rule has been implemented and what was and was not successful.
Track: Compliance & Regulation
Level: Basic

Session 4:
2:45-3:45 p.m.

Concurrent Sessions
Are Astronauts Employees or Test Subjects? NIH Clinical trial definitions, application tips and other requirements for the new Forms E
Presenter(s): Leanne Scott, Senior Director, Sponsored Programs, Baylor College of Medicine; Lety Guerrero, Assistant Director, Baylor College of Medicine
Summary: NIH has recently updated their requirements for grants that will include a Clinical Trial component as part of the project. This session will help understand their broader definition of a trial by

evaluating case studies. Then tips and a handy checklist for items to prepare a complete application will be reviewed, as well as explanations for other requirements after an award is received.
Track: Pre-Award
Level: Basic

Delta training - What do they need to know?
Presenter(s): Bruce Isner, Training Manager, UT Southwestern; Thomas Spencer, Assistant VP IR Operations and Compliance, UT Southwestern
Summary: UT Southwestern upgraded their software from PeopleSoft version 9.1 to PeopleSoft 9.2. Many of the policies and procedures stayed the same. The training focused on "Delta" training, the differences between the two versions. UT Southwestern had limited training developers and people to deliver the training. A plan was needed to train a large number of people in a short period of time. Full end-to-end training was not feasible. By focusing on the "Delta" we could provide the users with information they needed after go-live and not develop a full curriculum.
Track: Training
Level: Basic

Licensing Technology for the Public Good
Presenter(s): Bobby Melvin, Licensing Manager, Texas A&M Office of Technology Commercialization
Summary: Overview of a University commercialization process including objectives, outcomes, identification of the players and interaction with researchers.
Track: Contracts, Industry & Tech Development
Level: Basic

Research ethics for research administrators: How to support standards of scientific integrity
Presenter(s): Michelle Stevenson, Associate Vice President for Research Administration, The University of Texas at San Antonio
Summary: Attendees will understand the standards of research ethics and ways to identify unethical actions and activities. The presenter will provide case studies, consequences, and procedural options to implement on your campus.
Track: Compliance & Regulation
Level: Basic

USDA Update
Presenter(s): pending
Summary: To be provided by 4/1/2019
Track: Federal & Sponsor Updates
Level: Overview

Discussion Group
Moon Rocks and Crater Dips: Discussion of Advanced Budgeting Issues for the Senior Administrator
Presenter(s): Elizabeth Kogan, Senior Grants and Contracts Specialist, The University of Texas at Austin; Tania Tost, Senior Grants Administrator – Post Award, The University of Texas at Austin
Summary: How can an effective Pre-Award process facilitate compliance for Post-Award administration? How can Post-Award administrative meteor dings help inform Pre-Award mission planning? This discussion will explore successes and mission failures when leveraging Post-Award expertise at the time of Pre-Award budget construction. We'll encourage discussion of Post-Award implementation missteps

that lead to giant leaps backwards for institutional audit findings. Then, we'll explore complex solutions in mitigating lunar rocks, craters, and other alien predicaments throughout the project.
Track: Pre-Award and Financial Post-Award
Level: Advanced

Sesssion 5:

4:00-5:00 p.m.

Concurrent Sessions

Anatomy of a Fellowship Workshop
Presenter(s): Dr. Angel Syrett, The University of Texas at Austin
Summary: This 2-part workshop will be focused on (1) describing the structure, components and teaching materials developed for a successful, ongoing workshop at UT Austin that is focused on leading graduate students and postdoctoral researchers through the process of preparing NIH NRSA F31/F32 applications, and (2) a brainstorming activity and Q&A session designed to help attendees begin the process of establishing the parameters for their own fellowship workshop. Attendees will also be provided with example materials and templates such as timelines, checklists, document templates used in the context of a NRSA NIH F31/F32 workshop.
Track: Pre-Award
Level: Advanced

Numbers Speak Louder than Words: Metrics for Successful Post-Award Operations
Presenter(s): Govind Narasimhan, Managing Partner, Research Administration Services (RAS) LLC; T.J. Enno, Higher Ed Consulting Manager, Huron Consulting Group
Summary: This session will cover various aspects of implementing and monitoring metrics within post-award research administration. The session will dive into the value of metrics and will provide some best practice metrics examples that you can implement to improve your post-award business processes.
Track: Financial Post-Award
Level: Basic

Preparing Industry Proposals and Budgets
Presenter(s): Scott Davis, Associate Director, University of Oklahoma Health Sciences Center
Summary: This session will focus on the unique challenges (and opportunities!) of proposals and budgets for Industry funded research. In addition, the presenters will provide a point/counterpoint discussion on fixed price versus cost reimbursable budget. Other issues of interest: 1) What indirect cost rate is applicable?; 2)What Industry does and does not like about indirect costs; 3) Why is it important for your investigator to provide a specific statement of work (for IP other potential dispute matters); 4) Why are milestone/deliverable requirements necessary etc. Come prepared to join in this discussion as we share the secrets of success with industry proposals and budgets.
Track: Contracts, Industry & Tech Development
Level: Basic

Human Subjects Compliance for Pre-Award Administrators
Presenter(s): Amanda Boone, Associate Director, IRB Office, UT Dallas
Summary: If you are a pre-award administrator and have ever wanted more information about the administration of human subjects research - post-award - or wanted to know more about the role of the

Institutional Review Board, this session is for you. We'll discuss human subjects research from a compliance administrator's point of view. We'll shed light on how we fit into the life cycle of a sponsored project and discuss how pre-award and compliance offices can best work together.
Track: Pre-Award
Level: Basic

Grants.gov Presentation
Presenter(s): Patricia Glass, HHS/ASFR (virtual presentation)
Summary: To be provided by 4/1/2019
Track: Federal & Sponsor Updates
Level: Overview

Discussion Group
Self Care for the Research Administrator
Presenter(s): Aubrey Tucker Vinklarek, Grants & Contract Specialist, The University of Texas at Austin; Aisol Casillas, The University of Texas at Austin
Summary: As a research administrator it can be challenging to take care of our customers when we are not taking care of ourselves. This session will discuss the importance of engaging in self-care practices as a research administrator. This discussion will aim to (1) explore the overall concept of self-care, (2) compare research reports on the topic, (3) identify benefits of practicing self-care, (4) discuss challenges as a research administrator, and (5) provide resources to utilize. As a group, we will delve into different types of self-care activities and guide session attendees through the initiation of a personal self-care plan. This session is relevant to our jobs in research administration as it encourages personal growth for better productivity and success in the work place.
Track: Human Capital/Professional Development
Level: Basic

Tuesday, April 30, 2019

Session 6:

8:30-9:30 a.m.

Concurrent Sessions
Liftoff: Guiding junior faculty to the moon and beyond
Presenter(s): Huanyi Greg Chu, Research Liaison Officer, University of Houston; Stacy Smeal, Research Liaison Officer, University of Houston
Summary: Working with junior faculty members presents a unique challenge for research administrators. These young investigators are starting a new career in an unfamiliar environment and most have no previous experience as independent researchers. Because new faculty members and their university invest a great deal of time and resources in this process, it is paramount for administrators to work with new faculty to chart a course for a long, productive research career. The Office of Research in the College of Natural Sciences and Mathematics at the University of Houston has developed a team-based approach to ensure our faculty obtain the external funding needed to develop and sustain a successful research program. Our office engages junior faculty members from the moment they begin

their new position. Our objectives include: 1) Review the full "life cycle" of the grant process, from pre- to post-award activities. 2) Guide them through the everchanging funding opportunities and identify best matches. 3) Help them interact with sponsors and make strategically sound decisions. 4) Assist in preparing all elements of the proposal and lead them through the process until the awards arrive. The focus of this presentation will be on the NSF CAREER program and how we use available resources and employ a team-based approach to help our junior faculty prepare applications to this opportunity. As a result of our efforts, we have seen a measurable increase in NSF CAREER awards and an overall improvement on the proposal preparation process.
Track: Pre-Award
Level: Advanced

All About Service Centers and Program Income
Presenter(s): Derrick Searles, Prog Mgr, Research Finance, UT MD Anderson Cancer Center; Martha Mendoza
Summary: An overview of service centers and program income, including advantages and disadvantages of shared service centers, calculating rate structures, and common misconceptions.
Track: Financial Post-Award
Level: Basic

Teaching & Training Assitive Technologies for Research Administration
Presenter(s): Bruce Isner, Training Manager, UT Southwestern; Thomas Spencer, Assistant VP IR Operations and Compliance, UT Southwestern
Summary: The presentation will focus on training creation and delivery. Many administrators and researches are very comfortable with their data, but are unfamiliar with how to communicate changes within their department. This presentation will help them understand the importance of training as well as building the training materials and delivering the materials. The 5 pillars of training used across all systems, System Use, Integration, Reporting, Stakeholders and Operational Support will be discussed.
Track: Training
Level: Basic

An Overview of Research Security Compliance: Managing export controls and international partnerships
Presenter(s): Michelle Stevenson, Associate Vice President for Research Administration, The University of Texas at San Antonio
Summary: Increased national attention to collaborations with foreign entities creates challenges for research administrators. This session will describe current requirements, areas of ambiguity, and how to increase awareness among your research faculty and staff.
Track: Compliance & Regulation
Level: Basic

NASA Update (in-person)
Presenter(s): Patrice Yarborough, NASA
Summary: To be provided by 4/1/2019
Track: Federal & Sponsor Updates
Level: Overview

Discussion Group
Hot Topics in Clinical Trial Agreement Language

Presenter(s): Scott Davis, Associate Director, University of Oklahoma Health Sciences Center
Summary: Clinical Trial Agreement (CTA) language is becoming more complex each year. GDRP, PHI, Indemnification, Subject Injury, Publication, Intellectual Property, AAHRPP requirements: where does it end? These are just some of the areas in which new laws and regulations have recently been added to the extensive list of items that research administrators must review in Clinical Trial Agreements. Be prepared to discuss which CTA language is problematic to your institution and to share your successes in having clinical trial sponsors revise their CTA language. You can expect a lively discussion with plenty of ideas on how to handle your problematic Clinical Trial Agreement language.
Track: Contracts, Industry & Tech Development
Level: Basic

Session 7:

9:45-10:45 a.m.

Concurrent Sessions

Award Closeout
Presenter(s): Beverly Rymer, Executive Director, Office of Contracts and Grants, University of Houston; Grace Rosanes, Assistant Director, Research Financial Services, University of Houston
Summary: At the University of Houston, award closeout consist of two distinct segments. The first segment is the official sponsor closing of the award which occurs least 120 days after the expiration of an award. Beyond this first closeout, the university continues with its internal inactivation of the project's cost center (account). In the first segment, closeout with the sponsor occurs when the agency determines that all applicable administrative actions and all required work of the award has been completed. The sponsor works with the university to take specific actions to close the award. In the second segment, closeout in the university's financial system occurs when all administrative actions are taken to inactivate the award's cost center/s. Cost centers cannot be inactivated until their budget equals zero with no open commitments, and all payment for allowable expenses have been received from the sponsor and posted to the award's cost center. We will list the actions to be taken for close out to occur, along with the responsible office or person, and show the award's closeout timeline. We will briefly discuss each action which includes coordinating and communicating with the department on final expenditure review, closing awards with sub-grantees, preparing and submitting final financial and non-financial reports, verifying submission of technical reports, reconciling payments, taking care of non-payment and overpayments. We will also walk participants through a quick demo of the university's SharePoint closeout checklist that is used to guide, track and document the closeout process.
Track: Financial Post-Award
Level: Advanced

Getting Involved in NCURA
Presenter(s): Latasha Johnson, NCURA
Summary: To be provided by 4/1/2019
Track: Human Capital
Level: Advanced

Technology Transfer: An Overview of Process and Outcomes
Presenter(s): George Gillespie, Technology Transfer Associate, Univ. of Houston Main Campus

Summary: The session will cover on introductory level cradle to grave approach to the technology transfer enterprise at a research university. Most universities inventions are early stage technologies that are in need of scale up to validate their value to potential industrial partners. Faculty inventors must be involved with commercialization process to successfully transition their inventions to industry. Graduate student involvement to demonstrate is also important for successful transfer.
Reducing the risk to industrial firms' investment by industry of early stage technology is critical to encouraging faculty/industrial initial interactions. Building mutual trust and common interests is also important to collaboration. Discussion of various interactions with start-ups, medium sized firm and large business will be discussed. Mention will be made of use of federal or internal seed dollars to commercialize early stage inventions such as federal SBIR/STTR programs subcontracting back to university will be discussed. Internal UH Technology Bridge funding to further develop technology will also be discussed. Specific topics to cover are 1) federal or sponsorship invention reporting requirements 2) internal invention evaluation 3) patent process and US and international patent filing costs 4) marketing of early stage invention 5) collaboration and/or licensing outcomes 6) negotiation 7) after license monitoring of company technology development, license payments and royalty receipt and their distribution to campus inventors. Related topic is growing use of Master Research Agreements with industry which are not linked with specific invention transition and transfer but are envisioned to address both short and longer term research needs of medium or large business. The TTO at a research university may initiate the MRA with campus industrial liaison office in conjunction with Sponsored Program's research administration staff. The TTO negotiates the IP language of MRA.
Track: Contracts, Industry & Tech Development
Level: Basic

Transitioning Traditional Training Into an Online Learning Environment
Presenter(s): Hope Grant-Hodge, Training Specialist, Rice University
Summary: Research Administration training sessions are usually presented in a face to face classroom format or websites using PowerPoint slides. These are difficult to sustain over time and the sessions provide a lot of information at one time. This learning café will offer unique learning solutions for the overwhelming and ever-changing information that needs to be conveyed to research administrators and researchers. Participants will be able to determine how to reorganize and revise current training materials so that it can continue to be effective in self-directed learning scenarios.
Track: Compliance & Regulation
Level: Basic: content accessible to any research administrator

NSF Update (in person)
Presenter(s): Beth Strausser, Senior Policy Specialist, Policy Office, Division of Institution and Award Support, National Science Foundation; Paularie Knox, Grants Policy Specialist, Policy Office, Division of Institution and Award Support, National Science Foundation
Summary: To be provided by 4/1/2019
Track: Federal & Sponsor Updates
Level: Overview

Discussion Group
Assessing the Unique Needs of MSIs, HSIs, and HBCUs
Presenter(s): Lizette Gonzales, Proposal Administrator, Texas A&M University-Kingsville; Olusola Ewulo, Director of Sponsored Programs, Prairie View A&M University
Summary: Increasing minority representation and participation in undergraduate/graduate research and research industry has become a priority for many federal agencies and institutions of higher

education. As a result, major federal agencies (NSF, USDA, NIH, DoD, and others) are offering funding opportunities specifically geared toward MSIs/HSIs/HBCUs. These opportunities have special requirements and agencies want to see data as well as proposal plans that are designed to engage minority students. MSIs/HSIs/HBCUs have a special dedication to their students, and this often requires specific resources and support systems for students. With federal budget cuts within higher education, many institutions are making acquisition of external funds a priority, putting faculty and researchers in a position in which they are expected to contribute to this effort by actively seeking and applying for external funding. Unfortunately, institutions often struggle to understand the needs of minority students, making it difficult to develop effective proposals that are geared toward helping these populations. Research administration plays a vital role in supporting their institution's goals to acquire external funding to improve the resources needed to better support minority students, by assisting faculty and researchers throughout the proposal process. However, are there specific aspects of the duties of research administrators at MSIs/HSIs/HBCUs that differ from those of other institutions? Are there specific issues we should be exploring and discussing in our role as research administrators at our MSIs/HSIs/HBCUs? We hope to address such questions, generating a discussion among colleagues to shed light on aspects of research administration at MSIs/HSIs/HBCUs that are often overlooked.
Track: Pre-Award
Level: Basic

Session 8:
11:00 a.m. – Noon

Concurrent Sessions
Grants Foundation
Presenter(s): Sheleza Mohamed, Department Administrator, UT Southwestern; Jamie Maiden, UT Southwestern
Summary: Grants 101: The 6 topics this presentation covers for preaward include: 1. NIH Grant Cycle, 2. Frequently Used Terminology, 3. Program Announcement- Finding the restrictions, 4. NIH roles and time commitment, 5. Budgeting basics, and 6. Notice of award and responsibilities.
Track: Pre-Award
Level: Basic

Train-the-Trainer Utilizing Volunteer Trainers
Presenter(s): Bruce Isner, Training Manager, UT Southwestern; Thomas Spencer, Assistant VP IR Operations and Compliance, UT Southwestern
Summary: The presentation will explain how UT Southwestern used volunteer department resources outside of the implementation team to develop and deliver training. The use of outside resources was a win/win for all involved. The implementation team gained needed resources; the resources had detailed knowledge of the current processes and added a renewed vitality to the team. The departments gained an early in-depth knowledge of the software prior to go live. The volunteers gained professional development and became personally involved with the project. The volunteers became ambassadors for the software change.
Track: Human Capital
Level: Basic

Sponsored Research: Negotiating with Industry
Presenter(s): Nicole Corali-Rogers, Industrial Contract Specialist, Rice University
Summary: This session will provide a brief overview of contracting language that can lead to conflict between academia and industry partners. We will look at some common conflict areas, ideal language and some real world examples of contract language that can be a trap for academic institutions. Tips for working with industry will also be discussed.
Track: Contracts, Industry & Tech Development
Level: Basic

Mitigating FCOI Compliance Oversight for Subawardees
Presenter(s): Angela Wishon, Lecturer, Johns Hopkins University; Susie Sedwick, Sr. Consulting Specialist; Attain
Summary: PHS policy allows for a subawardee or collaborator to rely upon the prime awardees Financial Conflict of Interest policy and oversight. As evidenced by the Federal Demonstration Partnership's Risk Assessment Questionnaire, that comes with above average risk to the prime. Are you uncomfortable with increased risk for conflicts of interest associated with your subrecipients or research collaborators? This session will explore the considerations for accepting oversight compliance for subawardees, improved ways to monitor and mitigate those risks.
Track: Compliance & Regulation
Level: Advanced

Fulbright Scholar Program
Presenter(s): To be announced
Summary: To be provided by 4/1/2019
Track: Federal & Sponsor Updates
Level: Overview

Discussion Group
So you got your first grant...now what? How to talk to first time PIs.
Presenter(s): Maegan McKerrow, Spronsored Projects Coordinator, Sam Houston State University
Summary: A discussion group about how to talk to new PIs receiving their first grant. Including general compliance, budget and how to work with university staff to have a successful project.
Track: Financial Post-Award
Level: Basic

Session 9:
1:15-2:15 p.m.

Concurrent Sessions
Budgeting Across the Lunar Landscape: Creating and Implementing Audit-Worthy Budgets
Presenter(s): Elizabeth Kogan, Senior Grants and Contracts Specialist, The University of Texas at Austin; Tania Tost, Senior Grants Administrator – Post Award, The University of Texas at Austin
Summary: Budgets are the financial trajectory telemetries of sponsored projects. When cleverly coded, budgets become an indispensable tool to effective project management. However, sometimes those trajectories are not constructed and applied with a strong understanding of where one is going or the

practical logistics of getting there resulting in blurry, unrecognizable lunarscapes ripe for audit risk. The ability to build a budget that directly ties to the work being performed and is well justified enhances the chances of being funded by the sponsor and protects the institution in the case of an audit. This session will explore leveraging Post-Award expertise at the time of Pre-Award budget construction to mitigate lunar rocks, craters, and other alien predicaments down the road. Additionally, we'll discuss Post-Award implementation strategies that can ensure appropriate audit-compliance for a smooth landing.
Track: Pre-Award and Financial Post-Award
Level: Basic

Be Your Brand With Confidence
Presenter(s): Deondriea Harris, Project Manager, UT Southwestern
Summary: Longevity no longer positions people for promotions, or ensures opportunities during career transition. Do you know your unique promise of value? Be Your Brand With Confidence will help attendees build a personal brand that is recognized, respected and remembered to attract career success.
Track: Human Capital/Professional Development
Level: Basic

Industry Relations
Presenter(s): Frances Streeter
Summary: To be provided by 4/1/2019
Track: Contracts, Industry & Tech Development
Level: Overview

The FDP Expanded Clearinghouse: A New Tool to Reduce Subaward Monitoring Burden
Presenter(s): Courtney Swaney, Associate Director, The University of Texas at Austin
Summary: The FDP Expanded Clearinghouse pilot began in early 2016 as a way to alleviate administrative burden associated with subrecipient monitoring and management. Each FDP member organization that issues subawards has posted relevant entity information on a single, publicly available website as an alternative to using subrecipient commitment forms. At the session, we will discuss how to access the FDP Expanded Clearinghouse and learn about what information it contains. We will talk about how the project evolved from a pilot to an initiative. We will also review the benefits of using the FDP Expanded Clearinghouse and future plans.
Track: Federal and Sponsor Update
Level: Basic

PCORI
Presenter(s): James Hulbert, Finance Team, Patient-Centered Outcomes Research Institute
Summary: To be provided by 4/1/2019
Track: Federal & Sponsor Updates
Level: Overview

Discussion Group
Tapping into Tenured Talent
Presenter(s): Hope Grant-Hodge, Training Specialist, Rice University
Summary: Discover how to reengage faculty to support research goals. We often look to the recruitment of junior faculty or top researchers at other institutions to maximize research efforts

instead of looking for ways to get current faculty involved in research. The majority of faculty is overlooked and the top researchers are at their maximum level of effort.
Track: Compliance & Regulation
Level: Advanced

Session 10:

2:30-3:30 p.m.

Concurrent Session

Collaboration between the Office of Research and the Development Office: Private Funding for Research
Presenter(s): Katie Cervenka, Assistant Vice President, Corporate & Foundation Relations, Rice University; Yousif Shamoo, Vice Provost for Research
Summary: Many sponsored research offices and research administrators focus primarily on public sources of funds, particularly federal agencies. However, in the current research environment, private foundations are playing an increasingly important role in the research economy of many schools. In this session, you will learn some basics about how to work across university divisions and explore new private sources of funds, primarily foundations, typically managed by a university development office. We will address some of the challenges and considerations associated with growing sponsored research through foundations, ranging from its merit for junior faculty during the tenure process and absence from national rankings to the potential for reduced overhead recovery and controlled access for submissions. Finally, you will better understand the associated "donor relations" ecosystem of a development office.
Track: Pre-Award
Level: Basic

Got Legos?: Developing Department/College Research Services
Presenter(s): Robyn Remotigue, Got Legos?: Developing Department/ College Research Services, University of North Texas Health Science Center at Fort Worth; LeAnn Forsberg, Director, Office of Sponsored Programs, Texas Christian University
Summary: Where do you start when hired to support faculty research in a college/school that previously did not have these services offered? This session will focus on the time expended and resources utilized to gather information in planning services. The various services developed to support faculty research will also be shared. The approach to hiring staff for research services, and the necessary training for them. How the transition occurred in providing these services to faculty, and building relationships with the central office will also be discussed.
Track: This could be both departmental and developmental.
Level: Advanced

Negotiating Basics: Understanding Key Contract Terms
Presenter(s): Mark Featherston, Assistant Director, Office of Sponsored Projects, The University of Texas at Austin
Summary: This session will focus on three key contract areas that prove to be problematic for universities when working to finalize research agreements. The topic areas include: governing law / disputes, insurance / indemnification, and intellectual property / publication. The session will explore

the purpose of these contract terms and the university position in these areas, from the perspective of a public institution.
Track: Contracts, Industry & Tech Development
Level: Basic

An Electronic IRB Solution: One IRB Administrator's Perceptions
Presenter(s): Sharla Miles, Research Compliance Administrator, Sam Houston State University; Bethany Northquist, Professional Services Consultant, Cayuse
Summary: Is your Research Compliance office looking for an alternative solution to navigating IRB submission processes? If so, this is the session for you! In this session, you will learn about one IRB Administrator's experiences with implementing a cloud-based electronic IRB system. Additionally, you will hear from the consultant who guided this IRB Administrator through the implementation process.
Track: Compliance & Regulation
Level: Basic

Greater Texas Foundation
Presenter(s): Carol Miller, Director, Greater Texas Foundation
Summary: To be provided by 4/1/2019
Track: Federal & Sponsor Updates
Level: Overview

Discussion Group
The CRA: What, Why, & How?
Presenter(s): Vanessa Lopez, Sr. Grants & Contracts Specialist, The University of Texas at Austin; Shelly Berry Hebb, Texas A&M University
Summary: The Certified Research Administrator (CRA) designation is a valued credential for research administration professionals. This session will engage participants in a discussion of the resources and methods of study available for obtaining a CRA, 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, as well as individuals interested in learning how peers have studied for the exam and how peer institutions support CRA candidates and CRA designees. Current CRAs are encouraged to attend in order to share their experiences with peers and to learn more about recertification.
Track: Human Capital/Professional Development
Level: Basic

Closing Plenary
3:45-5:00 p.m.

Exploring the Research Administration Universe: Hot Topics and Answering Your Burning Questions
Summary: A panel of experienced research administrators will comment on current hot topics in research administration, and they will answer questions submitted by conference participants. Bring your toughest questions to see if you can stump our experts!
Level: Overview