



## **WORKSHOP DESCRIPTIONS**

### **Workshop 1 – Understanding Uniform Guidance**

**Presenter: Ann Holmes, Rebecca Hunsaker**

The Uniform Guidance is the basis of understanding how to budget and manage federally funded sponsored projects. Learning and knowing how to apply this regulations is one of the most important keys to success for any research administrator. This session will use a training copy of the Uniform Guidance to highlight the most commonly used regulations and give participants a useful tool to reference as questions of allowability and administrative requirements arise as they are assisting Principal Investigators.

### **Workshop 2 How NDAs, MTAs, and Other Unfunded Agreements Affect Sponsored Research**

**Presenters: Charles Bartunek, Jill Frankenfield**

During the life cycle of a sponsored project, different documentation may be necessary in addition to the proposal and the funding award. At proposal stage you may want to enter into a Teaming Agreement or an NDA. In the course of performing a sponsored project, it may become necessary to share information, data, materials, or other resources with a partner. What is the best way to accomplish the sharing of this information? This workshop will examine the different types of unfunded research agreements, when and why they are necessary, problematic clauses, and negotiation tips and tricks.

### **Workshop 3: Excel'ing with Gabi and Sue**

**Presenter: Gabriela Anglon, Sue Morganstein**

Being a good administrator involves more than knowing the latest regulations. It also involves being able to predict what our teams need before they know they need it.

What better tool to achieve this than excel?

Forecasting in excel is an essential tool that provides quantitative data that can help us visualize patterns and make informed decisions.

### **Workshop 4: Finding the Right Fit in Research Administration**

**Presenter: Doris H. Schultz**

There are about nine career paths in Research Administration. How do you know which path best suits your unique work DNA. This hands on workshop will provide the tools and methodology to help you understand not only how to select the right path but also the career steps to enhance your unique capabilities to create a great career in Research Administration. Participation will be limited to 15 and will require some preparation work (less than one hour) before the workshop starts.

**Workshop 5: Pre-Award Strategies for Maximizing Post-Award Success**  
**Presenter: Daniela Prelipceanu**

This session will explore effective pre-award strategies for maximizing post-award success and will delve into the functional details of topics such as creating advance accounts, award acceptance and/or negotiation, notice of award interpretation, financial system account set-up, cost accounting standards, invoicing/reporting, subcontracting and subrecipient monitoring, budget and other modifications, billing and cash management, effort reporting, project closeout, and audit.