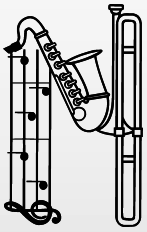
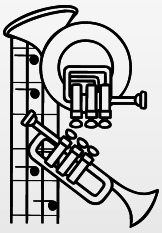
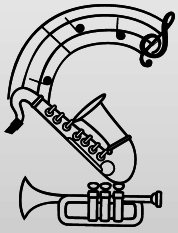
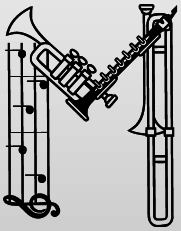
NCURA Region I
supporting research...*together*

April 30 - May 3, 2017
Newport, RI
Preliminary Program

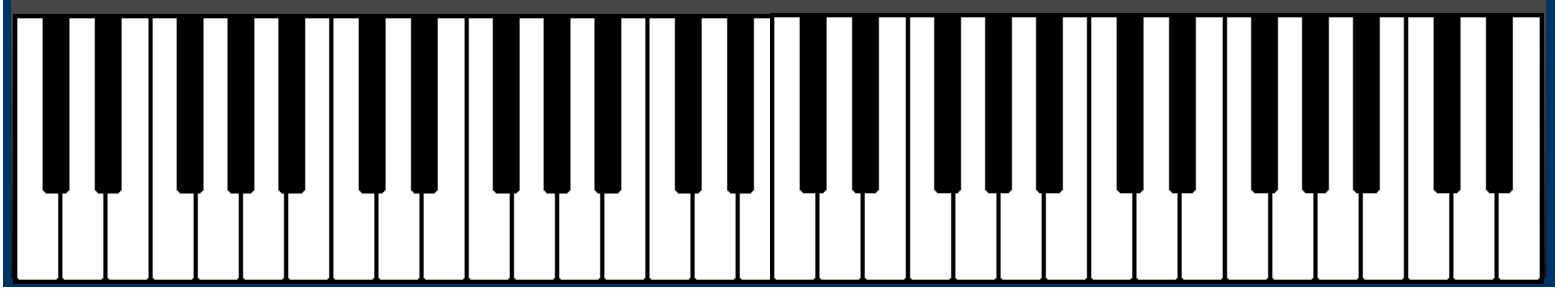
NCURA Region 1

Spring Meeting

Black, White and Shades of Grey:

Finding Harmony in Research Administration



Dear Friends and Colleagues,

We are excited to have you join us for the 2017 NCURA Region I Spring Meeting! The program committee has been hard at work for many months to create an outstanding array of sessions to benefit research administrators of all levels. Whether you are brand new or a seasoned expert in the field, you'll find learning opportunities and networking opportunities to meet your needs.

The theme is "Black, White, and Shades of Grey: Finding Harmony in Research Administration". Few things in research administration are simply black or white; research administration is always evolving. This meeting will cover the black, white, and shades of grey.

The meeting opens on Sunday with a variety of workshops. On Monday, our keynote speakers, Drs. Leslie Gordon and Scott Berns, will remind us of why we do what we do every day . Dr. Gordon and Dr. Berns started The Progeria Research Foundation after losing their son to this under-studied disease. On Tuesday morning we will be hearing from a panel of successful seasoned administrators as they tell the tales of their careers and what drives them to continue. Finally, on Wednesday morning we will complete the meeting with a plenary session highlighting the latest news and updates in Research Administration.

For a little fun, we have entertainment by Ben G and BureauCats to welcome us all to the meeting on Sunday night. The theme for the Tuesday night party will be Black and White! We encourage everyone to dress in black and/or white as we take a break from learning to relax, network, and dance. There will also be plenty of opportunities to network with your colleagues at the many receptions and dinner groups.

Newport, RI is a seaside city famous for beautiful mansions, the Atlantic Ocean, and quaint shops. We hope you will take some time to explore all the city has to offer. From mansion tours to wine tasting to a simple walk along the ocean there is something for everyone in this picturesque city!

The Program Committee looks forward to welcoming you to what is sure to be a most memorable meeting.

Sincerely,

Denise Rouleau
Tufts University

Suzanne Araujo
Rhode Island Hospital

Hotel Viking

The Hotel Viking opened its doors in May 1926. As a member of the prestigious Historic Hotels of America, the hotel in Newport holds a special place in history. From the clock above the Front Desk depicting ancient Nordic Runes to the original 1926 brass letter box in the Lobby, the hotel offers a wonderful combination of style, comfort and modern amenities. Brimming with stories of famous dignitaries and celebrities, the Hotel Viking has offered gracious hospitality for over 90 years.

Make your reservations today! Mention "NCURA" and get the conference rate at $159 per night.

http://www.hotelviking.com/

Reservations: (800) 556-7126

vikingres@hotelviking.com

Directions:

http://www.hotelviking.com/directions.aspx

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Spring Meeting Registration

Full Meeting Registration:

Early Bird by 04/10/2016: $450

AFTER 4/10/16: $525

Day Registration:

$250 Mon, $250 Tues, $95 Weds

Tuesday Evening Banquet: $90

Workshops (additional registration fee):

Full-Day Workshop $270

Half-Day Workshop $150

Networking Events

Monday Night Event: Trolley/Tasting/Tacos!

Pre-Registration Required (capped at first 34 who register for event)

Time: Monday, May 1st from 6:00 — 8:00pm

Cost: $45

Join fellow attendees for a fun evening out on the town. Newport's Trolley Tours will transport you from the Hotel Viking to the Newport Storm Brewery, where you will enjoy a private tour and tasting, followed by a taco bar provided courtesy of Scratch Catering. Included is the exclusive use of the tasting room and tour deck, and a selection of Newport Storm beer. Each person will receive a souvenir pint glass to take home. At the end of the evening, Trolley Tours will return you back to the Hotel Viking.

We encourage you to register for this event now, since there are limited spaces!!!

Other Networking Events

Check Back for Final Details

Sunday Night Reception

Hospitality Suite

Monday Night Dinner Groups

Tuesday Night Dinner and Dancing

And more!

Sponsors

2017 Program Committee

Co-Chairs
Denise Rouleau, Tufts University
Suzanne Araujo, Rhode Island Hospital

Compliance Track
Jeff Seo, Northeastern University
Roseann Luongo, Harvard University

Department Administration Track
John Harris, Northeastern University
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Federal Track
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Stacy Riseman, Holy Cross

Post-Award Track
Heather Dominey, BrownUniversity
David Barnett, MIT

Hospital Track
Laura Friedeberg, Conn. Children's Medical Center
Anastasia Feldman, BIDMC

Pre-Award Track
Rady Rogers, Harvard University
Jamie Germain, Lifespan / Rhode Island Hospital

PUI Track
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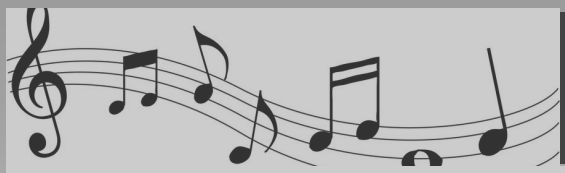
Patricia McNulty, Concurrent Research

Workshop Coordinator
Susan Zipkin, University of New Hampshire



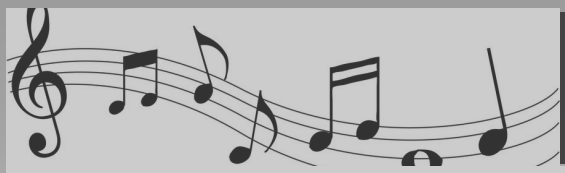
OVERVIEW

Sunday April 30th

Start	End	Event
8:00 am	4:30 pm	Registration for all Attendees & Speakers
9:00 am 1:00 pm	12:00 pm 4:00 pm	Half-Day Workshops
9:00 am	4:00 pm	Full-Day Workshops
12:00 pm	1:00 pm	Sunday Lunch Served to all Workshop Attendees
5:00 pm	6:00 pm	Newcomers Orientation Session
6:00 pm	8:00 pm	Welcome Reception for All
8:00 pm	11:00 pm	Evening Gathering

Monday May 1st

Start	End	Event
8:00 am	4:00 pm	Registration for all Attendees & Speakers
7:00 am	8:00 am	Yoga
7:30 am	9:00 am	Continental Breakfast
9:00 am	9:15 am	Welcome Address
9:15 am	10:30 am	Keynote Address — Drs. Leslie Gordon & Scott Berns
10:30 am	11:00 am	Break with Coffee & Tea
11:00 am	12:15 pm	Concurrent Sessions & Discussion Groups
12:15 pm	1:30 pm	Lunch & NCURA Update
1:30 pm	2:45 pm	Concurrent Sessions & Discussion Groups
2:45 pm	3:15 pm	Break with Coffee & Tea
3:15 pm	4:30 pm	Concurrent Sessions & Discussion Groups
6:00 pm	9:00 pm	Dinner Groups (sign up by 12 pm on Monday)
8:00 pm	11:00 pm	Evening Gathering



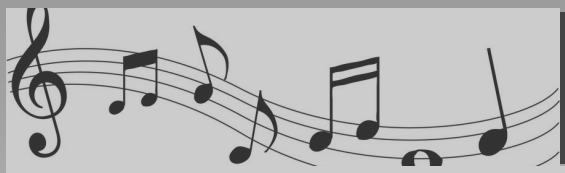
OVERVIEW

Tuesday May 2nd

Start	End	Event
8:00 am	4:00 pm	Registration for all Attendees & Speakers
7:00 am	8:00 am	Yoga
7:30 am	9:00 am	Continental Breakfast & Roundtable Discussions
9:00 am	10:15 am	Plenary Session — Lessons Learned: Taking the Road Less Traveled
10:15 am	10:45 am	Break with Coffee & Tea
10:45 am	12:00 pm	Concurrent Sessions & Discussion Groups
12:00 pm	1:30 pm	Awards Lunch
1:30 pm	2:45 pm	Concurrent Sessions & Discussion Groups
2:45 pm	3:15 pm	Break with Coffee & Tea
3:15 pm	4:30 pm	Concurrent Sessions & Discussion Groups
6:00 pm	7:00 pm	Pre-Dinner Reception
7:00 pm	11:00pm	Tuesday Night Dinner & Dancing

Wednesday May 3rd

Start	End	Event
7:30 am	9:00 am	Registration for all Attendees & Speakers
7:30 am	9:00 am	Breakfast & Region I Business Meeting
9:00 am	10:15 am	Plenary Session — OMB Update
10:15 am	10:45 am	Break with Coffee & Tea
10:45 am	12:00 pm	Concurrent Sessions & Discussion Groups
	12:00 pm	Meeting Adjourned



SUNDAY APRIL 30

Full-Day Workshops

9:00 am — 4:00 pm

Workshop 1

Power Excel for the Savvy Research Administrator

Would you describe yourself as an Intermediate Excel user? Do you struggle with advancing your Excel skills, finding classes difficult to translate to your job? Stop feeling frustrated with this powerful software and learn to make Excel work for you! This full-day workshop will tackle several aspects of Excel to cover different needs of Research Administration. Improve your day-to-day tasks with formulas and features. Examples include: instantly top off budgets, format like a pro, automate budget period headings, quickly reformat a collaborators document for NSF, automatically pull actuals from transaction details, and function more efficiently with shortcuts and hidden features. The goal of this course is to make you nimble in your duties while increasing your accuracy and overall productivity. This workshop will cast a broad net to expose you to the best of what Excel has to offer you, encompassing all phases of the lifecycle. Reference materials will be provided to help you apply these skills in the future, specifically in the context of research administration. Participants must be comfortable with basic Excel navigation and understand basic formulas including the SUM function. VLOOKUP is helpful but not required. Bring a laptop with Excel 2007 or higher and be prepared to rethink spreadsheets! The first half of the workshop will focus on learning skills, the second half will be focused on your work, so please feel free to use a file (budget template, projections, etc.) you would like to improve, or start from scratch!

Ashley Bens,
Harvard University

Workshop 2

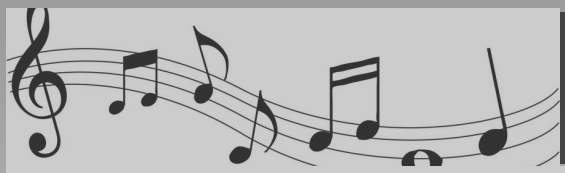
Essentials of Research Administration

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. In this workshop participants can expect to connect and share knowledge via hands-on, interactive learning. By the end of the workshop, you will have an overview of and practice on essential skills needed for effective research management.

Karen Woodward Massey,
Harvard University

Tristienne McCarthy,
Partners Healthcare

Heather Dominey,
Brown University



SUNDAY APRIL 30

Half-Day Workshops

9:00 am — 12:00 pm

Workshop 3

Post-Award Planning for the Pre-Award Administrator

This workshop is designed for Research Administrators interested in thinking ahead to post-award when searching for funding opportunities and developing proposals. Participants in this workshop will have the opportunity to engage in a meaningful discussion of pre-award activities with a focus on topics that typically arise in post-award. The conversation will span across award implementation through closeout and audit and will be directed toward an award lifecycle approach. We will explore how to think about post-award topics such as cost share, administrative salaries, overhead, effort, vendors vs. subs, internal billings, IRB & IACUC, participant support, reporting, payroll etc. when reading through funding solicitations and putting together a proposal budget. Learning Objectives Participants will learn keywords to watch for in program solicitations, how to recognize potential budget areas that may need future monitoring and documentation, and techniques for building a strong budget justification to avoid future post-award questions.

Charlotte Gallant,
Harvard University

Mandy Ellenwood,
Harvard University

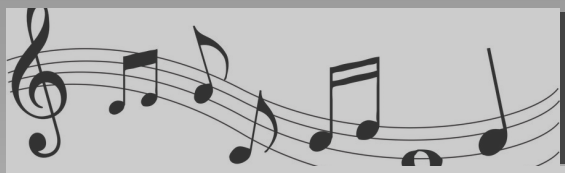
Workshop 4

Complying with the Cost Principles: Analysis, Case Study & Documentation

The Uniform Guidance provides the regulatory framework for the majority of cost, administration and audit requirements of federally funded awards. Possessing a solid working knowledge of the regulatory framework is key to effective grant management and compliance with the cost principles. This workshop will provide an in depth review of the cost principles, cost assessment framework, audit case studies, practical application of cost principles and their respective role throughout the lifecycle of sponsored project and beyond. Learning Objectives: • Through an interactive presentation, case studies and discussion participants will learn the guiding principles and requirements of the Circulars and put these requirements into the context of institutional policies, procedures and practices. • Apply the cost principles of the federal Uniform Guidance that govern Federally sponsored agreements to work at their home institutions, including costing at the pre-award and post-award stage.

Roseann Luongo,
Harvard University

Eileen Neilsen,
Harvard University



SUNDAY APRIL 30

Half-Day Workshops

1:00 pm — 4:00 pm

Workshop 5

From Managing Grants to Managing Grant Managers

New managers often struggle with the difference between having been an excellent Research Administrator and their new reality of managing new employees and former peers. The purpose of this workshop is to reconcile the differences between managing grants and managing people through leveraging known tools of grants management, while recognizing the unique challenges facing new managers. The workshop will address common misconceptions new managers have about their roles as leaders, managers and mentors. Participants will discuss how their current skills can be used in management and will be given the tools to define their own management principles. We will examine what it means to have a management brand and how that philosophy is presented and received across the institution. The goal is to encourage new managers to think about management as a concept, and provide them with resources that they can utilize long after the session is over.

Minessa Konecky
Bobbie's Dreamers

Rady Rogers
Harvard University

Workshop 6

Management of International Projects

Sponsored projects with international components present a unique set of administrative challenges related to legal and financial compliance that need to be addressed on all levels of institutional hierarchy. Administration of projects in different countries, with their unique legal and political environment, economic factors and infrastructure limitations, increases the complexity. In addition, the geographic distances, language barriers, and cross-cultural gaps introduce further challenges and additional risk. This workshop will focus on sharing best practices relating to administration of international projects including building of organizational competencies, ways to deal with conventional operating practices, and finding solutions to common challenges.

Stephanie Wasserman,
BIDMC

Shella Batelman,
BIDMC

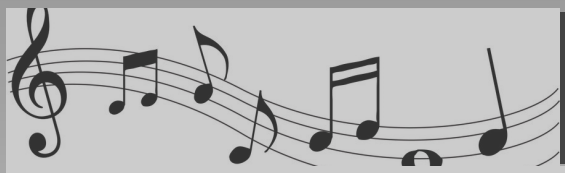
Workshop 7

Managing and Assessing Risks through Internal Conrols

The term Internal Control is repeatedly referenced in federal audits and in the Uniform Guidance, but what does it really mean? This workshop will de-mystify the term and provide an overview and a general framework that can be used to practically and reasonably assess and implement an Internal Controls program at your institution in order to mitigate risks. Learning Objectives: • Participants will learn about the COSO Framework for Internal Controls • Participants will be introduced to strategies to assist in assessing and implementing Internal Control programs.

Roseann Luongo,
Harvard University

Eileen Neilsen,
Harvard University



SUNDAY APRIL 30

Half-Day Workshops

1:00 pm — 4:00 pm

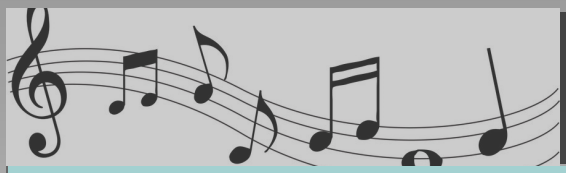
Workshop 8

Insight into the Challenging World of Clinical Trials and Research Administration

Clinical trials are conducted in a variety of institutional settings, and if your organization is engaged in clinical research it is likely that you face complex problems, issues and challenges on a regular basis. You will learn useful information whether you are a research administrator in a central sponsored projects office, in a medical school department, or in a teaching hospital or research institute. This workshop examines key administrative, contractual, financial, and regulatory issues that arise in the planning, funding and conduct of clinical trials. Topics will include: • The unique complex regulatory environment for research. • The intricacies of developing a clinical trial budget, identifying start up costs, hidden costs and managing expenditures. • Types of payment schedules and their impact on cash flow. • Key negotiation issues that often arise in a clinical trial agreements.

Lisa Benson,
Connecticut Childrens Medical Center

Theresa Stone,
Boston Medical Center



MONDAY MAY 1

Welcome 9:00am

Jill Mortali, Chair, Region I

Keynote Address 9:15am — 10:30am

Lesley Gordon, MD, PhD and Scott Berns, MD

Hasbro Children's Hospital / Brown University

Leslie B. Gordon, MD, PhD is a co-founder of The Progeria Research Foundation and serves as the organization's volunteer Medical Director. Dr. Gordon is the Principal Investigator for ongoing PRF programs for Progeria, including the PRF International Progeria Registry, Medical and Research Database, Cell and Tissue Bank, and the Genetic Diagnostics Program. She has organized 8 National Institutes of Health-funded, international scientific meetings on Progeria. She is Professor of Pediatrics Research at Hasbro Children's Hospital and the Alpert Medical School of Brown University in Providence, RI; Research Associate in Anesthesia at Harvard Medical School and Boston Children's Hospital and Research Scientist at Women & Infants Hospital, all in Boston, MA. She was co-author on the 2003 gene discovery for Progeria, lead author of the 2012 Progeria treatment discovery study, and is co-chair of four Progeria clinical drug trials at Boston Children's Hospital. She has received the March of Dimes Basil O'Connor Award, the American Heart Association Scientist Development Award, The Gerontological Society of America Award for contributions to Progeria, a National Institutes of Health Bench to Bedside Grant, and the Mother of the Year award from Working Mother Magazine.

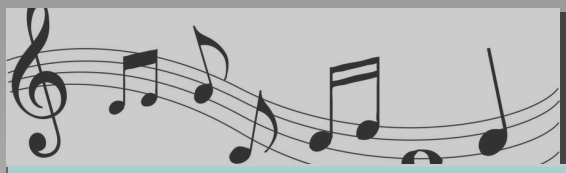
Scott D. Berns, MD, MPH, FAAP is a co-founder of The Progeria Research Foundation and serves as its Chairman of the Board. He is President and CEO of NICHQ (National Institute for Children's Health Quality), a nonprofit organization working for nearly two decades to improve children's health. Prior to joining NICHQ in 2015, Berns served for 14 years at the March of Dimes National Office, where he was the Senior Vice President of Chapter Programs and Deputy Medical Officer. There he provided direction in education and community services to all March of Dimes state-based chapters, including DC and Puerto Rico. Berns is a board certified pediatrician and pediatric emergency physician. He is a Clinical Professor of Pediatrics at the Warren Alpert Medical School of Brown University and Clinical Professor of Health Services, Policy and Practice at the Brown School of Public Health in Providence, RI. He is on the National Advisory Board of the Institute for Medicaid Innovation and serves on the Board of the White House Fellows Foundation and Association.

Dr. Berns has received the Willis Wingert Award for excellence in research in pediatric emergency medicine from the American Academy of Pediatrics, a national award from the National Perinatal Association, a public health service award from the U.S. Department of Transportation, and the Impact Award from the White House Fellows Foundation and Association.

How Progeria was formed - Sam's Legacy

In the summer of 1998, Dr. Leslie Gordon and Dr. Scott Berns found out that their son Sam, who was then 22 months old, had been diagnosed with Hutchinson-Gilford Progeria Syndrome ("Progeria"), commonly referred to as a "premature aging" syndrome. It quickly became apparent to Sam's parents that there was an enormous lack of medical information and resources dedicated to Progeria. They recognized that there was no place for these children to go for medical help, no place for parents or doctors to turn for information, and no source of funding for researchers who wanted to do Progeria research. The lack of information available to families, combined with the lack of research and research-funding opportunities inspired Sam's family, together with their friends and colleagues, to launch The Progeria Research Foundation, Inc. ("PRF"), the only non-profit organization in the world dedicated to Progeria research.

Sam passed away on January 10, 2014, leaving a legacy of inspiration that now drives PRF and its supporters to continue the quest for a cure, with more determination than ever. His TEDx MidAtlantic talk has been viewed by over 20 million people, and the HBO documentary, "Life According To Sam" has won numerous awards including an Emmy Award.



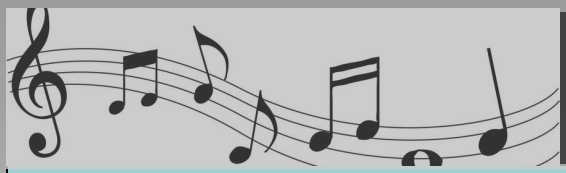
MONDAY MAY 1

Concurrent Sessions 11:00am — 12:15pm

Department	**Departments: The Best Defense to Avoid Any Offense** Effective departmental level research administration is one of the key components of a compliant system for managing sponsored projects. The systems we employ to communicate, direct, project, review, report on and manage our sponsored research define the quality of our oversight as research administrators. Focus will be on the following aspects of departmental research – tips, stories of success & failures, strategies for an effective approach.	Lorraine Kiley, Boston University Suzanne Araujo, Rhode Island Hospital
Compliance	**Administration of International Projects: Lessons Learned** The forces of globalization dramatically have changed the world of research administration. Building international partnerships, managing cooperative agreements from US federal sponsors such as CDC and USAID while ensuring legal and financial compliance present special challenges to research institutions. This session will focus on ways to develop an approach of adapting institutional operating practices to ensure sufficient oversight of project implementation in the US and abroad.	Stephanie Wasserman, BIDMC Shella Batelman, BIDMC
Post-Award	**Applying Internal Controls to the Real World** The Uniform Guidance establishes guidelines for institutions to develop effective internal controls over Federal awards. However, what this means in terms of implementing actual practices can be somewhat elusive. In this session, we will focus on the effectiveness of specific internal controls by stepping into several real world applications, which will be demonstrated through a series of role playing skits to help better understand the perspectives of faculty, administrators and the audit community as well as content-based presentations. The session will explore areas where institutions may already have strong controls and highlight practices for strengthening controls in other areas.	Zach Belton, Huron Lisa Mosely, ASU Jeremy Forsberg, UT-Arlington David Ngo, Univ of Texas SW Med Ctr

Discussion Groups 11:00am — 12:15pm

Pre-Award	**Proposal Submissions: Are you there yet?** Description TBA	Rady Rogers, Harvard University Nadija Mujagic, Boston University



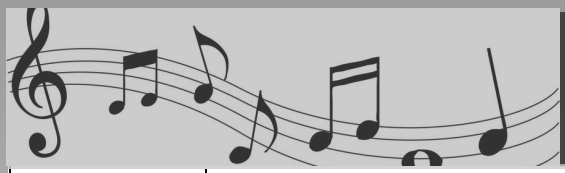
MONDAY MAY 1

Discussion Groups 11:00am — 12:15pm

PUI	**Dust Yourself Off - Navigating through Proposal Rejection** The finality of grant rejection can be shocking and difficult for faculty to process. Sometimes reviews are brutal and humbling. As Research Administrators, we should be ready to guide our faculty through these setbacks, as well as prepare them with a game plan in advance to ensure they continue pursuing awards. Every funding attempt is a learning opportunity to improve subsequent work and proposals. In this session we will review how to help faculty handle being turned down with their heads up and hopes high. Please come to this discussion group with your own anecdotes and sage lessons learned as we can acquire tips and skills from each other on how to cope with and bounce back stronger from rejection.	Dalila Alves, Providence College Kris Monahan, Providence College

Concurrent Sessions 1:30pm — 2:45pm

Federal	**NIH Update** Don't miss this opportunity to hear about what is new and being developed within the National Institute of Health's (NIH) programs, policies, and budgets. In this comprehensive review participants will learn about the newest policy updates and how their respective institutions may be impacted. Upon completion of the presentation, participants will have the opportunity to ask questions about new and existing policies and procedures. Topics include recent and upcoming changes to NIH policy, compliance requirements, and so much more!	Stefanie Harris, NIH Lauren Ruane, NIH
PUI	**Leading Change in PUIs: Experiences from the Sponsored Research Office** Each of us has experience in starting up or overhauling PUI sponsored programs offices and we would like to share our lessons learned, successes, failures, tips and tricks. We look forward to a lively discussion with input from the audience.	Sandra Castaldini, Babson College Susan Mihailidis, Olin College Lori Parmet, Wellesley College

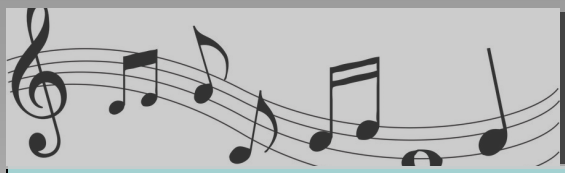


MONDAY MAY 1

Hospital	**Isuggest: Tackling the Administrative Burden on the Research Enterprise** The high level of administrative burden on research investigators at AMC's and research universities is a very real problem. A recent survey by the Federal Demonstration Partnership (FDP) reported that research investigators spend 42% of their time on administrative activities. Most institutions blame external sponsors and regulating agencies for this problem. But, how much of the burden is created by our own institutions as a result of setting up inefficient processes and systems that are onerous or confusing to the end-user? How often do organizations look at their existing policies, processes and systems to see if they have become outdated or could be streamlined? Brigham and Women's Hospital, Massachusetts General Hospital and Partners Healthcare research support departments took the bold step to look inward and drive down the administrative burden for their researchers by creating an operational improvement initiative called Isuggest. The approach was to create an idea-driven organization. Unlike Six-Sigma that is top-down and driven by management, an idea-driven organization relies on the concept that small ideas by front-line employees can collectively lead to big impacts. The session will focus on the background, implementation plan, and results to date of the Isuggest program. We will also demo the electronic system that was developed in-house to facilitate the program.	Gary Smith, Massachusetts General Hospital
Department	**F&A Basics for Departments** Department administrators will learn about indirect costs and get an overview of the F&A rate calculation. Departmental involvement in the F&A rate calculation will be discussed, with special emphasis on steps administrators can take to improve the F&A rate.	Deb Carmel, Huron John Harris, Northeastern University

Discussion Groups 1:30pm — 2:45pm

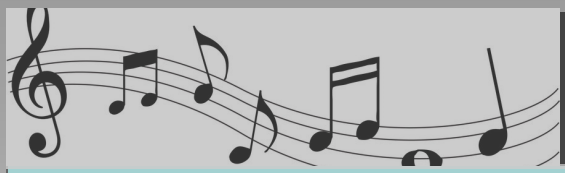
Compliance	**Challenges in Conducting Research Abroad: Regulatory Compliance and Cybersecurity** Two university perspectives on challenges they face in supporting international research projects. The session will provide a brief background on the breadth of international research at each institution and the administrative models that exist to support it. We will identify common regulatory compliance risks of conducting research abroad and discuss ways to mitigate them. We will also look at examples of cybersecurity concerns and solutions for addressing them.	Roberta Turri Vise, Boston University Krister Anderson, Harvard University
Post-Award	**Journal & Cost Transfers** Uniform Guidance and various agency regulations require funded Institutions to ensure cost transfers are explained, documented, consistent, timely and appropriate under the circumstances. In this session, we look to discuss the requirements for recording cost transfers, compare institutional approaches and tools, and talk about what works and what doesn't. We hope you can join us!	Tiffany Fitzgerald, MIT Rick Mancinelli, Partners Healthcare



MONDAY MAY 1

Concurrent Sessions 3:15pm — 4:30pm

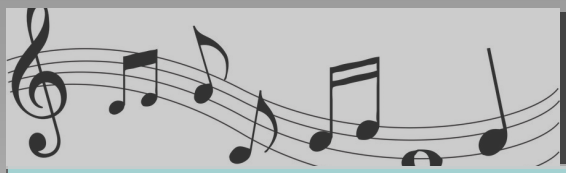
Post-Award	**Internal Audits' Role in Research Compliance Within Decentralized Environment** This presentation will cover how compliance monitoring has evolved within MIT in the last five years, the impact of changes from Uniform Guidance, how data analytics are used to identify potential non-compliance and training needs and how MIT senior management are involved in compliance efforts.	Kallie Firestone, MIT Mike Bowers, MIT
Federal	**NEH Update**	TBD
Compliance	**Streamlining Compliance Reviews Within the Pre-Award Process** During this session we will discuss best practices to strengthen and streamline the compliance review of awards including financial conflict of interest and other regulatory requirements, as well as lessons learned from various models implemented at both large and small institutions.	Eva Pasadas, Northeastern University Jeff Seo, Northeastern University
PUI	**Sponsored Programs Accounting (SPA) Compliance Program** With the implementation of new Uniform Guidance, Brandeis University evaluated its compliance program functions within sponsored programs accounting. The review included developing new policies and procedures and understanding the impact on operations for the implementation of the new requirements. The review also included: the roles and responsibilities of stakeholders in Research administration, how effective the SPA office is to meeting needs of the research community, and ensuring compliance with the new Uniform Guidance and mitigating risks for the institution. The goals of the review focused on: o Compliance with new UG requirements/ Risk Management o Updating policies and procedures o Operational efficiencies o Business process improvements o Improved communications- (Pre and Post Award, Departments, Finance) o Enhanced support to principal investigators o Improved responsiveness to sponsors o Training for the Research community	Lisa Franciosa, Franciosa & Associates Cassandre Saint-Louis, Brandeis University Michael Barone, Barone & Associates LLC



MONDAY MAY 1

Discussion Groups 3:15pm — 4:30pm

Department	**Managing Project Closeouts** Participants will be exposed to helpful tools, techniques and approaches currently being used at other institutions to close out grants, contracts and cooperative agreements and benefit from real life examples and lessons learned by their peers. A smooth and thorough closeout of a sponsored project is essential as it is the last step to ensure all award requirements have been met. The consequences of an inaccurate closeout can be costly, fiscally and in the reputation of the institution. This discussion session will provide an opportunity to discuss best practices when completing a closeout by using a 90-60-30 day approach to grant close outs. There will also be a discussion around challenges that department and central offices face during the closeout process.	Nicholas Fisher, Boston Children's Hospital Steven Hoffman, Steward Healthcare
Special Topics	**Essential Management Tools and Tips for the Research Administrator** Research Administrators use a variety of management tools to administer complex research grant funding portfolio from the pre-award to post-award stages of their projects. This will be a highly interactive discussion on the administrative and collaborative tools Research Administrators use to effectively manage and successfully administer their research funding.	Geraldine Pierre, Boston University



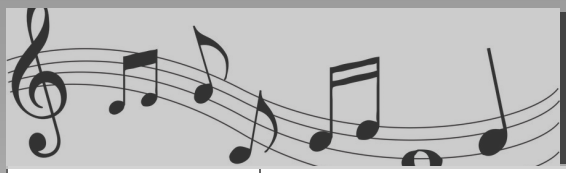
TUESDAY MAY 2

Plenary Session 9:00am — 10:15am

Special Topics	**Lesson Learned: Taking the Road Less Traveled** A panel of successful research administration/compliance professionals reflect on personal and professional experiences that shaped their respective careers. Join us for a candid, thoughtful and light hearted discussion of certain moments and motivations that helped guide each panelist to navigate career decisions from their worst decisions to their best.	Pat Fitzgerald, Harvard University Alison Moriarty, Brigham and Women's Hospital Ross Hickey, University of Southern Maine Jeff Seo (Moderator), Northeastern University

Concurrent Sessions 10:45am — 12:00pm

Special Topics	**Getting Things Done: The Art of Stress-Free Productivity** You have your day planned. Your to-do list is organized, deadlines are within sight, and you have only one quick morning meeting. Life is good. But then your meeting runs 30 minutes over. An anxious PI is waiting at your office door as you return, and tells you about a last-minute proposal due the next day. You log back into your computer only to find 27 new messages in your inbox. Your day goes down the drain. How do you recover your day, help the PI and still make progress toward your upcoming deadlines? What do you first? Presenters will share and adapt strategies from the David Allen book "Getting Things Done: The Art of Stress-Free Productivity." Attendees will learn strategies to set themselves up for success and be able to juggle competing priorities and maintain their sanity. Tips and tricks for using Microsoft office to better manage email, tasks, and calendar items will be discussed, as well as best practices for maintaining an effective to-do list and managing the flow of various projects.	Karen Woodward Massey, Harvard University Suzanne Araujo, Rhode Island Hospital
Compliance	**Building a Research Compliance Program on a Shoestring Budget** Institutions obtaining external funding or having researchers wishing to publish their research findings will encounter a host of non-financial federal regulations relating to their research. The level of compliance to these is not always proportional to the amount of funding or even the amount of subjects within the funded project. This session will offer a practical process for building a compliant program regardless of budget limitations. The key objectives are: Understanding the basic scope of regulations and what key words may indicate oversight is needed. Developing a framework of questions to help you to determine the necessary scale of your program. Sharing a list of resources to draw from in building an program that is compliant.	Ross Hickey, University of Southern Maine

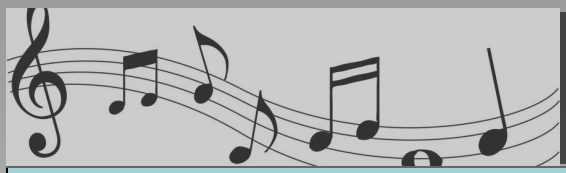


TUESDAY MAY 2

PUI	**From playing in the orchestra to being the conductor (and the orchestra): Moving from an R1 to a Start-Up Office** Explore the challenges and opportunities faced by two seasoned Research Administrators as they move from well-established sponsored program offices at large research-intensive institutions to start-up offices at two small, predominately undergraduate schools. This session will provide the opportunity to discuss the unique issues and concerns faced at PUIs, as well as some universal OSP truths encountered everywhere.	Sara Clabby, Salve Regina Melissa Siegel, Merrimack
Pre-Award	**Service Centers: How can I serve you?** Description TBA	Ben Garvin, Harvard University Bob Cohen, Attain

Discussion Groups 10:45am — 12:00pm

Post-Award	**Subrecipient Monitoring** This session will focus on the impact and changes to University processes as a result of the new regulations. Our discussion will cover the following areas: subrecipient vs contractor determinations, requirements for pass-through entities, pre-award subrecipient review/risk assessment, understanding how to identify and manage risk, negotiating and executing subrecipient relationships, communication and documentation, post-award subrecipient monitoring, developing a monitoring plan, UG audit requirements for subawards and closeout of a subrecipient award. We will share our institution's protocols for subrecipient monitoring and open the discussion up for others to share tips, best practices or ask questions.	Vicki Laake, Tufts University Katherine King, Tufts University
Hospital	**Challenges in Budgeting for Clinical Trials** In this interactive session, we'll look at how to determine the costs of conducting a clinical trial at your site. Whether you're helping an investigator develop a budget for inclusion in a proposal, or you're evaluating a commercially sponsored study, this session will help you determine and quantify the cost of conducting the study at your site. We'll discuss the various types of costs and how to estimate them: salary support, equipment and supplies, consultants and subcontracts, travel and publication. As a group, we'll talk through the effects of sponsor guidelines, institutional policies, study timelines, operational hurdles, and project scope. Bring your experiences and prepare to share in this hands-on session.	Annie McNeill, Baystate Medical Center



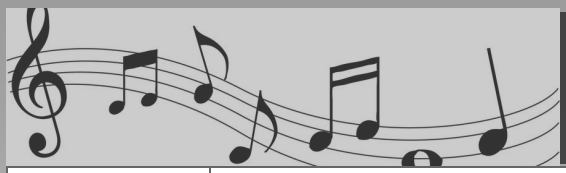
TUESDAY MAY 2

Concurrent Sessions 1:30pm — 2:45pm

PUI	**The Other Side of the Fence: Who are 'Readers' and What are They Thinking** Who are proposal 'readers'? What are they really looking for? What makes a proposal 'easy' to read? Have you ever considered becoming a 'reader' yourself? Two faculty members and one research administrator will share their experiences of serving as 'readers' on review panels. Additionally, the session will outline why and how a faculty member and research administrator should become involved with an agency grant review process. Impressions of reviews from the National Science Foundation (Robert Noyce Teacher Scholarship Program and Directorate for Biological Sciences), the U.S. Department of Education (Title III and TRIO Upward Bound), and regional/specialized programs (U.S. Environmental Protection Agency, Massachusetts Service Alliance, and professional societies) will be featured.	Bonnie Troupe, Stonehill College Dr. Karen L.] Anderson, Stonehill College Dr. Bronwyn Bleakley, Stonehill College
Federal	**ONR Update**	Michael Kelly, ONR
Department	**Dealing with Problematic Grants and Contracts Language:** **A DRA Primer** Department Research Administrators periodically encounter grants and contracts terms that are problematic such as intellectual property ownership, publications rights, FAR clauses as well as PI questions on export controls in the course of the proposal review and at the award negotiation stage. This session will focus on these main areas that require special attention by the Department Research Administrator during the initial stages of the life cycle of an award. An understanding of these terms at the pre award stage is key to the smooth success of the award process for both the central office and the PI.	Geraldine Pierre, Boston University Constance Galanis, Consultant

Discussion Groups 1:30pm — 2:45pm

Compliance	**Breaking down silos, building awareness, and working together to maintain a culture of research compliance** From protocol approval to study closure, navigating research compliance issues can be challenging. Efforts to minimize compliance issues are often executed independently by departments and/or individuals within an institution. This process often leads to gaps in communication and an overall lack of understanding and awareness of the current compliance challenges facing the institution. We will demonstrate how our Human Research Protection Program, Office of Grants and Sponsored Program and Research Compliance Program collaborate through various processes including monthly research compliance meetings, and a research education series, to identify compliance issues, implement solutions, promote institutional awareness & establish effective strategies to increase overall institutional research compliance.	Alison Oville, Connecticut Children's Medical Center Lisa Benson, Connecticut Children's Medical Center Stacy Chandna, Connecticut Children's Medical Center

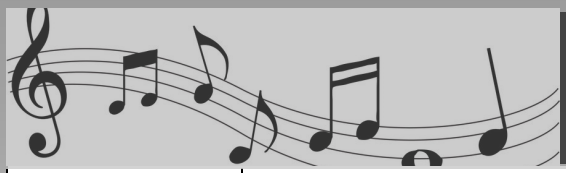


TUESDAY MAY 2

Post-Award	**Post-Award 101** Discussion on the Post Award process from Notice of Award to Closeout and everything in between. Reviewing the process once NOA received, how to work with the institutions sponsored programs office to setup the award, some tools and references available while managing grant accounts, the Post Award Management/Monitoring activity (Pre-Award Advances, Re-Budgets, Cost Transfers, No-Cost-Extensions, Continuation Advances, Closeouts).	Kyle R. Lewis, University of Connecticut Gabrielle Fish, University of Connecticut

Concurrent Sessions 3:15pm — 4:30pm

Hospital	**Opportunities and Challenges of Conducting Clinical Trials in a Pediatric Hospital** This session will touch upon new NIH training requirements Specifics about enrolling children into studies and special considerations Obtaining parent permission and assents Recruitment and retention of vulnerable subjects.	Kim D. Jennings, Connecticut Children's Medical Center
PUI	**Integrating and Enhancing Research Development at PUIs** When institutions make a commitment to support faculty in an effort to increase the number of quality proposals submitted to external sponsors, they sometimes call this "research development" and assign the function to the sponsored programs office. Most predominantly undergraduate institutions (PUIs) do not establish a research development office separate from the sponsored programs office, but rather formalize and expand functions in the pre-award office to focus more on research development. But, what is research development for PUIs? How can we maximize the services and expand typical pre-award services to meet the needs of a PUI? How can we engage and leverage other offices and resources on campus with the process?	Kris Monahan, Providence College
Compliance	**It Takes Three: Using the Three Lines of Defense Model to Help Manage Risk** Come explore ways in which departmental management, risk control and compliance functions and internal audit can help manage compliance risk. Presenters will discuss how the unique skills and complementary perspectives of the three lines of defense can help shape a solid internal controls framework and a robust compliance monitoring model. Discussion will focus on the roles specific to each of these areas including examples of control activities and monitoring tools and techniques that may be utilized by the different lines of defense, particularly around spending rates and travel expenses charged to federal awards.	Charlotte Gallant, Harvard University Elizabeth Rybczynski, Harvard University Goda Sekmokaite, Harvard University

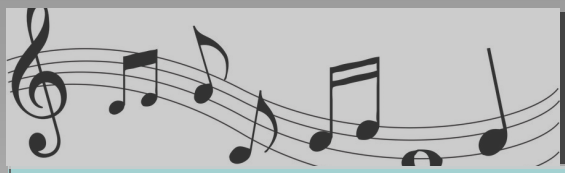


TUESDAY MAY 2

Department	**Shoring Up the lines of Communication: Central Offices working with Department Offices** The vast world of research administration can be overwhelming joining a new department. Having to navigate the many acronyms, central offices, centers of excellence, clinical organizations, professors, other schools, and external business partners can be daunting. Knowing your role and responsibility can be a grey area. This coupled with constant regulatory changes, technological improvements, and implementing necessary policies and procedures requires effective, open, and continuous communication. This session will address ways for employees, seasoned and/or new, to communicate and navigate this complex marketplace in order to keep ideas and goal moving forward.	Jori Baribino Tufts University Mike Healy Tufts University

Discussion Groups 3:15pm — 4:30pm

Special Topics	**Getting Things Done: Maintaining Your Sanity When Priorities Change** You have your day planned. Your to-do list is organized, deadlines are within sight, and you have only one quick morning meeting. Life is good. But then your meeting runs 30 minutes over. An anxious PI is waiting at your office door as you return, and tells you about a last-minute proposal due the next day. You log back into your computer only to find 27 new messages in your inbox. Your day goes down the drain. How do you recover your day, help the PI and still make progress toward your upcoming deadlines? What do you first? Attendees will share strategies to set themselves up for success and be able to juggle competing priorities and maintain their sanity. Tips and tricks for using Microsoft office to better manage email, tasks, and calendar items will be discussed, as well as best practices for maintaining an effective to-do list and managing the flow of various projects. This is a follow up to the "Getting Things Done: The Art of Stress-Free Productivity" concurrent session.	Suzanne Araujo, Rhode Island Hospital Karen Woodward Massey, Harvard University
Post-Award	**Invoicing, Collections, Portals, Oh my!** Over the past few years, as Federal grant dollars have dried up, our researchers have had to go to non-traditional and non-federal sources for funding. As this shift in funding has occurred, post-award offices have had to throw more resources into collection efforts to ensure our institutions are paid. In this session, we look to discuss some tips and tricks on how to navigate invoicing portals, how to work with foreign sponsors and how to work with multinational and big pharmaceutical companies. We hope to see you there!	David Barnett, MIT Heather Dominey, Brown University



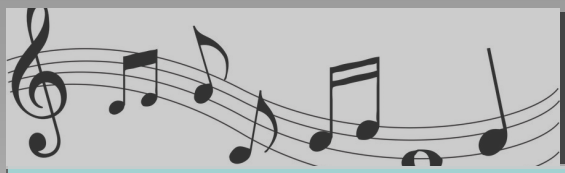
WEDNESDAY MAY 3

Plenary Session 9:00am — 10:15am

Federal	In Progress	TBD

Concurrent Sessions 10:45am — 12:00pm

Post-Award	**Using Data and Metrics to Aid in Decision Making and Improve Research Administration** Over the past years, research organizations have implemented electronic systems to replace paper-based processes and improve financial management both retrospectively and prospectively. While this transition has mainly been recognized for improving organizational efficiency and management, another major benefit is the vast quantity of financial and administrative data now available to better manage the research enterprise, proactively identify risk areas, and aid in decision-making. This session is an update from last year's session in the constantly revolving field of data analytics. We will focus on how one organization is currently using their data to monitor performance, assess financial management, and identify compliance risk areas. We will also discuss a vision for using this data in the future and how our decision-making thought process is evolving as new forms of financial and administrative data are being introduced to our research organization.	Gary Smith, Massachusetts General Hospital Jonathan Kutrubles, Partners Healthcare
Federal	**NSF Policy Office Update**	Jeremy Leafler, NSF
Pre-Award	**Pre-Award 101** Description TBA	Rady Rogers, Harvard University Geraldine Pierre Boston University



WEDNESDAY MAY 3

Discussion Groups 10:45am — 12:00pm

PUI	**Successful Administration of Sponsored Projects at PUIs: Best Practices and Strategies for Implementing them at the Institutional and Individual Level** Is your to-do list a mix of pre-award, post-award, and policy action items? Do you ever start your day wondering where to start? Have you finished your day wondering what did you accomplish? Has your day been thrown off by a phone call, email, or last minute submission? Whether you are a seasoned professional or a newbie, working as a research administrator at a PUI is unlike our R1 colleagues and requires a new approach to our profession. How do we work within our unique framework and make progress, gain traction, and develop a reputation as a value-added service to our faculty and institution? Join Liz Haney (Middlebury), Christine Hempowicz (Bridgeport) and Cara Martin-Tetreault (Bowdoin) as they share best practices for administering sponsored projects, how to implement them at the institutional level by developing a stronger infrastructure, and how to implement them at the personal level by developing yourself. Participants are encouraged to bring case studies and/or examples for the discussion.	Liz Haney, Middlebury College Christine Hempwicz, University of Bridgeport Cara Martin-Tetreault, Bowdoin College
Compliance	**Record Retention: Spring Cleaning** During this session we will discuss record retention policies and procedures, share best practices on effectively managing records and ensuring retention and disposal of required documentation in accordance with established policies at different organizations and talk about issues associated with implementing records retention policies at departmental & central office & offer potential solutions.	Elena Glatman, UMass Dartmouth Pattie McNulty, Concurrent Research