Fundamentals
Unity
Nourishment

NCURA Region 1 Spring Meeting

Sheraton Portsmouth New Hampshire
May 8-11, 2023

NCURA Region I

Supporting Research...*together*™

WELCOME!

Greetings Region I Colleagues!

The program planning committee is excited to invite you to the 2023 Region 1 Spring Meeting, to be held in Portsmouth, New Hampshire. The theme of this year's meeting is FUN: Fundamentals, Unity, and Nourishment. We chose this theme to best describe our return to being together. This meeting will provide us with an opportunity to refresh our **Fundamental** knowledge, to come together and **Unite**, and to provide **Nourishment** in our continued and necessary growth in our professional lives.

The committee has been busy putting together a comprehensive program which includes a wide range of sessions and discussion groups that offer varying learning levels for all. To compliment the program, a wide array of workshops is available. These include the *Essentials of Research Administration Workshop*, which provides an overall foundation for sponsored programs, *Pre-Award: Proposal Preparation and Budgeting* and *Post-Award: Award Management and Reporting*. All presentations, discussion groups, and workshops are taught by knowledgeable and experienced research administrators within Region 1.

We are honored to have Dr. Ara Tahmassian, Harvard University's Chief Research Compliance Officer and NCURA President for 2022, provide our Keynote Address. Dr. Tahmassian' s vast experience and leadership roles at several prominent institutions and service on international and national committees has provided him with a depth of knowledge and know-how to maintain and promote integrity and ethical behavior for varied research environments despite all challenges. We look forward to learning how Dr. Tahmassian deals with these issues daily as well as his thoughts on how research administration is to be reimagined for the future to embrace the concepts of fundamentals, unity, and nourishment.

In addition to our educational program, we have many opportunities for networking, fun, and a Career Center, for those looking to expand their horizons. Daily early morning exercise on Tuesday (yoga) and on Wednesday a group walk is all available. We will have our traditional Welcome Reception, New Professionals Cohort, Volunteer Reception and Hospitality Suites. Newly added is a NCURA Cares Night After Dinner Groups to be held on Monday and Tuesday nights as well as a Rest and Recharge (R&R) Room to offer you a chance to decompress throughout the meeting. And, finally, we will celebrate all things FUN at the Wednesday Evening Banquet with great food and drinks, a DJ, and dancing.

We look forward to seeing you and we hope you enjoy the meeting!

Sincerely,

Nick Fisher, Boston Children's Hospital, Meeting Chair

Shannon Sewards, Harvard University, Co-Chair

Kyle Lewis, Lewis RA Consulting, Co-Chair

The Spring Meeting 2023 Program Committee

Fundamentals

Unity

Nourishment

Sheraton Portsmouth Harborside Hotel
250 Market Street, Portsmouth, NH 03801

SHERATON PORTSMOUTH HARBORSIDE HOTEL

Immerse yourself in New Hampshire's Seacoast region at Sheraton Portsmouth Harborside Hotel. Located in the heart of downtown Portsmouth, New Hampshire, our hotel places you near many of the area's prominent destinations, including Jenness State Beach, the University of New Hampshire, the Portsmouth Naval Shipyard and Prescott Park. Make time for a delicious meal at Two-Fifty Market or order from our full room service menu. Maintain your exercise regimen with a workout in our fitness center or indoor pool. Our adaptable event spaces offer on-site catering and AV equipment, ideal for corporate meetings and parties in downtown Portsmouth. At the end of your day, retreat to our spacious hotel rooms and suites with complimentary Wi-Fi, plush bedding, mini-refrigerators and work desks. Expect an exceptional stay in Portsmouth, New Hampshire, at Sheraton Portsmouth Harborside Hotel.

ALTERNATE HOTELS:

Hampton Inn Portsmouth NH

Residence Inn by Marriott Downtown Waterfront

Hilton Garden Inn Portsmouth Downtown

MEETING REGISTRATION

Full Meeting Registration

Full-Price Registration: $595
Early bird registration is $525 until 4/14/23. Registrations received after will be charged the full meeting rate.

Day Registration

Tuesday or Wednesday Only Registration: $295

Thursday-Only Registration: $150

Workshop Registration

Register for the Monday workshops for an additional fee.

Full-Day Workshops: $300

Half-Day Workshops: $175

Registration Closed 4/28/23

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.

2023 Region 1 Spring Meeting

PROGRAM COMMITTEE

Meeting Chair	**Nick Fisher** Boston Children's Hospital
Co-Chairs	**Kyle Lewis,** Lewis RA Consulting **Shannon Sewards,** Harvard University
PUI	**Dalila Alves,** Providence College **Carolyn Elliott-Farino,** Maine Health Institute for Research
Pre-Award	**Kiku Ichihara,** Broad Institute **Joanna Sabal,** University of Connecticut
Post-Award	**Rady Rogers,** Harvard University **Amy Ellis,** Yale University
Compliance	**Shannon Sewards,** Harvard University **Steve Hoffman,** Steward Health Care
Federal	**Lisa Mosley,** Yale University **Jessica Randall,** Yale University
Hospital	**Joyce Ferland** Mass General Brigham
Human Capital	**Heather Dominey,** Brown University **Beth Kingsley,** Yale University
Workshops	**Roseann Luongo,** Huron Consulting
VMC Chair	**Curtis Van Slyck,** Northeastern University
Communication & Membership Chair	**Caitlin Crowley,** BVARI
NCURA Cares	**Louise Griffin,** University of New Hampshire
Sponsorship	**Pattie McNulty,** Boston VA Research Institute
Treasurer **Treasurer-elect**	**Randi Wasik,** University of Massachusetts Chan Medical School **Lana Metayer,** University of Vermont
Secretary **Secretary-elect**	**Jessica McDonough,** Dartmouth College **Brandi Glover,** Brown University
Curriculum Committee	**Roseann Luongo,** Huron Consulting
Swag Committee	**Geraldine Pierre,** Boston Children's Hospital **Anjali Panse,** Dana Farber Cancer Institute
Wellness Committee	**Geraldine Pierre,** Boston Children's Hospital

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.

Your Certificate of Completion will be emailed to you after the conference.
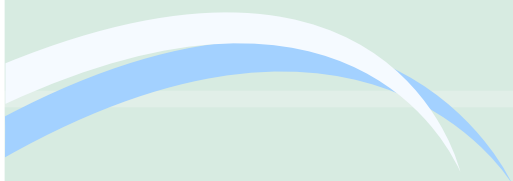
Make the most of your meeting!

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

◇ **Try something new.**

◇ **Asking questions is a good way to find out!**

◇ **Help, if you see help is needed.**

◇ **Have fun!**

◇ **Fill out feedback and evaluation forms when asked 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.
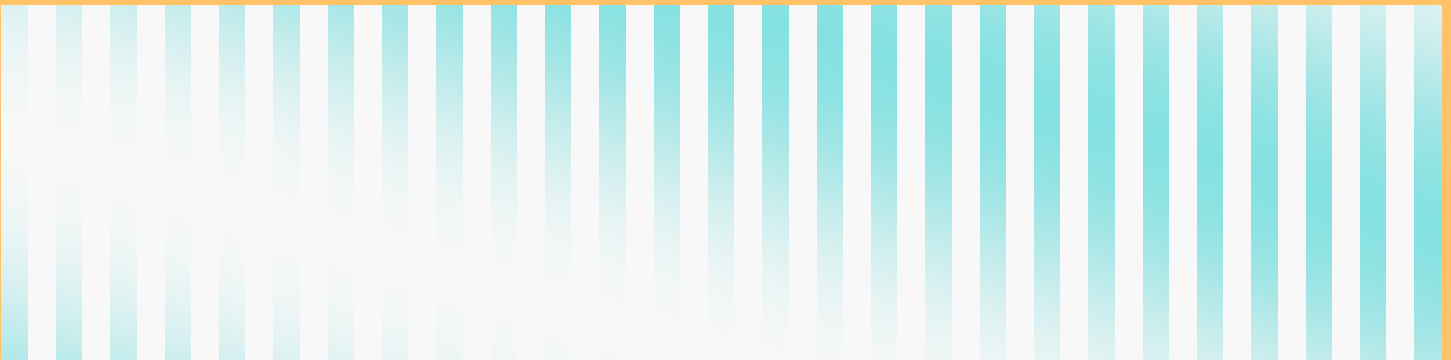
Region 1

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. Also, reserved tables for seating at lunch, 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.

2023 Region 1 Spring Meeting Sponsors

Thank you for your <u>Silver</u> Level Sponsorship!

Thank you for your <u>Bronze</u> Level Sponsorships!

2023 Region 1 Career Center Sponsors

THANK YOU!!!!

Boston Children's Hospital

Where the world comes for answers

BROAD INSTITUTE

BVARI | Boston VA Research Institute

Dana-Farber Cancer Institute

HARVARD MEDICAL SCHOOL

Harvard John A. Paulson School of Engineering and Applied Sciences

Massachusetts General Hospital
Founding Member, Mass General Brigham

NBER | NATIONAL BUREAU of ECONOMIC RESEARCH

DAILY ITINERARY

MONDAY, 5/8/23

START	END	EVENT
7:30 am	6:00 pm	Registration for All Attendees & Speakers
8:00 am	9:00 am	Breakfast for Workshop Attendees
9:00 am	12:00 pm	Half-Day Workshops (Morning)
9:00 am	4:00 pm	Full-Day Workshops
12:00 pm	1:00 pm	Lunch for Workshop Attendees
1:00 pm	4:00 pm	Half-Day Workshops (Afternoon)
5:00 pm	6:00 pm	Newcomers Reception
6:00 pm	7:30 pm	Welcome & Fun Reception
8:30 pm	10:30 pm	Hospitality Suite
8:30 pm	10:30 pm	NCURA Cares

TUESDAY, 5/9/23

START	END	EVENT
6:30 am	7:30 am	Yoga
7:30 am	6:00 pm	Registration for All Attendees & Speakers *(Note: Closed 12-1 pm during lunch)*
7:30 am	9:00 am	Continental Breakfast
8:00 am	5:00 pm	Quiet Room Open
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	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
2:15 pm	2:30 pm	Break
2:30 pm	3:30 pm	Concurrent Sessions & Discussion Groups
3:30 pm	3:45 pm	Break
3:45 pm	4:45 pm	Concurrent Sessions & Discussion Groups
6:00 pm	8:00 pm	Dinner Groups
8:00 pm	10:30 pm	NCURA Cares Night & Hospitality Suite

DAILY ITINERARY

WEDNESDAY, 5/10/23

START	END	EVENT
6:30 am	7:30 am	Group Walk *(Meet in lobby at 6:20 am)*
7:30 am	6:00 pm	Registration for All Attendees & Speakers *(Note: Closed 12-1 pm during lunch)*
7:30 am	9:00 am	Continental Breakfast
8:00 am	5:00 pm	Quiet Room Open
9:00 am	10:15 am	Concurrent Sessions & Discussion Groups
10:15 am	10:30 am	Break
10:30 am	11:45 am	Concurrent Sessions & Discussion Groups
11:00 am	5:00 pm	Career Center
11:45 am	1:00 pm	Lunch
1:00 pm	2:15 pm	Concurrent Sessions & Discussion Groups
2:30 pm	3:45 pm	NCURA Region I Business Meeting
4:00 pm	5:00 pm	Concurrent Sessions & Discussion Groups
5:30 pm	6:30 pm	Volunteer Reception
6:30 pm	10:00 pm	Dinner / DJ & Dancing

THURSDAY, 5/11/23

7:30 am	9:00 am	Continental Breakfast
9:00 am	10:15 am	NIH Update
10:15 am	10:30 am	Break
10:30 am	11:45 am	NSF Update
12:00 pm		Meeting Adjourns

HELLO THERE!

DON'T FORGET TO SMILE TODAY! :)

www.happyhazel.com

DOWNLOAD THE NCURA APP

Follow this QR code or download the NCURA app from the Apple or Google Play stores!

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

Please note: if you have an older version of the app on your device, you may need to delete and reinstall the current version.

ADD THE SPRING MEETING

Select the Region 1 Spring Meeting from the list of events.
Please note: the app is for registered participants

BUILD YOUR AGENDA

Select the sessions and events you plan to attend at the conference.

Please Note: You're not signing up for anything, and you can make changes to your agenda anytime.

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, 5/8, 5-6 pm, Ballroom/Lobby

WELCOME & START THE FUN RECEPTION

SPONSORED BY ATTAIN

Welcome back, Region 1 - come catch up with old friends as we kick off the meeting! We'll be gathering in the Atrium to start the fun! Appetizers and beverages will be served while we listen to pianist, Leo Zhao.
Monday, 5/8, 6 - 7:30 pm, Harbor View Room

EVENING GATHERING SPOT

Come mingle with your colleagues in the Hospitality Suite after a day of great sessions!
This gathering provides an informal backdrop to get to know other members.
Monday and Tuesday, 8:30 - 10:30 pm, River Watch Room and John Paul Room (NCURA Cares)

TUESDAY 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 Portsmouth. Choose from a variety of cuisines, stick with your favorite one or try something new!
Sign up for a dinner group at the registration desk by 12 PM on Tuesday, 5/9!

Meet in the lobby at 5:45 pm.

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. **Wednesday, 5/10 5:30 - 6:30 pm, Ballroom**

FUN

YOGA

With Mandy Hoffman

The morning Vinyasa Yoga classes are suitable for anyone wanting to start their day with more strength, balance, fluidity and confidence. Vinyasa Yoga is an energetic and invigorating practice embodying the flow of yoga and focuses on strength, stability and flexibility. Every level of experience is supported and encouraged. Please bring your own water, mats, towels, etc.

Tuesday, 5/9
6:30 - 7:30 am, Wentworth

STRONGFLIGHT
WHERE FITNESS TAKES OFF

INSPIRED MORNING YOGA

Generation Focus & Intention
Through Movement

Instructor
Mandy Hoffman

**Join Us
Tuesday Morning**

6:30–7:30am

SIGN-UP REQUIRED

Event Exclusive First 15
to Sign-Up Will Receive

FREE RELAXATION STRAP*

** Must be present in class to receive

MORE FUN

GROUP WALK

Come and enjoy an early morning fun walk of fitness and friendship with colleagues around Portsmouth!
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
Wednesday, 5/10
6:30 - 7:30 am, Meet in the Lobby

QUIET ROOM

Looking for a quiet space to recharge? Need to take a few minutes to process the multitude of information? Retreat to the quiet room for a different kind of fun, relaxing and recharging! Phone calls and Zoom meetings will be discouraged. Make sure to stop by during the meeting for some self-care.

Tuesday, 5/9 and Wednesday, 5/10,

8 am - 5 pm, Daniel Webster Room

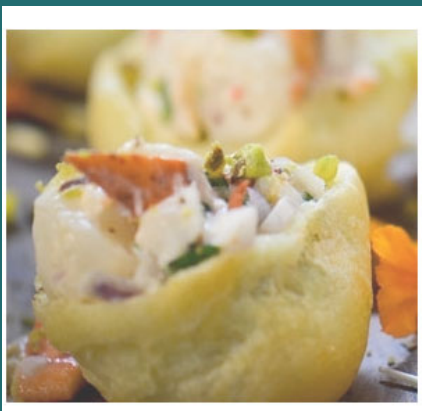# MORE FUN

TUESDAY DINNER GROUPS

RESTAURANTS

ROOFTOP AT THE ENVOI @ 6:30 FOR 6 PEOPLE

ORE NELL'S BBQ @ 6:30 FOR 12 PEOPLE

MASSISOM'S ITALIAN @ 6:30 FOR 12 PEOPLE

CLIPPERS TAVERN @ 6:15 FOR 12 PEOPLE

TWO-FIFTY MARKET (SHERATON HOTEL) @ 6:30 FOR 12 PEOPLE

NCURA CARES

NCURA CARES OUTREACH PROGRAM

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 some vanity items to provide necessities for those in need. NCURA Volunteers will be collecting these items throughout the conference; please drop off items at the Registration desk.

In addition, we are asking that you please consider donating item(s) from the top requested items. The Dollar Store is a great place to get some of these items! THINK BIG! Collaborate with your colleagues or consider hosting a needs drive at your institution and bring collected items for donation to Portsmouth, NH.

Two RAFFLE DRAWINGS means 2 chances to win!!

Top Requested Items

- *Gift Cards (Walmart, Target, Gas, Grocery, etc.)*
- *Diapers & Pull-Ups (especially size 4-5)*
- *Baby wipes*
- *Child-sized masks*
- *Cleaning and paper products (full-size, new): laundry detergent, paper towels, toilet paper, tissues*
- *Toiletries (full-size, new): soap, body wash, shampoo/conditioner, hair brushes, razors*
- *Non-perishable foods*

NCURA CARES NIGHT

Tuesday evening, after dinner groups, we will have NCURA Cares night to make cards for kids in hospitals from NCURA . Whether you feel you are creative or not, we will have all the items needed to make a card to send to kids to show NCURA Cares.
For more information regarding NCURA Cares (additional items needed, what you/your institution can do to assist this outreach program, etc.), please contact Louise Griffin or Kyle Lewis

Monday (5/9) & Tuesday (5/9), 8:30-10:30 pm, John Paul Room

MONDAY, 5/8

WORKSHOPS

FULL-DAY WORKSHOPS	9 am - 4 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 Dillion
Brown University

Amphitheater

HALF-DAY WORKSHOPS	9 am - 12 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

Krista Ernewein
Harvard University

Gardner

	1 pm - 4 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

Krista Ernewein
Harvard University

Gardner

"21 types of fun"

competition · expression · power · problem solving · immersion · completion · sensation · fellowship · physical activity · danger · reflection · altruism · humour · discovery · imagination · love · submission · application of ability · creation · narrative · challenge

© Career Innovation, 2008

Newcomers Reception, 5-6 PM

Welcome & Start the FUN Reception, 6 - 7:30 pm

With Pianist, Leo Zhao

Leo Weiyu Zhao double majored in music and biology at Emory University with concentration in piano performance. Zhao has performed in New York's Weill Hall at Carnegie Hall and Lincoln Center, as well as at the Ambassador Auditorium in Los Angeles. He has won numerous regional competitions, received the California State Assembly Certificate of Recognition twice, and he was the winner of the 2016 Emory Aria and Concerto Competition and the 2013 Carnegie Hall Russian Seasons Competition. Zhao has performed with the Emory Wind Ensemble as well as the Emory University Symphony Orchestra on piano.

He was the pianist for the Pasadena Young Symphony Orchestra (PYSO) Philharmonic and the Chamber Ensemble for four years, during which time he learned from and performed with members of the Los Angeles Philharmonic and the Pasadena Symphony Orchestra. He was a saxophonist in the Arcadia High School Marching Band, marching at the Rose Parade in Pasadena in 2012. Zhao was also principal saxophonist of PYSO Symphony for three years, during which time they performed at venues in Vienna, Salzburg, and Prague, and with the US Air Force Academy and the Air Force Academy Band. Zhao began playing piano at age four. He was the student of Eiko Takeuchi in Japan and he has studied for the past six years under Esmiralda Roushanova, who deeply influenced his playing style and has continued to drive his musical passion. At Emory, Zhao was a student of Keiko Ransom and William Ransom.
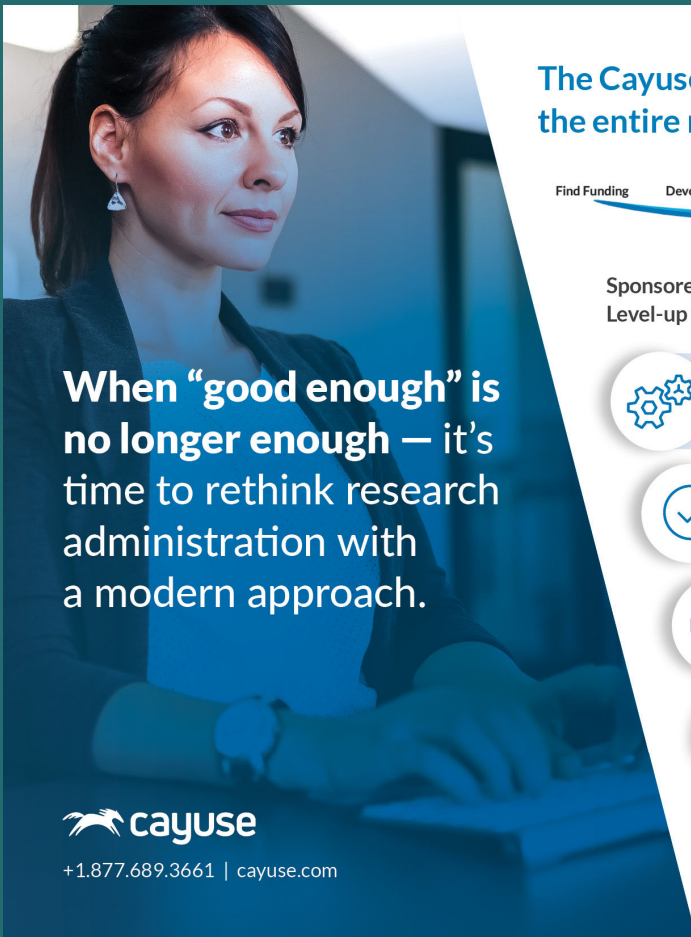
Welcome to the Fun!

Welcome	8:45 - 9:00 am, Ball Room

Stacy Riseman, Region I Chair, Holy Cross College will greet attendees with a welcome address.

NCURA National Update	9:00 - 9:15 am, Ball Room

Robyn Remotigue, NCURA National Secretary, University of North Texas Health Science Center at Fort Worth, will give an update on the happenings at National.

TUESDAY, 5/9

Recognizing the importance of the role played by university-based researchers in the wartime Research and Development efforts, on November 17, 1947, President Franklin D. Roosevelt commissioned Vannevar Bush to address specific questions about what the government may do to continue with the success of wartime scientific efforts.

In July 1945, Vannevar Bush issued the famous report, Science the Endless Frontier. The report recommended the establishment of a new agency, the National Science Foundation, and the partnership between government, academia, and industry. The recommendations from this report have been called "The engine that has driven American dominance in scientific discovery and technological innovation for decades."

The report also established more organized and formal research funding from the government to the universities and implemented regulations and policies on managing the research and the funds supporting it. The growth of these requirements gave rise to the need for managing the "research enterprise" and the start of research administration as a profession. A profession that has continued to grow and evolve to support the research enterprise for nearly seven decades.

Since 1959, NCURA has been at the forefront, supporting the research administration profession through the broad spectrum of programs offered to its members.

Join us in walking through the evolution of the research administration profession from its past to the present and what the future may look like.

BIOGRAPHY

Key note Speaker: Biography: Dr. Ara Tahmassian

Dr. Tahmassian is Harvard University's Chief Research Compliance Officer and NCURA President for 2022.

The vast experience and leadership roles at several prominent institutions and service on international and national committees has provided him with a depth of knowledge and know-how to maintain and promote integrity and ethical behavior for varied research environments despite all challenges. We look forward to learning how Dr. Tahmassian deals with these issues daily as well as his thoughts on how research administration is to be reimagined for the future to embrace the concepts of fundamentals, unity, and nourishment.

Dr. Tahmassian holds a B.Sc. in nuclear engineering and a Ph.D. in radiobiology from Queen Mary College, London University, and is a Diplomat of the American Board of Sciences in Nuclear Medicine.

Ara has been active in national and international efforts and has served, and continues to serve on many committees including: two terms on the Board of Directors of the Council on Governmental Relations (COGR), Chairing the Research Compliance and Administration Committee; served on the NUCRA Professional Development Committee and as a Contributing Editor for the NCURA Magazine; is currently a member of the Interim Executive Committee of Broader Middle East and North Africa Biosciences Forum, COGR's Research & Regulatory Reform, FDP Animal Subject's Subcommittee, NCURA Select Committee on Peer Programs, and Select Committee on Global Affairs.

TUESDAY, 5/9

Concurrent Sessions & Discussion Groups

Post Award

Concurrent

Lear Room

Audits and Internal Controls

This session is for research administrators who would like to gain knowledge of audit requests and what actions are needed when you are audited. We will cover the work flow of audits, the types of audit requests one may receive as well as requested documentation to support costs. During this presentation, we will demonstrate the connection between strong internal controls and clean audits. Both departmental and central perspectives will be addressed.

Christyne Anderson
Harvard University

Rady Rogers
Harvard University

PUI

Concurrent

Harbor's Edge Room

Creating Essential Infrastructure at a PUI

This session will focus on the why and the how of creating a strong research administration infrastructure in a small research administration unit. We must recognize that to successfully attain the objective of growing their research portfolio requires a strong research administration infrastructure (e.g. policies, web resources, training, technology and software applications, oversight). We often see that the ambitions in small colleges outweigh the resources allocated to the support of that function, forcing staff to do more with less. This often leads to understaffing and without the capacity to develop the infrastructure that would support and leverage both the function and the staff. This combination can frustrate faculty, stress the research administration staff and present poorly to external funders (who are watching)!

Elizabeth Demski
Wellesley College

Compliance

Discussion Group

Warner Room

Navigating the Complexities of New Compliance Initiatives

As we start to see the beginnings of the NSPM-33 implementation and the roll out of the new NIH data management and sharing policy at the beginning of 2023, it is clear that compliance requirements will continue to shift rapidly in the coming years. Compliance teams will need to respond by implementing new policies, procedures and systems. This session will be an opportunity for the group to discuss key issues of evolving a compliance program to keep up with the times. We will discuss stakeholder management, sponsorship, strategies for consensus building and how compliance professionals have been able to move the needle from need to reality.

Amanda Humphrey
Northeastern University

TUESDAY, 5/9

Concurrent Sessions & Discussion Groups

10:30 am - 11:45 am

Federal Concurrent
Intermediate
Prescott Room

COGR Update

This session will focus on recent COGR activities and provide updates

Lisa Mosley

Yale University

Pre-Award Concurrent
Amphitheater

Grants Acronyms and Terminology for the Grants and Contracts Administrator

Research Administrators have to be familiar with many different terms and acronyms in navigating the diverse world of grants and contract administration. This interactive session will explore a glossary of internal and external terminologies used in the lifecycle of grants and contract administration. Participants will learn common institutional and acronyms used in the grants community and become familiar with old and new sponsor grants and contracts acronyms and terms.

Geraldine Pierre

Boston Children's Hospital

Kayla Burgess

University of Connecticut

Post-Award Discussion Group
Woodbury

Travel and Entertainment: Best Practices and Pitfalls

This discussion group will focus on sharing practices in award management with a specific focus on travel and entertainment - allowability, budgeting, post-award review and approval, documentation, hidden pitfalls, best practices. Join us to share your stories and experiences in the post-Covid resurgence of sponsored travel.

Roseann Luongo
Huron Consulting

Christyne Anderson
Harvard University

TUESDAY, 5/9

Concurrent Sessions & Discussion Groups

10:30 am - 11:45 am

Hospital

Discussion Group

Gardner

Clinical Trial Billing Best Practices

Clinical trial billing is an ongoing process throughout the life of a study that requires continuous detail-oriented oversight. The focus of this discussion group is to share strategies, tips, and best practices to manage clinical trial billing in your department. Topics may include: clinical trial billing systems, tracking methods, collaboration between departments, communication between study team members and administrators

Lynelle Cortellini
Massachusetts General Brigham

1:00 pm - 2:00 pm

Pre-Award

Concurrent

Amphitheater

Trouble some Clauses: What to Look For and How to Resolve Them

This session will focus on becoming familiar with the process that universities go through when negotiating Federal Contracts, including developing awareness of problematic clauses that can jeopardize awards.

Michael Corcoran
Massachusetts Institute of Technology

Stacy Sullaway
Massachusetts Institute of Technology

Katerina McCarty
Massachusetts Institute of Technology

PUI

Discussion Group

Woodbury

Above and Beyond: Doing It All at a PUI

If your office is also responsible for the Institutional Review Board (IRB), undergraduate research program, or other affiliated areas on your campus, this session is for you! Strategies for successful coordination will be shared that address the sponsored research office charged with additional duties beyond "pure" grants administration. Come share your successes and challenges managing office "extras" with fellow PUI colleagues in a supportive environment.

Bonnie Troupe
Stonehill College

Post-Award

Concurrent

Harbor's Edge

Billing Term Considerations for Novices

This session will explore billing terms for sponsored awards. Topics will include optimal billing terms, possible pitfalls and the importance of alignment between departmental and central units. The presentation will be geared towards professionals who typically do not work with terms but have a direct/indirect impact on billing, for example, research administrators, PIs, department level Financial Analysts, etc.

Matthew Beissel
University of Vermont

Lana Metayer
University of Vermont

TUESDAY, 5/9

Concurrent Sessions & Discussion Groups

1:00 pm - 2:00 pm

Compliance

Concurrent

Gardner

Overview of Regulatory Committees (IRB/IACUC/IBC) and the Impact on the Project Lifecycle

In your everyday life as a sponsored research professional you often encounter regulatory committees that significantly impact your externally funded projects. It is not always clear when these regulatory committees will have oversight on your projects. Further complicating your work is their oversight may change over the project's lifecycle. This session will help demystify these committees and when they are likely connected to the project.

Ross Hickey
University of Southern Maine

Hospital

Discussion Group

Warner

Academic Medical Centers: Balancing Clinical Time and Research

Academic Medical Centers (AMCs) have the same tripartite mission: research, medical education and patient care. No two AMC models are alike. Each has its own balance of these three functions. Some emphasize education more than research, while others emphasize research more than clinical care, and still others prioritize clinical activity. The demands on time and productivity of AMC clinicians are significant. This discussion group will focus on sharing best practices in balancing clinical time and research specifically relevant to protected research time and academic time policies. This discussion group could also be relevant to course buyouts in a University setting.

Joyce Ferland
Mass General Brigham

Sharada Das Lavigne
Mass General Brigham

Federal

Concurrent

Lear

Federal Demonstration Partnership (FDP) Update

Please join this session to find out about the latest pilots and activities happening with the Federal Demonstration Partnership.

Melissa Korf
Harvard University

TUESDAY, 5/9

Concurrent Sessions & Discussion Groups

1:00 pm - 2:00 pm

Human Capital **Concurrent** Prescott	**Understanding Organizational Design as a Way to Extend DEI Practices** Organizational design not only impacts how work gets done, but also how people feel about and interact with their workplace environment. DEI has impressed upon us all the importance of being able to bring one's whole self to the workplace. This session will highlight some of the different types of organizational design from the perspective of scholar Frederick Laloux and discuss how organizational design can impact feelings of belonging, inclusion, and other important facets of both personal satisfaction and efficiency in the organization.	**Amanda Humphrey** *Northeastern University* **Kathryn Walker** *Boston University*

2:30 pm - 3:30 pm

Pre-Award **Discussion Group** Woodbury	**Winning the Match Game** Cost Share is an ever-challenging adventure. We all know that we should avoid voluntary committed cost-share but what about when it is mandatory? We will discuss how to identify and clearly document cost share at time of proposal. What are possible sources, how to clearly document third party and in-kind match. When are gift or other grant funds permitted to be used as match? What about using unrecovered F&A? What approvals are required and how are they obtained? We hope for a sharing of ideas from which we can all benefit.	**Elisa Ziglar** *University of Vermont* **Amy Santos** *University of Vermont*
Hospital **Concurrent** Gardner	**Managing Clinical Trials** Once clinical trial agreement is fully-executed, the department has the challenge of managing budget terms when milestones do not align with the performance period. This session will highlight some complexities of financial management of industry-sponsored clinical trials within the department	**LaShaunda Gayden** *Brigham and Women's Hospital* **Taylor Saraceno** *Brigham and Women's Hospital*

TUESDAY, 5/9

Concurrent Sessions & Discussion Groups

Compliance

Concurrent

Harbor's Edge

PI Faculty Engagement from Proposal to Closeout

This session is designed to explore aspects of research compliance with a specific lens to direct interaction with PI faculty. All levels of experience as well as central/local role-groups are welcomed. While we will tailor many examples to university faculty, colleagues in primarily hospital settings may find these suggestions, tips and tricks useful. Session highlights will include examples of engaging PI faculty from Proposal to Close-Out through facilitator improv & discussion.

Krista Ernewein
Harvard Medical School

Denise Rouleau
Tufts University

PUI

Concurrent

Amphitheater

Write On! – Tapping into Writing Retreats and other Resources to Stimulate Proposal Activity

For faculty at PUIs, a lack of time to focus on writing is a significant deterrent from pursuing grants. This session will focus on several research development activities and resources designed to motivate and support faculty to start and keep writing proposals. We will discuss writing retreats, cohorts, coaches, and mock reviews, and introduce strategies such as the Pomodoro technique and other writing exercises. Pros and cons of each will be evaluated, and participants will be invited to share their experiences, both positive (what worked!) and negative (which were a bust).

Dalila Alves
Providence College

Carolyn Elliot-Farino
Maine Medical Center

Post-Award

Concurrent

Lear

Creating Stability, Consistency, and Strong Relationships through Effective Post-Award Management

Today's procrastination becomes tomorrow's emergency. Post award is like exercise. We know we need to do it, but we just really, really don't want to, or we can't find time to get it done.

For many RAs, the critical task of post award management falls lower and lower on the to do list as other "urgent" time sensitive tasks come up. Post award becomes an anxiety inducing activity that is rushed and in many cases, forgotten for months at a time, eventually becoming a new crisis when expenses have posted to the wrong accounts, salary and effort hasn't been updated, old POs post to expired projects and so on.

In this session we are going to discuss why post award is so valuable, and how RAs play a pivotal role in helping the brilliant medical minds of our time push the boundaries of science and healthcare.

Saira Valley
Saira Valley Consulting, LLC

TUESDAY, 5/9

Concurrent Sessions & Discussion Groups

2:30 pm - 3:30 pm

Post-Award **Concurrent** Prescott	**Fear of Commitment** Faculty 'time' is impossible to track – they are not hourly employees, nor do they submit billable hours for different activities. Yet they are expected to certify their 'time' when certifying effort reports, estimate how much 'time' in person months they will spend on a project when submitting a proposal, and how much 'time' they've spent on a project when submitting an RPPR. This session will focus on the regulatory roots of these federal requirements and highlight why they will never align.	**Lisa Mosley** *Yale University*

3:45 pm - 4:45 pm

Pre-Award **Discussion Group** Warner	**Learning Pre-Award in a New World: Onboarding in a Hybrid or Remote Environment** Learning a new job is hard in the best of circumstances. Learning it remotely or in a hybrid environment adds a new level of challenges. We will discuss the best practices and challenges experienced from the perspective of both the trainee and trainer of Pre-Award administration in the remote onboarding environment. Having a robust training and network in place leads to employees who feel supported and are dedicated to the goals of the organization, as well as quality Pre-Award support for investigators.	**Kayla Burgess** *University of Connecticut* **Savannah Rivera** *University of Connecticut*
Post-Award **Concurrent** Gardner	**Uncovering the Mysteries of F&A** Join us for an exploration of what F&A is and different approaches for F&A Rate Proposal development in an age of big data. Participants will gain a better understanding of: The overall concept of F&A and the process of rate negotiation, the components that make up the F&A proposal, the planning and engagement required for a successful F&A proposal	**Charlotte Gallant** *Harvard University* **Eric Wang** *Huron Consulting* **Brian Kimball** *Huron Consulting*
Hospital **Discussion Group** Woodbury	**Onboarding/Offboarding and Visas in an Academic Medical Environment** This discussion group will invite conversations surrounding best practices for onboarding and offboarding research staff and Visas in an Academic Medical Environment.	**Jennifer Haas** *Mass General Hospital* **Trinity Nguyen** *Mass General Hospital*

TUESDAY, 5/9

Concurrent Sessions & Discussion Groups

3:45 pm - 4:45 pm

Compliance

Concurrent

Lear

Putting the Fun in Data Management: Supporting University Research Data Sharing and Funder Policy Compliance

There is consensus across the research community: research data matters. Federal funding agencies have recently reinforced this position. As of January 2023, the National Institutes of Health (NIH) requires most of the 300,000 researchers and 2,500 institutions it funds annually to include a data management plan in their grant applications and to make their data publicly available. The release of the most recent OSTP Public Access Policy memo in August 2022 further emphasizes the importance of data management and sharing for all sponsored research. This new federal guidance has accelerated the need for institutions to build robust RDM support communities on their campuses.

This session will give an overview of the background and rationale of the new NIH policy, highlight the key elements and requirements, and discuss implementation strategies for supporting researchers through a case study of Harvard University.

Julie Goldman
Harvard University

Post-Award

Concurrent

Prescott

Fixed Amount Subawards

Uniform Guidance 2 CFR 200.333 allows Pass-Thru Entities (PTE) to issued fixed amount subawards up to the Single Acquisition Threshold ($250K) if the requirements outlined in 200.201 are met. Institutions often use a fixed amount subaward to minimize their risk when issuing a subaward to an international entity. However, the UG does not limit fixed amount subaward use only for international entities – they could be utilized when issuing a subaward to a domestic partner, including other Institutions of Higher Education. This session will focus on the options available to PTEs, and the pros and cons of each approach.

Lisa Mosley
*Yale University*

Concurrent Sessions & Discussion Groups

3:45 pm - 4:45 pm

Human Capital

Concurrent

Amphitheater

Career Evolutions: From Managing Grants to Managing Grant Managers

Research administration is a challenging and ever changing field. Those who excel in it often find themselves promoted until they eventually cross over into management, where they face new challenges like balancing staff workloads, employee morale, and ensuring that the trains run on time and grants get out the door. Without leadership training, these responsibilities can get overwhelming, and new managers often aren't sure where to start. However, there are a number of transferrable skills when going from managing grants to managing people, and in this session you'll identify your management brand to set strong expectations with your staff, how to manage workloads, and techniques to avoid some common manager mistakes so that your team runs as effectively as your grant portfolio.

Minessa Konecky
Minessa InK
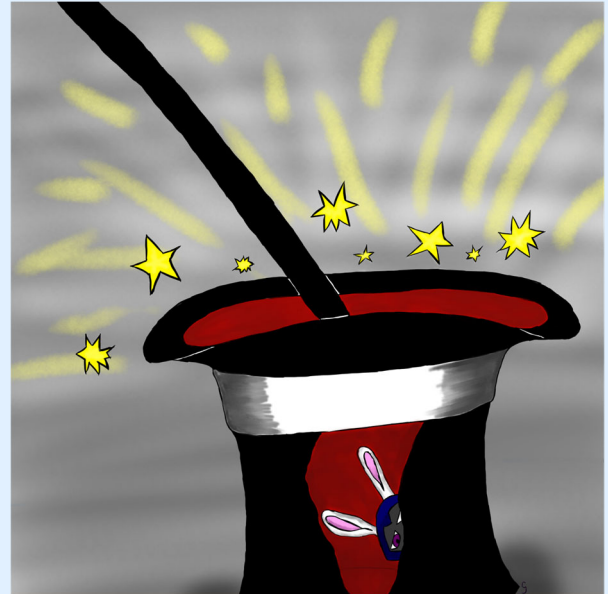

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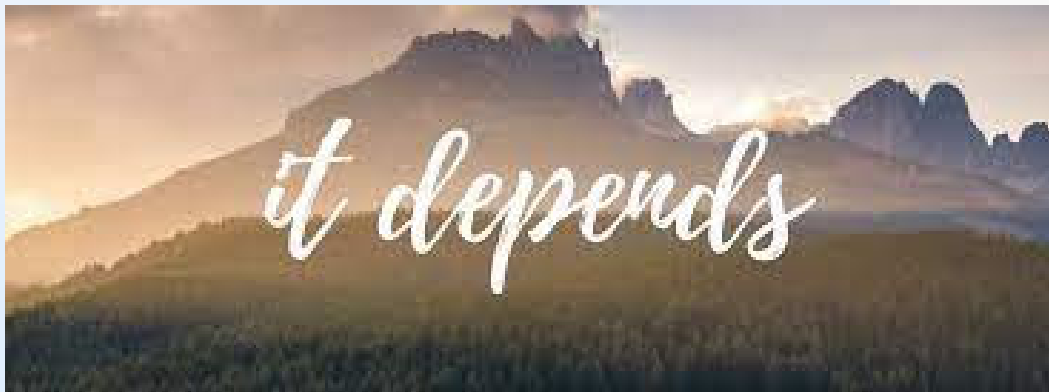
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Have some fun with Magician BJ Hickman

8—8:45 PM

Followed by

Caricaturist, Erica Golter

8:45 pm—10:45 pm

WEDNESDAY, 5/10

Concurrent Sessions & Discussion Groups

9:00 - 10:15 am

PUI

Concurrent

Harbor's Edge

The Good Fight- Lessons learned bringing in new federal funding to a PUI

Shepherding a large grant through a small institution with limited infrastructure is challenging. Key partnerships and an internal timeline helped Babson ensure our proposal was in great shape and submitted on time. Bringing in the funding helped the College focus on sponsored research (aren't we always 4th or 5th on the priority list?). In this session we will talk about what worked and what didn't with the proposal process, the award acceptance, and award management of our first NIH grant. We will have both the sponsored research and department level perspective. PUIs always have the best stories, right? Let's share.

Sandra Castaldini
Babson College

Michele Bernier
Babson College

Pre-Award

Discussion Group

Beginner

Warner

Analyzing the Costs of your Sponsored Projects

Conversations between research administrators and investigators are important in determining the costs associated with a project or program. We want to look beyond just building a budget. We want to assist an investigator to understand what costs they will incur to make their project successful. Whether they are new investigators with little experience or an established investigator looking to submit new research ideas to external sponsors. Our interactions and questions assist them to tease apart all the costs associated with completing their aims and objectives. This session will provide a guide to asking the most pertinent and important questions to get at the overall cost of a project.

Adam Carlson
Tufts University

Allison Hill
Tufts University

Post-Award

Concurrent

Amphitheater

Post-Award 101: Award Management Basics

This session will cover the main aspects of post-award administration: Review of award notices and account set up, Cost principles, Account reconciliation, Post-award accounting, Projections, RPPRs, Closeout and FFRs

This will be an overview of the basics of post-award management with useful best practices and job aids. Both the departmental and central office perspectives will be addressed.

Rady Rogers
Harvard University

Amy Ellis
Yale University

Concurrent Sessions & Discussion Groups

9 - 10:15 am

Compliance

Concurrent

Lear

Essential Research Compliance Topics

Research Compliance Essentials That Every Research Administrative Professional Should Know. 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.

Sonya Stern
University of Vermont Medical Center

Lana Metayer
University of Vermont

Hospital

Concurrent

Intermediate

Gardner

Evolution of Comprehensive Inclusive Research Administration Platform at a Major Healthcare System

In the increasingly complex environment of research, there are critical challenges for institutions in keeping up with growing volumes, regulatory changes, managing risk. Coordinating processes by connecting support offices, departments and investigators to run research projects with maximum efficiency and the necessary approvals is a source of great frustration for all involved. There are often different processes, systems and policies used by the different offices that cause inefficiencies, create data inconsistencies and result in a fragmented approach to managing the entire research lifecycle.

Mass General Brigham has taken a different approach by building an enterprise electronic research administrative platform designed to provide a high level of service to investigators, create a consistent front end to all of the offices supporting research, automate information exchange and workflows and be flexible enough to keep up with ever changing regulatory environment. All of this while working with a diverse community of local and central administrators, investigators and other support staff on a solution that reflects how people work. This session will talk about the business needs of software and the need for automation, increasing service and how technology helped enable a transformation. We will also discuss the evolution of the platform and describe the benefits of including modules within the system, such as Grant Applications, Effort Reporting, Financial Management, Cost Transfers/Journal Entries, Space, IACUC, Biosafety, and others.

Gary Smith
Mass General Brigham

Scott McNeal
Mass General Brigham

Concurrent Sessions & Discussion Groups

9 - 10:15 am

Human Capital

Concurrent

Prescott

Building Research Administration Community Through Service

Delivery of research administration support in many institutions has changed from largely in-person to hybrid or remote. While some colleagues are returning to the office, for many of us our work can and has been done remotely for the past three years. For leaders of a research administration enterprise, this creates challenges in building community in a workforce that is no longer physically co-located. With the new normal of work, we are also welcoming new colleagues who are beginning and will remain fully remote, leading to questions of how to onboard and network with those staff we've never met in person.

At Tufts University, creating cohesive teams despite physical distance is not a new challenge for us, as we have long had a decentralized research administration structure across three geographically separated campuses. One key way we've worked to solve this issue is through providing staff with opportunities to serve the research administration community. In this session we will outline our approach, which involves multiple opportunities for staff at all levels to interact with each other and shape research administration policies and procedures at Tufts. Through this technique staff gain experience and expertise with new areas of research administration, build connections with colleagues, and create buy in with the research administration enterprise.

Zoya Davis-Hamilton
Tufts University

Sara Marina
Tufts University

Patricia Digiovanni
Tufts University

Human Capital

Discussion Group

Woodbury

Stuck in the Middle with You: Managing Conflict-Prone Situations in Research Administration

The nature of our work as Research Administrators puts us squarely in the middle of many potentially tense situations, both directly and as a third party. Deadlines, contract issues on incoming and outgoing subawards, budgeting arguments over scarce resources, the possibilities are endless. And we're then faced with soothing tensions with and/or between our PIs and collaborators while also trying to ensure that organizational policy and sponsor terms are followed.

During this discussion group, we'll review common types of situations that require us to act not only as administrators but as diplomats. We'll review skills and techniques that participants have used in the past to work through similar scenarios, then discuss the components of emotional intelligence and the way that each can be used to our benefit in handling this aspect of our work.

Kathryn Walker
Boston University

Robin Eubank
Brown University

WEDNESDAY, 5/10

Concurrent Sessions & Discussion Groups

10:30 - 11:45 am

PUI

Discussion Group

Warner

Linda's Top Ten Tips for Winning Proposals

Dr. Marston worked in the grants office at Springfield College for 24 years, retiring as Director of Grants & Sponsored Research in 2018. Her pre-award proposal writing experience goes back to 1980, including contract proposals to conduct program evaluations of state-funded and community-based programs. With a career-long winning "hit rate" of 80-90%, Linda's Top Ten Tips for Winning Proposals are time-tested and a sure guide to increasing your own future successes. These tips are focused on the art of proposal writing, and are applicable to PIs, new faculty, and the research administrators who assist them alike.

Learning Objective: To become familiar with and understand why these Top Ten Tips are essential for improving one's success rate in winning grant awards.

Linda Marston
NCURA Emeritus Member

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Pre-Award

Concurrent

Harbor's Edge

Funding Opportunities and Partnerships with European Agencies and Governments: What U.S. Research Administrators Need to Know

U.S.-European academic cooperation and mobility is increasingly fueled by university partnerships in research, teaching, and collaborative programming. This session will explore programs and funding sources primarily from the European side which U.S. organizations are able to access to increase collaboration with European institutions.

Learning Objectives:

Participants will learn about successful partnership mechanisms and examples in advancing U.S.-European collaborations, and will take away information on innovative models, resources, and potential for partnership programs and funding sources focused on European governments and agencies.

Christopher Medalis
SIT International Training

WEDNESDAY, 5/10

Concurrent Sessions & Discussion Groups

10:30 - 11:45 am

Post Award

Concurrent

Gardner

Service Centers - The Not So Simple Basics

The session is a beginner's guide to operating or overseeing scientific 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?

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.

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Sarah Axelrod
Harvard University

Zach Belton
Huron Consulting

Compliance

Concurrent

Prescott

Research Compliance Update 2023

Even with the best of intentions research institutions continue to struggle to stay atop the latest trends and developments in research compliance. Join me for a whirlwind tour of the most urgent and current events that can impact how we operate, and collectively discuss how we can mitigate risks to our institutions.

Jeff Seo
Northeastern University

Hospital

Discussion Group

Woodbury

Managing the Clinician/Scientist - Taming that Different Animal

Are you new to working with clinical faculty, or perhaps you have already begun to work with clinical faculty? Are you looking in your tool box for ways to improve (or better still know where to begin) and effectively communicate with the clinician scientist?

If this is the case, you already know or are finding out that clinician scientists have a different approach to research. Unlike basic science faculty, clinician scientists have patient care commitments which may include surgery, on call duties, inpatient care and emergencies. Dedicated time for research may be limited or nonexistent, and it's not difficult to see where priorities might land.

If you are searching for ways to "tame that different animal" you have come to the right place! Please join our discussion group and learn about how to effectively communicate with clinicians, which may also be useful for working with all types of faculty.

Randi Wasik
University of Massachusetts T.H. Chan Medical School

WEDNESDAY, 5/10

Concurrent Sessions & Discussion Groups

10:30 - 11:45 am

Post Award

Concurrent

Lear

Post Award Administration for Department Administrators

This session will cover the ins and outs of post award management from a departmental perspective. Participants will learn an overview of postaward from funding through the closeout period.

Bob Cohen
Attain Partners

Scott Kehir
Attain Partners

Heather Dominy
Brown University

Pre-Award

Concurrent

Amphitheater

NSF Safe and Inclusive Work Environment policy – What is it and how do we address it?

AORs submitting proposals to NSF must now certify that any research conducted off-campus or off-site has a plan in place regarding safe and inclusive working environments. What does this mean for organizations and PIs? This panel will discuss the new NSF requirements and share what their organization is doing to ensure compliance with the new policy.

Learning objectives:

Participants will gain an understanding of the NSF policy. Participants will learn what other Region 1 organizations are doing to become compliant with this new requirement. Participants will become familiar with both the role of the organization and the PI in meeting the requirements for plan development, communication, and dissemination.

Louise Griffin
University of New Hampshire

Jill Mortali
Dartmouth College

Kyle Lewis
Lewis RA Consulting

Ian Raphael
Dartmouth College

WEDNESDAY, 5/10

Concurrent Sessions & Discussion Groups

1:00 pm—2:15 pm

Pre-Award

Concurrent

Prescott

New NIH Data Sharing Plans: What You Need to Know to Support Your Researchers

New NIH Data Sharing Plans: What You Need to Know to Support Your Researchers – This session will provide an overview of the NIH Data Sharing Plan requirements that went into effect on 1/25/23. We will review the requirements at a high level, explore lessons learned and how you can keep yourself informed on changes.

Jill Mortali
Dartmouth College

Abby Fellows
Dartmouth College

Stephanie Morgan
Dartmouth College

Human Capital

Discussion Group

Warner

Bringing DEI Perspectives into Research Administration

Description: Let's explore how DEI and research go hand in hand. As Research Administrators, it's up to us to bring DEI perspectives into our work, our offices, to our faculty, and our institutions' cultural fabric. Many of us do not realize the potential we have in our roles to achieve this. We will discuss and share ideas and good practices of practical and realistic ways to infuse DEI into research administration.

Learning Objectives:

a. To identify and raise awareness of DEI issues directly related to our work as research administrators, including funding opportunities, research topics, diversifying collaborators.

b. To introduce resources for funding and projects related to DEI, including fellowships, training, and information sources.

c. To examine the recent trend of including DEI perspectives in proposal sections (including Federal Government proposals) and explore ways that we and our faculty can address these growing expectations.

Christopher Medalis
School for International Training

WEDNESDAY, 5/10

Concurrent Sessions & Discussion Groups

1:00 pm—2:15 pm

Post-Award

Discussion Group

Woodbury

"I vs. PI": How to Talk to Your PI and Beyond

In this session we will discuss communication approaches we can all use in our daily interactions with PIs. We'll address the approaches that work and what doesn't work when we speak and write to PIs. A flexible style of communication is critical to our success as research administrators. These ideas can also be extended to our interactions with other parties, such as central or departmental offices, sponsors, and other stakeholders we intersect with in our work.

Ben Garvin
Attain Partners

Darryl Walker
Harvard University

Post-Award

Concurrent

Lear

Post-Award 102: Award Management Basics

This session will cover more advanced topics of post-award administration:

- Effort reporting

- Disclosures

- Prior Approvals

- Equipment Management

- Subrecipient Monitoring

- IRB and IACUC

- Forecasting strategies

- Foreign Component

- Reporting and closeout

Both the departmental and central office perspectives will be addressed.

Rady Rogers
Harvard University

Amy Ellis
Yale University

WEDNESDAY, 5/10

Concurrent Sessions & Discussion Groups

1:00 pm—2:15 pm

Human Capital

Concurrent

Gardner

So you want to be an RA consultant?

Research Administration is a massively growing field, and it's not just medical and academic centers that offer the opportunity for making money. Many RAs have branched out from the traditional forms of employment and started their own consulting firms. These are people who provide support to a chosen collection of clients that appeal to their areas of interest, they're looking for more freedom in their days - the opportunity to conduct research administration on their own time. If you're n a position where the typical 9-5 doesn't work for you, and the flexibility of an independent business in RA is appealing, then this is the session for you. We will go over:

1. What to consider before branching out on your own

2. The types of consulting opportunities that exist

3. How to get started on your own and where to find clients

Session Objectives: By the time you leave this session you'll have a much better understanding of the options that are available to you, and next steps if you want to branch out on your own.

Minessa Konecky
Minessa InK

Compliance

Concurrent

Amphitheater

Conflict of Interest for Research Administrators

While many universities and academic research institutions have a compliance office dedicated to Conflict of Interest (COI) review and management, research administration plays a critical role in implementing, and managing federal and institutional COI regulations and policies. Thus, research administrators need a basic understanding of regulatory COI requirements and develop an awareness of key regulatory terms. This session will explore COI in research, including all applicable regulations and policies -what are COIs; introduce COI regulations including Public Health Service, NSF, and DoE; discuss institutional and researchers requirements and the role of Research Administration in helping your institution stay compliant.

Kim Lincoln
Harvard Medical School

Juliane Blythe
Brown University

WEDNESDAY, 5/10

Concurrent Sessions & Discussion Groups

2:30 pm—3:45 pm

Prescott	**Region I Business Meeting**	**Stacy Riseman, Chair & Committee Chairs**

4:00 pm—5:00 pm

Federal Concurrent Prescott	**NSF Payments and Analytics Branch - Post Award Financial Processes** NSF Payments and Analytics Branch - Post Award Financial Processes	**Justin Poll** *National Science Foundation*
Human Capital Concurrent Gardner	**Working with LGBTQ+ Coworkers** 46% of LGBTQ+ workers are closeted at work, with over 50% of non-lgbtq+ workers reporting they don't think their workplace has any LGBTQ+ people at all. Over the past decade rights for LGBTQ+ people in the workplace and at home have been increasingly in the spotlight. How can we make our community more welcoming and inclusive of LGBTQ+ people? This introductory course will cover the basics to set you on that path! Learn the importance of Pronouns, how to use inclusive language, and what to do when someone comes out to you! This 101 course will set you on the path to becoming an LGBTQ+ Ally in the workplace!	**Alex Mastromarchi** *Brown University*
Pre-Award Discussion Group Lear	**Can we turn pain points into opportunities?** This discussion group will support participants to discuss challenges they face in their roles and sharing experiences/ thoughts on how to navigate the hurdle. Our community support is the first (and maybe best?!) opportunity that comes from shared challenges!	**Jessica McDonough** *Dartmouth College*

WEDNESDAY, 5/10

Concurrent Sessions & Discussion Groups

4:00 pm—5:00 pm

Human Capital

Concurrent

Amphitheater

How to make working from home work for you

Working from home can be chaos, and it's hard to feel like you're getting anything done when most of your day is spent putting out fires and making sure no one misses the innumerable deadlines that make up life while also dealing with crying toddlers, dinner plans, laundry, and a plethora of sick and snow days. You're trying to find balance, so that you feel like you can be a present parent , who also has downtime for yourself, AND also bring your best performance to your work. Most often we use schedules, time blocking, and other time organization tricks to accomplish this. In this session you'll learn about what comes BEFORE that - the mindset and perspective that you approach your work with that will allow you to instantly recognize busywork for what it is, eliminate work clutter, and amplify what you get done when you ARE working, so that you can have your work from home cake, and eat it too.

Minessa Konecky
Minessa InK

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Post-Award

Discussion Group

Woodbury

Travel and Entertainment: Best Practices and Pitfalls

This discussion group will focus on sharing practices in award management with a specific focus on travel and entertainment - allowability, budgeting, post-award review and approval, documentation, hidden pitfalls, best practices. Join us to share your stories and experiences in the post-Covid resurgence of sponsored travel.

Roseann Luongo
Huron Consulting

Christyne Anderson
Harvard University

CAREER CENTER

11 am — 5 pm Lobby /John Paul Room

The meeting will host a **Career Center** on Wednesday, May 10th to make job recruitment for employers easy, efficient, and affordable. The **Career Center** will offer employers connections to the brightest, most qualified candidates in the job market and provide job seekers access to some of the most prestigious employment opportunities in our region.

PARTICIPATING INSTITUTIONS

Boston Children's Hospital

Where the world comes for answers

BROAD INSTITUTE

BVARI | Boston VA Research Institute

Dana-Farber Cancer Institute

Harvard John A. Paulson **School of Engineering** and Applied Sciences

HARVARD MEDICAL SCHOOL

Mass General Brigham

NBER

NATIONAL BUREAU OF ECONOMIC RESEARCH

DINNER & FUN

Have some fun!
Join us for a casual evening, a delicious dinner and dancing!
Music by DJ Mike Cordeiro from MC Entertainment.

6:30 - 10:30 pm, Ballroom

THURSDAY, 5/11

Concurrent Sessions

9:00 - 10:15 am

Federal

Beginner/All

Prescott

NIH Update

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
Assistant Grants Policy Officer, Division of Grants Policy (OPERA)

Gina Matrassi
Systems Policy Analyst, Division of Grant Systems Integration (OPERA)

Corey Taylor
Assistant Grants Compliance Officer, Division of Grants Compliance and Oversight (OPERA)

10:30 am - 11:45 am

Federal

Beginner/All

Prescott

NSF Update

This session will cover updates to the NSF Proposal and Award Policies and Procedures Guide (PAPPG) (NSF 23-1) including revisions to the biographical sketch and current and pending support, and the transition to Research.gov for proposal preparation and submission.
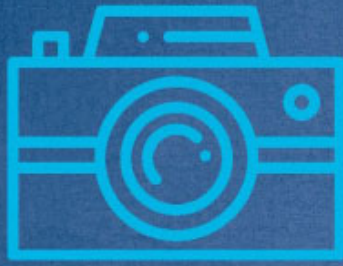
Learning Objectives

Participants will learn and be able to ask questions about NSF proposal and award policies and procedures, agency priorities, and advances with proposal submission modernization and Research.gov.

Samantha Hunter
NSF Senior Policy Specialist

At this event, photos and videos may be recorded.

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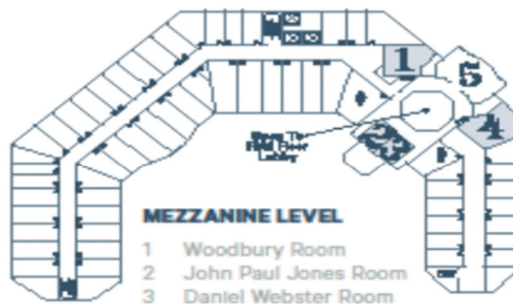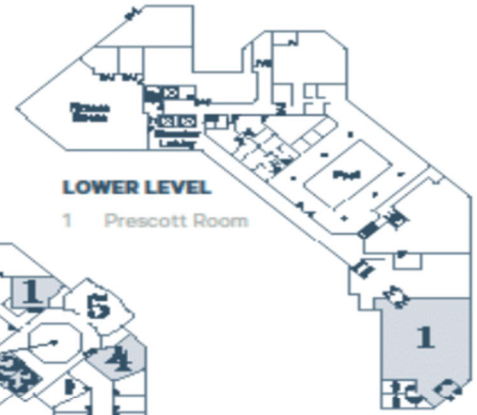
HOTEL MAP

Floor Plans:

LOBBY LEVEL

1 Grand Ballroom
    1A. Langdon
    1B. Whipple
    1C. Roberts
2 Ballroom Lobby
3 Harbor's Edge Room
4 Thaxter Room
5 Gardner Room
6 Conference Lobby
7 Wentworth Room
8 Lear Room
9 Amphitheater

MEZZANINE LEVEL

1 Woodbury Room
2 John Paul Jones Room
3 Daniel Webster Room
4 Warner Room
5 Riverwatch Room

LOWER LEVEL

1 Prescott Room