

Workshop # 1

Pre-Award Primer - It All Starts Here!



Sunday, October 22nd

8:30 am - 12:00 pm

This half-day workshop will take you through the life cycle of Pre-Award. The session will provide a thorough base knowledge of the importance of outreach and funding opportunity support, types of sponsors, understanding funding announcements, submission processes and timelines, components of applications, application of Uniform Guidance on proposals, successful proposal review and submission.

Presenters

Jada Bruner Gailey, CRA, Assistant Director, Pre-Award, Division of Agriculture Sciences & Natural Resources, Sponsored Programs

Oklahoma State University

LeAnn S. Forsberg, CRA, Director, Office of Sponsored Programs

Texas Christian University

Ruth V. Lozano, Executive Director of Research Administration

The University of Texas Rio Grande Valley

Learning Objectives

- 1) Communicating and building a relationship with a Principal Investigator
- 2) Provide a thorough base knowledge of the life cycle of Pre-Award
- 3) Understand how to review a notice of funding opportunity and sponsor required forms
- 4) Understand sponsor and institutional policies and procedures on proposal submission
- 5) Understand the impact of the Uniform Guidance on proposals

Workshop # 2

Introduction to Research Administration



Sunday, October 22nd

8:30 am - 12:00 pm

Presenters

Rhonda Stafford, CRA, Director Research Operations at STRONG STAR

Leigh Stephens, CRA, Senior Associate

The University of Texas Health Science Center - San Antonio

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Learning Objectives

Pre-Award

- 1) Application Submission
- 2) Award negotiation
- 3) Acceptance and award set-up

Post-Award

- 1) Award Management
- 2) Close-out
- 3) Audit

Workshop # 3

Intro to Post-Award: An Overview of the Sponsored Project Lifecycle & Award Management



Sunday, October 22nd

1:00 pm - 4:30 pm

Presenters

Victoria Leyton, Director, Research Administration, Sponsored Programs

Baylor College of Medicine

Leanne Scott, Executive Director, Research Administration, Sponsored Programs

Baylor College of Medicine

Angelo Chrisomalis, Executive Director, Sponsored Programs Finance

Baylor College of Medicine

Learning Objectives

- 1) Understand the Sponsored Project Lifecycle
- 2) Be able to understand the types of awards and instruments you will encounter
- 3) Post-Award Management
- 4) Close-out
- 5) Develop an awareness of complex management issues currently impacting our business

Workshop # 4

Managing Sponsored Awards from a Departmental Post- Award Perspective



Sunday, October 22nd

8:30 am - 4:30 pm

Research administration responsibilities can be overwhelming. The process of putting a proposal together, managing a grant once funded and properly closing it out at the end are the day-to-day activities that department administrators struggle with. This workshop will focus on topics that influence the daily operations of managing sponsored awards from a post award Perspective. It is designed for departmental research administrators and will provide them with an overview of the significant principles and issues surrounding proposals, grants and contracts. Topics will include budget development, identifying key personnel, subrecipient vs. vendor and cost sharing. This session will also focus on preparing financial status reports, account reconciliation, closeout of awards, cost transfers, allowable and allocable costs and much more.

Presenters

Jennifer Crockett, Associate Director of Administration, Cancer Center

University of Massachusetts at Worcester

Tamara Hill, Associate Vice President, Research Operations

Morehouse School of Medicine

Laura Rosales, Administrator, Molecular and Human Genetics

Baylor College of Medicine

Learning Objectives

- 1) Understand how pre-award activities impact post-award management
- 2) Understanding the different facets of post-award management
- 3) Learn tips and tools to assist in managing awards

Workshop # 5

Managers in the Middle: Tips for building & maintaining strong and effective teams in remote or hybrid work environments



Wednesday, October 25th

8:30 am - 12:00 pm

Research Administration looks a lot different with hybrid and remote work environments being the new norm. Some employees are anxious to go back into the office, while many appreciate and want to continue remote work and are leaving their current institution in search of remote opportunities. As the Research Administration workforce shifts, institutions that are fully in-person or hybrid are feeling the crunch. Managers of hybrid and remote teams have the challenging task of onboarding and creating a team environment while maintaining employee/team productivity and building morale without micromanaging. A major challenge is creating a team environment without the option of bringing the team together in person. Come to this interactive workshop to share and gain ideas on how to best encourage employee engagement with others to help build strong, cohesive teams.

Presenters

Courtney D. Swaney, Senior Manager

Robyn Remotigue, Executive Director, Office of Research Services, School of Public Health

Elena Mota, Associate Director, Office of Sponsored Programs

Attain Partners

**The University of North Texas
Health Science Center at Fort Worth**

The University of Texas at Austin

Learning Objectives

- 1) Keeping your teams connected and engaged
- 2) Keeping your research community connected and engaged with your teams

Workshop # 6

Clinical Trials Workshop 101



Wednesday, October 25th

8:30 am - 12:00 pm

This session will focus on the unique challenges of negotiating clinical trial contract language with pharmaceutical sponsors. We will also review contract language that most industry collaborators find standard, but that most Universities cannot accept. Especially, if you are a state University. Learn why industry is so concerned with Intellectual Property, Indemnification, Publication and Payment terms. We will discuss tips for negotiating in a way that benefits both parties and can reduce the overall negotiation timeline. We will explore how Universities assess and evaluate the risk of accepting non-standard terms.

Presenters

Svetlana Kurklinsky, Director of Clinical Research

Oklahoma State University

Scott Davis, Director, Office of Research Administration

University of Oklahoma Health Sciences Center

Learning Objectives

- 1) Learn ways to develop industry relationships
- 2) Leave with a fundamental understanding of the challenges of clinical trial contract language
- 3) Learn negotiating techniques and alternative language to use
- 4) Learn tips and practices to increase negotiation efficiencies
- 5) Institutional recording of clinical trial grants and awards - usage of Cayuse
- 6) Clinical trial management systems for financial management
- 7) Learn "what are clinical trials?"
- 8) Learn the regulations of clinical trials, and the role of IRB in clinical trials