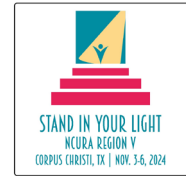


NCURA Region V Meeting – Stand in Your Light Workshop Descriptions



To register: [Event Info \(ncura.edu\)](https://ncura.edu)

WORKSHOPS: Sunday, November 3, 2024

Morning Session: 8:30 am – 12 pm

Workshop #2 - The Grant Cycle from a Department's Perspective

Whether you are new to departmental research administration or you have been doing this for a while, this workshop is for you. Join us for an interactive and engaging workshop to learn how departments handle the entire grant life cycle from proposal development to award closeout.

Workshop Objectives:

- Recognize the different facets of pre-award and post-award management
- Discuss issues departmental research administrators face
- How to engage and manage PI expectations
- How to get your central office on your side
- Tools to assist in managing awards

Presenters:

Brandon Carter, Research Administration Lead, Baylor College of Medicine
Duff Dean, Research Administration Lead, Baylor College of Medicine
Katy Gathron, Grant Program Manager, The University of Texas MD Anderson Cancer Center
Sanaa Waqif, Research Administration Associate, Baylor College of Medicine

Workshop #3 - Overview of Clinical Trials and Crash Course on Budgets

Are you looking to deepen your understanding of clinical trials and their financial aspects? Join us for a hands-on workshop that combines an overview of clinical trials with a crash course on budgets. This comprehensive session is designed to equip you with the essential knowledge and skills needed to navigate the complexities of clinical research and its funding. Join us for a few hours of learning, discussion, and practical exercises that will enhance your understanding to open clinical trials successfully.

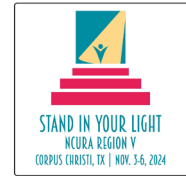
Workshop Objectives:

- Gain a thorough understanding of the ethical and regulatory frameworks that ensure the safety and rights of participants in clinical trials.
- Learn to identify and distinguish between various types of clinical trials (e.g., interventional, observational) and their corresponding sponsors (e.g., pharmaceutical companies, government agencies).
- Understand the fundamental components of opening a clinical trial: Protocol, Contract and Negotiations
- Learn the basics of creating a clinical trial budget, including key components and common pitfalls.
 - A – What is included in a budget?
 - B – Coverage determination
 - C – Invoiceable
 - D – Navigate the complexities of contract development and negotiation with sponsors and stakeholders

Presenters:

Lara Landry, Director of Research Administration, Baylor College of Medicine
Cynthia Zhang, Manager, Clinical Research Finance, The University of Texas MD Anderson Cancer Center
Brittan Sweetin, Associate Director, Research, Planning & Development, The University of Texas MD Anderson Cancer Center

NCURA Region V Meeting – Stand in Your Light Workshop Descriptions



To register: [Event Info \(ncura.edu\)](https://ncura.edu)

Afternoon Session: 1:00 pm – 4:30 pm

Workshop #4 - Research Administration – Putting all the pieces TOGETHER!

The workshop will draw on the presenter's years of research administration experience to provide an overview of major components including Sponsor types, Funding mechanisms, Funding announcements, Components of a grant application, Budgets, Post award management, Uniform Guidance, Compliance, Closeout and Audit.

Workshop Objectives:

- Provide a base knowledge of research administration components
- Demonstrate how research administration pieces fit together

Presenters:

Rhonda Stafford, Director, Research Operations, UT Health San Antonio - The University of Texas Health Science Center at San Antonio

Workshop #5 - Budgeting Basics: Dual Perspectives in Budget Creation to aid in Central and Departmental Office Collaborations

This workshop will deep dive into sponsored project budget development from draft to final stages. Throughout this workshop, we will emphasize the cooperative roles Central and Departmental research administrators play in overseeing successful budget creation for proposals. We will delve into the following key areas: • Overview of Standard Budgetary Expense Categories: A thorough overview of commonly used budget items and their expense categories. • Pre-Award Budget Preparation: Understand how meticulous pre-award budget preparation directly impacts successful post-award implementation. • Nuanced Budgeting Requirements: Review case studies of unique budgetary considerations that can impact budget planning. • Collaborative Roles: Emphasize best practices to establish cooperative relationships between Central and Departmental research administrators in overseeing effective sponsored project administration. Join us for an engaging and informative session that equips you with the knowledge and tools needed for successful pre-award budget development.

Workshop Objectives:

- Participants will explore budget expense categories commonly used by a variety of sponsors, including federal, industry, and non-profit.
- Participants will be able to utilize strategies to identify both direct and indirect cost allocations according to federal guidelines, sponsor requirements, compliance considerations, and institutional policies.
- Through discussion of case study examples, participants will develop the skills to confidently analyze complex budgeting situations, including cost share, effort commitments, contracting agreements, etc.
- Participants will understand how to communicate effectively across Central and Departmental responsibilities to overcome administration “silos”.

Presenters:

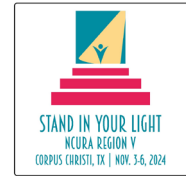
Sandra Ciarletta, Senior Program Coordinator, Office of Sponsored Projects, The University of Texas at Austin
LaKesha Henry, Senior Grants & Contracts Specialist, College of Pharmacy, The University of Texas at Austin

Workshop #6 – Interviewing in a Virtual World

Virtual interviews have now become an integral part of the hire process. They can benefit you as a hiring manager for a position, as well as when you are a potential candidate. Virtual interviews are easy to budget for, easy to schedule, and help reduce unconscious bias in hiring. They typically mimic a traditional interview, but they require additional knowledge and preparation. This session will focus on how to effectively conduct a virtual interview and how to be prepared as a potential candidate for a virtual interview.

Updated 10/9/2024

NCURA Region V Meeting – Stand in Your Light Workshop Descriptions



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Workshop Objectives:

As a result of this seminar, participants will be able to:

- Understand the benefits of a virtual interview
- Prepare appropriately for a virtual interview
- Demonstrate appropriate etiquette in a virtual environment
- Hiring managers can conduct an interview that is legal, fair, and well-structured and be confident in their hiring decision

Presenters: Toni Cheryl Nerren, SPHR, Vice President, Human Resources, Goodwill Industries of South Texas, Inc.
Samantha Luna, Samantha K. Luna, HR Training Partner, Goodwill Industries of South Texas, Inc.

WORKSHOPS: Wednesday, November 6, 2024

Morning Session: 8:30 am – 10:45 am

Workshop #9 - Illuminate Your Path: Crafting Effective Standard Operating Procedures (SOPs)

In the dynamic environment of research administration, standing in your light means guiding your team with clarity and consistency. This workshop will empower you to illuminate your path by learning how to develop and maintain standard operating procedures (SOPs) that ensure effective, efficient, and consistent practice across your office. Discover the steps in the development of SOPs, winning elements to include in these documents, and explore practical ways to implement, use, and maintain SOPs in a bustling research admin environment.

Workshop Objectives:

- Understand the purpose, importance, and benefits of SOPs
- Understand the difference between SOPs and policy
- Learn best practices in the development and maintenance of SOPs
- Develop their own SOPs based on their current institutional practices

Presenters:

Abby Guillory, Assistant Vice President for Research Enhancement, University of Texas Rio Grande Valley
Ashley Stahle, Associate Director, Office of Sponsored Programs, Colorado State University
David Schultz, Assistant Vice President for Sponsored Research Administration, University of Houston

Workshop #10 - Uniform Guidance Update discussion - Hot Topic on Indirect Costs

This discussion group is a follow-up to the “Final Reveal – Extreme Makeover: Uniform Guidance 2 CFR Edition.” Gil will start the session on the Hot Topics in indirect costs, including the impact of 8 revisions on indirect costs rates. Subsequently, the audience can ask questions and share their own strategies and campus experience on the implementation on the other major 2 CFR revisions that are effective October 1, 2024.

Workshop Objectives:

- Discussion group on Uniform Guidance 2 CFR Updates

Presenters:

Gil Tran, CPA, Senior Specialist Leader at Attain Partners