



Seas the Day with Region II  
Annapolis Nov 12-15, 2023

**2023 Fall Meeting ▪ November 12-15, 2023, ▪ Annapolis, MD**

## **TABLE OF CONTENTS**

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Welcome Letter from Program Chair

2023 Sponsors

Schedule at a Glance

Meeting Information

Monday Concurrent Sessions, Discussion Groups, and Spark Sessions

Tuesday Concurrent Sessions, Discussion Groups, and Spark Sessions

Workshops

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.



## ***AHOY there, Research Administrators of Region III!***

It is with immense joy and anticipation that I welcome you to Region II's annual meeting in the charming and historic city of Annapolis, Maryland. After the resounding success of our return to in-person meetings last year, we are thrilled to once again gather in the spirit of camaraderie, learning, and adventure.

Our community demonstrated unwavering resilience and adaptability as we navigated the challenges of the past year. We are now more united and determined than ever to capitalize on the unique strengths of our in-person interactions. This year's program is bound to be an enriching and diverse experience, catering to your varied interests.

We are also delighted to announce our esteemed plenary speaker for this year, Dr. William Hubbard. Dr. Hubbard is the Assistant Director of Environmental, Natural Resources & Sea Grant Programs at the University of Maryland Extension. His impressive background in forest management, urban forestry, and leadership makes him a valuable addition to our program.

Our Monday night event promises to be a highlight of the conference. You'll have the opportunity to explore the hallowed halls of the United States Naval Academy, steeped in history and tradition. Our tour promises to be a memorable experience, providing insight into the institution that has produced some of the finest leaders in our nation. Our tour will be followed by an exquisite dinner in the Naval Club. This is a unique opportunity to immerse ourselves in the rich maritime tradition of the Naval Academy and enjoy an evening with friends and colleagues.

Of course, we have an abundance of FUN in store for you! The social agenda includes a Welcome Reception on Sunday evening where you can reunite with old friends and meet new members. We'll continue the tradition of the ever-popular scavenger hunt, so gear up for some friendly competition. And who knows, a few surprises may await you in our Hospitality Suite. Think: Yacht Rock Night on Monday and Pirate Night on Tuesday.

As you know, the location for this year's gathering is the picturesque city of Annapolis, with the stunning Chesapeake Bay serving as our backdrop. Annapolis is a city steeped in history, a sailor's paradise, and a treasure trove of culinary delights. The Annapolis waterfront, with its charming cobblestone streets, offers a perfect setting for a leisurely stroll day or night. Make sure to explore the local restaurants, shops, and museums, and experience the rich maritime heritage of this wonderful city.

For all the latest updates on our program and events, I encourage you to download the NCURA Meeting App. This will be your compass for navigating our exciting journey throughout the conference.

I am truly excited to spend these days with you, learning, sharing, and rekindling old bonds while forging new ones. Let's make the "Seas the Day with Region II" an event to remember!

Fair winds and following seas,

Adriel Villegas-Estrada  
Chair, Region II Annual Meeting

# 2023 SPONSORS

We would like to acknowledge the generous support of our 2023 sponsors.

## Platinum



## Gold



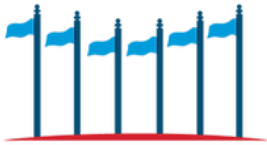
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Bronze



Starter





## SCHEDULE AT A GLANCE

| Date                    | Event                                    | Location         |
|-------------------------|--|------------------|
| <b>SUN, NOVEMBER 12</b> |  |                  |
| 1:00PM - 4:45PM         | Registration                             | Stevedore Room   |
| 5:00PM - 6:30PM         | Welcome Reception & New Member Reception | Annapolis Atrium |
| 6:45PM                  | Dinner Groups                            | Meet in Lobby    |
| 9:00PM - 11:00PM        | Hospitality Suite                        | Stevedore Room   |
| <b>MON, NOVEMBER 13</b> |  |                  |
| 7:00AM-10:30 AM         | Professional Headshots                   | Stevedore Room   |
| 7:30AM - 5:00PM         | Registration                             | Stevedore Room   |
| 7:30AM - 8:30AM         | Breakfast                                | Annapolis Atrium |
| 8:30AM - 8:45AM         | Welcome, Updates, NCURA App review       | Annapolis Atrium |
| 9:00AM - 10:15AM        | Concurrent Sessions & Discussion Groups  |                  |
| 10:15AM - 10:30AM       | Beverage Break                           |                  |
| 10:30AM - 11:45AM       | Concurrent Sessions & Discussion Groups  |                  |
| 12:00PM -1:00PM         | Lunch & Awards                           | Annapolis Atrium |
| 1:15PM - 2:15PM         | Concurrent Sessions & Discussion Groups  |                  |
| 2:15PM - 2:30PM         | Refreshment Break & Networking           |                  |
| 2:30PM - 3:45PM         | Concurrent Sessions & Discussion Groups  |                  |
| 3:45PM - 4:00PM         | Refreshment Break & Networking           |                  |
| 4:00PM - 5:00PM         | Concurrent Sessions & Discussion Groups  |                  |
| 6:00PM                  | Monday Evening Event with Dinner         | Meet in Lobby    |
| 9:00 PM – 11:00PM       | Hospitality Suite                        | Stevedore Room   |
| <b>TUE, NOVEMBER 14</b> |  |                  |
| 7:30 AM - 5:00 PM       | Registration                             | Stevedore Room   |
| 7:15 AM - 8:15 AM       | Breakfast w/ Plenary intro               | Annapolis Atrium |
| 8:15AM - 9:15AM         | Plenary Speaker                          | Annapolis Atrium |
| 9:30AM - 10:45AM        | Concurrent Sessions & Discussion Groups  |                  |
| 10:45AM - 11:00AM       | Refreshment Break & Networking           |                  |
| 11:00AM - 12:15PM       | Concurrent Sessions & Discussion Groups  |                  |
| 12:15PM - 1:45PM        | Lunch, Business Meeting                  | Annapolis Atrium |
| 2:00PM - 3:15PM         | Concurrent Sessions & Discussion Groups  |                  |
| 3:15PM - 3:30PM         | Refreshment Break & Networking           |                  |
| 3:30PM – 4:00PM         | NCURA Region II Information Sessions     |                  |
| 4:10PM - 5:25PM         | Concurrent Sessions & Discussion Groups  |                  |
| 6:30PM                  | Dinner Groups                            | Meet in Lobby    |
| 9:00 PM – 11:00PM       | Hospitality Suite                        | Stevedore Room   |
| <b>WED, NOVEMBER 15</b> |  |                  |
| 7:00 AM - 8:30AM        | Registration                             | Stevedore Room   |
| 7:30AM - 8:30 AM        | Breakfast                                | Annapolis Atrium |
| 8:45AM - 12:15 PM       | Workshops                                |                  |
| 10:30AM - 10:50AM       | Refreshment Break                        |                  |
| 12:30PM                 | Conference Concludes - Safe travels!     |                  |



# MEETING INFO AND GLOSSARY

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## 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.

**How-to:** Hands-on, interactive sessions intended to show participants how to perform different research administration tasks.

**Workshop:** half-day sessions that provide supplemental training programs for in-depth targeted training and professional development.

## 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 clinical 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:** Sessions of interest to research administrators who report to an academic unit, research center, lab, or even a single PI.

**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.

**Pre-Award:** Pre-award office and research development, including proposal development, sponsor relations and non-financial post award functions.

**Post Award:** Post-award office and fiscal administration of sponsored projects, including fiscal compliance and auditing.

**Predominantly Undergraduate Institutions:** Sessions that address issues associated with research and research administration conducted in PUI institutions.

## 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](http://ncuraregion2.org) or [info@ncuraregion2.org](mailto:info@ncuraregion2.org).



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# MONDAY

# Nov. 13

## 9:00 -10:15 AM

### **Watering Down the F&A Rates**

*Ann Holmes*

**Track:** Post-Award | Compliance

**Level:** All

**Room:** Regatta Ballroom A

**Type:** Concurrent Session

This session will provide a basic understanding of the Facilities and Administrative (F&A) Rate calculation using a pitcher of water and glasses to demonstrate the "cost pools." Participants will leave with an understanding of how to explain the expenses that are being paid via the F&A rate at their institutions.

### **Bringing Order to Chaos: How to Successfully Navigate the FDP Subaward Template**

*Jeannine Voll, Chris Jones, Marieka Cober*

**Track:** Contracting | Federal

**Level:** Beginner

**Room:** Regatta Ballroom B

**Type:** How-To

This session will provide information and guidance on correctly navigating and completing the fields within the FDP subaward template. Participants will receive a basic overview of the information that should be entered into each textbox and guidance on where to find the answers or attachments. The information provided throughout the templates in the drop-down fields will also be explained.

### **Designing a Digital Employee Experience for Research Administration Using a Sequential Mixed-Methods Approach**

*Michael Jones*

**Track:** Human Capital & Professional Development

**Level:** Advanced

**Room:** Regatta Ballroom C

**Type:** Concurrent Session

Using a digital employee experience framework, the study examined how the pandemic impacted the research administration work environment. This dissertation presented perceptions and drew insights from research administration leaders, management, and staff on digital work and employee experiences through the pandemic. The dissertation was motivated by three research questions: (1) What challenges did research administrators encounter during the Pandemic? (2) What were the research administrators' perceptions of digital transformation during their employee journey? and (3) What is the future of research administration as the industry moves forward post-pandemic? During the first phase of the research, the objective was to obtain top-down digital transformation and digital workplace insights by interviewing 11 United States Research Administration leaders. The second phase of the research included

surveying 548 research administrators who provided their insights on the digital work environment, digital employee experiences, and the future of research administration.

This session will present the results in a presentation format and discuss the future of digital work, work models, and transformation as the research administration industry moves forward.

### **NOFOs: How to find, advertise and secure funding opportunities**

*Samantha Fagone, Mary Ellen Jackson*

**Track:** Departmental | Pre-Award

**Level:** Intermediate

**Room:** Carrick Bend

**Type:** Concurrent Session

Does your PI seem to stick with general funding opportunities instead of focusing on funding specific to their expertise? How can you go about sharing exciting new opportunities with them? In this session, we will talk about how you can utilize multiple avenues to help your faculty, postdocs and students secure new funding.

This step by step will include how to have direct conversations with faculty, find opportunities in specific areas, understanding and summarizing the relevant information, email templates, creating a space where announcements can be posted, "chalk talks", etc. The goal of this session is to determine your faculty's area of expertise and enhance their chances of funding by pairing them with the best possible announcement. Attendees will leave with new ideas that they can implement at their institutions.

### **Mentor Me: Establishing Salary Certification for Effort Reporting at a Primarily Undergraduate Institution**

*Abby Gilman*

**Track:** PUI | Compliance | Post-Award

**Level:** Intermediate

**Room:** Bowline

**Type:** Concurrent Session

The requirements for effort reporting can sometimes feel vague and overwhelming. How do you calculate effort? Who needs to be included on the report? What systems work best to remain compliant in Effort Reporting? In this presentation, we will discuss how one Primarily Undergraduate Institution switched the Effort Reporting process from using a self-reporting system to payroll salary certification.

We will delve into the process of creating the new reporting system and what challenges and limitations presented themselves. We will discuss the benefits and limitations of the payroll salary certification process and how the new system held up to auditing.





We'll open the discussion to the group to identify how payroll salary certification can benefit other institutions.

## 10:30AM – 11:45AM

### National Science Foundation Proposal & Award Policy Update

*Jeremy Leffler*

**Track:** Federal

**Level:** Overview

**Room:** Regatta Ballroom A

**Type:** Concurrent Session

This session will provide an update on NSF proposal and award policies and procedures. The presentation will include information about upcoming changes to the Proposal & Award Policies & Procedures Guide (PAPPG) (NSF 24-1), other NSF initiatives, and system updates.

### Searching for Paradise: The Quest to Improve Workplace Satisfaction

*Diane Ambrose, Lamar Oglesby*

**Track:** Human Capital & Professional Development

**Level:** Intermediate

**Room:** Regatta Ballroom B

**Type:** Concurrent Session

This session will focus on a year-long effort to improve staff engagement and work satisfaction in the Rutgers Office for Research. The speakers will describe the methods used and outcomes of this effort in creating change and measuring improvements or lack thereof.

### Introduction to Contract Review and Negotiation

*Zack Byrnes, Cassie Moore*

**Track:** Contracting | Post-Award

**Level:** Beginner

**Room:** Regatta Ballroom C

**Type:** Concurrent Session

This session provides an introduction to the basics of reviewing contracts funding research at a university. This will include a review of the general structure of a contract and typical clauses, such as intellectual property and indemnification. The session will also offer an overview of common issues for a university in research contracting and basic negotiation strategies.

### Developing Investigator Capacity

*Hilah Zia*

**Track:** Departmental

**Level:** Intermediate

**Room:** Carrick Bend

**Type:** Concurrent Session

As hospitals and institutions are progressively applying for and receiving more federal and non-federal sponsored

funding, they must follow the trend and grow with the increasing research demand. The more support services to prepare and aid in research administration, the better the chances are to receive more funding. Institutional support such as financial, mentorship, administrative, and dedicated research time is needed for junior faculty to seasoned and distinguished faculty. This session will cover educating and mentoring investigators at all levels, with effective n of new principal investigators (PI) at an institution.

### Keeping Up with ClinicalTrials.gov: A Systematic Approach in Maintaining Compliance

*Niem-Tzu Rebecca Chen*

**Track:** Clinical | Compliance

**Level:** Advanced

**Room:** Bowline

**Type:** Concurrent Session

It is scientifically and ethically imperative for researchers to understand it is a key commitment to our research participants to report the results of the clinical trials, so that we can advance knowledge and make informed medical decisions about health care. This session will discuss the most recent federal mandates, requirements, and enforcement of clinical trials disclosure, as well as updates and best practice identified in the research community. The presenter(s) will share the approach that Rutgers' Human Research Protection Program (HRPP) has taken to establish an effective program, identify key issues, and facilitate investigators to maintain compliance with clinical trials registration and results reporting at their institution.

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## 12:00-1:00 PM

### Lunch and Awards Annapolis Atrium

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## 1:15 - 2:15PM

### NIH Update

*Alesia Brody, Gina Matrassi, Priyanga Tuovinen*

**Track:** Federal

**Level:** Overview

**Room:** Regatta Ballroom A

**Type:** Concurrent Session

This session provides an opportunity to learn what is new and what is being developed within the National Institute of Health's (NIH) programs, policies, and budgets. In this comprehensive review, participants will learn about the newest policy updates and how their respective institutions may be impacted. Participants will also 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 much more.

### Learning Objectives:

Participants will learn about new policies and compliance initiatives.  
Participants will gain insight into current issues at NIH.

### New to Research Administration? Navigating Your New Career

*Jennifer Haas, Sheyna Marcey*

**Track:** Compliance | Departmental | PUI  
Post Award | Pre-Award

**Level:** Beginner/Overview

**Room:** Regatta Ballroom B

**Type:** Concurrent Session

Newbies welcome! Learn and share tips and tricks that have helped us through the tough first few months, tools we found invaluable throughout our training, and the skills and experience from previous positions that can help us perform in research administration.

### Preparing Departmental Administrators for International Subawards

*Keisha Prawl Woods, Sybile Bayiha*

**Track:** Departmental | Compliance | Global

**Level:** Intermediate

**Room:** Regatta Ballroom C

**Type:** Concurrent Session

This session will cover budgeting during proposal development, required registrations, additional subaward terms and conditions, advance payments and invoicing, taxes and fees, currency fluctuations, compliance concerns, and sub risk assessments for international subs on both federal and non-federal grants and contracts.

### Recognizing Our Stumbles before We Walk: Using Research and Practice to Address Difficulties in Allyship

*Shanéa Thomas*

**Track:** Human Capital & Professional Development

**Level:** All

**Room:** Carrick Bend

**Type:** Concurrent Session

This training is an opportunity for participants to address their fears of not being allies with their research and practice and provides tips and resources to become better allies and advocates to the community, regardless of sexual orientation, sex, gender identity, and racial and ethnic identity. Participants will leave with a deeper knowledge about their practice and how to manage mistakes within the work, even when exhibiting our best intentions. This session will also introduce the Sexual and Gender Diversity Learning Community Virtual Learning Program created by the Prevention Research Center

which addresses educating mental health clinicians and practitioners around LGBTQ+ competency.

### Implementing and Using a Modular Research Administration Software System—5 Years Later...Assessment & Pros and Cons

*Chanell Rome, Pat Slabach*

**Track:** Pre-Award | Post-Award | Compliance

**Level:** Advanced

**Room:** Bowline

**Type:** Discussion Group

Research institutions can simplify administration, increase compliance, maximize funding, and make more informed decisions by using modern software. UMBC has implemented a modular solution for the research lifecycle, including Pre-Award and Post-Award management, Conflict of Interest/Commitment disclosures, and Protocols for human, animal, and biosafety research.

How have we, as a smaller R1 Institution, improved our procedures and processes? Where do we go from here?

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## 2:15-2:30 PM REFRESHMENT & NETWORKING BREAK

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## 2:30-3:45 PM

### Hot Topics for Research Administration Leadership

*Laura Kingsley, Doris Schultz*

**Track:** Compliance

**Level:** Advanced

**Room:** Regatta Ballroom A

**Type:** Discussion Group

We will discuss how our institutions are digesting and approaching emerging and broader issues in research administration. Example topics include; TikTok Ban, CUI, Data Management and Sharing Policy oversight, new foreign subaward requirements, etc.

### From Paper to Productive: Our Path to an Electronic Research Administration System

*Cynthia Kane*

**Track:** Pre-Award

**Level:** Intermediate

**Room:** Regatta Ballroom B

**Type:** Concurrent Session



This session will provide a real-life example of moving a small, growing, research-intensive institution from paper files to a fully-integrated electronic research administration system. Where did we start, how did we choose, who was involved, how long did it take, and how did it go? We will explore all the steps through each phase of the effort to implement the solution, including the hiccups in the days leading up to the cutover weekend and “Go-Live.” What were our challenges and what did we learn? Attendees will have opportunity to share their own stories and ask questions about what we might’ve done differently.

**On-boarding New Staff: Programs and Tools That Work!**

*Katie McKeon, Diane Ambrose, Joni Hubbard*

**Track:** Human Capital & Professional Development

**Level:** Intermediate

**Room:** Regatta Ballroom C

**Type:** Concurrent Session

In this session, we'll discuss how to onboard new employees and the complexities that come along with training new employees.

**A Galaxy FAR, FAR Away: Federal Contracts for University Research**

*Zack Byrnes*

**Track:** Contracting | Post-Award

**Level:** Beginner

**Room:** Carrick Bend

**Type:** Concurrent Session

This session provides an introduction to federal contracts and how to approach them in the context of university research. Topics will be examined from the perspective of both prime and subcontractor with highlights of the major differences between those roles. We will cover identification and basic structure of federal contracts, common clauses and requirements, and implications for research administrators. The Federal Acquisition Regulations (FAR) will be introduced, and participants will review the identification, interpretation, and application of FAR clauses and their prescriptions. Topics covered will also include common pitfalls and major issues.

**Mentor Me: From Novice to Navigator: Exploring University Research Service Centers**

*John Modica*

**Track:** Compliance

**Level:** Beginner

**Room:** Bowline

**Type:** Concurrent Session

This presentation is designed to provide attendees with a comprehensive grasp of the pivotal role university service centers play in supporting research endeavors and promoting interdisciplinary collaboration across research teams, institutions, and external partners.

Participants can expect to gain fundamental insights into the following key areas:

- The diverse types and functions of university service centers
- The operational framework that underpins their functionality
- Illuminating examples showcasing financial and administrative challenges, along with the promising opportunities associated with university service centers
- Strategic considerations for establishing service centers, including the rationale behind such decisions and the array of advantages they offer to both universities and research teams
- Inspiring success stories exemplifying the transformative impact of Service Centers
- A forward-looking exploration of emerging trends and prospects within service center administration

By the end of this presentation, attendees will be equipped with a solid foundation for comprehending the significance and potential of university service centers in the realm of research support and collaboration.

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## 3:45-4:00PM REFRESHMENT & NETWORKING BREAK

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### 4:00-5:00 PM

**The Intersection of Research Administration and Research Development**

*Lisa Correa, Diane Ambrose*

**Track:** Pre-Award | Departmental | PUI

**Level:** Intermediate

**Room:** Regatta Ballroom A

**Type:** Concurrent

In this session we will guide a discussion on the ways in which research administration and research development are separate, like oil and water, yet blendable, like honey and tea. Some of the scenarios explored will be the differences between RD and RA depending on whether it is a PUI or an R1 institution, the nature of services provided by each, the nature of central offices and departmental offices, and some new concepts and collaborations to consider, including bringing institutional grants into the discussion.



# MONDAY

# Nov. 13

## **FAR: The Latest and the Greatest**

*Jill Frankenfield, Cassie Moore*

**Track:** Contracting | Federal

**Level:** All

**Room:** Regatta Ballroom B

**Type:** Concurrent Session

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!

## **AI and Research Administration: Will I Still Have a Job?**

*Stephanie Scribner, Akta Patel*

**Track:** Departmental

**Level:** All

**Room:** Regatta Ballroom C

**Type:** Concurrent Session

This session will explore the impact of Artificial Intelligence on research administration and offer strategies for adapting and leveraging AI effectively in your daily work. Real-world examples and ethical considerations will be covered. Participants will learn how to effectively use current AI tools such as ChatGPT, Grammarly, add-ons for Google Workspace, and other applications.

## **OTAs on the Rise: What to Expect and How to Manage**

*Brett Roizman*

**Track:** Contracting | Federal | Post-Award

**Level:** Intermediate

**Room:** Carrick Bend

**Type:** Discussion Group

It is important for research administrators to be knowledgeable about Other Transaction Agreements (OTAs) and how they differ from grants, contracts, and cooperative agreements. This discussion will also focus on the life cycle of the OTA progress, OTA funding opportunities, and issues that have occurred with previous OTAs. Other topics to be included are IP terms and conditions, animal and human subject rules, indirect cost and fringe rate benefit rates, review process and timeline, and award negotiation.

## **Mentor Me: A Deeper Dive into NSF and DoE**

### **Funding**

*Hilary Mosher*

**Track:** Pre-Award

**Level:** Intermediate

**Room:** Bowline

**Type:** Concurrent Session

From NSF to DoE, the federal funding landscape can be tricky to navigate as not every submission process is the same. This presentation will guide you through the tips and tricks of proposal development and submission to NSF and directorates, DoE, and others.



Seas the Day with Region II  
Annapolis Nov 12-15, 2023

## **MONDAY EVENING EVENT AND DINNER 6:00-9:00 PM**

*Meet in lobby of the Graduate Annapolis at 5:45 PM*

**As we navigate through our careers, let's go where many Midshipmen begin their journeys!**

Join us for a unique and special event! Attendees will participate in a special 1-hour tour of the United States Naval Academy. After the tour, we will enjoy dinner and entertainment at the Naval Academy Club. Come seas the fun with your colleagues and friends!

**Dress Code:** Naval Academy Club attendees are required to attend in appropriate attire. We recommend attendees to avoid casual street clothes.

**TBD Details!**

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## **PLENARY SPEAKER TUESDAY, NOVEMBER 14 8:15 to 9:15 AM ANNAPOLIS ATRIUM**

**Dr. William Hubbard**  
**Restoring the Health and Resiliency of the Chesapeake Bay  
Watershed**



## 9:30AM - 10:45AM

### **Navigating SciENCv: Biosketch and Current & Pending (Other Support) Management**

*Sherri Bailey*

**Track:** Federal | Overview

**Level:** Overview

**Room:** Regatta Ballroom A

**Type:** Concurrent Session

All are welcomed to the engaging session centered around SciENCv. Our expert will guide you through the process of setting up your SciENCv account, crafting documents, providing helpful tips, and useful updates about the latest system enhancements. This session will also include dedicated time for addressing questions and collecting feedback from participants.

Learning Objectives:

Overview of SciENCv document creation and account management  
Streamlining reference lists using My Bibliography and ORCID

### **The Intended and Unintended Consequences of Artificial Intelligence (AI) in Research Administration: A Discussion of Hopes, Fears, & Uncertainties**

*Michael Walsh, Jess Holte*

**Track:** Pre-Award | Compliance

**Level:** Overview

**Room:** Regatta Ballroom B

**Type:** Discussion Group

This discussion group will look to tackle the very topical question of what role artificial intelligence might have in research administration (presently and in the future). How does/has it change our jobs and basic functionalities? For better or worse? What are the strengths of using AI in the administration of grants and contracts? What are the downsides of AI in our daily tasks? How does it affect our interactions with our customers (internal and external). Should we be worried about outsourcing too much of our job duties to AI? What does AI currently look like at the sponsor level? Does it hurt or help competition for grants/contracts? Can AI be utilized for better compliance at institutions of higher education? These are a few questions that can be discussed.

### **Project Management & Research Administration – How Does It Relate to You?**

*Jenn Vessio, Hilah Zia*

**Track:** Post-Award

**Level:** All

**Room:** Regatta Ballroom C

**Type:** Discussion Group

Project management is the application of knowledge, skills and techniques to execute projects effectively and efficiently. The discussion group will focus on key project management skills, how they can be applied to everyday research administration, and integrating project management techniques into daily work by performed by research administrators.

### **Not Just a Research Issue – Building a University-Wide Export Control Program**

*Naomi Coll, Amanda Ferguson*

**Track:** Compliance

**Level:** Advanced

**Room:** Carrick Bend

**Type:** Concurrent Session

Higher Ed's focus on export controls has grown alongside advancements in federal research security policy. We will review the basics of export control regulation and recent federal guidance addressing university export control, including Bureau of Industry and Security (BIS) announcements, National Security Presidential Memorandum – 33 (NSPM-33) implementation guidance, and the 2022 CHIPS and Science Act. We will identify common university-wide stakeholders of export compliance programs, addressing the naturally distributed processes that impact export control and strategies for implementing compliance controls across a wide variety of university functions, including hiring, purchasing, shipping, managing campus visitors, and the conduct of research. We will review approaches to building an export control compliance program through cross-university collaboration and solution development, addressing obtaining leadership buy-in for developing a dedicated export control compliance program, educating the broader university faculty and administration community on export control, shared process development.

### **Stay out of Jail Free Card**

*Jennifer Harman, Cynthia Kane*

**Track:** Compliance

**Level:** Advanced

**Room:** Bowline

**Type:** Concurrent Session

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 administrations be on the lookout? 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? 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. We'll include examples from recent news stories and our experiences. We will discuss means to navigate the



day-to-day resources available to try and stay ahead of shifting national concerns, and what to do if you feel cornered.

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## 10:45-11:00 AM REFRESHMENT & NETWORKING BREAK

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## 11:00AM - 12:15PM

### National Science Foundation Research.gov Updates

*Stephanie Yee*

**Track:** Federal

**Level:** Overview

**Room:** Regatta Ballroom A

**Type:** Concurrent Session

After 29 years since FastLane proposal functionality was first introduced and 5 years of running in parallel with Research.gov proposal functionality, FastLane proposal preparation and submission functions were fully decommissioned in September 2023. Join a representative from NSF's Division of Information Systems for an overview of NSF's intuitive and user-friendly Research.gov Proposal Submission System and available training resources including an extensive proposal preparation demo site. During the session, the presenter will demo recent proposal system enhancements and provide proposal preparation tips. Updates on other Research.gov functions such as notifications and requests, project reports, and account management as well as the next functions to be decommissioned in FastLane will also be discussed.

Learn about the proposal preparation demo site and other available Research.gov proposal training resources. Step into the shoes of a Principal Investigator and prepare a Research.gov proposal. Learn about FastLane decommissioning next steps.

### Mentor Me: Grant Spending Documentation & Processes: Post-Award Internal Controls

*Gillian Silver*

**Track:** Post Award | Compliance

**Level:** Intermediate

**Room:** Regatta Ballroom B

**Type:** Concurrent Session

This presentation will provide information about universities' practices concerning grant spending documentation and processes; basically, internal controls

for post-award spending.

Data was obtained from research administration staff at several universities to learn more about their internal controls, specifically related to approval of post-award costs/expenses. They were asked specifically about: who is responsible for approving costs; what they look for; what documentation they use or require; and what information they retain.

This type of information is important for the university's financial compliance, policy statements required by federal agencies, and for developing training materials for staff new to approving post-award spending. While many of the specific details need to be tailored to the university's software systems and financial processes, the concepts and the types of materials prepared can inform other universities' future efforts.

### Achieving Compliance through Compassion: An Innovative Cognitively-Based Shift in Research Administration

*Niem-Tzu Rebecca Chen*

**Track:** Compliance

**Level:** Advanced

**Room:** Regatta Ballroom C

**Type:** Concurrent Session

With increasingly rigorous regulations that require institutions and research investigators to abide by, ensuring integrity and compliance of research conduct in the research enterprise has become challenging for key players. Scientific findings through cognitively-based compassion training may shed light to the field of research administration to reach compliance. The speaker will share anecdotes and case studies of practice about compassion training and the application of compassion in professional setting. The innovative shift through cognitively-trained skills has shown to overcome obstacles of communication and management issues, ensure delivery of quality assurance service, empower investigators, bring out the desired outcome, and collectively cultivate a culture of compliance.

### Developing Tools & Strategies for PI & RA Coordination

*Shannon Corrigan*

**Track:** Departmental

**Level:** Intermediate

**Room:** Carrick Bend

**Type:** How-To

This interactive session will provide research administrators with an overview of the aspects of collaboration between PIs and research administrators. It will focus on examples of tools and strategies for streamlining collaboration with



# TUESDAY

# Nov. 14

faculty during the pre-award and post-award process. In the session we will look at different scenarios that research administrators often face and discuss the mechanisms that could be implemented to streamline the process for both the research administrator and the PI.

### Managing Teams and Building Rapport in the Age of Zoom

*Charles Bartunek*

**Track:** Human Capital & Professional Development

**Level:** Intermediate

**Room:** Bowline

**Type:** Concurrent Session

The shift to fully remote work environments has brought with it many positives, including increased job satisfaction and larger applicant pools for open positions. However, many managers have struggled to enjoy similar success when it comes to recreating the benefits of the in-person experience, such as the building of team camaraderie and related cohesiveness of high-performing groups. This session will look at how one research administration office has navigated the transition to virtual workspaces, while also discussing general ways to facilitate staff engagement in the face of telecommuting.

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## 12:15 - 1:45PM

### Lunch and Region II Business Meeting Annapolis Atrium

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## 2:00 - 3:15PM

### Clash of the Titans--Technology vs. Policy

*Carolyn LaLumiere Miller*

**Track:** Pre-Award

**Level:** All

**Room:** Regatta Ballroom A

**Type:** Concurrent Session

Technology offers a wonderful way to keep track of our proposals and awards; however, there are times when technology allows us to do something that policy forbids. Let's change the policy! Or maybe not. And what about those times when policy dictates some rule while enforcing that rule with technology is very cumbersome? In this session, we will discuss the conflicts we've encountered with technology/policy and ways we have resolved (worked around?) those conflicts.

### Onboarding and Grant Transfers: A Pre, Post and Central Office Collaboration

*Joan Gensamer, Rhonda Shaffer, Erica Carpenter, Beth Conner*

**Track:** Pre-Award | Post-Award | Departmental

**Level:** All

**Room:** Regatta Ballroom B

**Type:** Discussion Group

In this session, we'll discuss: Onboarding new faculty who are bringing NIH grants with them from previous institution, both pre-and post-award; how to navigate the collaboration between institutes during an NIH Change of Recipient Organization grant transfer; and a review of a grant transfer checklist, which can assist in making the transfer process smoother along with best practices and opportunities for improvement.

### Mentor Me: From Burnout to Bliss: Tips for Developing and Implementing Wellness Strategies as a Research Administrator

*Sarah Stephens*

**Track:** Human Capital & Professional Development

**Level:** All

**Room:** Regatta Ballroom C

**Type:** Concurrent Session

Research administrators have experienced a higher than usual amount of burnout in the last several years. To combat burnout in the industry, employers have been increasing their focus on implementing wellness strategies in the workplace. Join us for this interactive session as we discuss different approaches and methods that can help support a culture of wellness in the workplace. We will be discussing approaches that we have taken at our own academic medical centers that helped us move our work environments from burnout towards bliss.

### Working Better Together: Best Practices for Central Office-Department Relations

*Catherine Parker, Victoria Berry*

**Track:** Department | Human Capital & Professional Development

**Level:** All

**Room:** Carrick Bend

**Type:** Discussion Group

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.

### Strategies to Grow Research Support - A Toolbox

*Cynthia Kane, Deominic Napoleon*

**Track:** Human Capital

**Level:** Advanced

**Room:** Bowline

**Type:** Discussion Group





# TUESDAY

# Nov. 14

Is your central or departmental research office set up for success? Do you have the right number of FTE's? Do you and your staff have the right skills? What do you find your faculty need to be successful and are you equipped to support them?

It is important to implement strategies, systems, and resources necessary to best support the needs of the institution before research grows and to plan to be flexible when things get tough. This session will provide attendees with ideas and tools to help build support and visibility for the great work of the research administrators at your institution and offer opportunity to discuss together what has been successful and what hasn't: How do we best communicate and justify our needs to support faculty?

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## 3:15 - 3:30 PM REFRESHMENT & NETWORKING BREAK

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### 3:30PM - 4:00PM

## SPARK SESSIONS

### Mentor Me Q & A

*Mary Louise Healy*

**Level:** All

**Room:** Regatta Ballroom A

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!

### Region II Officers Q&A

**Level:** All

**Room:** Regatta Ballroom B

Discussion of Officer and Committee Chair responsibilities and how to take full advantage your NCURA membership.

### Relax Under Pressure

*Adriel Villegas-Estrada*

**Level:** All

**Room:** Regatta Ballroom C

Learn to relax under pressure with this guided relaxation that will help you remain calm and focused in a high pressure environment.

### Research Administrator Exchange-Tips on How to Work Abroad!

*Jill Frankenfield*

**Track:** Global

**Level:** All

**Room:** Carrick Bend

This session will discuss the different options available to Research Administrators that combine your job with international travel and professional development. We'll outline different fellowship opportunities available, how to apply for the NCURA-ARMS fellowship, and what review panels look for in applications.

### Operationalizing Foreign Influence Requirements

*Doris Schultz*

**Track:** Compliance | Global

**Level:** Intermediate

**Room:** Bowline

Foreign Influence requirements are increasing each year. This session will provide guidance and information on operationalizing the reporting requirements. We will use case studies to develop the ability to interpret and categorize ambiguous disclosures. The format will be lecture, group discussion and case study analysis.

### 4:10 - 5:25PM

### Inter-Office Interactions: How to Keep Pre- and Post-Award Connected

*Brett Roizman*

**Track:** Pre-Award | Post-Award

**Level:** All

**Room:** Regatta Ballroom A

**Type:** Discussion Group

What do you wish pre-award knew? How can post-award make life easier? In this session, participants from both sides can discuss how pre- and post-award offices can best keep each other informed and share strategies for working together..

### Mentor Me: Alohomora! Unlocking the Mysteries of Forming Meaningful Relationships with Principal Investigators

*Jennifer Vessio*

**Track:** Departmental | Human Capital & Professional Development

**Level:** All

**Room:** Regatta Ballroom B

**Type:** Concurrent Session



Establishing a successful relationship with your Principal Investigator (PI) may seem daunting at first—clashing personalities, conflicting priorities, and power disparity. However, forming meaningful connections and building trust is critical to forming successful collaborations and partnerships with PIs. Join Jennifer Vessio, Senior Administrative Manager at John Hopkins University, as she provides tools and tactics to help you bridge the gap between faculty and staff. This fun presentation will focus on fostering positive relationships with a Harry Potter theme!

### **Intellectual Property – Enough IP to Get Your Agreement Finalized**

*Charles Bartunek,*

**Track:** Contracting

**Level:** Advanced

**Room:** Regatta Ballroom C

**Type:** Concurrent Session

When it comes to research agreements, negotiators have limited time to review the proposed terms and send back their comments before being pulled in another direction. Unfortunately, clauses concerning Intellectual Property generally require the most amount of time to get right, and involve discussions of terms and concepts that can be complex. This session will discuss the basic forms of IP created during a research project, the issues that arise when negotiating the related agreement, and sample language to use to ensure it leaves your desk as quickly and complete as possible.

### **Historical Perspectives in Human Subject Research**

*Joseph M. Smith*

**Track:** Clinical | Compliance

**Level:** Intermediate

**Room:** Carrick Bend

**Type:** Concurrent Session

This session will offer an overview of human subject research regulations and their historical underpinnings, including the Tuskegee Syphilis Study in the 1930s; the legacy of Henrietta Lacks and her immortalized cells; and how the ethics around involving prisoners and children in human subjects research have evolved.

### **Thrive Through an Audit**

*Gabriela Anglon, A. Chea Smith*

**Track:** Post-Award

**Level:** Intermediate

**Room:** Bowline

**Type:** Discussion Group

In this discussion session, we'll talk about our experiences with audits, as well as case studies showing recent audit findings. We'll identify common areas of risk in current practices, talk about how these can lead to a risk mitigation plan, and share stories of how we survived—even thrived—through our audits!



# WEDNESDAY WORKSHOPS

Nov. 15

## **Workshop 1: Understanding Uniform Guidance**

*Ann Holmes, Rebecca Hunsaker*

**Level:** Beginner

**Track:** Pre-Award | Post-Award | Compliance

**Room:** Regatta Ballroom A

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**

*Charles Bartunek, Jill Frankenfield*

**Level:** Intermediate

**Track:** Contracting

**Room:** Regatta Ballroom B

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: Excelling with Gabi and Sue**

*Gabriela Anglon, Sue Morganstein*

**Level:** All

**Tracks:** Post-Award

**Room:** Regatta Ballroom C

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**

*Doris H. Schultz*

**Level:** Beginner/Overview

**Track:** Human Capital & Professional Development

**Room:** Carrick Bend

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**

*Daniela Prelipceanu*

**Level:** Intermediate

**Track:** Pre Award | Post-Award

**Room:** Stevedore

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.



# Region II Fall Meeting 2023

## Program Committee

Ady Villegas-Estrada, Program Chair, Weill Cornell Medicine  
Charles Bartunek, Program Co-Chair, The Children's Hospital of Philadelphia

Diane Ambrose, Rutgers, The State University of New Jersey  
Aderemi Bello, Bowie State University  
Erica Carpenter, Pennsylvania State University  
Sandy Collier, University of Maryland, College Park  
Jill Frankenfield, University of Maryland, Baltimore  
Mayra Howell, Rutgers, The State University of New Jersey  
Adam Greenberg, Advanced Science Research Center, CUNY  
Joni Hubbard, University of Maryland, Baltimore  
Meena Ilyas, Delaware State University  
Amy Johnson, The Johns Hopkins University  
Cynthia Kane, Lehigh University  
Laura Kingsley, University of Pittsburgh  
Brittany J. Maday, Delaware State University  
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  
Stephanie Puff, Albert Einstein College of Medicine  
Aisha Rivera, George Washington University  
Sarah Robertson, Bryn Mawr College  
Marsha Rogers, University of Delaware  
Brett Roizman, Cold Spring Harbor Laboratory  
Rhonda Shaffer, Pennsylvania State University  
Doris Schultz, New York University  
A Chea Smith, Rutgers, The State University of New Jersey  
Andrea Sherman, Franklin & Marshall College  
Jennifer Vessio, The Johns Hopkins University  
Cevita Webb, Albert Einstein College of Medicine  
Bri Wilkerson, Princeton University  
Hilah Zia, Children's National Hospital