# Dela-Where? Dela-Here!
# Research Administrator Reunion

**2022 Fall Meeting ▪ November 6 - 9, 2022 ▪ Wilmington, DE**

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Wi-Fi Name: DuPont-Meeting
Wi-Fi Password: Hotel1913

Meeting handouts will not be available onsite. Visit the NCURA app for session materials. To download the app, please search for the "NCURA" app in your app store or scan the QR code with your phone's camera. If you have trouble accessing the app, we will have NCURA app super users at the registration desk to assist with accessing the app.

WELCOME to the *IN PERSON* NCURA Region II Fall Meeting 2022!  It has been three long years since we have been together, in person, as a Region.  So of course we had to plan an exciting Research Administrator Reunion worthy of a three year hiatus.

With over 155 RAs registered for this meeting, it is apparent that we are eager to reunite and do what we do best: network, learn, teach, share and have fun!

The Program Committee, with help from our colleagues, has put together a program that offers something for everyone:  52 concurrent/discussion group sessions; our popular how-to track; federal sponsor updates; six half-day workshops; and new this year, spark sessions.

We will welcome Dr. Quincy Byrdsong from Lipscomb University as our plenary speaker.  He will share his thoughts on the critical role of the research administrator in advancing innovation, the future of our work, and the impact our work ultimately has on society as a whole.

The Region II Business Meeting is also on our schedule.  Find out what our leadership has been doing for our research administrators, new and current, to be successful and grow. They have been very busy!

And there will be FUN!  We have several opportunities to reunite with colleagues in a relaxed setting.  We will kick off the meeting Sunday evening with our Welcome Reception – reunite and meet our new members! Our Monday night event at the Stitch House Brewery will be one of the best reunions ever!  Don't forget to wear an outfit you would have worn in high school (not required, but it will be fun, I promise!). There will be a few surprises in store for us during our time in the Hospitality Suite. And again this year, we will have our ever popular scavenger hunt – let the competition begin!

The site of our meeting, the beautiful Hotel DuPont in Wilmington, Delaware, is an architectural wonder. Wilmington is filled with amazing restaurants, shopping opportunities and museums.  If you are a history buff, you will be delighted to be here. The Wilmington Riverwalk is 1.75 miles stretching along the bank of the Cape Fear River. A beautiful walk, day or night. I hope you can take some time to see what this beautiful city has to offer before or after the meeting.

Be sure to download the NCURA Meeting App for up to date program and event details. I look forward to our time together at the Region II Fall Meeting 2022 in Wilmington, Delaware.

See you soon,

Sandy Collier
Region II Fall Meeting Program Chair
University of Maryland, College Park

*It is important to note this meeting is made possible due to all the dedication and hard work of the Program Committee, Regional Officers, and the NCURA National Office. Please join us in thanking everyone involved for their generous efforts and resources.*

# 2022 SPONSORS

We would like to acknowledge the generous support of our 2022 sponsors.

## Silver Sponsors

# SCHEDULE AT A GLANCE

| Date | Event | Location |
|---|---|---|
| **SUNDAY, NOVEMBER 6** | | |
| 1:00PM - 5:00PM | Registration | King Sullivan Foyer |
| 5:30PM - 6:30PM | Welcome Reception & New Member Reception | Christina Room |
| 6:45PM | Dinner Groups | Meet in Lobby |
| 9:00PM - 11:00PM | Hospitality Suite | Christina Room |
| **MONDAY, NOVEMBER 7** | | |
| 7:30AM - 5:00PM | Registration | King Sullivan Foyer |
| 7:30AM - 8:30AM | Breakfast | Gold Ballroom |
| 8:00AM - 8:30AM | Welcome, Updates, NCURA App review | Gold Ballroom |
| 8:45AM - 10:00AM | Concurrent Sessions & Discussion Groups | |
| 10:00AM - 10:15AM | Beverage Break | Conf Center Dining Area |
| 10:15AM - 11:30AM | Concurrent Sessions & Discussion Groups | |
| 11:30AM - 12:45PM | Lunch & Awards | Gold Ballroom |
| 1:00PM - 2:15PM | Concurrent Sessions & Discussion Groups | |
| 2:15PM - 2:45PM | Refreshment Break & Networking | Conf Center Dining Area |
| 2:45PM - 4:00PM | Concurrent Sessions & Discussion Groups | |
| 4:10PM - 5:25PM | Concurrent Sessions & Discussion Groups | |
| 6:20PM – 8:30PM | Monday Evening Event with Dinner | Meet in Lobby |
| 9:00 PM – 11:00PM | Hospitality Suite | Christina Room |
| **TUESDAY, NOVEMBER 8** | | |
| 7:30 AM - 5:00 PM | Registration | King Sullivan Foyer |
| 7:30 AM - 8:30 AM | Breakfast w/ Plenary intro | Gold Ballroom |
| 8:30AM - 9:15AM | Plenary Speaker | Gold Ballroom |
| 9:30AM - 10:45AM | Concurrent Sessions & Discussion Groups | |
| 10:45AM - 11:00AM | Beverage Break | Conf Center Dining Area |
| 11:00AM - 12:15PM | Concurrent Sessions & Discussion Groups | |
| 12:15PM - 1:45PM | Lunch, Business Meeting | Gold Ballroom |
| 2:00PM - 3:15PM | Concurrent Sessions & Discussion Groups | |
| 3:15PM - 3:45PM | Refreshment Break & Networking | Conf Center Dining Area |
| 3:45PM - 5:00PM | Concurrent Sessions & Discussion Groups | |
| 6:00PM | Dinner Groups | Meet in Lobby |
| 9:00 PM – 11:00PM | Hospitality Suite | Christina Room |
| **WEDNESDAY, NOVEMBER 9** | | |
| 7:30 AM - 12:30 PM | Registration | King Sullivan Foyer |
| 7:30AM - 8:30 AM | Breakfast | Du Barry Ballroom |
| 8:45AM - 12:15 PM | Workshops | |
| 10:30AM - 10:50AM | Refreshment Break | Conf Ctr Dining Area |
| 12:30PM | Conference Concludes - Safe travels! | |

# MEETING INFO AND GLOSSARY

## SESSION TYPES:
**Concurrent Sessions** are presentations that usually are PowerPoint-based with question-and-answer time built in.
**Discussion Groups** are facilitated sessions with a smaller number of participants than concurrent sessions. Instead of a formal PowerPoint presentation, a topic is discussed and the facilitator(s) as well as the group's attendees share information.
**Spark Sessions** are short sessions during breaks to connect with your fellow NCURA members, learn more about NCURA opportunities, and relax with your colleagues.

## LEVELS:
**Basic** level sessions assume some fundamental research administration knowledge.
**Intermediate** level sessions assume basic knowledge and the sessions introduce and develop topics that exceed basic knowledge. Sessions focus on building competency.
**Advanced** level sessions assume mastery of the subject and the sessions focus on in-depth knowledge or a broader range of topics. Sessions focus on mastering more difficult and complex scenarios.

## TRACKS:
**Clinical:** Sessions that address issues related to academic medical centers, hospitals, and related institutions that conduct research.
**Compliance:** Compliance office and export controls, including research compliance committees and fiscal compliance.
**Contracting:** Sessions on technical and complex issues associated with contract negotiation and management, including how to read a solicitation, redline a contract, navigate the FAR, and handle subaward and international topics.
**Departmental/PUI:** Sessions of interest to research administrators who report to an academic unit, research center, lab, or even a single PI and/or predominantly undergraduate institutions, research administration offices that typically function with 1-3 staff members.
**Federal:** Federal agencies and topics including the various interpretations of new and existing federal regulations.
**Global:** Sessions of interest to research administrators outside of the US or those in the US interested in international research topics.
**Human Capital:** Developing your best self, both personally and professionally, including leadership skills, self-awareness, self-management, and a work-life balance.
**How-To:** Hands-on, interactive sessions intended to show participants how to actually perform different research administration tasks. *Participants should bring a laptop to get the most out of these sessions.*
**Post Award:** Post-award office and fiscal administration of sponsored projects, including fiscal compliance and auditing.
**Pre-Award**: Pre-award office and research development, including proposal development, sponsor relations and non-financial post-award functions.
**Professional Development:** Developing your best self, both personally and professionally, including leadership skills, self-awareness, self-management, and a work-life balance.

## NCURA APP:
Download the free NCURA app and take advantage of all the features including:  customizing your own schedule, floor plans of the hotel, online presentations and evaluations, and much more. Go to your app store, search for NCURA then download the app or scan the QR code with your phone's camera. Once it's on your device, search for the Region II Fall meeting.

## EVALUATIONS:
Your feedback is critical to the success of our meetings. Please take a moment to complete evaluations in the NCURA  App for the sessions you attend and the different events throughout the meeting.  If you are attending a Workshop on Wednesday, please complete the paper evaluation and leave it at the back of the room.

## QUESTIONS?
During the meeting, stop by the Registration Desk during conference hours and someone will be available to answer your questions. You can also find us at ncuraregion2.org or info@ncuraregion2.org.

## 8:45AM – 10:00 AM

## *CONCURRENT SESSIONS*

**Trust and Respect Me: Communication with PIs on Their Own Level**
*Mark Williams*
**Track:** Departmental/PUI | Human Capital | How-To
**Level:** All
**Room:** Greenville

Learn new email writing skills or brush up on what you already know, to earn the trust and respect of your PIs. Learn to design accurate, meaningful checklists to help your PI partnerships be more effective.

**Track:** Departmental/PUI | Human Capital | How-To
**Level:** All
**Room:** Greenville

**Using Metrics to Lead**
*Juliet Ray*
**Track:** Human Capital
**Level:** Intermediate
**Room:** King Sejong

In the ever-changing landscape of the research enterprise, leaders in research administration must have solid strategies to gather objective measures of performance and progress toward goals. Oftentimes, metrics that are easy to obtain from existing systems are not the right ones needed to move a unit in the desired direction. In this session, we will discuss various types of metrics and how they can be useful in helping an organization meet its goals. Presenter will share perspectives on the importance of transparency and communication when developing a strategy to utilize metrics, as well as the most common mistakes people make in the process.

**An Introduction to Patient-Centered Outcomes Research Institutes**
*Michele Lee Clements; Brian Soule*
**Track:** Federal
**Level:** All
**Room:** Newark

This session will provide an introduction to the Patient-Centered Outcomes Research Institute, including information about: PCORI; Our Research Focus; Funding Opportunities; Engagement; Application and Budget Process and Review; Post-Award Matters; and Financial Compliance.

**Establishing a Successful, Dedicated AR Team in Your Central Post-Award Office**
*Michele Mai; Anna Dampf*
**Track:** Post Award
**Level:** Intermediate
**Room:** Knowles

Accounts receivable often falls under the responsibility of central post award accountants, but with an increased workload and staff turnover, AR monitoring often gets pushed to the backburner. We will make the case on why your institution needs a dedicated AR team, what is necessary to establish a team and what is needed for it to be successful and will walk you through examples of reports and how to message to both your accounting team and senior leadership. Participants will walk away with a better understanding of the importance of accounts receivable to an institution and the benefits of establishing a dedicated AR team within your central post-award office.

**Complying with the Expanded Biosketch & Other Support Requirements**
*Elizabeth Peloso; Mary-Margaret Klempa*
**Track:** Compliance | Pre-Award
**Level:** Intermediate
**Room:** Odessa

Federal requirements for increased transparency, particularly for international activities, have led to increasingly complex requirements for the disclosure of activities and appointments to federal agencies and increased legal risk to individuals and institutions where there is noncompliance. In this discussion we will discuss how Penn and Cornell have worked with a third party vendor to create a tool to support the research community in making accurate disclosures to our federal sponsors as well as how we have managed training on the requirements and certifications. We will engage the audience to hear about challenges and creative approaches that others have experienced.

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## 10:15AM – 11:30AM

## *CONCURRENT SESSIONS*

**FAR: The Latest and the Greatest**
*Cassie Moore; Jill Frankenfield*
**Track:** Contracting
**Level:** Intermediate
**Room:** Greenville

All In this session, we'll discuss recent hot topics in the FAR, as well as some old favorites. If the phrase "self-deleting clause" makes your eye twitch, you'll want to join us!

## 10:15AM – 11:30AM

### *CONCURRENT SESSIONS (continued)*

**International Data Privacy Laws: GDPR, PIPL+, % US Univ Research**
*Scott E. Shurtleff; Adam Haney*
**Track:** Compliance | Contracting | Global | Pre-Award
**Level:** Intermediate
**Room:** Newark

At the 62nd annual NCURA meeting, we presented on EU's GDPR: Privacy, Data Collection and Processing: The Impact of GDPR on U.S. University Research and Sponsored Programs

Contracting. Since then, EU's privacy regulatory scheme has continued to evolve with the adoption of Standard Contractual Clauses (SCC) to govern data transfers to third countries, stricter consent requirements, more enforcement, etc. GDPR has now been joined by data privacy laws in several countries including China (PIPL), South Korea, Japan, Brazil, Canada, Israel, and South Africa, amongst others. This session will review GDPR basics briefly and compare GDPR with the newer data privacy regulations in other jurisdictions in the context of issue spotting in contract negotiations and potential impacts on your faculty's research at U.S. based universities.

**Structuring Your Office to Optimize Effectiveness & Efficiency**
*Diane Ambrose; Rebecca O'Brien*
**Track:** Human Capital | Pre-Award
**Level:** Advanced
**Room:** Knowles

This session will focus on models of office structure to support effective and efficient operation. I manage a sizeable, centralized office in high volume environment (large, public, land-grant university) and have restructured the office significantly over the years to optimize effectiveness and efficiency. I would love to have a co-presenter who either (1) has a decentralized model for pre-award administration or (2) has restructured their office in the past few years to increase effectiveness. I can present the data that inspired our restructuring and show the outcomes (some good/some not so good) of these changes. This session will involve discussion with the attendees to learn their issues and how they may have solved them.

**Ever wish you had complete control of your proposal submission? A working model of delegated authorities**
*Ashley Del Bianco; William J. Burns; James J. Riley*
**Track:** Pre-Award
**Level:** Intermediate
**Room:** Odessa

What does the proposal review process look like at your institution? How many different administrators from the department through central administration are in the routing path, and what value does each consecutive review add? We asked these questions at Penn and came up with a streamlined review process eliminating many of the steps in approval. We asked the same questions about Just in Time functions with the same results. This panel discussion will include central pre-award administration and department administrators who participate in the streamlined proposal submission and pre-award processes at Penn. You will hear about the advantages (and potential issues) that have resulted. We will also engage in hearing your ideas to increase efficiency in grant submissions.

**FastLane to Research.Gov Transition**
*Stephanie Yee*
**Track:** Federal
**Level:** All
**Room:** King Sullivan

The enablement of FastLane proposal preparation and submission capabilities in Research.gov is nearly complete, and most funding opportunities are now available in Research.gov. Join a representative from NSF's Division of Information Systems for transition details including required use of Research.gov or Grants.gov for proposal preparation and submission in January 2023, deadlines related to FastLane proposal preparation and submission decommissioning, remaining Research.gov proposal enhancements, and available training resources to assist the research community make the transition. The presenter will demo how to quickly and easily create a Research.gov proposal, upload proposal documents, manage senior personnel, and much more using NSF's user-friendly and intuitive Research.gov proposal preparation system.

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## 11:30AM – 12:45PM

**Lunch and Awards**
**Gold Ballroom**

## 1:00PM - 2:15PM

## *CONCURRENT SESSIONS*

### Exchange Programs for Global Partnerships & Research Management Capacity Building
*Johanna Bernstein; Diane Ambrose; Louisa Manzeske*
**Track:** Global | Human Capital
**Level:** All
**Room:** Odessa

Often overlooked in global capacity building in higher education is the strengthening of institutional structure and culture, professional development for faculty and research administrators, and the establishment of forward-looking research and partnership offices. Strong institutional research management in institutions/universities in both the US and in developing countries is crucial for building new global partnerships and encouraging partnerships to thrive. The establishment of administrative support infrastructure in institutions and universities in developing countries is a key step in providing competent research management and building strong administrator skills across multiple levels of university management that allows for the growth of sustainable international partnerships and collaborations. This presentation will discuss the University Administrator Support Program (UASP), a program administered by IREX and funded by the Carnegie Corporation of America. Rutgers is a host institution for the UASP. Participants will learn about the workings of this program and how it helps build research management competency in developing countries, and promotes partnerships between US and foreign institutions of higher education.

### A Review of the August 2020 Changes to the Uniform Guidance
*Rebecca Hunsaker*
**Track:** Compliance | Departmental/PUI |
        Post Award | Pre-Award
**Level:** Beginner/Overview
**Room:** King Sullivan

Concurrent Session In 2020 the Office of Management and Budget released changes to 2 CFR 200 - Uniform Administrative Requirements, Cost, Principles, and Audit Requirements for Federal Awards, commonly known as the Uniform Guidance. This session will review the changes and their potential impacts, with a focus on property, equipment, procurement standards, and compensation.

### Gift Cards: The Good, the Bad, and the Ugly
*Nancy Dufau; Jai-Lyn Elliott*
**Track:** Compliance | Departmental/PUI | How To | Pre-Award
**Level:** Intermediate
**Room:** King Sejong

Human subject participant payments are a challenge for research administrators and for PIs! Compliance is critical, yet the need to make these payments to encourage participation in research is essential for the research community. This session will share the experience of one university.

### Learn, Practice, Apply, Re-Apply: Learning about Leadership through NCURA Volunteer Opportunities
*Martin Williams; Anne Albinak*
**Track:** Human Capital
**Level:** Beginner/Overview
**Room:** Greenville

Great leadership skills don't generally come naturally, they need to be learned and practiced. The idea of the "servant leader" has been around long enough to become a well-recognized leadership philosophy that proposes that "the most effective leaders strive to serve others rather than accrue power and take control." (Ticco, 2018) With every philosophy there are principles to learn, practice through application, and then internalize them into personal and professional lives. But learning to become a leader at work carries potential hazards if your "practicing" doesn't lead to your supervisor's desired outcomes. Where can research administrators find a safe place to learn, practice, and apply servant leadership prior to applying it at work? By joining in volunteer service, specifically with NCURA. The many Regional and National committees, roles, and offices available to NCURA members provide safe harbors to learn about leadership and practice being a leader to strengthen your skills and capacity to lead at your institution. Even if your goal is to just become a better and more effective member of your team, learning and applying collaborative work
tyles that promote ethical behavior, encourage diversity, create trust, and empower others will help you make your team excel. This session will explore the myriad of volunteer activities available through NCURA and the benefits and professional skills that you – and those who you support through your service – will realize. The presenters are long-term volunteers who have served on committees and in leadership roles at both the National and Regional levels.

## 1:00PM - 2:15PM

### CONCURRENT SESSIONS *(continued)*

**Enterprise-wide expansion of a Clinical Trials Management System**
Joy London; Jonathan Carter
**Track:** Clinical | Post Award | Pre-Award
**Level:** Beginner/Overview
**Room:** Newark

Rutgers Biomedical and Health Sciences has recently gone through an Enterprise-wide expansion of its Clinical Trial Management System (CTMS). A principal goal of this endeavor has been to streamline pre-award processes such as contract and budget negotiation and to strengthen post-award financial management of clinical trials, with a goal of improving financial return on investment. This required a significant change in culture as well as changes to established workflows. The presenters will share their experiences and lessons learned through this process.

## 2:15PM - 2:45PM

### SPARK SESSIONS

**Reunion Speed Networking with Adam Greenberg**
**Level:** All
**Room:** King Sejong

Get to know your NCURA colleagues or get to know them again since it has been so long since we have seen each other in person. Come hang out for a few minutes and play Adam's famous speed networking game!

**Ask an NCURA Region II Officer with Gabi Anglon**
**Level:** All
**Room:** Knowles

Interested in running to be an NCURA officer for Region II or just interested in volunteering for the region in some capacity? Please join some current Region II officers and learn about how much fun it is to get involved with volunteering for Region II!

## 2:45 PM - 4:00PM

### CONCURRENT SESSIONS

**Putting Your Best Presentation Forward: Delivering an Engaging Presentation**
*Ebony Phillips*
**Track:** Human Capital
**Level:** All
**Room:** Greenville

Public speaking skills are effective for getting a message across and influencing an audience in memorable ways. Presenting well is an essential talent to possess. Whether your communication goal is to persuade or inspire, powerful presentation skills are what differentiate you from your peers. This session will teach you to use presentation skills to draw people in to form meaningful and lasting connections.

**Ripped From the Headlines: Hot Topics in Research Administration & Compliance**
*Mary Louise Healy; Tyler Cain; Jennifer Vessio*
**Track:** Compliance | Pre-Award
**Level:** Intermediate
**Room:** King Sejong

In this interactive session, we'll discuss research administration "hot topics," or areas of special risk, and ways in which that risk can be mitigated. We will use cases recently "hitting the news" to discuss risk around fund expenditure and ensuring allowability, allocability, and reasonableness; foreign influence and disclosure of other support; use of human subjects in research; and research misconduct. Participants will have an opportunity to add their own "news stories" to the conversation. Participants will leave the session with strategies for anticipating high-risk situations and minimizing risk through rigorous policy and enforcement of that policy.

**NIH Review: So MANY Things: R01, K01. R35, Program Announcements, SF424 Guidelines, Bio Sketch, & Other Support**
Justin Samolewicz; Latona Thompson
**Track:** Federal | Pre-Award
**Level:** Beginner/Overview
**Room:** Knowles

This session will review common NIH Program Announces (R01, K01, R35), their SF424 guidelines, and new biosketch and other support formats.

## 2:45 PM - 4:00PM

## CONCURRENT SESSIONS *(continued)*

**Effective Subrecipient Monitoring - Know How**
*Michal Mielech; Jessica Holte*
**Track:** Compliance | Contracting | Post Award
**Level:** Intermediate
**Room:** Newark

The effective monitoring of the subrecipients' performance and expenditures is a common focus during audits and site visits. Federal and non-federal sponsors are increasingly interested in the details of the processes utilized by the pass-through entities to monitor their subrecipients. Significant attention has been paid to introduce the concept of the Subrecipient Monitoring and its requirements, as prescribed in Uniform Guidance 200.330 and 200.331. However, it is challenging to find information on how to address this issue, implement effective tools, and how to avoid common mistakes. During this session, we will discuss the tools and approaches used by the central office and the department. Specifically, we will review the roles and responsibilities of each party involved in the subaward process. Further, we will describe the subrecipient monitoring tools and how to use them at each stage of the subaward process to fulfill the sponsor's requirements.

## DISCUSSION GROUP

**Working Better Together: Best Practices or Central Office-Dept Relations**
*Catherine Parker; Vicky Berry*

**Track:** Departmental/PUI | Human Capital
**Level:** All
**Room:** Odessa

We will discuss some strategies for working with your central office or departmental research administration colleagues to support the PIs and their research as well as each other.

## 4:10PM - 5:25PM

## CONCURRENT SESSIONS

**NIH Reporter: What Can It Do for You?**
*Beth Brittan-Powell; Stephanie Scribner*
**Track:** Federal | How To | Pre-Award
**Level:** All
**Room:** Greenville

This session shows how NIH Reporter is more than just a database of NIH funded research. We will show participants how to use NIH Reporter to find POs, study sections, who applied to what FOA, and comparative costs. You will be able to go back to your desk (or open your laptop) and use this tool immediately.

**The Ins and Outs of Audits, How to Prep for Them and How to Survive Them**
*Gabriela Anglon; A. Chea Smith*
**Track:** Compliance | Post Award
**Level:** Intermediate
**Room:** King Sejong

In this session, we will utilize case studies to examine recent audit findings to identify common areas of risk in current accounting practices and develop a risk mitigation plan that includes best practices.

**Decoding Your Contracts: Keys to deciphering your contract's legal considerations**
*Melissa Vinch; Michael Toleno*
**Track:** Contracting
**Level:** Intermediate
**Room:** Knowles

In this interactive session, two experienced negotiators will discuss with the attendees with "keys" to analyzing the legal considerations inclusive of a contract's "standard" terms and conditions, and methods to mitigate their ramifications for a successful research lifecycle. The presenters will use actual examples of inclusive "standard" terms and conditions, review the legal considerations associated with those clauses, and discuss helpful hints and suggest counter-offer language to mitigate the risk to the PI and Institution. Participants will come away with an understanding of the legal underpinnings of the contract language, useful arguments and alternative language for negotiation.

**4:10PM - 5:25PM**

*DISCUSSION GROUP*

**Did I Do That? Making Mistakes**
*Cassie Moore*
**Track:** Departmental/PUI| Human Capital| Pre-Award
**Level:** Beginner/Overview
**Room:** Newark

In this session, we will talk about mistakes we have made, how it felt, how we worked through it, what we did to fix the problem, and how we learned to prevent future mistakes. Ultimately we will try to focus on how the lessons we learn can help us do better in our jobs and grow!

**Research Security Program**
*Adam Grant*
**Track:** Compliance | Federal| Global
**Level:** Intermediate
**Room:** Odessa

NSPM33 will require research institutions with greater than $50M annual expenditures to have a written research security program certified by an institutional official to be in compliance with the requirements (requirements to be implemented in funding agency policies). This session will start with a description of NSPM33 requirements and the latest information on how the requirements have been or will be implemented by funding agencies. The presenter will share an outline of a research security program and facilitate a discussion on institutional strategies for addressing the specific requirements.

**REUNION**
*NCURA Region II Meeting*
2022 WILMINGTON, DE

# MONDAY EVENING EVENT AND DINNER
## 6:20PM – 8:30PM
*Meet in lobby of the Hotel Du Pont*

**Reunited and it feels so good! Eat, Drink & Celebrate at the Stitch House Brewery.**

Join us for the Region II Research Administrator REUNION Monday Evening dinner and event.
Come mingle with colleagues/old friends and make some new ones.

Dress Code: An outfit you would have worn in high school
(not required, but will be fun - it is a reunion after all!).

Stitch House Brewery is just a five minute walk from the Hotel Du Pont; we will meet in the lobby and walk over together.

As for the FUN.....well that is a surprise!

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# PLENARY SPEAKER
# TUESDAY, NOVEMBER 8
# 8:30AM to 9:15AM
# GOLD BALLROOM

## Dr. Quincy J. Byrdsong
## The Role of the Research Administrator: Our Future - Our Impact

Discovery and inquiry are the cornerstones of higher education. While academia has historically been the consumers of innovation, it is now recognized as the best platform to cultivate innovation. Today, research projects are as cutting-edge as they are complex and the research administrator is at the center of it all. This talk will look at the critical role of the research administrator in advancing innovation, the future of our work, and the impact our work ultimately has on society as a whole.

## 9:30AM - 10:45AM

## *CONCURRENT SESSIONS*

### How to Redline a Contract
*Jill Frankenfield; Charles Bartunek*
**Track:** Contracting | How To
**Level:** Beginner/Overview
**Room:** Greenville

Are you paralyzed with fear at the idea of reviewing and redlining a contract? Are you unsure how much you should edit? Join us in this How-To session as we redline a contract in real time. We will discuss select clauses, why they are problematic, and provide suggested sample language.

### Stay Out of Jail - Free Card
*Tammy C. Griffin; Jennifer E.B. Harman*
**Track:** Compliance | Departmental/PUI
**Level:** Beginner/Overview
**Room:** King Sejong

Whether or not we agree, our roles are sometimes inferred to be that of the "Gatekeeper" protecting our faculty from jail time. But is that really our purpose? Are we the only thing standing between our faculty and the wrong side of the law? Should we as research administrators be on the lookout? Should this be written in our job responsibilities and incorporated into our annual reviews? Certainly, we all know more federal rules and regulations than we ever dreamed we would in our youth. How do we know which rules we should focus on, or which laws are at risk for being broken? How do we know when to contact Export Controls? Where did we learn about the Code of Federal Regulations? Does my faculty have undue foreign influence? At some level, those with criminal intent will succeed. It is the remainder of the population we can help guide. This presentation will provide an overview of past indiscretions in academics, the risks, and what we can do to help our faculty navigate sponsored programs. This presentation will include a mix of examples from recent news stories and our experiences. We will discuss means to navigate the day-to-day resources available to try to stay ahead of shifting national concerns, and what to do if you feel cornered. Time will be available at the end for the audience to share their experiences, approaches, and to ask questions.

### National Institutes of Health Update
*Adam Graham; Kasima Garst; Brian Sass-Hurst*
**Track:** Federal
**Level:** All
**Room:** King Sullivan

In this comprehensive review, participants will learn about the newest 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 and procedures. Topics include recent and upcoming changes to NIH policy, compliance requirements, and so much more!

### Using Data to Develop or Improve Workflow
*Heather Messina*
**Track:** Departmental/PUI | Human Capital| How To
**Level:** All
**Room:** Knowles

This session will provide research administrators with an example of how to use data for process development, workflow improvement, and strategic planning. This session will acknowledge the challenges of research administrators to streamline processes and will present an example of how data can be used to assist in improving the way we work. It will reinforce the need for both the numbers and human considerations of our work. Lehigh College of Health will be used as an example throughout the presentation

### The Yin and Yang of Service & Compliance: Get it Right Now or Fix it Later
*Mary Louise Healy; Eszter Rudy*
**Track:** Compliance | Human Capital| Pre-Award
**Level:** Intermediate
**Room:** Odessa

Central pre-award offices are established to protect the interests of the institution as well as of researchers. Ensuring proposals are compliant with sponsor and institutional policies and that the institution is able to meet any commitments made in those proposals are a part of this work, but so is the protection of faculty from making egregious misrepresentations. But are these responsibilities also considered to be providing a service to departments, and should they be? Is enhanced service counter to compliance, or does it reinforce compliance? In this interactive session, we'll discuss the importance of developing standard procedures and guidelines as well as tools to aid in both service and compliance. We'll explore ways in which central office staff can work with the unit as a team with units to "iron out" any issues or problems discovered in the proposal review.

## DISCUSSION GROUP

**The Importance of Creating Advance Accounts Discussion Group Beginner/Overview**
*Daniela Prelipceanu*
**Track:** Departmental/PUI | Post Award | Pre-Award
**Level:** All
**Room:** Newark

Advance or anticipation accounts can be an important tool to help manage expenses before an award is set up. Join us to learn why setting up advance account can be a benefit to the principal investigator, department and university from a pre-and post-award point of view. Learn about the when, who and how this process works between a department and sponsored research office, including what it is needed for the advance account set up. We will provide an overview of various process considerations such as appointing students, charging expenses, issuing subawards, effort certification, cost transfers and how to manage international collaborators. For those new to the profession, we will include where you can find additional guidance.

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## 11:00AM - 12:15PM

## CONCURRENT SESSIONS

**Keeping Up with ClinicalTrials.gov: A Systemic Approach in Maintaining Compliance**
*Niem-Tzu "Rebecca" Chen*
**Track:** Clinical | Compliance
**Level:** Intermediate
**Room:** Odessa

It is scientifically and ethically imperative for researchers to understand it is a key commitment to our research participants to register and report the results of the clinical trials, so that we can advance knowledge and make informed clinical, policy, or research decisions in a timely manner. This session will discuss the most recent federal mandates, requirements and enforcement of clinical trials disclosure and the best practice. The presenter will share the approach that Rutgers, The State University of New Jersey, applies to establish an effective and robust program for clinical trials registration and results reporting at their institution. Rutgers' Human Subjects Protection Program (HSPP) has proactively identified key issues and facilitates investigator compliance within ClinicalTrials.gov registration through the HSPP website and continued education and training.

**National Science Foundation Update**
*Jeremy Leffler*
**Track:** Federal
**Level:** All
**Room:** Knowles

This session will provide an update on NSF proposal and award policies and procedures. This presentation will include information about upcoming changes to the Proposal & Award Policies & Procedures Guide (PAPPG) and information about the January 2023 switch from FastLane to Research.gov for proposal preparation and submission.

**Laughing Through a Day in the Life of a Pre-Award Departmental RA**
*Erica Carpenter*
**Track:** Departmental/PUI | Human Capital| Pre-Award
**Level:** All
**Room:** King Sullivan

Have you ever considered what tools are essential for a Departmental Pre-Award Research administrator's toolbox? Pre-award administrators play an integral role in supporting faculty as they navigate the stages of sponsored research lifecycle. They manage heavy workloads under tight deadlines and still navigate the ever-evolving rules and regulations. Join us as we explore a departmental researcher administrator's challenging day and what tools are used beyond Zoom, electronic submission systems instructions, Uniform Guidance, and checklists.

**Pathway to Training Centralization**
Leah Acajabon; Laura Young
**Track:** Clinical | Human Capital| How To |
        Post Award |Pre-Award
**Level:** Intermediate
**Room:** King Sejong

In this session we would like to cover how to create a successful central training program for onboarding research administrators that will allow for comprehensive and in depth understanding of the foundational information and policies of working in a University environment. Additionally, this program highlights collaboration, teamwork, comradery, resource sharing, and most importantly retention of knowledgeable staff within the organization. The program we created also included meetings with content experts, which allowed senior managers to address staff within various departments simultaneously. We would like to share our example from Penn State as a reference guide that other institutions and organizations can utilize in building a successful centralized training program for research administrators.

**NCURA Region II**
**Mid-Atlantic Region**

## CONCURRENT SESSIONS *(continued)*

### A Guide to Proposal Submission
*Khairul Bariah Abd Majid; Margarita M. Cardona*
**Track:** Pre-Award
**Level:** Beginner/Overview
**Room:** Newark

To guide new GCAs and PIs on the process of submitting proposals. This include reading the solicitation, preparing a checklist to assist the PIs prepare the correct documents for submission.

## DISCUSSION GROUP

### Working Through Crisis: Sharing Best Practices
*Laura Kingsley*
**Track:** Human Capital
**Level:** All
**Room:** Greenville

Many of us research administrators have been working through difficult circumstances and situations these past few years. Let's share best practices from the other side! I will help lead a discussion on not just how to survive, but how to find creative solutions and opportunities.

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## 12:15PM - 1:45PM
**Lunch and Region II Business Meeting**
**Gold Ballroom**

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## 2:00PM - 3:15PM

## CONCURRENT SESSIONS

### Reimagining Research Adm Training Pre-Award
*Bridget Mullan*
**Track:** Human Capital|Pre-Award
**Level:** All
**Room:** Newark

Since a hybrid/remote work environment appears here to stay, we needed to reimagine how to best engage learners in an online training course. One session at a time, we are applying best practices in adult learning and new online tools to improve the RAC course. Which strategies have worked best, and which tools have been successful? Join this session to find out. This presentation will focus on the Pre-Award training session, with a Post-Award presentation to follow. (Note for proposal reviewers: The Post-Award session proposal will be coming separately from Susana Birdsong, American University, on Tuesday, November 8 at 3:45PM).

### How to Read a Contract Solicitation
*Catherine Parker; Charles Bartunek*
**Track:** Contracting |How To |Pre-Award
**Level:** All
**Room:** King Sullivan

Increasingly, research administrators are faced with the prospect of assisting PIs with applying for funding that will be awarded via contract. While similar to grant solicitations in many ways, contract solicitations (e.g., RFPs, RFQs) are often structured differently; include detailed terms and conditions; use contract-specific language and acronyms; and require proposal components that can differ significantly from the equivalent in a grant proposal.

### Impact & Future of Remote Work: Interpreting the NCURA Remote Survey Results
*Laura Kingsley*
**Track:** Human Capital
**Level:** Intermediate
**Room:** Knowles

What does the future of remote and flexible work look like for Research Administrators? NCURA conducted surveys of research administrators that focused on remote work. Survey questions included institutional information, information on remote work and flexible work options prior to the pandemic, remote work options and resources during the pandemic, expectations for post-pandemic remote and flexible work, and attitudes towards remote and flexible work. Executives and Leaders can compare their own policies to what other institutions have done regarding remote work policies. Join NCURA's Remote Work Task Force as they discuss the results and trends of the NCURA Remote Surveys.

## 2:00PM - 3:15PM

### CONCURRENT SESSIONS *(continued)*

**Cost Allowability on Sponsored Awards from Budgeting through Closeout & Audit**
*Daniela Prelipceanu*
**Track:** Compliance |Departmental/PUI |Post Award
**Level:** Beginner/Overview
**Room:** Odessa

This session will provide participants with an overview of what costs are allowable on sponsored awards, going over covering the cost principles that determine cost allowability on sponsored projects. We will review direct cost application from budget development time through audits. Will cover the basics of budget development in the context of interpreting sponsor requirements and conformance with understanding of university, State and Federal policies and regulations, while ensuring compliance with sponsor guidelines/policies. Review budget figures and budget justification. We will discuss cost allowability throughout the life of the award, mis-categorizing costs and how to distinguish differences between stipends, salaries and wages for student compensation, subawards, consultants/professional services, participant support costs vs. human subjects payments, Post-Doctoral Fellow vs. Post-Doctoral Associate, service agreements. International travel under Fly America Act and Open Skies Agreements. How to analyze your costs at the closeout time in the context of Uniform Guidance Subpart E. Unallowable costs and consequences of audits.

**Why is DEI So Critical to our Work as Research Administrators?**
*Quincy Byrdsong*
**Track:** Human Capital
**Level:** All
**Room:** King Sejong

In May 25, 2020, George Floyd, a Black man, was killed by Derek Chauvin, a White man, in what was presumed to be a routine law enforcement response to a crime being committed. The response to George Floyd's included public protests and his dying words "I can't breathe" became the rallying cry. Two weeks following Floyd's murder, web searches for "diversity officer" and "implicit bias training" were at an all-time high. The country's largest publicly-traded companies tripled the hiring of chief diversity officers, and 82% of those companies regard DEI as their number one priority. So what is DEI and why is it trending? Is DEI a new issue or does it just have a new focus? Is DEI in Research Administration just part of the trending or has it always been part of our work? This talk will examine the role of DEI in Research Administration and discuss its importance on our work today.

## 3:15PM - 3:45PM

### SPARK SESSIONS

**Mentor Me Q & A with Magui Cardona**
**Level:** All
**Room:** Knowles

The Mentor Me Program provides a one-on-one, targeted approach to learning about the field of Research Administration and NCURA. The program matches a mentee with a mentor who has complementary skills, background, and experience, to assist them in identifying leadership and professional development goals and objectives. Don't miss out on this opportunity to learn more about this great program!

**A Doodle a Day with Ebony Phillips**
**Level:** All
**Room:** King Sejong

Unwinding from our daily activities is essential for sustaining health and well-being. Yet, people struggle to disconnect from the stressors that run them ragged. Recovery is the process of repairing symptoms of stress. Unleash your inner child to learn how the act of doodling can aid in recovery and help you reach a state of rest.

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## 3:45PM - 5:00PM

### CONCURRENT SESSIONS

**Understanding Peer Review & Applying Lessons Learned**
*Sarah Robertson; Jennifer E.B. Harman*
**Track:** How To |Pre-Award
**Level:** All
**Room:** Greenville

Peer Review serves as the model for scientific merit determination of grant applications at all major funders, and may also be used by you for internal competition process. This session will discuss the fundamental principles for a fair and transparent peer review process and how to use them to your own advantage. Processes from NIH, NSF, and other funders will be discussed. Understanding who the Reviewer is, what they are thinking, and what they really want is often a black box to people who have not had the opportunity to serve on or witness a peer review panel. This session will be led by Sarah Robertson, PhD, who worked at non-profit funders for 8 years and has run many peer review meetings.

**Supporting Researchers & the New NIH Data Management & Sharing Plan**
*Lynda Kellam; Lauren Phegley*
**Track:** Federal
**Level:** Intermediate
**Room:** King Sejong

As of January 2023, the National Institutes of Health will institute a new policy that requires all grant applications to include a Data Management and Sharing Plan (or DMSP). The DMSP requires grantees to have an approach for managing the data through the lifecycle of the research. In addition, the researcher must release and share the data, when feasible. The new mandate also builds compliance into progress reports and has potential actions for noncompliance that may affect funding considerations. While the guidance for the DMSP is similar to previous guidance for data management plans in general, the scope for this mandate has widened. At the University of Pennsylvania, the Libraries have been spearheading efforts to prepare our librarians as well as the wider community for the changes to come. Through our informational campaigns, the creation of guides, and other outreach efforts, we have been building bridges with researchers throughout the school. We've also been communicating with peer institution libraries and others in the national community to collaborate on ways to support researchers. In this presentation we will talk about what the DMSP requires, why it is different, and provide resources from our community than can help ensure your institution is ready for January's deadline.

**Audits & Internal Controls**
*Nazam Mohammed*
**Track:** Compliance |Post Award
**Level:** All
**Room:** Knowles

The session will consist of two (2) sections-- (1) Financial Audit Overview and (2) Internal Controls. Section 1 will provide participants with an awareness of the Single Audit requirements in accordance with the Uniform Guidance and Office of Management and Budget Compliance Supplement. Section 2 will reinforce the requirements of the COSO Internal Control Framework and related Principles in a Post Award environment.

**What do Regional Officers Do?**
**A Story of Volunteerism. Join Us!**
*Region 2 Officers and Committee Chairs*
**Track:** Human Capital
**Level:** Beginner/Overview
**Room:** King Sullivan

Discussion of Officer and Committee Chair responsibilities and how to optimize your NCURA membership

**Reimagining Research Adm Training - Post Award**
*Susana Birdsong*
**Track:** Human Capital| Post Award
**Level:** All
**Room:** Newark

All American University employees who touch sponsored programs from the department, unit and central levels take a year long course to inform them about research administration at AU. An eight session course, with one course a month, AU's Office of Sponsored Programs hosts the first four sessions – 2 pre-award, and 2 post-award sessions. Our Grants and Contracts Accounting Team hosts 3 sessions on the financials of award management, and then a final course on Research Compliance/Integrity. Traditionally, these sessions have been held in person, on campus. During the pandemic, along with so much else, we pivoted to remote sessions via zoom. This was a quick transition, and not much was done to alter the design of the course. Slides were presented to the group online with the presenters lecturing. After two years of giving these courses virtually, it looks like we will continue to do so, in spite of the return to campus. It is easier and more manageable to attend. AU is revamping the slide presentations to be more interactive and engaging for participants, increasing opportunities for them to reflect on what they are learning, and hopefully stimulate deeper thought and questions about the content. These changes could include interactive case studies, live quizzes, and linking pre- and post-award concepts. This presentation would follow up on the earlier Pre-Award session (Tuesday, November 8 at 2PM) focus on Post-Award.

# *DISCUSSION GROUP*

**Identifying & Avoiding "Predatory Journals" in Faculty Portfolios and Grant Applications**
*Richard James*
**Track:** Compliance
**Level:** Beginner/Overview
**Room:** Odessa

Within the last 10 years, the problem of so-called "predatory journals" has become more urgent, as publishers and grant-making organizations, including the NIH, have become more and more aware of and concerned with the impact of low-quality or exploitative publishers on early career researcher opportunities and research credibility more generally. In this session, attendees will be introduced to the predatory publisher concept, discuss current trends in academia surrounding awareness and institutional response, and share their own understanding and experience on the topic.

**NCURA Region II**
**Mid-Atlantic Region**

# WEDNESDAY
## WORKSHOPS

# Nov. 9
### 8:45AM - 12:15PM

## Workshop 1: Leadership Transitions: How to move from "doing" to "leading" in your research administration career
*Magui Cardona; Cynthia Kane*
**Level:** Intermediate/Advanced
**Track:** Human Capital
**Room:** King Sejong

This interactive workshop is targeted for individuals who are in leadership positions at their institution, or aspire to move toward entering into a leadership role in their near future. A mixture of lectures, exercises and interactive discussions will provide insights into building and enhancing skills for strategic management and advancement in a rapidly changing workplace, in the world of research administration.

## Workshop 2: Contracting: Beyond the Basics
*Jill Frankenfield; Charles Bartunek*
**Level:** Intermediate
**Track:** Contracting
**Room:** Odessa

What do you do when a non-Federal contract includes FAR clauses? How do you determine if an award is a contract or a grant or something else entirely? How do you deal with entities that want to treat your institution as a vendor or provide you with commercial terms? This workshop will discuss many of the unique situations that arise when working with contracts with various sponsors. Case studies, practical solutions, and success stories will be shared.

## Workshop 3: Excelling with Gabi and Sue
*Gabriela Anglon; Susanne Morganstein*
**Level:** All
**Tracks:** How To
**Room:** Greenville

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: In the Beginning…There Were Proposals: Proposal Development Before the Pre-Award  - CANCELLED
*Anne Albinak; Danielle Brown*
**Level:** Beginner/Overview
**Track:** Departmental/PUI |Pre-Award
**Room:** Newark

We've all heard the term "proposal development", but what about that which takes place before you start putting the application together? In this workshop, we will explore what we need to know and understand before the application process officially starts. Where should you be looking? Who is responsible for what and when? Through case studies, reviewing RFPs and agency guidelines, you will gain new knowledge and understanding about the real proposal development process.

## Workshop 5: Managing Your Career in Research Administration: A Roadmap to Success
*Diane Ambrose; Chea Smith*
**Level:** Beginner/Overview
**Track:** Human Capital
**Room:** Knowles

This Workshop is for those who are relatively new to research administration who are seeking to understand the multitude of career options available to them and how to position themselves to take advantage of opportunity in the field. We will explore the various career paths in Research Administration in the University setting as well as the shared capabilities and skills that will help one achieve mastery in research administration. Participants will focus on pathways to growth and the capabilities and skills needed to achieve their goals in research administration. Participants will come away with an understanding of their own strengths and how they can leverage those to create their own personal career growth plan. If possible, we will survey participants prior to the workshop to understand their needs.

## Workshop 6: Understanding the Uniform Guidance on a Practical Level
*Rebecca Hunsaker*
**Level:** Beginner/Overview
**Track:** Compliance |Post Award |Pre-Award
**Room:** King Sullivan

The Research Administrators guide to compliance in managing sponsored awards is the Uniform Guidance. Each institution uses these federal regulations as its foundation for setting policy and developing processes to ensure compliance. Understanding the rules and where to find them is a key to the success of any of us in this profession. This workshop will use the Uniform Guidance as the "handout" for the session so that participants can work their way through the regulations to identify key clauses, important changes from the 2020 Federal Register, and understand how to use the document as a valuable tool.
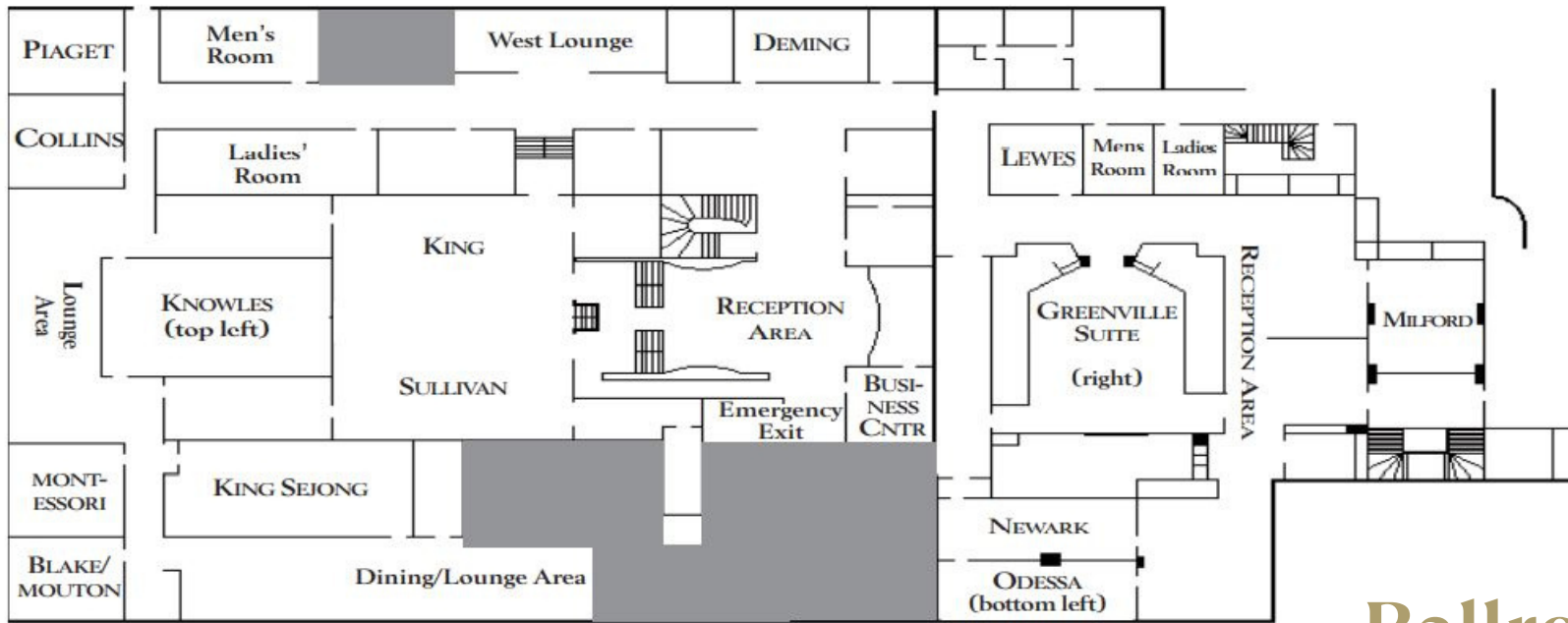
# Region II Fall Meeting 2022
# Program Committee

Sandy Collier, Program Chair, University of Maryland, College Park
Ady Villegas-Estrada, Program Co-Chair, Weill Cornell Medicine

Diane Ambrose, Rutgers, The State University of New Jersey
Gabriela Anglon, Weill Cornell Medicine
Charles Bartunek, The Children's Hospital of Philadelphia
Christine Bravo, Grant Writing Consultant
Danielle Brown, University of Maryland, Baltimore
Mary Cortina, Adelphi University
Erin Danna-Bailey, University at Buffalo
Jill Frankenfield, University of Maryland, College Park
Adam Greenberg, CUNY
Amanda Howard, Hostos Community College, CUNY
Cynthia Kane, Lehigh University
Laura Kingsley, University of Pittsburgh
Katie McKeon, University of Maryland, College Park
Cassie Moore, University of Maryland, College Park
Rebecca O'Brien, University of Maryland, Baltimore County
Lamar Oglesby, Rutgers, The State University of New Jersey
Catherine Parker, University of Maryland, College Park
Ebony Phillips, University of Maryland, College Park
Marsha Rogers, University of Delaware
Andrea Sherman, Franklin & Marshall College
Jennifer Vessio, Johns Hopkins University
Kris Wolff, Fordham University

# Conference + Executive Conference Centers

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|---|---|---|---|---|---|---|---|---|
| PIAGET | Men's Room | | West Lounge | | DEMING | | | |
| COLLINS | | | | | | | LEWES | Mens Room | Ladies Room |
| | Ladies' Room | | | | | | | |
| Lounge Area | KNOWLES (top left) | KING | | RECEPTION AREA | | GREENVILLE SUITE (right) | RECEPTION AREA | MILFORD |
| | | SULLIVAN | | | BUSI-NESS CNTR | | | |
| | | | Emergency Exit | | | | | |
| MONT-ESSORI | KING SEJONG | | | | | NEWARK | | |
| BLAKE/ MOUTON | | Dining/Lounge Area | | | | ODESSA (bottom left) | | |

# Ballroom Suite

# 2nd Floor Meeting Rooms

| | | | |
|---|---|---|---|
| KENT | NEW CASTLE | 214-218 | WINTERTHUR SUITE |
| | | | SUITE 208 |
| | Men's Room | Ladies' Room | |

Du Barry Room (top left)

service

check room

hotel lobby

GOLD BALLROOM (bottom left)

GOLD BALLROOM FOYER

UPPER FOYER