

# SUIT UP!

## Advance Your RA Superpowers



NCURA Region 1 Spring Meeting  
May 6-8, 2024—Portland, ME

# WELCOME!

Greetings esteemed Region I colleagues!

The program planning committee is thrilled to extend a warm invitation to the highly anticipated 2024 Region I Spring Meeting, set to take place in picturesque Portland, Maine. Embracing the theme of "Suit Up! Advance Your RA Superpowers," we aim to recognize the exceptional dedication of research administrators and highlight the superhero qualities inherent in our profession. Let us come together to celebrate these remarkable achievements!

The committee has been diligently crafting a comprehensive program, meticulously designed to cater to diverse learning needs. Featuring an array of sessions and discussion groups spanning different levels of expertise, our offerings ensure engagement for all attendees. Complementing this program are three workshops: "Essentials of Research Administration," a full-day immersion providing a robust foundation in sponsored programs; alongside two half-day workshops, "Pre-Award: Proposal Preparation and Budgeting," and "Post-Award: Award Management and Reporting." Delivered by seasoned and adept research administrators from Region I, all presentations, discussions, and workshops promise invaluable insight and expertise.

In alignment with the RA Superheroes theme, it is with great honor that we announce Minessa Konecky, a distinguished member of our community, as the keynote speaker. Minessa's pioneering perspective on "Research Administration done differently" promises to ignite thought and inspiration among attendees. Their address will delve into the notion of each individual's super-heroic potential within the realm of research administration, offering insights on maximizing our unique abilities. We eagerly anticipate Minessa's keynote address, which will undoubtedly be an inspiring and transformative experience for all.

Beyond our enriching educational program, we're excited to provide numerous opportunities for networking and enjoyment. Kick-start your mornings with an invigorating walk/run or rejuvenating yoga session, available to those interested. Join us for our cherished Welcome Reception, New Professionals Cohort gatherings, Volunteer Reception, and Hospitality Suite, fostering connections and camaraderie among colleagues. For those in need of respite, the "Fortress of Solitude" offers a serene sanctuary to recharge amidst our superheroic endeavors. Finally, a memorable Tuesday night dinner party, featuring delectable cuisine, refreshing libations, and lively dancing, ensuring a celebration to remember.

Sincerely,

Stacy Riseman, College of the Holy Cross, Meeting Co-Chair

Saira Valley, Valley Consulting Group, LLC, Meeting Co-Chair

The 2024 Spring Meeting Program Committee



## Westin Portland Harborview

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**The hotel reservation link is closed.**

**Thank you and see you at the meeting!**

## 2024 REGION 1 OFFICERS

### CHAIR

Nicholas Fisher  
Boston Children's Hospital  
chair@ncuraregioni.org

### SECRETARY

Brandi Glover  
Brown University  
secretary@ncuraregioni.org

### TREASURER

Lana Metayer  
University of Vermont  
treasurer@ncuraregioni.org

### NATIONAL BOARD MEMBER

Geraldine Pierre  
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### CHAIR-ELECT

Vacant

### SECRETARY-ELECT

Karen Markin  
University of Rhode Island  
secretary@ncuraregioni.org

### TREASURER-ELECT

Meredith Albuquerque  
Southern New Hampshire University  
treasurer-elect@ncuraregioni.org

### IMMEDIATE PAST CHAIR

Stacy Riseman  
College of the Holy Cross

## MEETING REGISTRATION

**REGISTRATION IS CLOSED—Thank you and see you at the meeting!**

**Full Meeting Registration—Excludes Workshops on 5/6**

**Full-Price Registration: \$595**

**Day Registration**

**Tuesday or Wednesday Only Registration: \$325**

**Workshop Registration**

Register for the Monday workshops for an additional fee.

**Full-Day Workshops: \$350**

**Half-Day Workshops: \$200**

**Registration Links:**

**Register Online:**

The easiest option, pay by credit card! - **CLOSED**

<https://www.ncura.edu/Education/MeetingsConferences/EventInfo.aspx?sessionaltcd=2024REGION1>

**Check Registration:**

Complete and print the form on the registration page, and mail in a check payment.

### **Commitment to Diversity, Equity, and Inclusion**

The National Council of University Research Administrators (NCURA) recognizes, values, and celebrates diversity of persons, skills, and experiences in its mission to advance the profession of research administration. Thus, NCURA is committed to building and maintaining a diverse membership and a culture of inclusion. Every member of NCURA has a right, without regard to gender, race, ethnicity, age, religion, social class, sexual orientation, ability, personality, functional experience, or background, to fair and respectful treatment, equal access to resources to support professional growth, and equitable opportunities to contribute to NCURA's success.



# 2024 Region 1 Spring Meeting

## PROGRAM COMMITTEE

### Meeting Co-Chairs

**Stacy Riseman**  
College of the Holy Cross

**Chair-elect**  
Vacant

**Saira Valley**  
Valley Consulting Group, LLC

### Tracks & Co-Track Chairs

#### PUI /RD

**Dalila Alves**  
Providence College

**Danielle Thompson**  
Amherst College

#### Pre-Award

**Caitlin Welsh McCarty**  
Harvard Medical School

**Chanda Robe**  
Boston Medical Center

#### Post-Award

**Katie Walker**  
Boston University

**Manouchka Jean-Gilles**  
Beth Israel Deaconess Medical Center

#### Research Compliance

**Christopher Medalis**  
School for International Training

**Leanne Crawley**  
University of Maine

#### Funding Agencies & Sponsors

**Tyler Tulloch**  
University of Connecticut

**Wendy Powers**  
University of Maine

#### Contracts/Hospital

**Beth Kingsley**  
Yale University

**Veronica Graziano**  
Mass General Brigham

#### Operations Management

**Sabrina Heisey**  
Beth Israel Medical Center

**Saira Valley**  
Valley Consulting Group, LLC

#### Professional Development

**Jessica McDonough**  
Yale University

**Pattie McNulty**  
Boston VA Research Institute

#### Workshops

**Amanda Humphrey**  
Northeastern University

#### Volunteer Chair

**Curtis Van Slyck**  
Northeastern University

#### Events

**Spring Meeting Chair & Co-Chairs**

#### Sponsorship

**Pattie McNulty**  
Boston VA Research Institute

#### Social Media Pages Below:

#### Treasurer

**Lana Metayer**  
University of Vermont

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#### Secretary

**Brandi Glover**  
Brown University

Instagram:  
<https://www.instagram.com/ncuraregioni/>

#### Curriculum Committee

**Amanda Humphrey**  
Northeastern University

LinkedIn:  
<https://www.linkedin.com/company/ncura-region-i>

#### Communication & Membership

**Caitlin Crowley**  
Boston VA Research Institute

## DISCUSSION GROUPS

A smaller, less formal group session facilitated by discussion group leaders not requiring AV. Leaders encourage conversation and the sharing of ideas and practices by attendees.

## CONCURRENT SESSIONS

A traditional style, larger session with topic information presented. Many presentations also have a question/answer discussion portion built in.

## PLENARY SESSIONS

Speakers present to the attendees at large.



## CERTIFICATES OF COMPLETION

Do you want to specialize in a particular track or have a record of the sessions you've attend during the meeting?

Session tracking sheets will be available at the registration desk throughout the meeting.

At the end of each session, provide the tracking sheet to the speaker to certify your attendance.

If you have attended at least two-thirds of the sessions in a particular track, you will qualify for a track completion certificate.

If you just want a record of the hours spent in educational sessions (e.g., for CRA re-certification), total the hours spent in sessions on the tracking sheet.

You may leave your completed tracking sheet with a volunteer at the registration desk or email a scan of the form to [secretary@ncuraregioni.org](mailto:secretary@ncuraregioni.org).

Your Certificate of Completion will be emailed to you after the conference.

# Make the most of your meeting!

If this is your first meeting, we recommend attending the informal networking events and receptions listed in the program.

- ◇ **Try something new.**
- ◇ **Ask questions!**
- ◇ **Help, if you see help is needed.**
- ◇ **Have fun!**
- ◇ **After the meeting, complete our evaluation form to help make next year's meeting even better!**

Please remember that the NCURA I regional meeting is entirely organized and implemented by NCURA members who volunteer to make the meeting happen. Organizers have worked hard to provide professional, interactive, and informative sessions and a variety of informal networking opportunities.

If you need help or have any questions at any time, approach the registration table or any member of the NCURA Program Committee.



## *Region 1*

### *New Professionals Cohort*

As part of the Region I Spring Meeting, the New Professionals Cohort is a group designed to help those feel more comfortable attending the regional meeting for the first time.

Events for the New Professionals Cohort include the Newcomers Reception where you, and your fellow cohort members, can mingle with advisory board and/or program committee members to hear an overview of the meeting. This includes how to get around the hotel, concurrent session and discussion group information, how to use the program app, etc). We will also have reserved tables for seating at lunches, as well as a New Professional Dinner group outing. We hope you join us for this great program within the Spring Meeting! An invitation will be sent after the registration process is complete.

# Thank you to our Gold Sponsor!



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### GET IN TOUCH

**1-844-374-5264**  
**mertec@maine.edu**

Wishcamper Center  
University of Southern Maine  
126 Bedford Street Portland,  
Maine 04103

Monday through Friday  
8:00AM - 4:30PM





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# DAILY ITINERARY

## MONDAY, 5/6/24—Workshop Day

START	END	EVENT
7:30 am	4:00 pm	Registration for All Attendees & Speakers
8:00 am	9:00 am	Breakfast for Workshop Attendees
9:00 am	12:00 pm	Half-Day Workshop (Morning)
9:00 am	4:00 pm	Full-Day Workshop
10:15 am	10:30 am	Supercharge Snack Break - Workshop Attendees
12:00 pm	1:00 pm	Lunch for Workshop Attendees
1:00 pm	4:00 pm	Half-Day Workshop (Afternoon)
2:30 pm	2:45 pm	Supercharge Snack Break - Workshop Attendees
4:00 pm	5:00 pm	Newcomers Reception
5:00 pm	6:30 pm	Welcome Reception
6:30 pm	8:30 pm	Dinner Groups—Meet in lobby at 6:15 pm
8:30 pm	10:30 pm	Hospitality Suite

## TUESDAY, 5/7/24—Full Meeting Begins

START	END	EVENT
6:30 am	7:30 am	Yoga
7:30 am	5:00 pm	Registration for All Attendees & Speakers <i>Note: Closed 11:45 am-1:00 pm during lunch</i>
10:30 am	4:45 pm	Fortress of Solitude
7:30 am	8:45 am	Breakfast Roundtables
8:45 am	9:00 am	Welcome
9:00 am	9:15 am	NCURA National Update
9:15 am	10:15 am	Keynote Address
10:15 am	10:30 am	Supercharge Snack Break
10:30 am	11:45 am	Concurrent Sessions & Discussion Groups
11:45 am	1:00 pm	Awards Luncheon
1:00 pm	2:00 pm	Concurrent Sessions & Discussion Groups
2:00 pm	2:15 pm	Heroic Intermission
2:15 pm	3:30 pm	Concurrent Sessions & Discussion Groups
3:30 pm	3:45 pm	Supercharge Snack Break
3:45 pm	4:45 pm	Concurrent Sessions & Discussion Groups
5:30 pm	6:30 pm	Volunteer Reception
6:30 pm	10:00 pm	Dinner Party/Banquet - DJ & Dancing

# DAILY ITINERARY

## WEDNESDAY, 5/8/24

START	END	EVENT
6:30 am	7:30 am	Group Walk or Run <i>(Meet in lobby at 6:20 am)</i>
7:30 am	12:00 pm	Registration for All Attendees & Speakers
8:30 am	3:45 pm	Fortress of Solitude
7:30 am	8:30 am	Continental Breakfast
8:30 am	9:30 am	Concurrent Sessions & Discussion Groups
9:30 am	9:45 am	Superhero Snack Break
9:45 am	10:45 am	Concurrent Sessions & Discussion Groups
10:45 am	11:00 am	Heroic Intermission
11:00 am	12:00 pm	Concurrent Sessions & Discussion Groups
12:00 pm	1:15 pm	Lunch & Region I Business Meeting
1:15 pm	2:15 pm	Concurrent Sessions & Discussion Groups
2:15 pm	2:30 pm	Superhero Snack Break
2:30 pm	3:45 pm	Plenary Session—NIH Update
3:45 pm		Adjourn





## DOWNLOAD THE NCURA APP

Prior to your arrival, follow this QR code or download the NCURA app from the Apple or Google Play stores!

View and manage your conference schedule on the run - the app is accessible on all mobile devices!



# NCURA CARES!!

## OUTREACH PROGRAM

### TOP REQUESTED ITEMS:

\*NON-PERISHABLE FOOD

\*TOILETRIES—FULL SIZE, NEW

\*SOAP

\*BODY WASH

\*SHAMPOO/CONDITIONER

\*HAIR BRUSHES

\*RAZORS

BRING IN AN ITEM AND ENTER INTO A  
RAFFLE TO WIN A PRIZE!

2 DRAWINGS - 2 CHANCES TO WIN!!

\*\*You do not need to be at the drawing  
to win!



The NCURA Cares Outreach program connects with local shelters and organizations by assisting in their mission of providing accessible barrier-free services to empower people struggling and to advocate for solutions such as providing basic essentials. You can help by donating non-perishable foods and toiletries (full-size, new): soap, body wash, shampoo/conditioner, hair brushes, razors). We will be collecting items throughout the conference and delivering items to the [Preble Street](#) organization.

The mission of Preble Street is to provide accessible barrier-free services to empower people experiencing problems with homelessness, housing, hunger, and poverty, and to advocate for solutions to these problems. From a nutritious meal to crisis intervention, from clean clothes to healthcare, from shelters to a permanent home, Preble Street programs not only meet urgent needs but also create solutions to homelessness and hunger.

**THANK YOU FOR HELPING!!**

# NETWORKING & FUN

## NEWCOMERS RECEPTION

Are you new to NCURA? Is this your first NCURA Region I meeting? Are you new to research administration? If you answered yes to any of these questions then please join us to learn more about NCURA benefits, volunteer opportunities, professional development options and gain tips for navigating the meeting.

**Monday, 5/6, 4:00 pm - 5:00 pm - Winslow Homer**

## WELCOME RECEPTION—SUPERHEROES UNITE! - SPONSORED BY ATTAIN!

Welcome back, Region 1 - come catch up with old and new friends as we kick off the meeting! We'll be gathering in the Winslow Homer Ballroom. appetizers and beverages will be served.

**Monday, 5/6, 5:00 pm - 6:30 pm - Winslow Homer**

## MONDAY NIGHT DINNER GROUPS

Dinner Groups provide conference attendees with the opportunity to meet other members while enjoying a nice meal. The Program Committee has taken the guesswork out of trying to figure out where to find a great meal in Portland. Choose from a variety of cuisines, stick with your favorite one or try something new!

**Sign up here: <https://signup.com/go/QRsbVzv> by 2 PM on Monday, 5/6!**

**Dinner: 6:30 pm— Meet in the lobby at 6:15 pm.**

## EVENING GATHERING SPOT—HOSPITALITY

Come mingle with your colleagues in the Hospitality Suite.

This gathering provides an informal backdrop to get to know other members.

**Monday 8:30 - 10:30 pm - Presidential Suite**

## VOLUNTEER RECEPTION

**Thank you, Region 1 volunteers!** It's because of you that we're able to offer so many quality programs to our members. Please join us for a special reception in your honor.

**Tuesday, 5/7, 5:30 - 6:30 pm—Eastland Grand Ballroom Hallway**

# RECHARGE

## YOGA

**Instructor:** Julian Yun

This morning Vinyasa Yoga class is designed to energize your day, enhance your strength, balance, and confidence. Vinyasa Yoga offers a dynamic and revitalizing practice that seamlessly integrates flowing poses with focused breathwork, promoting strength, stability, and flexibility. This class is welcoming to all, regardless of experience level—whether you're a beginner or a seasoned practitioner. Please remember to bring your own mats, towels, blocks, and water. Join us to start your day with positivity and vitality!

**Tuesday, 5/7**

**6:30 - 7:30 am, Longfellow**

## GROUP WALK OR RUN

Come and enjoy an early morning fun walk or run of fitness and friendship with colleagues around Portland! Meet early in the main lobby at 6:20 AM so you can enjoy the sessions after your return at 7:30 AM. This is a great way to start your busy filled day of sessions with fresh air and meet new colleagues.

Hosted by our very own Geraldine Pierre (Walk) and Tyler Tulloch (Run)

**Wednesday, 5/8**

**6:30 - 7:30 am, Meet in the Lobby at 6:20 am**

## FORTRESS OF SOLITUDE

Looking for a quiet space to recharge? Retreat to the Fortress of Solitude! Make sure to stop by during the meeting for some quiet time.

**Tuesday, 5/7 - 10:30 am—4:45 pm, Marsden Hartley**

**Wednesday, 5/8 - 8:30 am - 3:45 pm, Marsden Hartley**



# MONDAY, 5/6

## WORKSHOPS

### FULL-DAY WORKSHOPS

9:00 am - 4:00 pm

#### Essentials of Research Administration

The Essentials of Sponsored Research Administration workshop provides participants with a broad overview of sponsored projects administration. The workshop covers cost principles, budgets, coordination and review of proposals, negotiation and acceptance of awards, financial and administrative management, closeout and audit, and compliance issues.

**Brandi Glover**  
Brown University

**Tom Dillon**  
Brown University

**Jessica McDonough**  
Yale University

**Location:** Sara Orne Jewett

### HALF-DAY WORKSHOP

9:00 am - 12:00 pm

#### Pre Award: Proposal Preparation and Budgeting

This workshop will focus in some depth on pre-award topics that drive proposal submissions. Proposal elements will be identified on the basis of common RFPs, with special attention to updated Current and Pending and Other Support regulations. A survey of sponsored systems will be offered with live demos of working with Fastlane, research.gov, Workspace, and ASSIST. The workshop will also focus on budgeting strategies, review of budget template/s, and crafting of budget justifications/narratives.

**Rady Rogers**  
Harvard University

**Olga Kolas**  
Harvard University

**Amy Ellis**  
Yale University

**Location:** Rines A

### HALF-DAY WORKSHOP

1:00 pm - 4:00 pm

#### Post Award: Award Management and Reporting

This workshop will focus on award management and financial accounting of sponsored funds. The topics that will be surveyed include reporting requirements, financial management, account structuring, cost principles and best practices in financial reconciliations. Additional topics for discussion are effort reporting and international activities disclosures. The workshop will also focus on strategies for financial projections and strategizing with regard to new proposal submissions to maintain healthy sponsored portfolios.

**Rady Rogers**  
Harvard University

**Olga Kolas**  
Harvard University

**Amy Ellis**  
Yale University

**Location:** Rines A

**TUESDAY, 5/7**

**WELCOME - East Grand Ballroom - Plenary Session**

**8:45 am - 10:15 am**

**NCURA Region I Chair**

Nick Fisher, Chair of Region I, from Boston Children's Hospital, will greet attendees with a welcome address.

**NCURA National Update**

Kris Monahan, NCURA President and Region I Member from Providence College, will give an update on the happenings at National.

**Keynote Speaker**

Minessa Konecky, Minessa Ink, will present our keynote address.

**SUPERHERO  
ASSEMBLY**

# TUESDAY, 5/7

## KEYNOTE ADDRESS

**Minessa Konecky**

**9:15 am- 10:15 am**

### **The Superhero Within: An RA Origin Story**

Origin stories don't look like origin stories as they unfold. In the moment, they resemble harrowing tragedies and complex challenges that heroes must surmount. Deadpool didn't gain his powers without enduring pain, and he didn't even view himself as a hero, yet there he stands. To see yourself as a hero, you need someone to help you map YOUR story onto the hero's journey, enabling you to view your challenges and hardships as the forge from which you, like Xena, were shaped into a mighty research administration hero who makes a significant difference in the world every day. Join me as we reflect on the challenges we've faced over recent years, from the surge of vacancies that feel like Thanos snapped half the RAs away, to the transition to post-pandemic hybrid work environments, to a new era of escalated regulation, paperwork, and compliance—challenges as formidable as any faced by the teams of superheroes we've been watching since we were children. How do we steer through the future that is unfolding right before us?

By the end of our discussion, you'll be equipped to harness your unique superpowers to help navigate this new future, identify your kryptonite and leverage this conference to neutralize it, and appreciate how this event can serve as a springboard for you to launch your own 'Research Administration Avengers Initiative.' Together with mentors and colleagues across the region, you'll be part of a network ready to support you when needed. T'challa said, 'In times of crisis, the wise build bridges'—let's embrace this opportunity to do just that."

### **Biography**

Minessa Konecky is a trailblazer in reshaping work culture, infusing joy and fulfillment into the heart of professional life by optimizing efficiency flows. With over 20 years of expertise in research administration, they are a seasoned strategist who passionately empowers others through their innovative "Commitment to Clockout" series on YouTube. Their passion lies in harmonizing the life cycle management of research awards with work-life integration. As a proud member of the LGBTQIA+ community with deep Desi roots, Minessa embodies diversity and empathy in every endeavor. They currently reside with their wife Alex, and 3 dogs in a seaside cottage in Plymouth, MA on unceded and occupied lands of the Wampanoag and Pokanoket people.



# TUESDAY, 5/7

## Concurrent Sessions & Discussion Groups

### CONCURRENT SESSIONS

10:30 am - 11:45 am

**Hospital/Contracts** **Contracting 101: A Beginner's Guide to Research Contracts**  
Beginner

This session will enable you to activate and develop your contracting superpower! Whether you are just getting into the world of contracts, want to brush up on the fundamentals, or are simply curious, this session will provide you with knowledge, tools, and a chance to discuss strategies.

**Learning Objectives:**

1. Participants will be able to describe the purpose of a contract and its role in Research Administration
2. Participants will learn about the different types of contracts that may arise in Research Administration
3. Participants will learn to identify the important research contract items that most critically apply to their work.

**Compliance** **Essential Research Compliance Topics That Every Superhero (aka Research Administration Professional) Should Know**  
Beginner

Overall Objectives: (1) Participants will be given an overview of compliance requirements related to sponsored projects. (2) Participants will learn about multiple areas of research compliance. (3) We will discuss roles and responsibilities related to compliance.

**Beth Kinglsey**  
Yale University

**Taylor Halley**  
Massachusetts General Hospital

**Location:** Rines A

**Sonya Stern**  
University of Vermont Medical Center

**Lana Metayer**  
University of Vermont

**Location:** Longfellow



# TUESDAY, 5/7

## Concurrent Sessions & Discussion Groups

### CONCURRENT SESSIONS

10:30 am - 11:45 am

**PUI/RD**      **Growing a Research Culture at a Predominantly Under-graduate Institution**

Advanced

This session will give participants a strategic thought process for engaging faculty, staff, and administration to pursue more sponsored research opportunities. The target audience for this session is grants and research administrators at Predominantly Undergraduate Institutions (PUI). The session's goal is to give confidence and support that extramural-sponsored research can be increased with strategic thinking and specific actions. The learning objectives include a better understanding of the faculty perspectives on research with undergraduates, support staff's concerns on new procedures and responsibilities, and administration's tools to encourage research activities. Co-presenter, Dr. Peter Wong, is a former research professor at an R1 institution, an informal science educator and administrator at a large science center, and now the director of research and sponsored programs at a PUI. Dr. Wong will present his thought process and actions to increase the research culture at his PUI through several outreach activities with faculty, changes in University policies and procedures, and collaborations with staff from several departments (e.g., Finance, General Counsel, and Advancement). Dr. Elizabeth Demski, assistant provost and director of sponsored research at Wellesley College, will continue the presentation by describing the thought process and value behind institutionalizing policies and practices for research administration. There will be time for participants to think through their situation and to share their interests and concerns for discussion as a group. There will also be updates and discussions on how Federal funding agencies are changing their funding strategies to include PUIs and Emerging Research Institutions.

**Peter Wong**  
Roger Williams University

**Liz Demski**  
Wellesley College

**Location:** Sara Orne Jewett

# TUESDAY, 5/7

## Concurrent Sessions & Discussion Groups

### CONCURRENT SESSIONS

10:30 am - 11:45 am

**Post-Award**  
Intermediate

#### **Audits are 99% Preparation- How to Prepare for an audit!**

This session will focus on how a department can prepare for an audit by understanding audit lessons learned, internal controls, and daily department operations. This workshop provides an in-depth look at audit issues through audit trends, Federal audit work plans and reports, and a discussion of day-to-day best practices. In addition, we will discuss the role of the department administrator, so your department will be set up for a successful audit.

#### **Learning Objectives:**

- Participants will understand the key audit issues in award management, including documentation, cost allowability and allocation, adhering to special provisions, and internal control deficiencies.
- Participants will be able to audit pitfalls and identify ways to manage them.
- Participants will understand internal controls and ways to close gaps in internal controls.
- Participants will be able to recognize the various roles and responsibilities of in an audit.
- Participants will take away "lessons learned" from federal audits to help your institutions manage the high risk financial issues in award management.

**Roseann Luongo**  
Huron

**Liz Rybczynski**  
Harvard University

**Location:** Winslow Homer

**Pre-Award**  
Beginner

#### **Building Better Budgets**

Budgets and budget justifications are not only components in a successful proposal, but they are also key components in the successful management of the project once awarded. This session will focus on best practices when preparing a budget, working with faculty, understanding the impacts of funding caps, and how these documents impact post-award and audit.

**Sarah Corley**  
Yale University

**Taylor Saraceno**  
Brigham & Women's Hospital

**Location:** Hawthorne

# TUESDAY, 5/7

## Concurrent Sessions & Discussion Groups

### DISCUSSION GROUPS

10:30 am - 11:45 am

**Operations  
Management**

Intermediate /  
Advanced

### **Research Administrators on Leave: How to Manage Portfolio Coverage**

Research administrators play a vital role in supporting the research missions of their institutions. They manage a wide range of tasks, including grant submission, financial management, and compliance. When a research administrator goes on leave, it can be disruptive to the research portfolio. However, there are steps that can be taken to minimize the impact and ensure that research activities continue to move forward smoothly.

#### **Learning Objectives:**

- Identify the critical tasks and responsibilities of the research administrator on leave.
- Reassign tasks and responsibilities to other staff members whenever possible.
- Identify and secure additional support.
- Develop a communication plan.
- Monitor the portfolio closely and provide support as needed.
- Transition of an RA back from leave.

**Sabrina Heisey**  
Beth Israel Deaconess Medical Center

**Joanna Norris**  
Brigham & Women's Hospital

**Location:** Rines B

# TUESDAY, 5/7

## Concurrent Sessions & Discussion Groups

### CONCURRENT SESSIONS

1:00 pm—2:00 pm

**Hospital/  
Contracts**

#### **Budgeting for an Industry-Sponsored Clinical Trial**

Beginner

Walk through the components of an industry sponsored trial. Discussion of an industry budget, as well as typical expectations from sponsors with regard to budget layout, cost items, fixed costs vs. variable costs, payments, and negotiations.

#### **Learning objectives:**

Understanding the components of an industry budget, determine how to identify costs at the site, and how to calculate those costs accurately learning negotiation strategies and techniques

**Post-Award**

#### **NIH RPPR: Best Practices**

Intermediate

This session is focused on NIH RPPRs and the best practices to use when working with a PI to submit an RPPR. We will share strategies across our two different organizations for successful submissions.

#### **Learning objectives:**

1. Share strategies in calculating personnel effort on project for reporting period.
2. Present ways to calculate the % of carryover that is reported to NIH.
3. Discuss communication methods with PIs in order to submit timely and accurate information to NIH.
4. Discuss process of submitting an RPPR to NIH and any irregularities/unique situations that we have come across when working with PIs to submit.
5. NIH Other Support Documents

**Lynelle Cortellini**

Massachusetts General Hospital

**Location:** Rines A

**Kaitlyn Pfau**

University of Connecticut

**Jacob Heiden**

University of Connecticut

**Geraldine Pierre**

Boston Children's Hospital

**Location:** Longfellow



# TUESDAY, 5/7

## Concurrent Sessions & Discussion Groups

### CONCURRENT SESSIONS

1:00 pm—2:00 pm

**Professional Development**    **From Weakness to Strength – Following the Hero’s Journey to Find and Develop Your Superpower**

Beginner

Many of our favorite superhero origin stories start with the hero in a place of weakness and then finding their strength, culminating in a dramatic scene where the hero saves the world from destruction. Our careers may have slightly less dramatic stakes and significantly worse lighting, but we can follow a similar path of taking the things that we feel make us weak – our struggles and the ways we don’t feel we “fit the mold” for our jobs – and finding ways to use them to our advantage. In this concurrent session, we’ll identify aspects of ourselves or our work style that we instinctively identify as weaknesses and then work on identifying ways that they could become strengths. We’ll discuss a variety of other factors and tools that may need to be pulled into play, with a goal of helping attendees to reframe the way they think about a perceived weakness and identify some initial steps they can take to develop it into their greatest strength instead.

**Learning Objectives:**

- Identify several specific traits that the attendee instinctively considers to be “weaknesses”
- Discuss emotional intelligence, self-awareness, and power/authority and the way that they might help or hinder us in this journey
- Start to reframe the “weakness” as a potential strength and have a concrete next step in mind for movement along that path.

**Katie Walker**  
Boston University

**Amy Ellis**  
Yale University

**Location:** Winslow Homer

# TUESDAY, 5/7

## Concurrent Sessions & Discussion Groups

### CONCURRENT SESSIONS

1:00 pm—2:00 pm

**Funding** SciENcv: Supporting Federal Grant Applications

**Agencies/  
Sponsors**

All  
All are welcome to this 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

**Sherri Holland-Bailey**  
NCBI/NLM/NIH/DHHS

**Location:** Hawthorne

### DISCUSSION GROUPS

1:00 pm—2:00 pm

**PUI/RD** **Superhero Secrets: Unearthing Funding Fortunes at PUI**  
**Headquarters**

Beginner

Faculty at Primarily Undergraduate Institutions (PUIs) are often tasked with the complicated challenge of finding ways to generate funds to support their research efforts. As research administrators, we are always on the lookout for funding opportunities to meet their needs. Our offices are often small and resource-limited and conducting funding searches can be time consuming. This session will be an opportunity for all of us to share and discuss the resources or methods we are using to leverage our capacity to find and distribute funding opportunities within our institutions.

**Liz Demski**  
Wellesley College

**Location:** Rines B

# TUESDAY, 5/7

## Concurrent Sessions & Discussion Groups

### DISCUSSION GROUPS

1:00 pm—2:00 pm

**Compliance**  
**Intermediate**

### **Cybersecurity Clauses and the Power of Award Negotiation and Scoping**

Often cybersecurity language provided in research focused contracts are cookie cutter and taken out of context of the scope of work within the contract itself. Upfront discussion with contract sponsors on the nature and intent of contract language can result in mutually beneficial outcomes that reduce the overall administrative and cost burden that can be anticipated from certain contract language.

This presentation will give an overview of some common cybersecurity clauses that have been seen at the University of Maine in research contracts and the implications of accepting these clauses. Particular attention will be given to federal clauses that are particularly burdensome and some examples of unrealistic cybersecurity contract language. Example case studies involving DoD contracts and the importance of marking and scoping early on in the contract process will also be covered.

**Melissa Kimble**  
University of Maine

**Troy Jordan**  
University of Maine

**Location:** Sara Orne Jewett

# TUESDAY, 5/7

## Concurrent Sessions & Discussion Groups

### CONCURRENT SESSIONS

2:15 pm—3:30 pm

**Compliance** **Where Conflicts Meet Funding: COI for Research Administrators**  
Beginner/  
Intermediate  
In the beginning was Financial Conflicts of Interest... Now, institutional conflicts, conflicts of commitment and conflicts of loyalty have joined with financial conflicts of interest to increase both discomfort and awareness of conflicts of interest (COI). Conflict of Interest is frequently perceived and cited as a top integrity and ethical issue in both the national conversation and federal funding landscape. COIs impact how research administrators, IRB professionals and faculty conduct their core business activities. For research administrators, having a solid understand of both what is a conflict of interest and how the COI management process affects faculty, funding and research is critical to successful career performance.

**Learning Objectives:**

- 1) Develop an understanding of various types of conflicts and the rules governing those conflicts
- 2) Recognize the impact of conflicts on research administration responsibilities
- 3) Practice key COI messaging to better prepare ourselves and our researchers for navigating COI requirements

**PUI/RD** **Managing the Relationship with your New President or Provost in a PUI, Part A**  
Intermediate  
In this presentation, Lori and Bonnie will share lessons from their experiences navigating these changes at their own institutions. Hear about their approaches to forming relationships with new leadership, strategies to educate and inform them of the office's priorities and challenges while managing changing expectations from the top, all the while offering support to faculty throughout the transition.

**Eleanor Kuszmar**  
Harvard Medical School

**Kim Lincoln**  
Harvard Medical School

**Angela Burgess**  
Dana Farber Cancer Institute

**Location:** Longfellow

**Lori Parmet**  
Olin College of Engineering

**Bonnie Troupe**  
Stonehill College

**Location:** Sara Orne Jewett

# TUESDAY, 5/7

## Concurrent Sessions & Discussion Groups

### CONCURRENT SESSIONS

2:15 pm to 3:30 pm

**Professional  
Development**

#### **Leveraging Relationships for Effective Communication (Part I)**

Intermediate

This concurrent session will focus on how to communicate to build relationships, ideally resulting in teamwork and tasks being accomplished within your immediate team and across the organization as a whole. Concepts of Emotional Intelligence and Politeness Theory will be covered to provide tools for effective and empathetic communication.

**Jessica McDonough**  
Yale University

**Pattie McNulty**  
BVARI

**Location:** Winslow Homer

**Pre-Award**

#### **Managing NIH NRSA Training Grants**

Intermediate

This presentation will provide an overview of Institutional NRSA Training Grants (T awards) including the purpose of the program. We will review best practices for pre-post and everything in-between when dealing with Institutional Training Grants from eligibility to unique post award circumstances. Practically we will go over items from preparing for a T32 application, how to read a NOA, to best practices and tools to help you stay compliant with these complex grants.

**Jennifer Sabbagh**

Beth Israel Deaconess Medical Center

**Location:** Hawthorne

**Operations  
Management**

#### **Service Centers—The Not So Simple Basics**

Beginner

The session is a beginner's guide to operating or overseeing academic service centers. Service Centers are internal operating units that sell goods or services to members of the research community or other users. The costs of providing the products/services are allocated to the users based on established billing rates. How are service centers established? How are rates set? What rules govern the operations of service centers? What are the common pitfalls? What does it mean to be compliant?

#### **Learning Objectives:**

To provide an overview of the basics of service center setup, budgets, rate setting, billing, and annual reviews as well a primer on the regulatory environment in which service centers operate.

**Sarah Axelrod**  
Harvard University

**Zach Belton**  
Huron

**Location:** Eastland Grand Ballroom



# TUESDAY, 5/7

## Concurrent Sessions & Discussion Groups

### DISCUSSION GROUPS

2:15 pm to 3:30 pm

**Post-Award**

#### **Complicated Issues in Other Support: Teaming Up to Discuss the Big Questions**

Advanced

Changes to the NIH Other Support (OS) document have left the Research Administration community with more questions than answers. This session aims to provide an open dialog of best practices, the review of case studies and the opportunity for you to bring your burning OS questions before a discussion panel.

**Amy Ellis**

Yale University

**Maureen McCarthy**

Quinnipiac University

**Location:** Rines A

**Hospital/  
Contracts**

#### **NIH Data Management and Sharing Policy: Best practices for subcontracting**

Intermediate

Participants will share their institution's business processes for how they are incorporating information about subrecipients' Scientific Data into proposals, what information or documentation they obtain regarding data from their PI before issuing the subaward, and the terms they include around the NIH DMSP in applicable subawards. The participants will share what they are doing now and if they have any plans to change these practices, or if the practices of other institutions (or the FDP) will influence how they process subawards where NIH DMSP applies.

**Stephanie Stone**

Mass General Brigham

**Location:** Rines B

# TUESDAY, 5/7

## Concurrent Sessions & Discussion Groups

### CONCURRENT SESSIONS

3:45 pm—4:45 pm

**Operations  
Management**

All

#### **Bridging the Gap: Strategies for Sustaining the Research Administration Talent Pool**

Research Administration is one of the best professions in the world, offering exposure to compliance, financial management, business organization, strategic planning and so much more. It's a great fit for people who like doing a little bit of everything and have a passion for bringing order to chaos. But there's a crisis brewing in our workforce as there are more vacancies being posted every day from institutions all over the country, and we have a shortage of staff to fill the roles. This is a complex issue that has its roots in the evolution of the industry, increasing competing pressures and requirements, and a marketing problem. Join us for a discussion about some of the key elements contributing to this crisis, and how we can leverage them as opportunities to create a stronger research administrative workforce moving forward. **Understanding the Crisis:** Unpack the reasons behind the growing number of vacancies in Research Administration and the shortage of staff to fill these roles. **Creating Opportunities:** Discuss how to turn the challenges of today's workforce crisis into opportunities for strengthening our teams and the future of the profession.

**Post-Award**

Beginner/  
Intermediate

#### **Guardians of the Guidelines: Vol 1. Time (for) Travel**

The session will provide an overview of the Fly America Act policy regarding airlines used when a flight is funded by a federal grant.

#### **Learning Objectives:**

Understanding flight code sharing, the Open Skies Agreements, exceptions to the Fly America Act, and how to properly document an exception.

**Minessa Konecky**  
Minessa Ink

**Saira Valley**  
Valley Consulting Group, LLC

**Location:** Longfellow

**Christine Blake**  
University of Connecticut

**Alexandra Urban**  
University of Connecticut

**Location:** Winslow Homer

# TUESDAY, 5/7

## Concurrent Sessions & Discussion Groups

### CONCURRENT SESSIONS

3:45 pm—4:45 pm

#### Compliance

Intermediate/  
Advanced

#### Navigating Responsible Conduct of Research (RCR) Training: A Comprehensive Session

In this session, we will delve into the intricacies of faculty training, discussing effective strategies to engage educators in fostering a culture of responsible research within academic institutions. Tailoring RCR training to different expertise levels will be a focal point, addressing the unique needs of beginners, intermediate, and advanced researchers as well as considerations in selecting an appropriate RCR curriculum. Our discussion will extend to the diverse RCR requirements across disciplines and institutions, providing insights into adapting training programs to align with specific research fields and organizational contexts. We will also look at the implications of the CHIPS and Science Act on RCR training, exploring how legislative developments influence responsible research practices and what are some best practices for tailoring training content to address the evolving ethical challenges in research. We will also touch on effective recording-keeping methods, emphasizing the importance of documentation in ensuring compliance and fostering a transparent research environment.

We will close the session with a look at the future trajectory of RCR and anticipate emerging trends. Discuss how advancements in technology, changes in research practices, and evolving ethical considerations will shape the landscape of RCR training. Don't miss this opportunity to gain valuable insights into the responsible conduct of research and contribute to the ongoing dialogue surrounding ethical research practices.

**Morgan Fielding**

Northeastern University

**Danielle Jolie**

University of Southern Maine

**Location:** Hawthorne

# TUESDAY, 5/7

## Concurrent Sessions & Discussion Groups

### DISCUSSION GROUPS

3:45 pm to 4:45 pm

**Pre-Award**

Beginner

#### **Enemies Into Allies: How Departmental and Central Pre-Award Can Work Together to Save the Day**

This discussion group will explore the unique relationship between departmental pre-award administrators and their central office counterparts. Key takeaways will include: how to work together to set reasonable expectations and deadlines; what constitutes an effective checklist and why it is a vital tool for both sides of proposal review; the importance of creating a strong relationship between department and central; and how to navigate common issues to reach a shared goal: funding.

**Caitlin Welsh McCarty**  
Harvard Medical School

**Tanya Kershaw**  
Brigham & Women's Hospital

**Location:** Rines A

**PUI/RD**

Intermediate

#### **Managing the Relationship with your New President or Provost in a PUI, Part B (Discussion)**

Many of us have been there, and if we haven't yet, we will be: A new president or provost comes on board, and with that, new expectations, realistic or not, are placed upon your office. The new leader may come from within your organization, from another PUI, or from an R1 institution with no PUI experience at all. How do you handle the new leader's expectations? How do you develop and cultivate a relationship with this person? How do you use data to inform and educate them? Let's discuss these questions and more, and share our stories and best practices to inform how we advocate for our office and support our faculty through these times of change.

**Lori Parmet**  
Olin College of Engineering

**Bonnie Troupe**  
Stonehill College

**Location:** Rines B

# TUESDAY, 5/7

## Concurrent Sessions & Discussion Groups

### DISCUSSION GROUPS

3:45 pm to 4:45 pm

Professional  
Development

#### How to Navigate Uncomfortable Communication (Part II)

Pattie McNulty  
BVARI

Intermediate

As a component of overall leadership development, we will discuss some of the hallmarks of effective communication from Part I and add other approaches to provide scaffolding for navigating uncomfortable communication. We will cover different scenarios and perspectives to apply the strategies learned to lessen the stress for all parties when communicating "bad news".

Jessica McDonough  
Yale University

**Location:** Sara Orne Jewett



**TUESDAY, 5/7**

**DINNER & DANCING**

*Celebrate your conference experience with a casual evening of fun while enjoying a delicious dinner with us.*

*Dance the night away to your favorite tunes!*

**DJ DAPPER JOSH -AN ANALOG MAN SPINNING IN A DIGITAL AGE**

*Dapper Josh brings a unique and creative flair to his work. His ability to infuse personal touches and innovative ideas into each event contributes to an elevated and extraordinary experience. This creative edge sets him apart!*

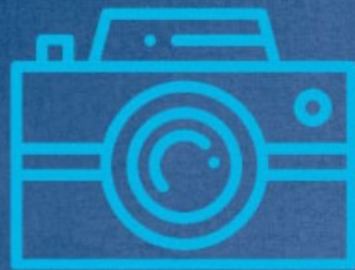
**6:30 am - 10:00 pm - Eastland Grand Ballroom**

**<https://boothpics.com/proposal/W9VR> - check out the NCURA Page!**

Put on your cape and fly on over!

***SUPERHERO PARTY***





At this event, photos and videos may be recorded.

By attending this event, you may be included in these photos and videos.

Your attendance at this event grants your permission to be in these photos or videos, which may be used for educational, archival or promotional purposes.

# WEDNESDAY, 5/8

## Concurrent Sessions & Discussion Groups

### CONCURRENT SESSIONS

8:30 am—9:30 am

#### Pre-Award

All/Intermediate

#### Pre-award considerations and practical guidance for the management of clinical trials

This session will touch on the phases of a clinical trial from the budget to closeout. There will be a special focus on preparing budgets and navigating the contracting process, identifying common pain points and providing strategies to improve the pre-award process. Ultimately, we will summarize ways in which the administrative and study teams can be set up to manage clinical trials successfully. We welcome research administrators of any level, particularly if you are new to clinical trials or have a hybrid role.

#### Taylor Saraceno

Brigham & Women's Hospital

**Location:** Rines A

#### Operations

#### Management

All

#### Research Support Services – An innovative approach to supporting your grant management office during high volume periods and staff shortages.

In an era where efficiency dictates progress, grant management support emerges as a critical factor, especially when your grant management team is not enough and over worked. This session uncovers a unique journey: an institution recognizing its grant management gaps and innovatively bridging them. Discover how Mass General Brigham turned an administrative challenge into an opportunity to make connections and serve the research community. Designed for a diverse audience spectrum, from newcomers to seasoned professionals, this presentation melds practical business practices with compelling case narratives, ensuring engagement and actionable insights.

#### David Waldron

Mass General Brigham

#### Cait Lieneck

Mass General Brigham

#### Tina DaSilva

Boston Medical Center

**Location:** Longfellow

# WEDNESDAY, 5/8

## Concurrent Sessions & Discussion Groups

### CONCURRENT SESSIONS

8:30 am—9:30 am

**PUI/RD**

Intermediate

#### **Building a Faculty Writing Program at Providence College – A Case Study for Supporting Faculty Writing at a PUI**

For faculty at PUIs, a lack of time and institutional support dedicated to writing often serve as obstacles to professional development. This session will begin with a focus on writing retreats as the cornerstones of a nascent Faculty Writing Program at Providence College designed to motivate and support faculty in achieving their writing goals (e.g., completing publications, submitting grant proposals, etc.). Over the past few years, PC's Office of Sponsored Projects and Research Compliance has partnered with the Writing Center to synthesize and expand efforts to support faculty in their production of scholarship in new and more intentionally coordinated ways. Presenters will review collaborative efforts, showcase faculty productivity, and discuss plans for future enhancements. At the end of the session, audience members will be invited to consider and discuss strategies for launching and/or enhancing faculty writing support initiatives at their own institutions.

**Dalila Alves**

Providence College

**Will Toner**

Providence College

**Location:** Sara Orne Jewett

**Hospital/Contracts**

Intermediate

#### **FDP - Reduction of Administrative Burden**

Overview of the Federal Demonstration Partnership and their continuing mission to streamline the administration of federally sponsored research. We will cover the history of the FDP, their collaboration with federal agencies and their creation of accessible resources to help reduce administrative burden including: the FDP Expanded Clearinghouse; the FDP Subaward Template and recent trends.

**Pattie McNulty**

BVARI

**Caitlin Crowley**

BVARI

**Location:** Hawthorne

# WEDNESDAY, 5/8

## Concurrent Sessions & Discussion Groups

### CONCURRENT SESSIONS

8:30 am—9:30 am

**Professional  
Development**

All

Panel Discussion

#### **Superheroes Assemble: Exploring Experienced RA Superpowers**

Come join us for a captivating panel discussion where seasoned Research Administrators unite to share insights on their professional and personal superpowers that help them navigate challenges within their roles. From adept conflict resolution to fostering community cohesion, we'll dig deep to highlight the distinctive skills and strategies that underscore the research administrator role as the silent superhero in propelling research forward.

This is a panel discussion MC'd by our Keynote Speaker Minessa Konecky! There will be time for questions from the audience.

**Stacy Riseman**  
College of the Holy Cross

**Saira Valley**  
Valley Consulting Group, LLC

**Kris Monahan**  
Providence College  
NCURA President

**Minessa Konecky**  
Minessa Ink

**Location:** Winslow Homer

### DISCUSSION GROUPS

8:30 am—9:30 am

**Post-Award**

All

#### **Avengers Assemble: The Post Award Challenge**

Participants collaborate, strategize, and conquer a series of post award challenges, uniting their diverse talents to emerge victorious. Bring your post award challenges and leave with a cache of suggestions, ideas and recommendations for managing them once back at your office.

**Heather Dominey**  
Brown University

**Denise Rouleau**  
Tufts University

**Location:** Rines B





**WEDNESDAY, 5/8**

**Concurrent Sessions & Discussion Groups**

**CONCURRENT SESSIONS**

**9:45 am—10:45 am**

**Post-Award**  
Beginner

**Post-Award Administration for Department Administrators**

Learn the ins and outs of post award management from a departmental perspective. An overview of post award from funding to closeout with the PI and how to develop productive meetings.

**Scott Kehir**  
Attain Partners

**Karen Renaud**  
Boston Children's Hospital

**Location:** Rines A

**NCURA**  
All

**The Impact of Your NCURA Membership**

Come meet NCURA's President and learn about your NCURA membership benefits and involvement opportunities.

**Kris Monahan**  
NCURA President

**Location:** Rines B





# WEDNESDAY, 5/8

## Concurrent Sessions & Discussion Groups

### CONCURRENT SESSIONS

9:45 am—10:45 am

#### Compliance

Intermediate

#### Choose Your Own Adventure: Case Studies in Research Compliance

Rarely do we encounter a simple compliance issue with a black and white rule or regulation that governs. More likely are scenarios in which multiple issues are uncovered requiring coordination as multiple paths are considered. This interactive concurrent session navigates a variety of compliance and regulatory issues inspired by a mix of real life situations and a bit of creative imagination.

**Jeff Seo**

Northeastern University

**Location:** Longfellow

#### Operations

#### Management

Intermediate

#### Help! I Need to Re-Org

**Session Description** Many universities are under pressure to increase research funding, and this has caused an increase in workload and demand on the current research administration workforce structure. This session will focus on how to re-org the current team structure to effectively manage the increased workload, to limit burnout and staff turnover while providing excellent customer service support in a remote environment. **Learning Objectives** Learn how to identify when it might be necessary to make a structural change, what data you'll need to make an informed decision, how to build buy-in for the change, and how to successfully implement a re-organization or re-structuring.

**Tyler Tulloch**

University of Connecticut

**Anthony Cassese**

Attain Partners

**Location:** Winslow Homer

#### Funding Agencies & Sponsors

All

#### NSF Update

Review of what is new and being developed within the National Science Foundation programs, policies, and budgets.

**Samantha Hunter**

NSF

**Location:** East Grand Ballroom

# WEDNESDAY, 5/8

## Concurrent Sessions & Discussion Groups

### CONCURRENT SESSIONS

9:45 am—10:45 am

**Funding Agencies & Sponsors**     **A Deep Dive into NIH Award Types and PI Eligibility**

We will conduct an in-depth review of the NIH award types, including Rs, Fs, Ts, Ks, Ps, and Us, and highlight some of the more common types, such as R01s, R21s, and K01s. We will look at eligibility for each type of award -- PI, institution, availability of pilot data, and so forth. We will also cover the different NOFO options: parent grants, PAs and PARs, and NOSIs.

**Learning Objectives:**

1. Be able to recognize/identify each NIH award type.
2. Be able to advise a PI on which award type may be most appropriate for them based on their career stage and the work they are proposing.
3. Be able to differentiate between NIH NOFO options and guide PIs in their funding searches.

**Carolyn Elliott-Farrino**  
Maine Health

**Gwen Swan**  
Maine Health

**Location:** Hawthorne

### DISCUSSION GROUPS

9:45 am—10:45 am

**Pre-Award Intermediate**     **Enhancing Pre-Award Grant Management: Navigating Challenges and Implementing Best Practices**

Research administrators across various departments and central offices are instrumental in managing the complexities of the pre-award grant lifecycle. Through case studies, we'll navigate the intricacies of each step: overcoming hurdles in proposal development while meeting funding agency criteria, maneuvering the administrative complexities of securing institutional approvals, tackling challenges associated with proposal submission, and ultimately, securing funding by effectively addressing sponsor feedback.

**Chanda Robe**  
Harvard University

**Paula Robinson**  
Northeastern University

**Geraldine Pierre**  
Boston Children's Hospital

**Location:** Sara Orne Jewett

# WEDNESDAY, 5/8

## Concurrent Sessions & Discussion Groups

### CONCURRENT SESSIONS

11:00 am—12:00 pm

**Post-Award**

Beginner

### **The Power of Prophecy: Rebudgeting and Projections in Post-Award**

In Post-Award we're often asked to predict the future – or at least the future impact of actions taken today. PIs may ask us if they can afford to admit new students or commit to new staff, if they can extend or expand the scope of projects, if they will need no-cost extensions to existing awards, or when they need to start writing new proposals. Policy or rate changes may also come with future costs or savings that we need to account for. All of these questions require us to project expenditures several years into the future, so that we can advise our PIs effectively, anticipate rebudgets and pre-approval requirements, and generally make the best choices for the awards that we administer.

#### **Learning Objectives:**

Learn what projections and rebudgeting look like at different points in the post-award life-cycle.

Get an overview of projection methods and understand the differing levels of precision they provide.

Discuss rebudgeting restrictions and other considerations that may impact decision-making.

**Rady Rogers**

Harvard University

**Katie Walker**

Boston University

**Location:** Longfellow

# WEDNESDAY, 5/8

## Concurrent Sessions & Discussion Groups

### CONCURRENT SESSIONS

11:00 am—12:00 pm

**Funding Agencies & Sponsors**    **How The University of Maine Cooperative Extension outreach and research programs support and enhance communities.**

All

The University of Maine Cooperative Extension's outreach and research programs significantly enhance communities by delivering targeted education throughout Maine. Through impactful initiatives spanning agriculture, aquaculture, food safety, health, youth development, climate, and natural resource management, Extension empowers community members with research-based knowledge and skills. Collaborative partnerships with local organizations strengthen collective efforts to address specific needs. Moreover, Extension applied research is focused on opportunities and challenges facing local communities and businesses. The Extension's multifaceted approach ensures a comprehensive and lasting positive impact, promoting the overall well-being and prosperity of the communities it serves.

**Jason Bolton, Ph.D.**  
University of Maine Cooperative Extension

**Location:** Sara Orne Jewett

**Hospital/Contracts**    **Negotiating with the Federal Government - Troublesome Clauses**

Beginner/  
Intermediate

To develop an awareness of negotiations and negotiation strategies when dealing with the Federal Government along with an understanding of the troublesome clauses in federal awards that universities face.

**Mike Corcoran**  
MIT

**Stacey Sullaway**  
MIT

**Michelle Gittens**  
MIT

**Location:** Winslow Homer

# WEDNESDAY, 5/8

## Concurrent Sessions & Discussion Groups

### CONCURRENT SESSIONS

11:00 am—12:00 pm

**Professional  
Development**

**Training New Research Administration  
Professionals**

**Nancy Bloch**  
LifeSpan

Intermediate

This session will describe how to develop a training program to bring seasoned business professionals to the research administration field. We will show how to utilize a specific training system that is designed to reduce the time required for training and will increase proficiency.

**Jessica McDonough**  
Yale University

**Location:** Hawthorne

**Learning objectives:**

Learning ways to train and keep qualified employees to work in research administration.

### DISCUSSION GROUPS

11:00 am—12:00 pm

**Pre-Award**

**Superhero Strategies: Conquering New  
Sponsor Challenges in Proposal Development**

**Alison Wellman Smith**  
Harvard Medical School

Beginner

During this discussion session, participants will brainstorm and share ideas for working with new sponsors during the proposal development stage. We will discuss best practices for reading funding announcements and evaluating the risk associated with a new sponsor.

**Denise Rouleau**  
Tufts University

**Location:** Rines B

# WEDNESDAY, 5/8

## Concurrent Sessions & Discussion Groups

### DISCUSSION GROUPS

11:00 am—12:00 pm

**Professional  
Development**

**The League of Extraordinary Connectors:  
Networking Powers Unleashed**

Beginner

Networking is critical to your professional development and growth. Many of us do this by attending events like NCURA, however, there are dozens of other opportunities for professional growth and career advancement that can come from expanding your network beyond NCURA. In this session we will go over the power of networking, how to leverage LinkedIn, how to find and get involved in initiatives so you can create new relationships and opportunities for the future and how to find your RA super power to promote yourself!

Key Take aways: The power of networking: Understand how to network effectively with the goal to give not get. LinkedIn: Understand how to use this powerful professional platform to tell your story, build relationships and expand your network. Branding: Get in touch with your professional superpower and leverage it to grow your network and differentiate yourself. Community over competition: Understand how to see others in your field as powerful allies vs. competition. Join us to transform your networking approach into a dynamic tool for professional success and personal brand

**Saira Valley**  
Valley Consulting Group, LLC

**Minessa Konecky**  
Minessa Ink

**Location:** Rines A



# WEDNESDAY, 5/8

## Concurrent Sessions & Discussion Groups

### CONCURRENT SESSIONS

1:15 pm—2:15 pm

**PUI/RD**  
Beginner

#### **Research Development at PUIs: Laying Groundwork for Success**

This session will provide an introduction to research development and an overview on how the University of Hartford and Bowdoin College engage faculty in the pre-pre-award stage. Participants will leave with an understanding of strategies they can use to build trust, confidence, and collaborative good will with their faculty members.

**Julie Portfolio**  
University of Hartford

**Cara Martin-Tetreault**  
Bowdoin College

**Location:** Rines A

**Compliance**  
Intermediate

#### **The Invisible Hero: AI's Role in Efficiency in Research Administration**

As spreadsheets and the internet transformed research administration of yesteryear, AI is now here to change our workflows again. This session will focus on getting started in the tools and provide concrete tasks that you can implement into your work, no matter where you are in the sponsored funding lifecycle. We will focus mostly on generative AI tools like ChatGPT or Bing Chat (now Copilot). This session will show you that AI will not replace a great research administrator, but it will make you even better. AI is here to help us all shore up our pillars in the analytical skills trifecta of strategic thinking, communication skills, and technical proficiency. AI can level the playing field for those who have felt they are behind in their technical skills such as Excel and programming, or those who feel they lack a creative impulse and would like help designing slides and images for their work. This session is all about what is possible – bring your wish list!

**Ashley Bens**  
Harvard University

**Joe Mullin**  
Harvard University

**Location:** Longfellow

# WEDNESDAY, 5/8

## Concurrent Sessions & Discussion Groups

### CONCURRENT SESSIONS

1:15 pm—2:15 pm

**Pre-Award**  
Intermediate

**Tactics to integrate pre- and post-award knowledge for compelling proposals**

This session provides an overview of the different research administrative structures, discusses the benefits of each, and provides recommendations for making the best of the existing offices at your institution. The learning objectives are: 1. gain a general perspective of the various pre- and post-award divisions, department administration offices, and mixed or decentralized structures in institutions; 2. learn new techniques to incorporate lessons from post-award in pre-award administration; 3. obtain methods to combat the challenges administrators face and recommend ways to streamline communication between all offices engaged in grants management.

**Post-Award**  
Intermediate/  
Advanced

**Crisis Crusaders: The Heroes of Post-Award Cleanup-**

With the current retention problems and high turnover rates in research administration contributing to higher than ever workloads, RAs can often find themselves falling behind on their reconciliations or RAs will join a team and take over portfolios that have been long neglected and need in-depth clean-up. The complexity of post-award crisis management extends far beyond routine account maintenance and demands a distinct set of skills and strategies. This session aims to equip research administrators with advanced strategies for managing and preventing post-award crises. Participants will explore a suite of tools and work plans specifically designed for handling projects that have devolved into a state of disarray, as well as methods to mitigate risks and streamline future post-award processes. Key Takeaways: Identify key differences between standard reconciliations and crisis-level account management. Learn to implement effective tools and techniques for cleaning up neglected portfolios. Develop robust strategies for preemptive crisis management to secure a smoother post-award phase.

**Lenko Tankov**  
Simmons University

**Rady Rogers**  
Harvard University

**Location:** Sara Orne Jewett

**Saira Valley**  
Valley Consulting Group, LLC

**Carolyn Bell**  
Beth Israel Deaconess Medical Center

**Location:** Winslow Homer

# WEDNESDAY, 5/8

## Concurrent Sessions & Discussion Groups

### CONCURRENT SESSIONS

1:15 pm—2:15 pm

**Contracts/Hospital**   **Troublesome Terms in Non-Federal**  
Intermediate   **Agreements**

Universities are faced with a negotiating and executing a wide array of legal instruments (e.g., grants, contracts, gift agreements) to facilitate the research enterprise. These instruments can take many forms from basic attestation statements to lengthy contracts that incorporate state and federal statute and regulation. Further, the relationships contemplated by these agreements may be with a variety of external parties, such as state and federal governments, private industry, nonprofit foundations, and international entities. Knowing what troublesome terms to look for in your agreements, or to pro-actively make external parties aware of, will help you as a research administrator ensure institutional compliance and integrity, and facilitate more efficient contract negotiation and execution.

**Learning Objectives:**

You'll learn about frequently found troublesome terms in non-federal research agreements and why they are problematic for the research enterprise. You will also learn about the differences between public and private institutions of higher education when it comes to troublesome terms.

**James Creswell**  
Yale University

**Tyler Tulloch**  
University of Connecticut

**Location:** Hawthorne

# WEDNESDAY, 5/8

## Concurrent Sessions & Discussion Groups

### CONCURRENT SESSIONS

2:30 pm—3:45 pm

#### Funding Agencies & NIH Update

#### Sponsors

#### Plenary Session

Don't miss this opportunity to hear about what is new and being developed within the National Institutes 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. Upon completion of the presentation, participants may have the opportunity to ask questions about new and existing policies. Topics include recent and upcoming changes to NIH policy, compliance requirements, and so much more!

Christine Cochrane

NIH

Location: East Grand Ballroom

3:45 pm

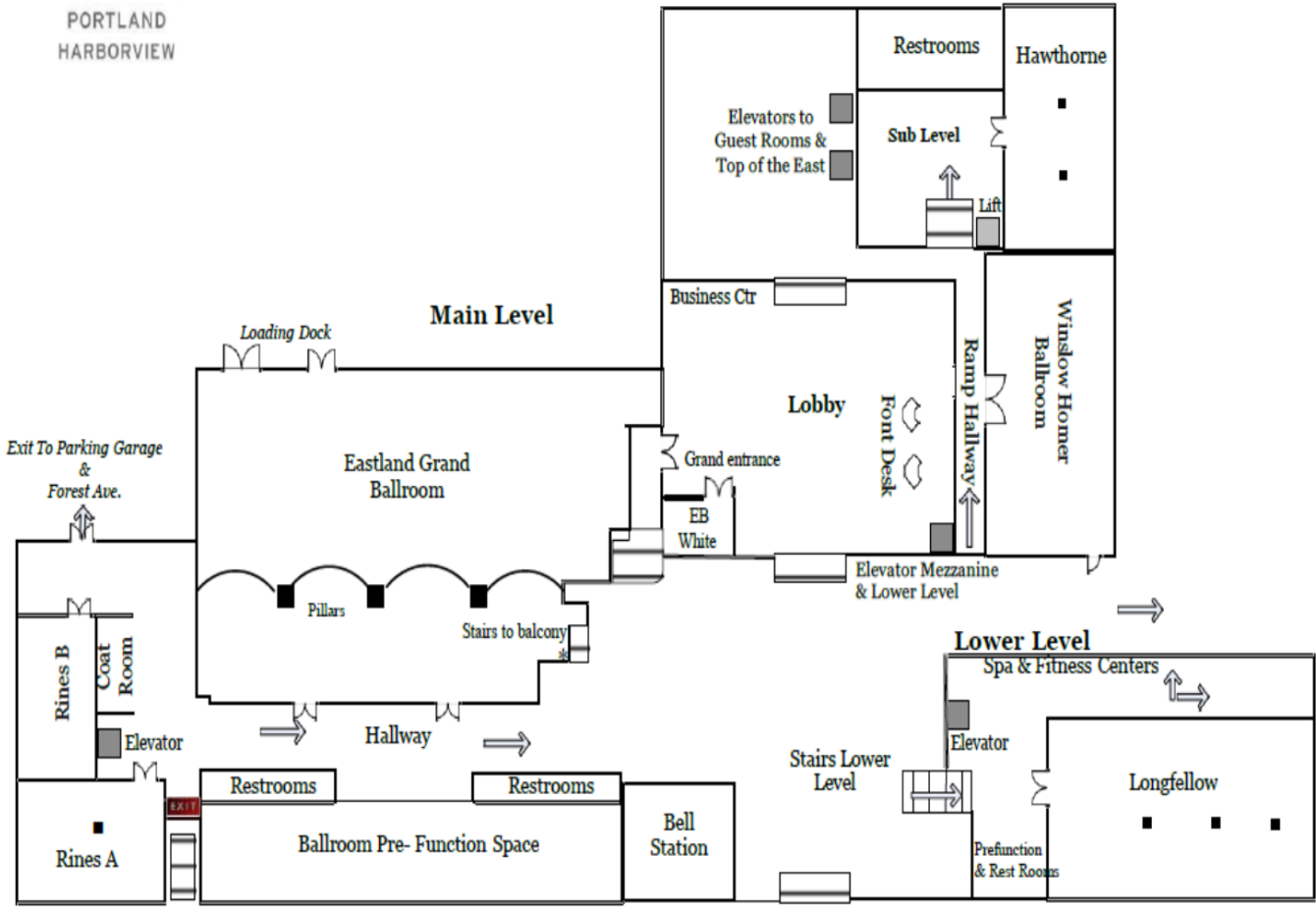
### ADJOURN!

**Farewell, citizens! Until our paths cross again in the realm of righteousness, stay vigilant and keep the spirit of heroism alive!**



# HOTEL MAP

**THE WESTIN**  
PORTLAND  
HARBORVIEW



## Mezzanine Level

