



# **NCURA REGION I ANNUAL MEETING**

November 8 – November 10, 2021

Virtual Conference

**Together Toward Tomorrow,  
Focusing on What Matters!**

# Greetings from Region I

Dear Friends and Colleagues,

We are very excited to invite you all to the Virtual NCURA Region I Annual Meeting!

The theme of the conference is **Together Toward Tomorrow Focusing on What Matters**. How much of what we do during one given workday makes us feel satisfied, complete, or fulfilled? As we have been living with a pandemic for almost two years, it is easy to lose sight of those critical things that are vital to our well-being at home and at work. Maintaining important relationships, pursuing knowledge, and contributing to an inclusive and equitable culture are a few of the essentials that matter. We hope you can join us as we exchange ideas as to how to maintain this balance during our optional morning pre-conference welcome sessions (Tuesday and Wednesday 8:00 am– 9:00 am). Bring your suggestions!

Our program committee has been hard at work to offer you a program that includes a variety of sessions. We are also pleased to offer a few great workshops taught by highly experienced research administrators, as well as a Diversity, Equity and Inclusion session as we prepare to form a new regional committee in the upcoming year.

We are thrilled to have Dr. Christopher Koliba join us as our keynote speaker on Tuesday. Dr. Koliba is a professor in the Community Development and Applied Economics Department at the University of Vermont (UVM), and the first director of the new UVM Office of Engagement. Dr. Koliba has devoted his career to research in public administration; food, energy, water and transportation infrastructure; and complex adaptive systems. He sees several silver linings on the horizon, one being the changing nature of the workplace.

We are looking forward to connecting with everyone!

**Sincerely,**

**Sonya Stern, Chair NCURA Regional Meeting 2021  
University of Vermont**

**Stacy Riseman, Co-Chair NCURA Regional Meeting 2021  
College of Holy Cross**

**Geraldine Pierre, Co-Chair NCURA Regional Meeting 2021  
Brandeis University**

**NCURA Region I 2021 Program Committee**

## Thank you, Sponsors!



Volunteering is an excellent way to make new connections in the field, gain new knowledge and perspective, and of course, make new friends. Region I depends entirely upon volunteers to provide members with high-quality programming throughout the year. There are many ways to volunteer your time. If you have questions or suggestions for offerings, please direct inquiries to [vmc@ncuraregioni.org](mailto:vmc@ncuraregioni.org).

# Registration

## **Pre-Conference Workshop Day Monday 11/8**

### Full Day Workshops: \$100

- ◇ Essentials of Sponsored Research Administration (9 am-4 pm)

### Half Day Workshops: \$50/Each

- ◇ Pre-Award: Preparation and Budgeting (9am-12pm)
- ◇ Post-Award: Award Management and Reporting (1pm-4pm)

## **Conference Days Tuesday 11/9—Wednesday 11/10**

Tuesday 11/9/21	\$35
Wednesday 11/10/21	\$35
Tuesday & Wednesday 11/9 & 11/10	\$50

# Region I Officers

<b>Chair</b>	Eva Pasadas Director, Grants & Contracts Northeastern University <a href="mailto:chair@ncuraregioni.org">chair@ncuraregioni.org</a>
<b>Secretary</b>	Heather Dominey Associate Director, Post Award Svs. Office of Sponsored Projects Brown University <a href="mailto:secretary@ncuraregioni.org">secretary@ncuraregioni.org</a>
<b>Treasurer</b>	Danforth Nicholas Sr. Account Officer, Financial Accounting and Reporting MIT <a href="mailto:treasurer@ncuraregioni.org">treasurer@ncuraregioni.org</a>
<b>National Board Member</b>	Denise Rouleau Associate Director Research Administration Tufts University <a href="mailto:nationalboardmember@ncuraregioni.org">nationalboardmember@ncuraregioni.org</a>
<b>Chair-Elect</b>	Sonya Stern Director, Sponsored Project Administration University of Vermont <a href="mailto:chair-elect@ncuraregioni.org">chair-elect@ncuraregioni.org</a>
<b>Secretary-Elect</b>	Lisa Mosely Executive Director Office of Sponsored Projects Yale University <a href="mailto:secretary@ncuraregioni.org">secretary@ncuraregioni.org</a>
<b>Treasurer-Elect</b>	Steve Hoffman Director Research Administration Steward Health Care <a href="mailto:treasurer@ncuraregioni.org">treasurer@ncuraregioni.org</a>
<b>Immediate Past Chair</b>	Louise Griffin Senior Director of Research and Sponsored Programs University of New Hampshire

# Program Committee

- Chair**  
Sonya Stern / University of Vermont
- Co-Chairs**  
Stacy Riseman / College of Holy Cross  
Geraldine Pierre / Brandeis University
- Workshops**  
Jill Mortali/ Dartmouth College
- Compliance Track**  
Meredith Albuquerque/ Southern New Hampshire University  
John Jay Alves/ Harvard Vanguard
- Hospital Research Track**  
Suzanne Araujo/ Lifespan  
Chanda Robe/Boston Medical Center
- Post-Award Track**  
Aarron Clough/ Dartmouth College  
Linda Serrantonio/ University of Vermont
- Pre-Award Track**  
Kyle Lewis/ Xavier University  
Jessica McDonough/ Dartmouth College
- PUI Track**  
Julie Demers/ University of Bridgeport  
Bonnie Troupe/ Stonehill College
- DEI Track**  
Ben Prince/ UMass Medical  
Dalila Alves/ Providence College
- Federal Track**  
Jen Marron/ Boston University  
Rick Alves/ Northeastern University
- Sponsorship Coordinator**  
Pattie McNulty/ Concurrent Research
- VMC Chair**  
Anjali Panse. Boston College

## Keynote Speaker



**Join us on Tuesday, November 9, 2021 at 9 am for a special keynote address.**

Dr. Christopher Koliba is the inaugural Director of the University of Vermont (UVM) Office of Engagement (OOE) and a Full Professor in the Community Development and Applied Economics Department at UVM.

He is the lead author of *Governance Network in Public Administration and Public Policy (second edition)* and has published over 80 peer reviewed articles and book chapters, and has served as the principal investigator, co-principal investigator or science leader on over \$50 million in grants from federal agencies.

Dr. Koliba the Co-Director of the Social Ecological Gaming and Simulation (SEGS) Lab, the Associate Director of Vermont EPSCoR and served as the director of the Master of Public Administration Program from 2002 to 2020.

He presently sits on the Board of Directors of the Vermont Manufacturing Extension Center (VMEC), founded and directs the Sustainable Development Policy, Economics and Governance Ph.D. Program, directs the Vermont Certified Public Managers Program (VCPM), and has served as the administrative director of community-university partnership offices and centers at UVM, Georgetown University and Syracuse University, including serving as the co-founder of UVM Community-University Partnerships and Service-Learning (CUPS) Office.

Dr. Kolliba's research interests include the governance of critical infrastructure, uses of technology to incent behavior and decision making with applications to economic development, water quality, food systems, energy systems, emergency and disaster response, and

# Schedule at a Glance

## Monday, November 8 Workshop Day

Start	End	Event	Period
9:00am	4:00 pm	Essentials of Research Administration	Full Day
9:00 am	12:00 pm	Pre-Award: Preparation and Budgeting	Half Day
1:00 pm	4:00 pm	Post-Award: Award Management and Reporting	Half Day

## Tuesday, November 9 Conference Day 1

Start	End	Event	Period
8:00 am	9:00 am	Meet and Greet	Early Morning
9:00 am	10:15am	Keynote Speaker: Dr. Christopher Koliba	Morning
10:15 am	10:30 am	Break	
10:30 am	11:45 am	How to Avoid Drowning in Cost Transfers	Late Morning
10:30 am	11:45 am	The Triduum - Academic Medical Centers	Late Morning
11:45 am	1:00 pm	Break	
1:00 pm	1:45 pm	Region I Awards Ceremony	Afternoon
1:45 pm	2:00 pm	Break	
2:00 pm	3:15 pm	Handling Award Transfers From/To Other Institutions	Afternoon
2:00 pm	3:15 pm	Compensation Compliance Under Uniform Guidance	Afternoon
3:15 pm	3:30 pm	Break	
3:30 pm	4:45 pm	Subaward Lifecycle	Late Afternoon
3:30 pm	4:45 pm	Service Centers - The Not So Simple Basics	Late Afternoon

## Wednesday, November 10 Conference Day 2

Start	End	Event	Period
8:00 am	9:00 am	Meet and Greet	Early Morning
9:00 am	10:15 am	Federal Update NIH	Morning
10:15 am	10:30 am	Break	
10:30 am	11:45 am	Federal Update NSF	Late Morning
11:45 am	1:15 pm	Break	
1:15 pm	2:30 pm	Applying Team Science Principals	Afternoon
1:15 pm	2:30 pm	Essential Compliance in Research Administration	Afternoon
2:30 pm	2:45 pm	Break	
2:45 pm	4:00 pm	Checks and Balances Through Interconnectivity	Late Afternoon
2:45 pm	4:00 pm	Workplace Cultural Norms: Professionalism	Late Afternoon
4:00 pm	4:15 pm	Break	
4:15 pm	5:30 pm	Social Hour	Late Afternoon

# WORKSHOP DAY

## Full Day Workshop 9 am—4:00 pm

### Workshop 1: Essentials of Research Administration

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

This workshop, has been adapted for online learning while remaining based in experiential activities. Attendees registered for the workshop will receive materials to review in advance to maximize our time learning together.

Danforth Nicholas,  
MIT

Krista Ernewein  
Harvard University

## Half-Day Workshops

### 9 am—12 pm

### Workshop 2: Pre-Award: Preparation and Budgeting

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

Ashley Bens,  
Harvard University

Rady Rogers,  
Harvard University

### 1 pm—4 pm

### Workshop 3: Post-Award: Award Management and Reporting

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

Rady Rogers,  
Harvard University

Lenko Tankov,  
Boston Children's  
Hospital

**9 am to 10:15 am**

**Welcome and Keynote:**

**Christopher Koliba is the inaugural Director of the University of Vermont (UVM) Office of Engagement (OOE) and a Full Professor in the Community Development and Applied Economics Department at UVM.**

**10:30 am-11:45 am Sessions**

<p>Speaker: Devina Mooney, UNH  Susan Zipkin, UNH</p>	<p><b>Subject: How to Avoid Drowning in Cost Transfers</b>  Overview: Are you looking for ways to reduce the administrative burden of cost transfers for PIs, departments and central offices, while maintaining/enhancing compliance? Join us for a lively discussion on cost transfers including: defining your cost transfer population, identifying low risk exceptions that do not warrant additional documentation, enhancing control and monitoring activities. Please come prepared to share your own policies and procedures and learn from your colleagues.</p>	<p>Post-Award</p>
<p>Speaker: Randi Wasik, University of Massachusetts Medical School  Karen Griffin, University of Massachusetts Medical School</p>	<p><b>Subject: The Triduum - Academic Medical Centers</b>  Overview: Will explore, explain and provide strategies for navigating the complex funds flow in an academic medical center. We will recognize the triduum formed by the clinical, research and education arms of at an academic medical center. How these funds have to flow together in support of one another, different ways of creating financial and operational strategies in this space and the crucial conversations that have to be had to navigate to success.</p>	<p>Hospital Clinical</p>



**2:00 pm — 3:15 pm Sessions**

<p>Speaker: Julie Macy, University of Vermont</p> <p>Sue Lalumiere, University of Vermont</p>	<p><b>Subject: You've Got to Move It, Move It: Handling Award Transfers From and To Other Institutions</b></p> <p>Overview: The transfer of an award from one institution to another is a complex and time-consuming action. Investigators who resign from one institution have several options to consider if they have sponsored funding. New faculty coming to an institution who intend to continue their active sponsored projects will have similar considerations. The process of transferring awards from one institution to another requires negotiation and collaboration across institutions including the sponsor, department and central representatives from outgoing and incoming organizations. Because award transfers affect the complete lifecycle of an award, administrators in pre, post, "one-stop-shop" settings will find this session informative.</p> <p>Learning Objectives: Examine federal and non-federal transfers through examples and discussion of current trends. Learn best practices and how to keep the transfer moving forward to avoid delays and complications. Receive tips on PI communication during the award transfer process.</p>	<p>Pre-Award</p>
<p>Speaker: Lisa Mosley, Yale University</p> <p>Roseann Luongo, Boston Children's Hospital</p> <p>David Ngo (NYU)</p>	<p><b>Subject: Compensation Compliance Under Uniform Guidance</b></p> <p>Overview: This session will cover the history of regulatory changes made for compensation compliance, the differences in agency instructions for budgeting compensation and how this impacts Post-Award. Participants will learn to evaluate "commitments" of time devoted vs. cost share, review the activities of faculty members that make allocations of salary difficult. Federal Agency inconsistencies to the Cost Principles and differences in auditor regulatory interpretations will be highlighted.</p> <p>LEARNING OBJECTIVES: Participants will have a greater understanding of compensation compliance under the Uniform Guidance. Participants will be able to describe and utilize practices and methodologies to increase process integrity and reduce audit risk and administrative burden.</p>	<p>Post-Award</p>

**3:30 pm — 4:45 pm Sessions**

<p>Speaker:</p> <p>Jessica McDonough, Dartmouth College</p> <p>Jeff Derr, Harvard University</p> <p>Lisa Mosley, Yale University</p>	<p><b>Subject: Subaward Life Cycle</b></p> <p>Overview: What are ways to set yourself up to succeed with sub-recipients on your proposal submission and awards? In this interactive session we'll discuss the subaward life cycle, topics that can cause confusion and ways to mitigate confusion, use tracking for timelines/prioritization and communicate for clarity!</p>	<p>Pre-Award</p>
<p>Speaker:</p> <p>Sarah Axelrod, Harvard University</p> <p>Zachary Belton, Huron Consulting Group</p>	<p><b>Subject: Service Centers - The Not So Simple Basics</b></p> <p>Overview: The session is a beginner's guide to operating or overseeing scientific service centers. Service Centers are internal operating units that sell goods or services to members of the research community or other users. The costs of providing the products/services are allocated to the users based on established billing rates. How are service centers established? How are rates set? What rules govern the operations of service centers? What are the common pitfalls? What does it mean to be compliant?</p>	<p>Post-Award</p>

**9:00 am-10:15 am FEDERAL UPDATE**

<p><b>Speaker:</b> Adam Graham, Assistant Grants Policy Officer</p> <p>Avery Tucker, Assistant Grants Policy Officer</p> <p>Betsy Snell, Systems Policy Analyst</p>	<p><b>Subject: National Institutes of Health Update</b></p> <p>Overview: Don't miss this opportunity to hear about what is new and being developed within the National Institute of Health's (NIH) programs, policies and budgets. In this comprehensive review, participants will learn about the newest policy updates and how their respective institutions may be impacted. Upon completion of the presentation, participations may have the opportunity to ask questions about new and existing policies. Topics include recent and upcoming changes to NIH policy, compliance requirements and so much more!</p>	<p>Federal</p>
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**10:30 am-11:45 am FEDERAL UPDATE**

<p><b>Speaker:</b> Samantha Hunter, Senior Policy Specialist</p>	<p><b>Subject: National Science Foundation Update</b></p> <p>Overview: Review of what is new and being developed within the National Science Foundation programs, policies, and budgets.</p>	<p>Federal</p>
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1:15 pm — 2:30 pm Sessions

<p>Speaker: Zoya Davis-Hamilton, Tufts University</p> <p>Amy Gantt, Tufts University</p> <p>Sarah Marina, Tufts University</p>	<p><b>Subject: Applying Team Science Principles to Research Administration and Development</b></p> <p>Overview: Complex proposals, such as center grants, institutional training grants, and equipment grants, require substantial institutional support. This support comes from various units, including research administration, research development, corporate and foundation relations, technology transfer, university counsel, compliance offices (IRB, IACUC), and school/university upper administration (deans, provost, president, etc.). While these offices work for the same institution, they often have differing reporting lines, different strategies for getting things done, and their own language for their work. Strategies for these administrative teams to work together effectively are required to ensure compliance and quality. Much research has been done on the science of team science, and many institutions have begun training programs for their investigators to increase team effectiveness and grant competitiveness. Despite knowing the value of such trainings for teams of investigators, these principles for developing effective teams are not usually applied to the administrative teams supporting these proposals. In this session, we will discuss how three concepts from the science of team science applies to administrative teams: 1) developing a shared vision in support of the scientific vision of the investigators; 2) developing a shared vocabulary across diverse administrative units who often have their own specialized terminologies; and 3) understanding the motivators, detractors. These strategies will result in increased ability to break down institutional silos, thus making the processes of completing complex proposals easier. Practical solutions for assigning roles and responsibilities and communicating effectively with the investigator team will also be provided.</p>	<p>Pre-award</p>
<p>Speaker: Sonya Stern, University of Vermont</p> <p>Angie Leahey, University of Vermont</p> <p>Meredith Albuquerque, Southern NH University</p>	<p><b>Subject: Essential Compliance Topics in Research Administration</b></p> <p>Overview: This sessions offers an introduction to research compliance essentials that every Principal Investigator and Research Administrative Professional should know. We will provide participants with an overview of compliance requirements related to sponsored projects. Participants will learn about multiple areas of research compliance and roles and responsibilities related to compliance.</p>	<p>Compliance</p>

**Conference Day 2**

**2:45 pm — 4:00 pm Sessions**

<p>Speaker: Torrey Truskowski, Brown University</p> <p>Juliane K Blyth, Brown University</p>	<p><b>Subject: Checks and Balances Through Interconnectivity in Research offices</b></p> <p>Overview: Research administrators and compliance managers are often responsible for a narrow segment of the university research enterprise. In this session, we will discuss which research offices should be connected and for what purpose. We will explore possible solutions to create inter-office connectivity without the need for “fancy” electronic systems or other high tech solutions. We will share some examples of “behind-the-scenes” processes and exchanges that we implemented using email and shared Google docs. We will discuss how these inter-office processes helped us close potential compliance and communication gaps.</p> <p>Attendees will gain a better understanding of the importance of interconnectivity across different research offices, and how interconnectivity can help close compliance gaps. Attendees will further learn how interconnectivity can be achieved via easy-to-implement processes, simple Standard Operating Procedures, and information sharing.</p>	<p>Compliance</p>
<p>Speaker: Rashonda Harris, UCONN</p> <p>Randi Wasik, University of Massachusetts Medical Center</p>	<p><b>Subject: Workplace Cultural Norms: Professionalism</b></p> <p>Overview: As workforce demographics shift and our new norm of work emerges, workplace diversity inches closer to becoming a necessity, and cultural norms are changing rapidly to show a commitment to embracing differences and change that has gained momentum. Employees reap tangible and intangible benefits from workplace benefits, not the least of which include respect from co-workers, support from their organization to live and breathe diversity, in addition to challenging stale cultural norms that are no longer professionally accepted. Our organizations will only grow and become stronger by recognizing the strengths that are gained by building a workplace that is diverse and inclusive. This session will unpack workplace cultural norms and professionalism that challenge awareness of diversity, equity, and inclusion.</p>	<p>Diversity, Equity, and Inclusion</p>