# TENTATIVE SCHEDULE-AT-A-GLANCE
## *2024 Region III Annual Spring Meeting*

| | | WORKSHOPS (May 4-5, 2024) | | | |
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| WS1 | Saturday, May 4 | Pre-Award Basics | Basic | 1/2 day<br><br>8AM-12PM | Whether new to the profession or coming from a different niche of research administration, the pre-award phase of the sponsored projects lifecycle includes an overwhelming amount of information. This session aims at introducing the major components of pre-award at a high level. This includes reading a solicitation, preparing a budget, submitting a proposal, reviewing an award, and managing non-financial aspects of a project. This session focuses on the most common pitfalls and challenges those areas bring so attendees can avoid major issues in their early days as a pre-award research administrator. |
| WS2 | Saturday, May 4 | Navigating Self-Management and Leading Others | Advanced | 1/2 day<br><br>8AM-12PM | Join us in this workshop as we explore effective strategies for handling your own responsibilities while also overseeing others. Mastering the art of responding to faculty, staff, and colleagues is crucial in the dynamic and fast-paced environment we operate in. |
| WS3 | Saturday, May 4 | The Road to Becoming Your Best Self | Overview | 1/2 day 8AM-12PM | |
| WS4 | Saturday, May 4 | NSF Primer | Overview | 1/2 day<br><br>8AM-12PM | This session will provide an overview of NSF proposal and award policies and procedures as outlined in the Proposal and Award Policies and Procedures Guide (PAPPG). Attendees will learn about proposal preparation and submission requirements, the merit review process, and post-award policies and terms and conditions. |
| WS5 | Sunday, May 5 | Lane Change Ahead...Department Research Administration Reconstruction to a Hybrid Model | Overview | 1/2 day<br><br>8AM-12PM | As Rollins School of Public Health Research Administrative Services (RAS) moves from a Pre-Award RA and Post-Award RA to a Hybrid mixture of Cradle-to-Grave RAs and Pre-Award RA and Post-Award RA, how did we answer the following questions: 1) What do we need to make this change; 2) How do we determine the needs of the RAS, School and PIs; 3) What steps did we need to take to get started; and 4) What steps did we need to take to ensure there were no accidents. |
| WS6 | Sunday, May 5 | Post-Award Basics | Basic | 1/2 day<br><br>8AM-12PM | This session will explore effective pre-award strategies for maximizing post-award success and will delve into the functional details of topics such as award acceptance and/or negotiation, financial system account set up, cost accounting standards, subcontracting and subrecipient monitoring, budget and other modification, billing and cash management, effort reporting, and project closeout. |

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| **WS7** | Sunday, May 5 | Budget Building Blocks for Research Administrators | Basic | 1/2 day<br><br>8AM-12PM | Are you ready to start building a budget for your sponsored project proposal, but don't know where to begin? Don't let budget building intimidate you, we can help! If preparing a proposal budget seems like an impossible task, this session is for you. Join us and learn how to confidently build an effective project budget.<br><br>An effective budget is the roadmap that helps your team reach their project goals. An important part of any grant proposal, the budget requires careful consideration to ensure compliance with applicable rules and policies that govern sponsored project costs. Its main purpose is to help ensure that your team has the funds needed to complete the project successfully without leaving resources on the table. In this workshop we will walk through the many aspects of developing a project budget including: how to interpret sponsor budget guidelines, what costs need to be covered, categorization of budget costs, other considerations such as cost-sharing and F&A waivers, utilizing the appropriate rates as required, budget justifications and more. | |
| **WS8** | Sunday, May 5 | Pandemic Pandemonium: Lessons Learned in Hiring, Onboarding, and Retaining Research Administration Staff | Intermediate | 1/2 day<br><br>8AM-12PM | Pre-pandemic, hiring in research administration was largely bound to the geographical area of an institution. Candidates seeking to progress in their career often faced relocating to new cities with a change of workplace. Fast forward four years, the landscape is no longer recognizable as the job market pendulum has swung the other direction to a mostly remote work environment. As managers, we need to re-think our approach to hiring, onboarding, training, and retention to be able to recruit and keep talented employees. In this workshop we will provide a central office and departmental view of how the job market has changed and what lessons we have learned along the way. | |
| **WS9** | Sunday, May 5 | Managing a Research Portfolio: A Departmental Perspective | Basic | 1/2 day<br><br>8AM-12PM | The role of the Departmental Research Administrator requires flexibility, significant communication skills, and the ability to navigate ever-changing priorities and policies. Responsibilities associated with research administration can be overwhelming. The process of putting a proposal together, managing a grant once funded, and properly closing it out at the end are just a fraction of the day-to-day activities department administrators juggle. This workshop will focus on topics that influence the daily operations of managing sponsored awards from a post award Perspective. It is designed for departmental research administrators and will provide them with an overview of the significant principles and issues surrounding proposals, grants, and contracts. Topics will include budget development, identifying key personnel, sub-recipient vs. vendor, and cost sharing. This session will also focus on project management tasks, e.g., financial reports, account reconciliation, closeout of awards, cost transfers, allowable and allocable costs and much more. | |
| **WS10** | Sunday, May 5 | NIH Unplugged | Overview | 1/2 day<br><br>8AM-12PM | Every successful journey starts with a good foundation. If you are new to working with the NIH, this presentation will answer key questions. What is the NIH? Where do I start? Who to contact when I need help or advice? What's the application process and how long does it take? I will walk you through the grants life cycle and give you an overview of key resources you will need to be successful. | |

| WS11 | Sunday, May 5 | Exploring AI Implementation Across Research Administration | Overview | 1/2 day  1PM-4PM | Free Workshop…space limited. This workshop will dive into the transformative potential of Artificial Intelligence (AI) in research administration. Learn the vital role and significance of research administrators while exploring the fundamentals of AI and its applications. It will explore how AI can revolutionize research administration practices without minimizing the roles of research administrators. Attendees will share their experiences, concerns, and ideas about AI implementation through interactive discussions, breakout groups, and hands-on practice. |
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## Meeting Program (May 6-8, 2024)

| C01 | Mon., May 6 | Departmental | 10:30 AM | Concurrent | Empowering Research Administration: Building a Center-Owned Research Data Ecosystem | Overview | Bonnet I |
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| C02 | Mon., May 6 | Federal | 10:30 AM | Concurrent | NIH Updates | Overview | Atlantic III |
| C03 | Mon., May 6 | Post-Award | 10:30 AM | Concurrent | Raising the Flags - Using Monthly Management Reports to Identify Expenses Needing Additional Review | Basic | Atlantic IV |
| C04 | Mon., May 6 | PUI | 10:30 AM | Concurrent | Building Capacity in a Research Administration Office | Advanced | Rio Vista |
| D01 | Mon., May 6 | Pre-Award | 10:30 AM | Discussion | How You Doin?: The one with the Research Administration Quiz Show | Overview | Oceanside I |
| D02 | Mon., May 6 | Compliance | 10:30 AM | Discussion | Is it Human Subjects Research? It depends! | Basic | Bonnet II |
| C05 | Mon., May 6 | Senior | 1:00 PM | Concurrent | Workload Measurements: A More Realistic Approach to Staffing Our Offices | Advanced | Bonnet I |
| C06 | Mon., May 6 | Federal | 1:00 PM | Concurrent | USDA Rural Development Telecommunications Program Loans and Grants | | Atlantic III |
| C07 | Mon., May 6 | Pre-Award | 1:00 PM | Concurrent | How to tame the circus of SciENcv requirements | Intermediate | Atlantic IV |
| C08 | Mon., May 6 | Res. Dev. | 1:00 PM | Concurrent | Research Administration from Both Sides: Department vs. Central | Basic | Rio Vista |
| D03 | Mon., May 6 | DEI | 1:00 PM | Discussion | Breaking Barriers: Strategies for Embracing Diversity in Research Administration | Intermediate | Oceanside I |
| D04 | Mon., May 6 | Departmental | 1:00 PM | Discussion | Lane Change Ahead...Department Research Administration Reconstruction to a Hybrid Model | Overview | Bonnet II |
| C09 | Mon., May 6 | eRA | 2:30 PM | Concurrent | Automating Intramural Competitions Leveraging Microsoft Office 365 | Intermediate | Bonnet I |
| C10 | Mon., May 6 | Federal | 2:30 PM | Concurrent | NSF Payments and Analytics Branch - Post Award Financial Processes | Overview | Atlantic III |
| C11 | Mon., May 6 | Compliance | 2:30 PM | Concurrent | Federal Audits at Universities: Common Errors, Findings, and Federal Plans | Overview | Atlantic IV |
| C12 | Mon., May 6 | Senior | 2:30 PM | Concurrent | Navigating the New Normal: Leadership Lessons in Times of Transition | Advanced | Rio Vista |
| D05 | Mon., May 6 | Post-Award | 2:30 PM | Discussion | Here, Hold My Drink!: Crazy, outlandish, and sometimes Allowable requests by PIs. | Intermediate | Oceanside I |
| D06 | Mon., May 6 | PUI | 2:30 PM | Discussion | Developing a Principal Investigator (PI) Training Programs at a PUI | Intermediate | Bonnet II |
| C13 | Mon., May 6 | Departmental | 4:00 PM | Concurrent | How to transfer an NIH award in 73 easy steps | Intermediate | Bonnet I |
| C14 | Mon., May 6 | Federal | 4:00 PM | Concurrent | Nintendo's newest game or FTA's TrAMS? | Basic | Atlantic III |
| C15 | Mon., May 6 | Pre-Award | 4:00 PM | Concurrent | Cost Share Challenges and Solutions | Intermediate | Atlantic IV |
| C16 | Mon., May 6 | Post-Award | 4:00 PM | Concurrent | Contracts: Breaking It Out, Breaking It Down | Intermediate | Rio Vista |
| D07 | Mon., May 6 | Extra | 4:00 PM | Focus Group | Leveling the grant proposal playing field: GRANTED focus group to increase research capacity for social sciences | Basic | Oceanside I |
| D08 | Mon., May 6 | eRA | 4:00 PM | Discussion | Lessons Learned from Huron Implementation and Integration with Workday Financials | Intermediate | Bonnet II |
| C17 | Tues., May 7 | Pre-Award | 8:45 AM | Concurrent | Synchronizing Success: Strategies for When PI Goals and RFP Guidelines Clash | Basic | Bonnet I |

| C18 | Tues., May 7 | Compliance | 8:45 AM | Concurrent | Changes to the Uniform Guidance | Overview | Atlantic III |
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| C19 | Tues., May 7 | Pre-Award | 8:45 AM | Concurrent | Yes, there is Homework: New Approaches to On-Boarding and Continued On-the-Job Training | Basic | Atlantic IV |
| C20 | Tues., May 7 | Senior | 8:45 AM | Concurrent | Navigating Self-Management and Leading Others | Advanced | Rio Vista |
| D09 | Tues., May 7 | Departmental | 8:45 AM | Discussion | Role of The Grant Manager | Intermediate | Oceanside I |
| D10 | Tues., May 7 | DEI | 8:45 AM | Discussion | Inclusion and belonging, while being your authentic self | Overview | Bonnet II |
| C21 | Tues., May 7 | Post-Award | 10:15 AM | Concurrent | Journey to Finding an Acceptable Cost Share Tracking Process Using Banner | Intermediate | Bonnet I |
| C22 | Tues., May 7 | Federal | 10:15 AM | Concurrent | NSF Updates | Overview | Atlantic III |
| C23 | Tues., May 7 | Compliance | 10:15 AM | Concurrent | RCR and the Research Administrator | Basic | Atlantic IV |
| C24 | Tues., May 7 | Extra | 10:15 AM | Concurrent | The Impact of Your NCURA Membership | Overview | Rio Vista |
| D11 | Tues., May 7 | Pre-Award | 10:15 AM | Discussion | What I Learned From My PIs: The Good, The New & The Stealthy | Overview | Oceanside I |
| D12 | Tues., May 7 | Departmental | 10:15 AM | Discussion | Bridging the Gap: The 1,000 Mile Leap from Pre-Award to Post-Award | Overview | Bonnet II |
| C25 | Tues., May 7 | Res. Dev. | 1:30 PM | Concurrent | PI-nspiration: The Art of Wooing PIs and Other Elusive Beings | Intermediate | Bonnet I |
| C26 | Tues., May 7 | Federal | 1:30 PM | Concurrent | 2 CFR 200 - What is new and a chance to discuss the UG and what keeps you up at night | Intermediate | Atlantic III |
| C27 | Tues., May 7 | DEI | 1:30 PM | Concurrent | AI and the Future of Work for Research Administration | Overview | Atlantic IV |
| C28 | Tues., May 7 | eRA | 1:30 PM | Concurrent | The Power of Dashboards: Using Power BI to Inform Better Decision Making | Overview | Rio Vista |
| D13 | Tues., May 7 | Senior | 1:30 PM | Discussion | Managing More Without More | Intermediate | Oceanside I |
| D14 | Tues., May 7 | PUI | 1:30 PM | Discussion | Hot Topics for PUIs | Overview | Bonnet II |
| C29 | Tues., May 7 | Pre-Award | 3:00 PM | Concurrent | Budget Fundamentals | Basic | Bonnet I |
| C30 | Tues., May 7 | Federal | 3:00 PM | Concurrent | Unlocking Opportunities: Administration for Community Living Grants | Intermediate | Atlantic III |
| C31 | Tues., May 7 | Post-Award | 3:00 PM | Concurrent | Closeouts 101 | Basic | Atlantic IV |
| C32 | Tues., May 7 | Departmental | 3:00 PM | Concurrent | Work-life balance, Is it just a Buzz Word? | Basic | Rio Vista |
| D15 | Tues., May 7 | Compliance | 3:00 PM | Discussion | Navigating the Waves of Innovation: Staying ahead of the Curve in Research Administration | Intermediate | Oceanside I |
| D16 | Tues., May 7 | eRA | 3:00 PM | Discussion | Managing Contracts: The Most Avoided Topic in Research Administration | Intermediate | Bonnet II |
| C33 | Wed., May 8 | Pre-Award | 9:00 AM | Concurrent | USDA's National Institute of Food and Agriculture for the Non-Land-Grant Institution | Overview | Bonnet I |
| C34 | Wed., May 8 | Departmental | 9:00 AM | Concurrent | Managing Multi-Project Awards | Overview | Atlantic III |
| C35 | Wed., May 8 | DEI | 9:00 AM | Concurrent | Do Great Minds Think Alike? Cultivating Thought Diversity Through Psychological Safety | Overview | Atlantic IV |
| C36 | Wed., May 8 | Res. Dev. | 9:00 AM | Concurrent | WE are ONE: How to Engage and Support a Dream Team | Basic | Rio Vista |
| D17 | Wed., May 8 | Compliance | 9:00 AM | Discussion | Effort Discussion: A Different Perspective on Effort | Overview | Oceanside I |
| D18 | Wed., May 8 | Post-Award | 9:00 AM | Discussion | Discussion on Billing/Invoicing Issues | Basic | Bonnet II |
| C37 | Wed., May 8 | Compliance | 10:30 AM | Concurrent | New Compliance Requirements: CHIPS and Science Act, NSPM-33, and Data Management | Overview | Bonnet I |
| C38 | Wed., May 8 | PUI | 10:30 AM | Concurrent | Easing the Often-Awkward Shift from Management to Leadership in PUIs | Advanced | Atlantic III |
| C39 | Wed., May 8 | Res. Dev. | 10:30 AM | Concurrent | Revolutionizing Cancer Research Funding: A Case Study of UF Health Cancer Center's Database Solution | Intermediate | Atlantic IV |
| C40 | Wed., May 8 | Extra | 10:30 AM | Concurrent | Event Mastery 101: Crafting Epic Experiences with Purpose, Marketing Mojo, and Budget Brilliance! | Overview | Rio Vista |