Let's Go and Grow: Learning and Leadership in Research Administration!

NCURA Region III Spring Meeting

April 26 - 30, 2025
Louisville, KY

NCURA
REGION III

Let's Go and Grow: Learning and Leadership in Research Administration!

2025 Spring Meeting · April 26 – 30, 2025
Louisville, KY

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GREEN FLAMINGOS !
Session handouts will not be available onsite. Please visit the app to see concurrent session materials

WELCOME
from our Region Chair

Dear Region III members, colleagues, sponsors, and guests,

In the world of athletics, we find the essence of determination, resilience, and the relentless pursuit of excellence. Whether it's the thrill of victory or the lessons learned in defeat, sports have a unique way of teaching us valuable life skills that extend far beyond the gym, field, court, or track.

In the world of research administration, we find the same determination, resilience and relentless pursuit of excellence. Whether we are submitting the same proposal repeatedly to NSF or NIH or revising a budget, yet again for a new professor or navigating troublesome compliance requirements, we exercise our honed skills and knowledge every day.

NCURA REGION III CHAIR
Jeanne Viviani-Ayers

With enormous change happening around the country and the world, we want to always be your team that you can rely upon. This is a time for you to lean on your team – both near and far – and get back into the game stronger than ever. Whether you are an MVP or a rookie recruit, we have a line-up of sessions designed for you to be an all-star.

The opportunity to come together every year to learn and grow demonstrates our commitment to providing exceptional service and support in the name of science and scholarship. As a team, we come together to do "post-game analysis" or to strategize for improving performance in the next match up. One thing is always certain, we are all here to win, even if we do not get the award. We share the common vision of performing at our best and continually improve what we do.

And like anything we do, this meeting would not be a reality without a strong team of leadership and supporters. I am deeply thankful to the Program and Planning Committees for all their hard work these last few months to pull the program together. Let's Go and Grow is the attitude of energized persistence; even with the struggles and challenges, we will dig deep and do the work. My gratitude and admiration for you – the research administrator – for showing up, being humble, doing the work and being there for others – makes me want to put in work even more! I'll see you at the gym!

Let's Go and Grow!
Your Chair and Coach,

Jeanne Viviani-Ayers

Jeanne Viviani-Ayers, MPA, CRA
Chair, NCURA Region III
Associate Director, Research Training and Outreach
University of Central Florida
...and all-around gym rat...

Let's Go and Grow: Learning and Leadership in Research Administration!

2025 Spring Meeting
April 26 - 30, 2025

SCHEDULE AT A GLANCE

NCURA REGION III

Date	Event	Location
Friday, APRIL 25		**LOCATION**
12:00 PM – 4:00 PM	Executive Committee Retreat (EC Members Only)	Franklin Boardroom
SATURDAY, APRIL 26	**Pre-Game Warm-Up**	**LOCATION**
7:30 AM – 5:00 PM	Registration	Cochran Lobby
10:00 AM – 10:15 AM	Morning Break	Cochran Lobby
8:30AM – 12:00 PM	Half-Day Workshops (1)	See Workshop Details Below
12:00 PM – 1:00 PM	Workshop Lunch (Provided for attendees)	Daisy
1:00PM – 4:30 PM	Half-Day Workshops (2)	See Workshop Details Below
SUNDAY, APRIL 27	**Game Plan and Tailgate Kickoff**	
7:30 AM – 5:00 PM	Registration	Cochran Lobby
8:00 AM – 5:00 PM	Vendor Area and Networking	Cochran Lobby
8:30 AM – 12:00 PM	Half-Day Workshops (3-4)	See Workshop Details Below
10:00 AM – 10:15 AM	Morning Break	Cochran Lobby
12:00 PM – 1:00 PM	Workshop Lunch (Provided for attendees)	Daisy
1:00PM – 4:30 PM	Half-Day Workshops (5-6)	See Workshop Details Below
5:00 PM – 5:30 PM	New Member / New Attendee Meet and Greet (Invitation Only)	Cochran Ballroom
5:30 PM – 7:30 PM	Welcome Tailgate Reception	Cochran Ballroom
7:30 PM – 9:30 PM	Community Connection! Networking!	Daisy

Don't forget to access the **WI-FI** in the Galt House — Meeting Spaces

Login Name: GH Conference

No Password Required!

2025 Spring Meeting
April 26 - 30, 2025
SCHEDULE
AT A GLANCE

Date	Event	Location
MONDAY, April 28	**Power Play and Halftime**	
6:00 AM – 6:50 AM	Fit Defense Bootcamp with Coach JR Ayers	Daisy
7:30 AM – 5:00 PM	Registration	Cochran Lobby
7:30 AM – 8:45 AM	Breakfast (Provided)	Cochran Ballroom
8:00 AM – 5:00 PM	Vendor Area and Networking	Cochran Lobby
8:45 AM – 10:00 AM	Conference Welcome & Keynote Address	Cochran Ballroom
10:00 AM – 10:15 AM	Morning Break	Cochran Lobby
10:15 AM – 11:30 AM	Concurrent Sessions & Discussion Groups	See Program Details Below
11:30 AM – 12:45 PM	Half-Time Lunch (Provided)	Cochran Ballroom
1:00 PM – 2:15 PM	Concurrent Sessions & Discussion Groups	See Program Details Below
2:15 PM – 2:30 PM	First Afternoon Break	Cochran Lobby
2:30 PM – 3:45 PM	Concurrent Sessions & Discussion Groups	See Program Details Below
3:45 PM – 4:00 PM	"Time Out" Cookie Craze	Cochran Lobby
4:00 PM – 5:00 PM	Concurrent Sessions & Discussion Groups	See Program Details Below
6:00 PM – 8:00 PM	Dinner Groups (On Your Own)	
8:00 PM – 10:00 PM	Community Connection! Networking!	Daisy
TUESDAY, April 29	**Champions Day**	
6:00 AM – 6:50 AM	Fit Defense Bootcamp with Coach JR Ayers	Daisy
7:30 AM – 5:00 PM	Registration	Cochran Lobby
7:30 AM – 8:30 AM	Breakfast (Provided)	Cochran Ballroom
8:00 AM – 5:00 PM	Vendor Area and Networking	Cochran Lobby
8:45 AM – 10:00 AM	Concurrent Sessions & Discussion Groups	See Program Details Below
10:00 AM – 10:15 AM	Morning Break	Cochran Lobby
10:15 AM – 11:30 AM	Concurrent Sessions & Discussion Groups	See Program Details Below
11:30 AM – 12:45 PM	Regional Business Meeting and Lunch (Provided)	Cochran Ballroom
1:00 PM – 2:15 PM	Concurrent Sessions & Discussion Groups	See Program Details Below
2:15 PM – 2:30 PM	First Afternoon Break	Cochran Lobby
2:30 PM – 3:30 PM	Concurrent Sessions & Discussion Groups	See Program Details Below
3:30 PM – 3:45 PM	Second Afternoon Break	Cochran Lobby
3:45 PM – 5:00 PM	Concurrent Sessions & Discussion Groups	See Program Details Below
6:00 PM – 9:00 PM	Champions Dinner Celebration	Cochran Ballroom
WEDNESDAY, April 30	**Victory Lap**	
7:30 AM – 8:30 AM	Victory Lap Breakfast (Provided)	Cochran Ballroom
8:45 AM – 10:00 AM	Concurrent Sessions & Discussion Groups	See Program Details Below
10:00 AM – 10:15 AM	Morning Break	Cochran Lobby
10:15 AM – 11:30 AM	Concurrent Sessions & Discussion Groups	See Program Details Below
11:30 AM	Conference Adjourns	

2025 Spring Meeting
April 26 - 30, 2025

STAY UP-TO-DATE WITH SCHEDULE CHANGES!

DOWNLOAD THE
NCURA APP TO YOUR iPHONE or ANDROID
MOBILE DEVICE
AND STAY CONNECTED!

Once you have downloaded the App,

Once installed, you can tap "Events," then choose the Region III Spring Meeting. Please note that access to this meeting on the app begins on the afternoon of Friday, April 25.

Customize your meeting experience
by adding sessions to the
My Schedule feature!

Stay
CONNECTED!

Winning the Mental Game: Tools for Thriving in Research Administration and Life

KEYNOTE ADDRESS

Katie Nichols, Ph.D.
Director of Mental Performance, Louisville Athletics

Team approach to mental performance—coaches providing performance enhancement services to athletes, coaches, and support staff in a comprehensive, integrated sport psychology delivery model

Dr. Katie Nichols became the Director of Mental Performance for Louisville Athletics in fall of 2022. Dr. Nichols oversees a team of mental performance coaches providing performance enhancement services to athletes, coaches, and support staff in a comprehensive and integrated sport psychology delivery model.

Nichols was previously a mental performance coach at Amplos, a performance psychology practice, where she served as a mental performance coach to Clemson Athletics. Her primary responsibilities include developing and implementing mental skill training to teams, one-on-one support with individual athletes, as well as comprehensive and integrated support and development to coaches and support staffs. While with Amplos, Nichols additionally facilitated performance enhancement services to corporate partners, including Global 500 companies. Prior to Clemson, she served as the coordinator for student-welfare and development at the University of Notre Dame, primarily focused on student-athlete leadership development and community outreach programming. She also spent six years at the University of Missouri and worked as a mental performance coach to teams and individual student-athletes. While at Missouri, she studied under the legendary sport psychology professional, Dr. Rick McGuire, and earned her master's degree in Counseling Psychology with focus in Career and Sport Psychology in 2014 and her doctoral degree in Sport Psychology Performance in 2017. Nichols was awarded the 2017 Doctoral Student Practice Award from the Association for Applied Sport Psychology (AASP). Nichols earned bachelors' degrees in Psychology and Sport Science from the University of Kansas in 2011. Outside of her work, she enjoys spending time with her husband, Wes, and their basset hound, Palmer.

MEETING INFO

NEWCOMER: (a new member or first time attendee)**:** NCURA encourages new members and first time attendees to take advantage of the many opportunities the Spring Meeting offers to network and share ideas with your like-minded colleagues. Attend the Newcomer Concurrent Session, participate in the various events such as Monday Newcomer Session and Hospitality Suite. Be sure to come out for Tuesday night's Regional Dinner Celebration, and introduce yourself to new colleagues!

CRITICAL PATWAY DEFINITIONS:
    New RA (NRA): Content leans toward a beginner's level or basic presentation of a topic.
    Specialist: Content leans toward the seasoned research administrator or manager.
    Advanced Topics and Updates (ATU): Content level is complex and focused and leans toward the director and senior level.

LEVEL DEFINITIONS:
    U — Update: Expansion on an existing topic.
    B — Beginner: Content leans toward a beginner's level or basic presentation of a topic.
    I — Intermediate: Content level is complex and focused and leans toward the director and senior level.
    A — Advanced : Content level is targeted toward director and senior level.

DIVERSITY 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. (https://www.ncura.edu/AboutUs.aspx)

EVALUATIONS: Your feedback is critical to the success of our meeting! Please take a moment to complete the surveys so that we can continue to improve your Spring Meeting experience. Evaluations are available via QR code.

HANDOUTS: We've gone green and will not provide session handouts at the meeting. If you wish to print out hard copies, please visit: http://ncuraregioniii.com/presentations. The website will be updated as presentation handouts are received. If you are attending a workshop, the presentation materials will be provided electronically before the meeting so that you may access them from your electronic device or print them to bring with you.

Meeting App: Download the FREE NCURA App for iOS or Android, enter the email address used on your registration form, and select NCURA Region III 2025 Spring Meeting. Customize your schedule by choosing sessions under the My Schedule menu. Navigate to sessions using the Maps menu. Last but not least, get up-to-the-minute updates on any last minute changes to the program schedule or planned activities through the Push Notification section!

Meeting Hashtag: Use #R3GoAndGrow when you post on social media including Facebook, Instagram and Twitter.

REGION BUSINESS MEETINGS: Region III holds a Business Meeting each year at the Spring Meeting. As a bonus, it's during lunch and everyone has to eat, so come eat and learn about what our fabulous region is doing. Everyone is welcome and encouraged to attend!

Don't Forget! All Attendees Remember to Flamingle With Your Fellow Flamingos!

WELCOME TAILGATE RECEPTION:

SUNDAY, APRIL 27TH FROM 5:30 —7:30 PM: Join us in Cochran Ballroom for the Spring Meeting Welcome Reception. Reconnect with old friends and make some new ones.

MEETING INFO

SESSION DEFINITIONS:

Concurrent Session (CS) are presentations that have questions and answer time built in.

Discussion Group (DG) are small group, facilitated conversations. Instead of formal presentation, the specific topics are discussed and information is shared by the group's attendees.

Half-day Workshop Session (HWS) are deep-dive presentations, traditionally supported with PowerPoint and handouts. They are taught by topic experts in a classroom style setting. If you have not already signed up for a workshop, don't miss out! You may register online at the Spring Meeting website www.ncuraregioniii.com/sm-registration.php or onsite at Meeting Check-in. Please note that there is an additional cost associated with workshop offerings.

Working Group (WG) are small group, facilitated conversations. Instead of formal presentation, the specific topics are discussed and information is shared by the group's attendees.

TRACK DEFINITIONS: Tracks are designed to ensure that attendees are able to choose topic-specific sessions to further learning and meet educational objectives.

Pre-Award (Pre): pre-award office and research development, including proposal development, sponsor relations and non-financial post-award functions

Post Award: (Post) post-award office and fiscal administration of sponsored projects, including fiscal compliance and auditing

Compliance/IRB/IACUC: compliance office and export controls, including research compliance committees and fiscal compliance

PUI/ERI: predominantly undergraduate institutions/emerging research institution, research administration offices that typically function with 1-3 staff members

Research Development (RD): strategic and capacity-building activities designed to facilitate extramural research funding, creating research relationships, and developing and implementing strategies that increase institutional competitiveness.

Contracts/Subawards (CS): technical and complex issues associated with contract negotiation and management and flowthrough for requirements for subrecipients

Federal: federal agencies and topics including the various interpretations of new and existing federal regulations

Departmental: (D) unit level administrators with expertise in pre– and post-award activities

Workshops: in-depth look into topics in Research Administration

VOLUNTEER OPPORTUNITIES: We are always looking for volunteers! The time you invest in volunteering not only makes our organization more successful, but provides a great opportunity for you to utilize your skills and learn something new. It's a win-win for everyone - so go ahead, volunteer! For opportunities to get involved, please visit the Region III website:
www.ncuraregioniii.com or inquire at Meeting Check-in.

Volunteer QR Code!

QUESTIONS? During or after the meeting, reach out to a Regional Officer, email the Program Chair (see information located on page 28), or visit the Meeting Check-in area where someone will be most happy to assist!

AT THE MEETING

Accessibility

The Galt house Hotel is an accessible facility with ADA-compliant rooms available upon request. Also available are transferable benches, roll-in showers, and TDD kits. This information and more may be found in the hotel's ADA STATEMENT - The Galt House; please contact the hotel directly to request accommodations.

SIGN UP HERE!

SCAN ME

WORKSHOPS
HALF DAY
Saturday, April 26th

Half DAY
8:30 AM - 12:00 PM

WS1: Pre-Award Fundamentals: Go & Grow a Strong Foundation
Content Level: New RA
Track: Pre-Award
Deepen your understanding of pre-award roles and responsibilities, including proposal development, budget preparation, proposal review and submission, and post-submission follow-up. By the end of this workshop, pre-award administrators (whether central or departmental) will be empowered to effectively support investigators through the grant application process while ensuring adherence to institutional and sponsor regulations.
Tricia Callahan, Emory University and Danielle McElwain, University of South Carolina
Room: Lily

Workshop Attendee Lunch
12:00 PM—1:00 PM
Room: Daisy

Half DAY
1:00 PM - 4:30 PM

WS2: Post-Award: A Practical Approach
Content Level: New RA
Track: Post-Award
This session will outline best practices for award closeout, including budget projections, communications with PIs, and reporting requirements. We will discuss the closeout timeline and explore methods to help you achieve a successful award closeout.
Savannah Britz, University of South Carolina and Susan Klie, University of South Carolina
Room: Lily

New Member Activities

Welcome to NCURA and to Region 3! You will soon see for yourself why Region 3 is the most **influential, fabulous** and **fun** region. We have a long history of being at the forefront of NCURA and the important initiatives that drive our great profession. From the legend of Pat the Flamingo to our State Cup competition, Region 3 is both rich in tradition and innovative in its approach to just about everything! *The best way to benefit from all that NCURA and Region 3 has to offer is to get engaged in our Region's many activities. Here are a few designed especially with you in mind!*

Rookie Huddle! New Member / New Attendee Welcome!
Sunday - 5:00pm—5:30pm; Cochran Ballroom
All NEW members and those who have never been to a Region 3 meeting are welcome to come to the Rookie Huddle at 5:00pm for a pre-game warm-up and pep talk! Come meet with members of the Executive Committee so we can personally welcome you to the "flock" and answer any questions you have!
Networking Lunch
Monday - 11:30am—12:45pm; Cochran Ballroom
On Monday, we will have a buffet style lunch. There is something for everyone! Additionally, committee coordinators and members of our standing committees will be present to explain what their committee does and how to get connected.

WORKSHOPS
HALF DAY
Sunday, April 27th

Half DAY
8:30 AM - 12:00 PM

WS3: Optimizing Efficiency: A Comprehensive Approach to Workload Assessment
Content Level: Intermediate / Advanced Topics
Track: Special Topics
To effectively assess and implement appropriate staffing levels, organizations should consider using tools such as workload analysis templates, employee surveys, and performance metrics to develop a compelling argument for staffing adjustments. This workshop will provide a structured approach to assessing workload needs, identifying staffing gaps, and building a strong case for staffing adjustments. Participants will learn how to use key data points to demonstrate potential ROI, align staffing plans with organizational objectives, and effectively present their findings to leadership.
Paige Robinson, Attain Partners, **Marc Haon**, Attain Partners, and **Hollie Schreiber**, University of Tennessee Institute of Agriculture
Room: Daisy

WS4: Cultivating a Culture of Responsibility for a Supportive Environment for the Conduct of Research
Content Level: Beginner / New RA
Track: Compliance
Research administrators play a critical role in fostering a culture of integrity and responsibility throughout the research lifecycle. Whether supporting faculty in the proposal development stage or managing post-award activities, understanding the broader landscape of research compliance is essential. This workshop is designed to provide pre-award and post-award administrators with a foundational overview of key compliance areas, clarify institutional roles and responsibilities, and offer practical strategies to support ethical and compliant research practices. Participants will explore how their everyday work connects to the larger framework of responsible research conduct and learn how to proactively identify risks and support investigators and departments. Through case examples, interactive discussion, and shared tools, this session aims to strengthen the knowledge, confidence, and communication skills needed to reinforce a culture of accountability and compliance across the institution.

Nichole Cavin, University of Alabama; **Jennifer Mills**, University of South Alabama; and **Chris Murphy**, Auburn University—Montgomery
Room: Lily

Workshop Attendee Lunch
12:00 PM—1:00 PM
Room: Daisy

Half DAY
1:00 PM - 4:30 PM

WS5: Jockeying for Position: Tips and Tricks for Effective Contract Negotiations
Content Level: Beginner / New RA
Track: Professional Development
Join us for an engaging workshop on research contracting, where you'll gain an understanding of general principles and key terms. The session will feature an interactive role play segment, highlighting common negotiation pitfalls and effective solutions. Finally, participate in a group negotiation exercise to apply your newfound knowledge in a practical setting. This workshop promises to enhance your contracting skills and boost your confidence in research negotiations.
Daniel Palchick, University of Florida; **Elizabeth Keeter**, University of Florida; and **Jonathan Bense**, University of Florida
Room: Lily

WS6: Research Administration Leadership: Getting There and Staying There
Content Level: Intermediate / Advanced Topics
Track: Contracts
This session will explore the general principles of leadership and practical ways to exercise them in a Research Administration setting. It will explore how to maximize paths to leadership roles in your career and how to maintain successful leadership throughout your career.
Justo Torres, North Carolina State University
Room: Daisy

MONDAY, April 28th

WELCOME, KEYNOTE, CONCURRENT SESSIONS, & DISCUSSION GROUPS

8:45 - 9:00 AM   **Conference Welcome**

9:00 - 10:00 AM Keynote Speaker: Dr. Katie Nichols, Director of Mental Performance, Louisville Athletics

Location: Cochran Ballroom

10:15 AM - 11:15 AM

CONCURRENT SESSIONS

Everything I Need to Know (About Research Administration) I Learned in Kindergarten (or High School)
Content Level: Beginner / New RA
Track: Pre-Award
This concurrent session is a playful, practical approach to mastering Research Administration. Join us as we explore essential tips and tricks categorized by classic school subjects—like 'Math' for budgeting insights, 'English' for crafting clear communications, and 'Science' for navigating compliance and research integrity. Through this back-to-school theme, we'll uncover the foundational skills that make Research Administration manageable and even fun. Whether you're new to the field or a seasoned pro, you'll leave with a refreshed perspective and actionable strategies for success.
Hollie Schreiber, University of Tennessee Institute of Agriculture and **Melissa Freudenberger**, Clemson University
Room: Dogwood

Nurturing New Faculty: Cultivating Growth and Leadership Through Research Administration
Content Level: Advanced / Specialist
Track: Departmental
Early engagement with new faculty can set the stage for successful proposals and streamlined grant management. This session covers key strategies for introducing faculty to research administration services, fostering productive relationships, and creating a supportive environment that enables effective grant management from pre-award to post-award stages.

Participants will learn practical approaches for establishing trust, aligning support with faculty goals, and guiding new researchers through the complexities of grant funding and compliance, ensuring a solid foundation for ongoing research success.
Kristen Hartung, University of Arkansas, **Kristen Warwick,** University of Arkansas**,** and **Stacy Stuart,** University of Arkansas
Room: Holly

Creating a Healthy Work Environment: Preventing Burnout and Advocating for Yourself
Content Level: Beginner / New RA
Track: Professional Development
Burnout in the workplace is a growing concern. Finding strategies to implement self-care and self-advocacy are essential for research administrators to develop a healthy work environment for themselves and others. This experiential session will focus on the importance of these strategies and developing a self-care toolkit to ensure participants' mental health is protected in their work environment. Activities will involve sensory and mindfulness practices along with focusing on empowering participants to advocate for their needs in a research work environment.
Ashton Keys, University of Central Florida and **Keri Tackett,** University of Central Florida
Room: Walnut

10:15 AM - 11:15 AM Continued

CONCURRENT SESSIONS Continued

Research Compliance & Sponsored Programs Administrators: Friends or Frenemies: Collaborating to Develop Critical Strategies for Increased Research Capacity
Content Level: Intermediate / Advanced Topics
Track: Compliance
This concurrent interactive session will focus on the role of research compliance and pre-award administrators in establishing better relationships, collaboration, and best practices to help maintain a successful university research compliance program while increasing research productivity. The facilitators will provide examples of process improvements utilized at one institution with a diverse research portfolio to improve communication and standard procedures for pre-award and research compliance. There will also be an opportunity to share examples of working with the "other" research administrators.
Jennifer Mills, University of South Alabama and **Tanta Myles**, Georgia Institute of Technology
Room: Willow

DISCUSSION GROUPS

Unlocking Subaward Success and Building Strong Teams: A Perspective from Both Sides (Subcontracting and Accounting)
Content Level: Intermediate / Advanced Topics
Track: Contracts / Subawards
Join us for an interactive and collaborative discussion group where we'll dive deep into the strategies for unlocking subaward management success and building high-performing teams. This session is designed to foster a peer-driven exchange of ideas, insights, and experiences related to the challenges and opportunities within subaward management and team dynamics, including roles and responsibilities of the teams, how risk mitigation effects subaward monitoring, and how billing terms may affect invoicing.
Kellie Crawford, University of Florida and **Stephanie Glenn**, University of Florida
Room: Poplar

1:00 PM - 2:15 PM

Concurrent Sessions

Is Your Office Structure Working for You?
Content Level: Intermediate / Advanced Topics
Track: PUI / ERI
Does your current office structure work for you, your department and your institution? Could it be better aligned with the mission of the institution? Working at a PUI our research administration offices can be vastly different than those of our R01 counterparts. This may allow us to be more nimble and change as there are fewer hierarchical levels. In this session we will describe the different broad types of research administration organizational structures, the success and challenges of each, and develop strategies for improving your institution's research administration structure.
Shannon Sutton, Georgia State University
Room: Dogwood

Mastering the Art of Budget Development for Sponsored Projects
Content Level: Beginner / New RA
Track: Pre-Award
This session is designed to equip research administrators with the essential skills and knowledge to develop accurate, compliant, and strategic budgets for sponsored projects. Participants will learn how to navigate the complexities of budgeting for various types of sponsors and key questions to ask when assisting a PI in developing a budget.
Jill Thomas, University of Kentucky, and **Clair Abney**, University of Kentucky
Room: Holly

1:00 PM - 2:15 PM Continued

Concurrent Sessions

**Grant Funding Opportunities at the U.S.
Department of Agriculture's Rural Utilities Service**
Content Level: Update
Track: Federal
The Rural Utilities Service at USDA oversees several programs, including those who have a history of making awards to colleges and universities. Specifically, our programs help to improve distance learning and telehealth options and support the expansion of broadband into rural areas. Colleges and universities of all kinds (including Community Colleges) are eligible for our programs and this briefing will expose the audience to how those programs work.
James Wilson, USDA Dept of Agriculture Rural Utilities Service
Room: Willow

Use #R3GoAndGrow when posting on social media

Discussion Groups

Supporting Research Service Centers Through Centralized Administration
Content Level: Intermediate
Track: Special Topics
A discussion of the ways in which research cores (i.e. research facilities, service centers) are administered at various institutions and the pros and cons of these models. The University of South Carolina is in the process of centralizing some research cores and has created a new office to lead this centralization and provide support to the cores. I will share our struggles and triumphs during this first year, as well as what I have learned from my counterparts at other universities who have centralized their research cores in recent years.
Savannah Britz, University of South Carolina
Room: Walnut

What is in a Title—Whate Does it Mean to be a Research Administrator
Content Level: Beginner / New RA
Track: Departmental
A research administrator plays a critical role in managing the administrative aspects of research activities within an institution. This includes overseeing grant proposals, ensuring compliance with regulations, managing budgets, and facilitating communication between researchers and funding agencies. Effective research administrators enable researchers to focus on their work by providing support in navigating complex processes, securing funding, and ensuring the responsible use of resources. Ultimately, they contribute to advancing knowledge and innovation by fostering a productive research environment.
Randi Wasik, University of Louisville
Room: Poplar

MONDAY, April 28th
CONCURRENT SESSIONS & DISCUSSION GROUPS
2:30 PM - 3:45 PM

CONCURRENT SESSIONS

Sowing Success: Growing Your Career as a Research Administrator
Content Level: Beginner / New RA
Track: Professional Development
We will outline the history of research administration and what the field looks like today. We will provide information on the different roles and career paths available. Participants will learn about professional development opportunities, including training opportunities, certifications, and degrees.
Savannah Britz, University of South Carolina and **Erin Butler**, University of South Carolina
Room: Dogwood

Launching an Office of Sponsored Programs at a PUI/ERI
Content Level: Intermediate / Advanced Topics
Track: PUI / ERI
This session is geared toward newly formed offices at small institutions. The role of sponsored programs at a small institution is very different than at a research-intensive university. In this session we will discuss the following questions: What challenges do PUIs have in common? What assets do PUIs have in common? Why should a PUI have a OSP? Where should OSP by housed?
Rodney Granec, University of West Alabama and **Linnea Minnema,** Samford University
Room: Holly

Monitoring Compliance in an Ever-Changing Environment
Content Level: Intermediate / Advanced Topics
Track: Compliance
Providing insight into the monitoring activities within a research hub and The Office of Compliance Monitoring at ECU. We will breakdown how we collaboratively and consistently oversee compliance throughout the entire life cycle of a sponsored project. Our approach entails monitoring across all levels, from Department level to Central Office level, in the ever-changing environment of compliance monitoring.
Joseph Moore, East Carolina University and **Jessica Miller**, East Carolina University
Room: Walnut

F&A Considerations of the Recent Uniform Guidance Regulations
Content Level: Updates
Track: Post-Award
OMB made changes to 2 200CFR that went into effect October 1, 2024 . So, what are the practical F&A rate impacts to your institution and how do we implement at our institution?
Mira Levine, Maximus Higher Education Practice
Room: Willow

Best Practices in Effective Research Development: Preparing PIs, Institutions/Organizations, and RAs/RDs for Success
Content Level: Beginner / New RA
Track: Research Development
In the current increasingly competitive funding environment, it is more important than ever to ensure that investigators—across all disciplines, at all intersections, and through all career stages—develop their grantsmanship skills. It is equally important for university administrators and leadership to know how to build institutional capacity to support ongoing grantsmanship training and create a grants-friendly culture. This presentation will share best practices of grantsmanship skills training and development at a wide range of institutions and organizations. The leaders/facilitators will share examples from the higher education and other sectors. Pros and cons of different approaches will be discussed, along with ways to implement the necessary grantsmanship training.
Paul Tuttle, Hanover Research and **Lou Hurst**, University of Kentucky
Room: Lily

MONDAY, April 28th
CONCURRENT SESSIONS & DISCUSSION GROUPS
2:30 PM - 3:45 PM

CONCURRENT SESSIONS CONTINUED

Staying organized through the chaos: How do top leaders do it?
Content Level: Intermediate / Advanced Topics
Track: Professional Development
Did you often wonder how people, especially leaders, seem to stay calm, cool and collected when things seem to be so chaotic? Us too! The world of research administration can be chaotic at times. We explored some ways to identify chaos and compartmentalize the good from the not so good chaos and how to turn some of that chaos into positives.
Lorrie Robbins, Duke University and **Betty Morgan,** North Carolina State University
Room: Poplar

HALF-TIME NETWORKING LUNCH
11:30 AM—12:45 PM
Cochran Ballroom
Eat Lunch: Everyone has to eat!
Get Connected: Come and learn about all the ways you can get involved in Region III. Ask questions and give input on topics the region needs to address in the future. Meet committee coordinators and other flamingos!

4:00 PM - 5:00 PM

CONCURRENT SESSIONS

Hire, Retain, Succeed: The Fun Formula for Employee Satisfaction
Content Level: Intermediate / Advanced Topics
Track: Professional Development
In this session we will review results from an IRB exempt protocol which is used to measure employee satisfaction, recruitment, and retention variables. This data can be used at universities to identify opportunities for growth within research administration units across campus. Our idea is to help build workplaces where research administrators are supported and motivated to succeed.
Martin Noguera, University of Florida and **Abigail Doege,** University of Florida
Room: Dogwood

The History of Research Administration THE MOVIE
Content Level: Beginner / New RA
Track: Special Topics
Have you ever wondered where it all started? Why the Morrill Act was important for establish university and government work? What happened after World War II to expand the research and development efforts of the U.S.? What was the role of the early philanthropists? In this awe-inspiring, docu-style movie, we explore the roots of research administration and the path it has taken us to shape the profession. Learners will gain a new appreciation for the collaborative framework that has always existed in the U.S. that has been the envy of the world. Be inspired and proud of the roots of research administration. This is a special viewing of a training session developed in and for the University of Central Florida.
Jeanne Viviani-Ayers, University of Central Florida and **Stephanie Rodriguez-Makhlouf,** University of Central Florida
Room: Holly

Use #R3GoAndGrow when posting on social
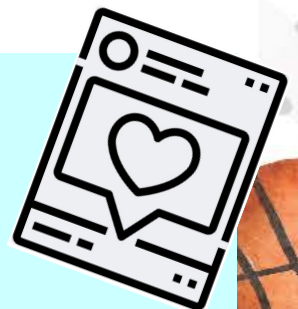
MONDAY, April 28th
CONCURRENT SESSIONS & DISCUSSION GROUPS
4:00 PM - 5:00 PM Continued

CONCURRENT SESSIONS

Navigating Participant Support Costs: A Deep Dive
Content Level: Beginner / New RA
Track: Pre-Award
This session is designed to equip research administrators with the knowledge and skills necessary to effectively manage participant support costs within research projects. Participant support costs, which often include expenses for travel, stipends, and materials provided to participants in research activities, come with specific guidelines and compliance requirements. This workshop helps demystify these aspects, providing hands-on guidance to streamline their management.
Clair Abney, University of Kentucky
Room: Walnut

Keeping Tabs: Exploring Effective Strategies for Subrecipient Monitoring and Management
Content Level: Intermediate / Advanced Topics
Track: Contracts / Subawards
Summary/Overview: Federal regulations, including 2 CFR 200 and relevant FAR/DFARS clauses, provide a framework for subrecipient monitoring, outlining requirements for oversight of subawards and the proper management of federal funds. However, while these regulations are clear, the practical application of subrecipient monitoring can be much more complex, especially for institutions or departments managing a high volume of subawards.
Stephanie Broxton, Georgia Institute of Technology and **Tameria Mace,** University of Central Florida
Room: Willow

Discussion Groups

Follow Up Discussion: Best Practices in Effective Research Development: Preparing PIs, Institutions/ Organizations, and RAs/RDs for Success
Content Level: Intermediate / Advanced Topics
Track: Research Development
This session will serve as an opportunity to engage the topics from the previous session in more depth. The co-presenters will come with questions and case studies to guide the discussion as well as additional resources and ideas; participants will be asked to contribute their questions and ideas.
Paul Tuttle, Hanover Research and **Lou Hurst,** University of Kentucky
Room: Lily

Navigating Policy Challenges in Negotiating Research Contracts
Content Level: Intermediate / Advanced Topics
Track: Contracts / Subawards
In this session, participants will delve into the complexities of how state, federal, and international policies shape contract negotiations among research administrators. With reference to relevant cases and/or examples, facilitators will lead a discussion of the impact of diverse regulatory environments on contract negotiation. Together, the group will seek and share valuable insights and strategies for effectively managing and adapting to policy changes to achieve successful contract negotiations.
Daniel Palchick, University of Florida and **Elizabeth Keeter,** University of Florida
Room: Poplar

DON'T FORGET! The AM Fit Defense Workout with Coach JR Ayers
Monday & Tuesday, April 28 –29th | 6:00 AM
Meet in Daisy

The following elements will be part of the Monday & Tuesday AM Workouts. [Keep in mind these two workouts will be engineered to 1) Get your day started with positive motivation 2) allow all levels of personal fitness ability to participate 3) Get your body and mind awakened so you can be fully engaged for your days of learning at the Region 3 Conference.]

To get your day going in the Positive Direction we will be: stretching, punching, kicking, elbow and knee strikes, very basic leg strengthening and conditioning movements to help get your body's cardiovascular system to pump!

CONCURRENT SESSIONS

Research Administrator's Overview

Content Level: Beginner / New RA
Track: Departmental

This session provides a comprehensive introduction to the multifaceted role of a research administrator. Designed for professionals new to the field or seeking a broader understanding of research administration, the session explores key responsibilities, including pre- and post-award management, compliance, sponsor relations, and financial oversight. Participants will gain insights into the lifecycle of sponsored projects, best practices for navigating institutional policies, and strategies for effective communication with stakeholders. By the end of this session, attendees will have a foundational understanding of how research administrators support institutional success and foster impactful research.

Randi Wasik, University of Louisville
Room: Dogwood

New Research Administrator - How to Prepare for the Post Award Career!

Content Level: Beginner / New RA
Track: Post-Award

The profession of research administration is blooming with possibilities and applicants! This session will concentrate on best practices for hiring and training across the post award arena. We'll showcase the different areas available for the new RA: department, service center, and central office, and how to advance in the profession. We'll showcase best practices in training, building SOPs, and resources to assist the individual in learning, growing and gaining skills/experiences that will guide them along their new career.

Betty Morgan, North Carolina State University and **Lorrie Robbins,** Duke University
Room: Holly

The Art of Presenting: Captivating Audiences and Delivering Impactful Presentations

Content Level: Intermediate / Advanced Topics
Track: Professional Development

This session is designed to equip individuals with the essential skills and techniques to deliver engaging and effective presentations. Participants will learn how to structure their content, use powerful visuals, and deliver their message with confidence and charisma. The workshop will cover topics such as public speaking techniques, body language, voice modulation, and handling audience questions. By the end of this workshop, attendees will be able to deliver presentations that captivate their audience, convey their ideas clearly, and achieve their desired outcomes.

Tricia Callahan, Emory University and **Shannon Sutton,** Georgia State University
Room: Willow

Countdown to Closeout: Preparing for a Successful Award Closeout

Content Level: Beginner / New RA
Track: Post-Award

This session will outline best practices for award closeout, including budget projections, communications with PIs, and reporting requirements.

Savannah Britz, University of South Carolina
Room: Lily

Be
Flamazing!

Tuesday, April 29th
CONCURRENT SESSIONS & DISCUSSION GROUPS
8:45 AM - 10:00 AM

DISCUSSION GROUPS

Safeguarding the Past, Shaping the Future: Strategies for Prioritizing and Preserving Institutional Memory
Content Level: Intermediate / Advanced Topics
Track: Pre-Award
This engaging session is designed to help organizational leaders, managers, and staff develop effective strategies for preserving and prioritizing institutional memory. Institutional memory—the collective knowledge and experiences of an organization—plays a crucial role in maintaining continuity, shaping culture, and guiding future decision-making. Participants will explore techniques and tools to capture, retain, and leverage this valuable asset to benefit their organizations.
Clair Abney, University of Kentucky
Room: Walnut

Building a Research Culture: Ideas for Encouraging Faculty at PUIs to Engage in Sponsored Research
Content Level: Intermediate / Advanced Topics
Track: PUI / ERI
This session will begin with a brief discussion of the importance of building a research culture at PUIs where teaching is emphasized. Attendees will be invited to consider their institutional cultures and discuss factors that contribute to a positive culture that encourages faculty to engage in sponsored research. The goal is for participants to leave the session with a list of ideas they could work toward implementing at their institutions.
Tiffany Hamblin, Eastern Kentucky University
Room: Poplar

10:15 AM - 11:30 AM

Concurrent Sessions

Pre-Submission Phase Strategies for Supporting PIs and Protecting the Institution from Problematic Agreement Terms
Content Level: Intermediate / Advanced Topics
Track: Pre-Award
Getting an "early bird" look at a sponsor's prospective/required agreement terms and conditions before proposal submission sounds like an ideal scenario...if they are identified early enough in the proposal development process. What happens, though, when terms and conditions only surface after the application is fully developed and routed to the central office for review and submission, leaving two business days to fully investigate those terms for acceptability? And, if the RFP notes one or more of the terms, problematic to your institution, are non-negotiable and acceptance is a submission prerequisite? During this session, in addition to illustrating two case studies with very different outcomes, we will discuss the enduring importance of PI early-stage engagement with pre-award staff, building internal capacity for timely detection of sponsor terms and conditions, and managing outcomes when the decision to submit is "yes" or "no."
Deborah Lundin, East Carolina University and **Karen Lombri**, East Carolina University
Room: Dogwood

IRB / IACUC Basics
Content Level: Beginner / New RA
Track: Compliance
The Institutional Review Board (IRB) is a critical component in ensuring that research involving human subjects is conducted ethically and in compliance with federal regulations. This presentation will cover the fundamental rules and regulations governing IRBs, focusing on their role in protecting participants and promoting ethical research practices.
Melanie Clark, Georgia Institute of Technology and **Carolyn Sims,** Georgia Institute of Technology, **Jennifer Drew,** North Carolina State University
Room: Holly

Concurrent Sessions

We Are All Leaders: Empowering Research Administrators as Non-Traditional Leaders
Content Level: Beginner / New RA
Track: Professional Development
While formal leadership authority is often associated with directors, deans, vice presidents, provosts, and others with traditional leadership authority, the nature of research administration requires research administrators to function in an advisory leadership capacity. This role is especially evident in interactions with Principal Investigators (PIs). This session will provide an overview of leadership principles that can be applied to situations encountered by research administrators at all levels. Presenters will share examples of situations in which they have used leadership principles in working with PIs and will offer tips on effective communication aimed at building positive relationships.
Tiffany Hamblin, Eastern Kentucky University and **Laura Bennet,** Murray State University
Room: Walnut

Here...Hold My Drink, again!: More Crazy, outlandish, and sometimes Allowable requests by PIs
Content Level: Intermediate / Advanced Topic
Track: Post-Award
Paige, Leigh, and Ian will lead in the continuing, engaging conversation where they present a series of creative, unexpected, and outlandish requests from colleagues or clients. Their goal is to foster a thoughtful, out-of-the-box approach to problem-solving in Research Administration. This interactive session will spark fresh perspectives and explore scenarios that many may never have considered, encouraging innovative thinking and collaboration.
Paige Robinson, Attain Partners, **Leigh Stephens,** Attain Partners, and **Ian Webster,** St. Jude Children's Hospital
Room: Lily

DISCUSSION GROUPS

Training Mechanisms (T32): Surviving the Submission and Management Madness
Content Level: Intermediate / Advanced Topics
Track: Departmental
Navigating the complexities of T32 training grant submissions and management can be daunting. This discussion group aims to create a collaborative environment where participants can share their experiences, insights, and strategies. Whether you're new to T32 grants or have extensive experience, this session will provide a platform for exchanging best practices, identifying common challenges, and exploring innovative solutions. Join us for an engaging and interactive discussion led by two experienced grant submitters, where we will collectively demystify the T32 process and support each other in achieving success.
Kristen Hartung, University of Arkansas and
Stacy Stuart, University of Arkansas
Room: Poplar

Go and Grow!

GRAB A SEAT FOR LUNCH
at our
REGIONAL BUSINESS MEETING
— Seventh Inning Stretch

CONCURRENT SESSIONS

Expanding the Pathway: Innovative Educational Programs in Research Administration

Content Level: Beginner / New RA
Track: Professional Development

Research administration plays a pivotal role in advancing discoveries in healthcare and beyond. As institutional research portfolios expand, the demand for skilled research administrators continues to rise, yet universities often struggle to fill vacancies due to the limited pool of qualified candidates. Traditional pathways into research administration usually begin at the graduate or professional level, leaving a significant workforce gap. This session aligns with the Professional Development/Career Development track as it addresses the critical challenge of workforce development in research administration. It presents innovative educational pathways that can serve as a model for other institutions. The session highlights the importance of early career introduction and continuing education to build a robust pathway of research administrators, ensuring institutions can meet the increasing demand for these professionals.

Elizabeth Fortune, Virginia Commonwealth University; **Shirley Helm,** Virginia Commonwealth University; and **Kayla Calvo,** University of Virginia
Room: Dogwood

Understanding Pre-Award Complexities

Content Level: Intermediate / Advanced Topics
Track: Pre-Award

Proposals come in all shapes and sizes! We will discuss several complex scenarios faced by pre-award specialists, and best practices to manage those during the proposal phase. These include complex award mechanisms (U, P, T), OCOI, difficult terms & conditions such as FAR clauses, unilateral acceptance at time of proposals, and much more.

Betty Morgan, North Carolina State University and **Jill Thomas,** University of Kentucky
Room: Holly

The Rise of Shadow Systems: Grants Management Without an ERP Research Module

Content Level: Intermediate / Advanced Topics
Track: PUI / ERI

Does your enterprise resource planning (ERP) system lack flexibility or features to fully meet your research administration needs? Does the ERP at your predominantly undergraduate institution (PUI) or Emerging Research Institution (ERI) lack a research module? Does your Office of Sponsored Programs perform multiple roles (e.g., central research, department research administrator, grant accountant, etc.). The Coastal Carolina University Office of Sponsored Programs and Research Services has experienced all of these and wants to share our experience creating workarounds to support our principal investigators. This session will identify ERP gaps and our solutions for managing budget-to-actuals. Please join the interactive session to learn from peers on how to tame the ERP beast.

Stephanie Cassavaugh, Coastal Carolina University; **Kimberly Linkous,** Coastal Carolina University, and **Liz Reed**, Coastal Carolina University
Room: Walnut

Making Connections Using Data-Informed Decision Making: How Research Analytics Build Opportunity, Capacity and Research Growth

Content Level: Beginner / New RA
Track: Special Topics

In this session, attendees will learn about the fundamentals of research analytics and responsible research evaluation, which is an emerging field within the research administration ecosystem. Presenters will provide an overview of the field, and not only how research analytics can impact individual offices of sponsored projects but also beyond—to impact research capacity and growth in decision making. This session will be a high-level overview of research analytics and the opportunities they provide across a variety of stakeholder groups across campus that build connections and grow the research infrastructure.

Baron Wolf, University of Kentucky and **Liz Larimore,** University of Kentucky
Room: Willow

Tuesday, April 29th
CONCURRENT SESSIONS & DISCUSSION GROUPS
1:00 PM - 2:15 PM

CONCURRENT SESSIONS CONTINUED

Protecting Research: The New Frontier of Research Security
Content Level: Intermediate / Advanced Topics
Track: Compliance
In an era where academic research is increasingly targeted by cyber threats, malign activities, and intellectual property theft, ensuring the security of university research has never been more critical. This presentation will explore the key challenges and best practices in safeguarding academic research while considering new requirements including NSPM-33, CMMC, etc.
Tanta Myles, Georgia Institute of Technology and **Chris Jenkins,** Mississippi State University
Room: Lily

DISCUSSION GROUPS

From Vision to Reality: Tackling the Challenges of Implementation or Modernization of Electronic Research Administration Systems
Content Level: Intermediate / Advanced Topics
Track: Special Topics
This discussion group session will provide a space to share insights, experiences, and strategies related to the implementation or modernization of electronic research administration (eRA) systems. As institutions continue to strive for increased efficiency, transparency, and compliance in research administration, understanding the potential challenges and best practices is crucial. This session will foster a collaborative environment for sharing and problem-solving, hopefully paving the way for smoother transitions to modern eRA systems.
Carolyn Sims, Georgia Institute of Technology and **Lee Broxton,** Georgia Institute of Technology
Room: Poplar

2:30 PM - 3:30 PM

Concurrent Sessions

Understanding Research Contracts: Key Components and Terminology
Content Level: Beginner / New RA
Track: Contracts / Subawards
This overview will cover the key components and terminology commonly found in contracts and agreements, including terms related to scope, deliverables, timelines, intellectual property, and payment structures. It will help Research Administrators understand what to look for during the initial review process and ensure they can identify necessary clauses. Additionally, it will explain critical terminology that is essential for protecting the entity's interests and mitigating potential risks.
Donna Gilmore, Florida Gulf Coast University
Room: Dogwood

Cost Share Unplugged: Demystifying Shared Funding
Content Level: Intermediate / Advanced Topics
Track: Departmental
Understand what cost sharing is, when is it appropriate in a proposal, what's allowable/ unallowable, kinds of cost share, and roles and responsibilities around cost sharing on a sponsored project. Overall Objectives: overview of cost sharing on a sponsored project, learn definitions roles and responsibilities during the sponsored project life cycle, learn some helpful tips, and review examples.

Kerwin Lawrence, Kennesaw State University
Room: Holly

CONCURRENT SESSIONS Continued

One Size Fits All - Managing Compliance in a Small Shop
Content Level: Intermediate / Advanced Topics
Track: PUI / ERI
This session will explore the many different responsibilities that research office professionals encounter daily. Presenters will frame discussion and objectives based on how to balance several roles and responsibilities within a small group of people, while ensuring consistency and compliance.
Shannon Harr, Morehead State University and **Janet Cline,** Morehead State University
Room: Walnut

Navigating the New Landscape: Understanding the 2024 ORI Regulations on Research Integrity and Misconduct
Content Level: Intermediate / Advanced Topics
Track: Compliance
In 2024, the Office of Research Integrity (ORI) introduced significant updates to the Public Health Service (PHS) Policies on Research Misconduct, marking the first major overhaul since 2005. This presentation will delve into the key changes and their implications for researchers and institutions. Attendees will gain insights into the streamlined processes for handling misconduct allegations, enhanced transparency measures, and the clarified roles and responsibilities of institutions. Join us to explore how these updates aim to foster a culture of integrity and accountability in the ever-evolving research landscape.
Tanta Myles, Georgia Institute of Technology and **Melanie Clark,** Georgia Institute of Technology
Room: Willow

Developing College-Level Research Support Teams
Content Level: Intermediate / Advanced Topics
Track: Special Topics
This presentation will introduce College-Level support teams as a key partner in both pre-award and post-award administration areas and discuss key challenges and lessons that we have learned in developing teams in two colleges on our campus. Key discussion points will be how pre-award team and post-award team development differs, the importance of partnering with Central research units to develop top-down structures that integrate Central, College and Departmental processes, and particular challenges that have arisen in our journeys to develop these types of teams.
Kimberly Gillow, University of Arkansas, Fayetteville and **Stacy Stuart**, University of Arkansas, Fayetteville
Room: Lily

DISCUSSION GROUPS

ARPA-H: What Do Pre-Award Research Administrators Need to Know
Content Level: Intermediate / Advanced Topics
Track: Pre-Award
Do you have experience with ARPA-H proposals and want to share insights? Are you new to ARPA-H and want to learn more? Join us for this discussion group where we will talk about our pre-award experiences, share best practices, tips and tricks learned, and discuss the innovative new federal funding agency that is ARPA-H. Come prepared to share your insights and experiences so we can all learn how to best navigate this agency.
Erin Butler, University of South Carolina and **Scott Niles**, Georgia Institute of Technology
Room: Poplar

CONCURRENT SESSIONS

RD & RA: The Ultimate Duo – Breaking Silos and Building Collaboration
Content Level: Intermediate / Advanced Topics
Track: Research Development
Research Development and Research Administration are like peanut butter and chocolate—great on their own, but even better together! Yet, too often, these teams operate in silos, leading to miscommunication, inefficiencies, and missed opportunities. This session will explore strategies to build stronger RD-RA partnerships, including coordinated workflows, shared communication channels, and leadership engagement.
Erin Butler, University of South Carolina
Room: Dogwood

Pre-Award It's a Perfect World: NOT! What to do when it goes sideways!
Content Level: Beginner / New RA
Track: Pre-Award
Pre-award is such a perfect world. Everything goes exactly as we planned. The moderators of this session say, "Not in our world!" We will journey down the path of what could go sideways in a nano second despite all the best laid plans.
Lorrie Robbins, Duke University and **LaTryce Butler,** Duke University
Room: Holly

Navigating the path forward: how NSPM-33 and CHIPS are driving the future of Research Administration
Content Level: Intermediate / Advanced Topics
Track: Compliance
In this presentation we will review the requirements that have been set forth by NSPM-33 and the CHIPs Act. We will discuss how institutions have implemented these requirements and provide suggestions for how to approach implementation. We will also look at the challenges of implementing these requirements while not over burdening the research community. Followed by a thoughtful discussion on how these policies are shaping the future of research administration.
Nichole Cavin, University of Alabama and **Hallie Leavell,** University of Alabama
Room: Willow

Pre-Award for the Departmental Administrator
Content Level: Beginner / New RA
Track: Departmental
A departmental administrator (DA) has a very different focus from that of a central administrator, with DAs being on the front lines working directly with investigators. This presentation will discuss the pre-award responsibilities of a DA, as well as general guidelines and best practices.
Sean Scott, University of Maryland, College Park
Room: Lily

DISCUSSION GROUPS

Prospect research and working with faculty
Content Level: Intermediate / Advanced Topics
Track: PUI / ERI
This discussion will explore options for identifying funding opportunities and working with faculty across the pre-proposal to post-award continuum.
Ann Jenks, Wofford College
Room: Walnut

Managing and Monitoring Foreign Subawards: Strategies for Compliance and Risk Mitigation
Content Level: Intermediate / Advanced Topics
Track: Post-Award / Subaward
Foreign subawards introduce unique challenges that require careful management to ensure compliance with evolving NIH policies and international regulations. This discussion group will focus on the updated requirements outlined in NOT-OD-23-182, including risk assessment, monitoring, and compliance strategies. Participants will exchange best practices, share tools and resources to support principal investigators, and discuss successes and challenges in implementing these policies. Together, we will explore effective approaches to balancing compliance, institutional risk, and successful collaboration with foreign partners.
Elizabeth Fortune, Virginia Commonwealth University
Room: Poplar

CONCURRENT SESSIONS

Navigating the Pre-Award Process: Best Practices and Strategies for Success

Content Level: Intermediate / Advanced Topics
Track: Pre-Award

This intermediate-level presentation is designed for professionals with foundational knowledge of research administration and who want to deepen their understanding of the pre-award process. Attendees will explore practical strategies and best practices to enhance their ability to manage timelines, ensure thorough documentation, and successfully navigate the stages leading to a funded award. Emphasis will be placed on the importance of documentation and budgeting, collaborative efforts during the pre-award phase, and maintaining strong relationships with funders. Participants will leave with actionable insights to improve their approach and overcome common challenges that arise in this critical phase.

Makeda Porter-Carr, University of Memphis
Room: Dogwood

Pre-award is from Mars and Post-Award is from Venus

Content Level: Intermediate / Advanced Topics
Track: Pre-Award / Post-Award

This session will focus on why pre-award and post-award financial aren't always in sync. We will look at some common examples of post-award issues and discuss potential solutions to pre-award processes to overcome the post-award issues. We will look at the different reporting systems and ways to build a bridge between the difference systems; and why a round peg won't fit in a square hole. We will address keys areas for collaboration between pre and post-award for better understanding of both sides of research administration.

Jennifer Mills, University of South Alabama and **Nichole Cavin,** University of Alabama
Room: Holly

Let's Grow with Training Grants: From Roots to Results

Content Level: Beginner / New RA
Track: Research Development

This session will give RAs new to training grants a primer on navigating pre- and post-award best practices with training grants. Participants will explore key funding mechanisms of training grants. Using NIH T32s and NSF REUs as examples we will dive into training grant specific proposal requirements - including data tables and mentor training expectations. Then we'll walk through how to implement the training grant once its awarded. Participants will discuss tracking expenses by trainee, compliance with unique budget categories, and keeping tabs on individual trainee requirements. Finally, assess training participant sense of belonging and ways to evaluate and improve the program.

Erin Pyrek, Cornell University and **Krys Lynam,** University of Kentucky
Room: Walnut

DISCUSSION GROUPS

Corporate Clinical Trials: A Discussion on Current Concerns and Practices

Content Level: Intermediate / Advanced Topics
Track: Contracts / Subawards

Participants will discuss their current practices and concerns on reviewing and negotiating clinical trial contracts at the University level. Participants will share issues with contract language, human subject regulations, budgets and other vital concerns. Participants will help others navigate these questions and share best practices they can bring back to their respective institutions to innovate and improve their internal processes when navigating clinical trial contracts.

Ford Simmons, Medical University of South Carolina
Room: Willow

Cost Share Unplugged: Demystifying Shared Funding

Content Level: Intermediate / Advanced Topics
Track: Departmental

Understand what cost sharing is, when is it appropriate in a proposal, what's allowable/ unallowable, kinds of cost share, and roles and responsibilities around cost sharing on a sponsored project.

Kerwin Lawrence, Kennesaw State University
Room: Poplar

CONCURRENT SESSIONS

Clinical Trial Contract Basics
Content Level: Beginner / New RA
Track: Contracts / Subawards
Clinical Trials require specialized contracts with language unique to these studies. You will learn the basic structure of clinical trial contracts and the basic standard language required to successfully negotiate these contracts with sponsors.
Ford Simmons, Medical University of South Carolina
Room: Walnut

The History of Research Administration THE MOVIE
Content Level: Beginner / New RA
Track: Special Topics
Have you ever wondered where it all started? Why the Morrill Act was important for establish university and government work? What happened after World War II to expand the research and development efforts of the U.S.? What was the role of the early philanthropists? In this awe-inspiring, docu-style movie, we explore the roots of research administration and the path it has taken us to shape the profession. Learners will gain a new appreciation for the collaborative framework that has always existed in the U.S. that has been the envy of the world. Be inspired and proud of the roots of research administration. This is a special viewing of a training session developed in and for the University of Central Florida.
Jeanne Viviani-Ayers, University of Central Florida and **Stephanie Rodriguez-Makhlouf,** University of Central Florida
Room: Willow

DISCUSSION GROUPS

OSP IRL (in real life)
Content Level: Intermediate / Advanced Topics
Track: Special Topics
A discussion about one of the most un-talked about topics in Research Administration. Tips on how to provide effective customer service while also documenting communication for those just in case moments, how to process issues that arise without it impacting your work, and drawing boundaries to protect your well-being.
Von Abrego Natoli, Western Kentucky University
Room: Dogwood

Encore Discussion: Here...Hold My Drink, again!: More Crazy, outlandish, and sometimes Allowable requests by PIs
Content Level: Intermediate / Advanced Topics
Track: Post-Award
Paige, Leigh, and Ian will lead in the continuing, engaging conversation where they present a series of creative, unexpected, and outlandish requests from colleagues or clients. Their goal is to foster a thoughtful, out-of-the-box approach to problem-solving in Research Administration. This interactive session will spark fresh perspectives and explore scenarios that many may never have considered, encouraging innovative thinking and collaboration.
Paige Robinson, Attain Partners and **Leigh Stephens,** Attain Partners; and **Ian Webster**, St. Jude Children's Hospital
Room: Holly

Building the Plane While Flying: Making change and creating positive culture
Content Level: Intermediate / Advanced Topics
Track: Research Development
Some of the best ideas for process improvement can be found on your team. How can you engage team members as you change process on a team, departmental, or institutional level?
Jill Thomas, University of Kentucky
Room: Poplar

CONNECTING

EVENTS & ACTIVITIES

Welcome Tailgate Reception
Sunday | 5:30 - 7:30 PM
Cochran Ballroom
Show your R3 or school spirit by proudly wearing a R3 shirt, school shirt or anything comfortable. Connect with colleagues while enjoying the breath taking view and light refreshments.

The AM Fit Defense Workout with Coach JR Ayers
Monday & Tuesday, April 28 –29th | 6:00 AM
Meet in Daisy
Instructed by "Coach" JR Ayers, a former NIKE Sport Performance Coach who holds 3 Black Belts in different disciplines. In 2024 JR at 59 Years of age competed in the World Martial Art Championships and won 2nd Place in the Men's 35-Year-Old Fighting Division. He has been the personal Fitness Coach for Olympic and Professional Athletes over the past 28 Years.

Regional Business Meeting - Seventh Inning Stretch
Tuesday, April 29 | 11:30 - 12:45 PM
Grab a seat for lunch!
Cochran Ballroom

Regional Champions Dinner Celebration
Tuesday, April 29 | 6:00 - 9:00 PM
Cochran Ballroom
DJ and Karaoke!

Community Connection Suite
Come relax, network, and hangout with colleagues
each night in the Community Connection Suite.
Sunday | 7:30 PM to 9:30 PM
Monday | 8:00 PM to 10:00 PM
Meet in Daisy.

Use #R3GoAndGrow when posting on social media

NCURA REGION III LEADERSHIP TEAM

NCURA REGION III OFFICERS

CHAIR
Jeanne Viviani-Ayers
University of Central Florida

CHAIR-ELECT
Celeste Rivera-Nunez
University of Central Florida

INCOMING CHAIR ELECT
Ford Simmons
Medical University of South Carolina

TREASURER
Tamara Hill
Morehouse School of Medicine

IMMEDIATE PAST CHAIR
Carpantato Myles
Georgia Institute of Technology
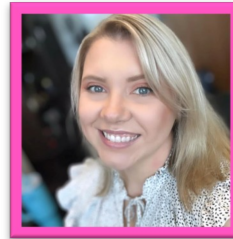
SECRETARY
Rebecca Wessinger
University of South Carolina

REGION III– ELECTED NATIONAL BOARD MEMBER
Danielle McElwain
University of South Carolina

TREASURER - Elect
Savannah Britz
University of South Carolina

NCURA REGION III STANDING COMMITTEES

Recognitions & Nominations	Community Connection	Website	Sponsorships	New Members
Lee Broxton	**Stephanie Broxton**	**Gerard Kwilecki**	**Erika Cottingham**	**Tracy Louder**
Georgia Institute of Technology	Georgia Institute of Technology	University of South Alabama	Auburn University	Auburn University— Montgomery
Surveys & Evaluations	**Volunteer**	**Social Media**	**Mentoring (RIII RAMP)**	**Attendee Experience**
Jessica Lambdin	**Lora Bailey**	**Jenn Garye**	**Vacant**	**Randi Wasik**
Florida State University	Virginia State University	Florida State University		University of Louisville
Public Relations	**Audio Visual**	**Program**	**Site Selection**	**Diversity, Equity, & Inclusion**
Jessica Wilson	**Trey Bauer**	**Rebecca Wessinger**	**Carpantato Myles**	**Vacant**
University of South Florida	University of Louisville	University of South Carolina	Georgia Institute of Technology	

FLOORPLAN
West Tower - 2nd Floor

West Tower Second Floor

Liverpool

Buffet Room

Kitchen

Walkers Exchange Restaurant

Stairs

Elevators

Fountain Room

Jockey Silks Bourbon Bar

Escalators

Daisy

Barber Shop

◄ Belvedere Park

Violet

Franklin Boardroom

Lily

Jasmine

Azalea

West Tower 25th Floor

West Wheel

East Wheel

Swizzle Dinner and Drinks

Swizzle Private Dining Rooms

Kitchen

Elevators

Waterford

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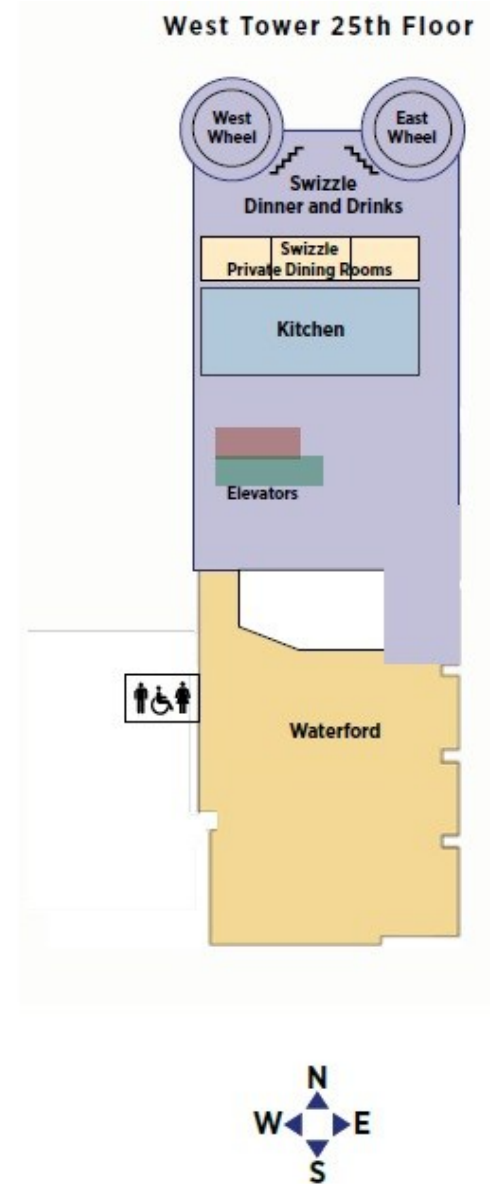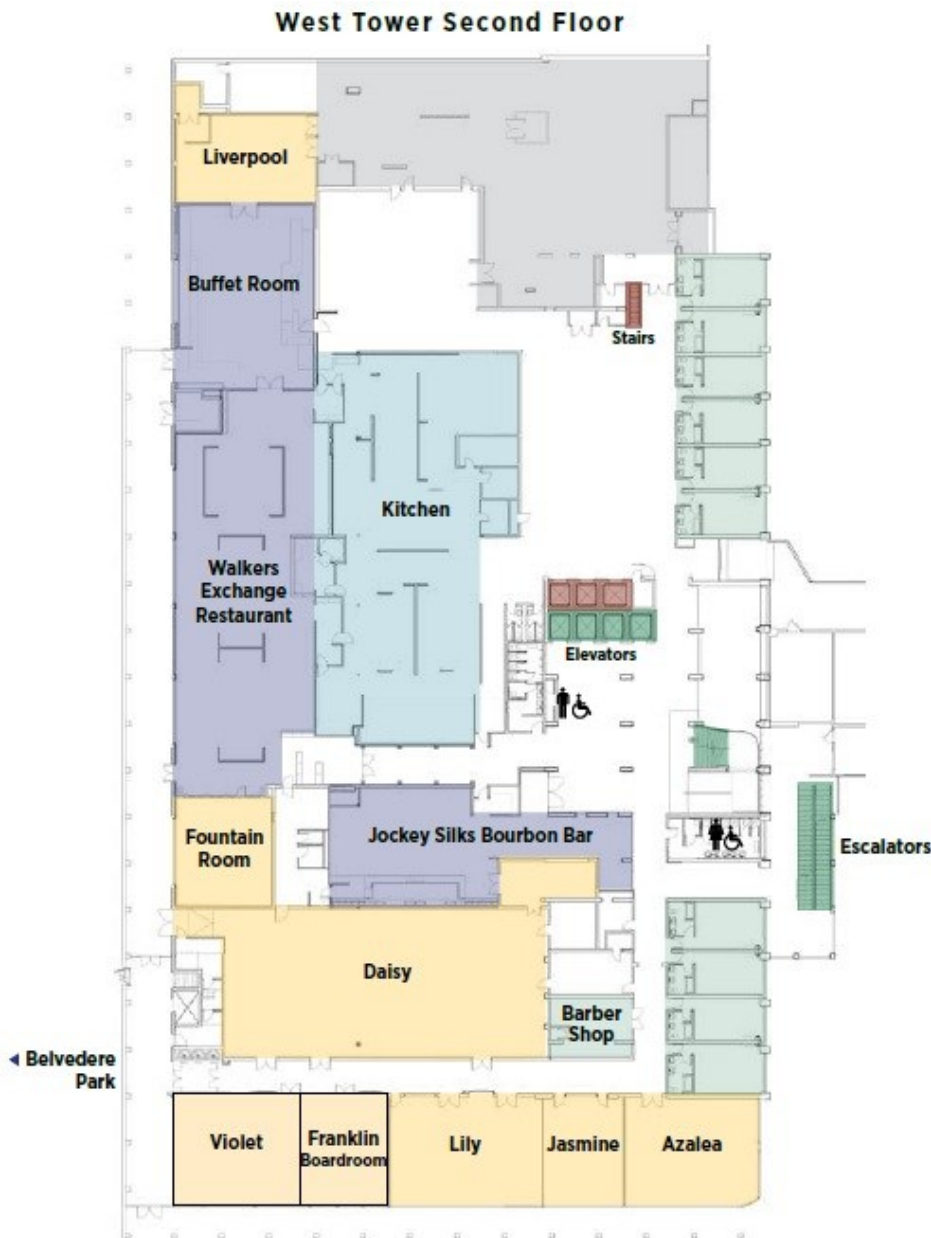
*Last minute room changes will be announced on the app.

FLOORPLAN
West Tower - 3rd Floor
MEETING ROOMS LAYOUT

West Tower Third Floor

Outdoor Swimming Pool

Walnut

Poplar

Willow

Holly

Dogwood

Cochran Ballroom

Elevators

Shops

Thelma's Deli

We proudly serve Starbucks

Conservatory Bar

Conservatory

East Tower ▶

Addition

Stairs

Shops

Escalators

Archibald Ballroom

Speaker Room

Outside Balcony

Floor Plan Color Key

- Meeting Rooms
- Restaurants and Lounges
- Guest Elevators, Stairs, Escalators
- Service Elevators, Stairs
- Men's Restroom
- Women's Restroom
- Shops
- Conservatory
- Skywalk
- Guest Rooms/Apartments

*Last minute room changes will be announced on the app.

THANK YOU

TO THE MANY VOLUNTEERS WHO HELPED MAKE THIS MEETING POSSIBLE!

We extend our sincerest gratitude to all of the NCURA volunteers,
Planning Committee Members, and Program Committee Members
who helped make this meeting a great success!

And a special *THANK YOU* to our workshop and session presenters

PROGRAM CO-CHAIRS

Celeste Rivera-Nunez, Program Chair
University of Central Florida

Jeanne Vivani-Ayers, Co-Chair
University of Central Florida

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EXHIBITORS & SPONSORS

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We would like to acknowledge the generous support of our exhibitors.
Representatives from these sponsors will be exhibiting during the meeting and at break times
and will be available to answer questions and provide information about their services.

Exhibits will be open Sunday through Tuesday.

NCURA Region III Spring Annual Conference Menu

Saturday, April 26 – *Pre-Game* Warm-Up
Lunch for Workshop Attendees Only
11:30 – 1:00 in the Daisy Room
PLATED SALAD ENTREE Served with Water, Tea, Assorted Breads, and a Plated Dessert
SOUTHWEST SALAD (GF) with Chicken: Iceberg Lettuce, Black Beans, Pico de Gallo, Cotija Cheese, Tortilla Strips, Chipotle Ranch Dressing
DESSERT Mango Parfait

Sunday, April 27 – *Game Plan* & *Tailgate* Kickoff
Lunch for Workshop Attendees Only
11:30 – 1:00 in the Daisy Room
Plated Salad Entree Served with Water, Tea, Assorted Breads, and a Plated Dessert
Blue Grass Cobb Salad (GF) with Chicken
Hard Boiled Egg, Bacon, Tomato, Red Onion, Avocado, Cucumber, Honey Mustard Dressing
Dessert: Sea Salt and Caramel Cheesecake

Sunday, April 27 – Welcome *Tailgate* Reception
5:00 – 5:30 The Rookie Huddle! New member / First-time Attendee Welcome!
>*All NEW members and those who have never been to a Region 3 meeting are welcome to come to the Rookie Huddle at 5:00pm for a pre-game warm-up and pep talk! Come meet with members of the Executive Committee so we can personally welcome you to the "flock" and answer any questions you have!*

5:30 – 7:00 Welcome to All!
>*All players, coaches and fans are welcome to join the Tailgate at 5:30! Kick-off the event with a Tailgate Reception with an assortment of pre-game snacks and drinks Region 3 Style!*

Cochran Ballroom
Cash and ticketed bar available
Mini Chicken Tacos **** Walker's Hamburger Sliders **** Nashville Hot Chicken Sliders
Chicken & Waffles **** Vegetable Spring Rolls

Sunday, April 27 – Community Connection! Networking!
7:00 – 9:00 PM
Daisy – 2nd Floor

Unwind and connect with colleagues at our Community Connection Suite—the perfect place for casual networking and fun! Enjoy snacks, games, and great conversation in a relaxed atmosphere. Bring your own drink and stop by Jockey Silks to grab a beverage before joining us. It's a fantastic way to catch up, meet new friends, and make lasting connections!

NCURA Region III Spring Annual Conference Menu Continued

Monday, April 28 – *Power Play & Halftime*
Power Play **Breakfast**
7:30 AM to 8:45 AM
Cochran Ballroom
American Breakfast
Display of Fresh Seasonal Fruits (V, GF)
Farm Fresh Scrambled Eggs (GF) with Crisp Peppered Bacon (GF)
Golden Fried Hash Browns, Warm Buttermilk Biscuits, Sweet Butter & Fruit Preserves (V)
Chilled Orange Juice, Selection of Bigelow Teas, Lemon and Honey, Fresh Brewed Coffee, Regular and Decaffeinated

Half-Time **Lunch Break**
11:30 AM to 1:00 PM
Cochran Ballroom
Your Half-Time Presentation Award Ceremony recognizes the best of the best in the Region!

PLATED LUNCH served with Water, Iced Tea, and Assorted Dinner Rolls.
Mixed Greens Cucumbers, Cherry Tomatoes & Feta Cheese w/ Champagne Vinaigrette (V, GF)
Braised Short Ribs (GF): Dauphinoise Potatoes, Brown Sugar Roasted Baby Carrots, Red Wine Jus
     Alternative
Cauliflower "Fried Rice" (VE, GF) Riced Cauliflower with Ginger, Garlic, Scallions, Baby Bok Choy, and Roasted Shitake Mushrooms
Dessert: Red Velvet Cake

Time-Out! **Afternoon Recharge Break**
3:30 PM to 4:00 PM
Cochran Pre-Function Lobby
Get your recharge on by visiting our sponsors and networking

COOKIE CRAZE (V)
Selection of Freshly Baked Cookies
Chilled Selection of Milk (Whole, 2%, Skim, Soy, or Almond)
Coffee, Decaf Coffee, Tea, Assorted Pepsi Soft Drinks

☐ **Dinner on Your Own – 6:00 PM Dinner Groups**
On Monday night, enjoy <u>Dinner on Your Own</u> with fellow attendees by joining a dinner group! This is a great opportunity to network, reconnect with colleagues, and explore local dining options in a relaxed setting. There's a dinner group for everyone!

Monday, April 28 – **Game Time!** Community Connection! Networking!
7:00 – 9:30 PM
Daisy – 2nd Floor
Game Time!

Tuesday, April 29 – *Champions* Day
Champions Breakfast
7:30 AM to 8:30 AM
Cochran Ballroom
American Breakfast
Display of Fresh Seasonal Fruits (V, GF)
Farm Fresh Scrambled Eggs (GF) with Pork Sausage Links (GF)
Golden Fried Hash Browns Warm Buttermilk Biscuits, Sweet Butter & Fruit Preserves (V)
Chilled Orange Juice, Selection of Bigelow Teas, Lemon and Honey, Fresh Brewed Coffee, Regular and Decaffeinated

Regional Business Meeting - Seventh Inning Stretch Lunch
11:30 AM to 1:00 PM
Cochran Ballroom
Plated Salad Entree includes Water, Tea, Assorted Breads, and a Plated Dessert
Classic Caesar Salad with Chicken
Crisp Romaine Lettuce, Shaved Parmesan, Herb Croutons, Caesar Dressing
Dessert: Raspberry Swirl Cheesecake

Champions Networking Dinner & Reception
6:00 PM to 9:00 PM
Cochran Ballroom
Sit down and enjoy your Championship meal and recap the successes of the past two days!

House Salad includes Tomatoes, Cucumbers, Shredded Carrots, Shredded Cheddar, Croutons, House Dressing (V)
Pan Seared Airline Chicken Breast (GF)
Grilled Tamale, Cilantro Lime Jicama Slaw, Salsa Verde
          Alternative
Plant Based Chorizo Enchiladas (VE, GF)
Served with Salsa Verde, Spanish Rice, and Vegan Refried Beans
Dessert: Triple Chocolate Cake
Cash and ticketed bar available

Wednesday, April 30 – *Victory Lap* Breakfast☐
Victory Lap Breakfast Buffet
7:30 AM to 8:30 AM
Cochran Ballroom
American Breakfast
Display of Fresh Seasonal Fruits (V, GF)
Farm Fresh Scrambled Eggs (GF) with Turkey Bacon (GF)
Golden Fried Hash Browns Warm Buttermilk Biscuits, Sweet Butter & Fruit Preserves (V)
Chilled Orange Juice, Selection of Bigelow Teas, Lemon and Honey, Fresh Brewed Coffee, Regular and Decaffeinated

Bourbon City Basics

As one of the awards "The 50 Best Places to Travel" by the prestigious Travel + Leisure, Louisville continues to shine with southern charm, a friendly and welcoming community, authentic museum and attraction experiences, an award-winning culinary scene, and, of course, fine Kentucky Bourbon.

As you begin to plan the specifics of your trip to Louisville, reference the travel tools below to make your trip easy.

KNOW BEFORE YOU GO!

Louisville Transportation

Louisville Region Activities: Tourist Attractions, Discount Tickets, Theme Parks, Events & Family Fun

Louisville | Best Places to Eat

Louisville Visitor Information

Louisville Events Calendar

Inside Track Pass: Discounts in Louisville

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