SESSION DESCRIPTIONS

Session 1

EMOTIONAL INTELLIGENCE AND LEADERSHIP

What is emotional intelligence (EI)? For some these two words may seem to be incompatible or possibly even opposite to one another. A very basic definition of EI is that it can distinguish between adequate and outstanding leadership. Emotional intelligence is a skill and when developed can help research administrators to be more highly effective when dealing with interpersonal interactions that occur in the areas of conflict resolution and administrative service. Even more important is the reality that every effective research administrator faces at one point or another, that is the need to devote as much time to our interpersonal skill development as we do to our technical knowledge and expertise. Join us for a brief look into the world of emotional intelligence, how it plays a role in our leadership development and some practical applications for this skill in the work we are already doing.

Lisa Warren, Chief of Staff to the Vice President for Research

Session 2

EXPORT CONTROLS

All things export controls. Overview of export controls in a University setting (including “deemed exports,” conviction of a U Tennessee former faculty member, and working with students/visitors from Iran and other sanctioned countries) from the Office of the General Council, as well as a look at recent benchmarking of the University's position and developments re: administrative policy from RIOP.

Mark Bohnhorst, Associate General Counsel
David March, Senior Compliance Analyst, Research Integrity and Oversight Programs

Session 3

INTRODUCTION TO PRE-AWARD RESEARCH ADMINISTRATION

This session is geared towards people new to the pre-award side of research administration. If this sounds like you, come and learn about some best practices on how to submit a grant, learn how a grant is composed, understanding and avoiding common submission problems and how to make your pre-award life easier.

Sallie Quammen, Grant Coordinator, Office of Research and Policy/CEHD
Frances Spalding, Training Coordinator, Sponsored Projects Administration
Session 4

**PRACTICAL CONSIDERATIONS FOR SUPPORTING COMMUNITY ENGAGED RESEARCH COLLABORATIONS**

The purpose of this session will be to provide tips on supporting research collaborations between community organizations and University researchers. The session will begin with a brief discussion about principles for community engagement and then provide information on pre- and post-award considerations for collaborative research projects. Attendees will have an opportunity to interact and discuss common issues faced when supporting this kind of research.

*Andrea Leinberger-Jabari, Coordinator, Clinical & Translational Science Institute*

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Session 5

**FINANCIAL MANAGEMENT OF CLINICAL TRIALS**

Research activities that require negotiation of agreement payment terms and budgets, monitoring progress/milestones met, and follow-through on collection of payment for work performed involve complex challenges for the study team, department accounting/financial staff, SPA, and SFR. In this session, best practice suggestions and tools that can be implemented over the life cycle of the research project will be provided – including identification of crucial communication links required to protect the interests of investigators, departments and the University.

*Debbie Dykhuis, Associate Program Director, AHC Clinical Research  
Kamala Upadhyaya, Senior Finance Manager, Sponsored Financial Reporting*

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Session 6

**THE NUANCES AND NICETIES OF FIXED PRICE AWARDS (INCLUDING CLOSEOUT)**

This session will discuss when it makes sense to accept a fixed price award or how to manage one if the agency has informed you that this is the mechanism they intend to use. The risks and benefits of these types of awards will be discussed. Special considerations related to fixed price or fixed rate budgets will be covered, as will techniques or issues to think about when managing to an agency’s deliverable schedule. The University's latest revisions to fixed price closeout policy and procedure will also be covered.

*Pamela Webb, Associate Vice President for Research Administration  
Nayubel Bernard-Badio, Accounts Receivable Accountant II, Sponsored Financial Reporting*
### Session 7

**INTRODUCTION TO POST-AWARD RESEARCH ADMINISTRATION**

Focusing on basic post-award practices and situations, this session is intended for those new to research administration (those who have begun or been assigned post-award research administration responsibilities in the period of March 2011 through December 2011). Sponsored Projects Administration (SPA), Sponsored Financial Reporting (SFR) and departmental perspectives will be presented providing a full spectrum of insights and experience on post-award grants management topics.

*Karen Sachi, Senior Grants & Contracts Administrator, Sponsored Projects Administration*

*Todd Stroessner, Accountant I, Sponsored Financial Reporting*

*Mark Erickson, Finance Manager, CFANS*

### Session 8

**MANAGING RESEARCH PARTICIPANTS: HUMAN SUBJECTS PROTECTION COMPLIANCE**

This session will provide an overview of issues related to protection of human subjects and compliance with IRB requirements. Components of this process that involve Fairview Health Services will be highlighted.

*Patrice Webster, Assistant Director, Human Research Protection Program*

*Adrienne Baranauskas, System Director, Research Administration, Fairview Health Services*

### Session 9

**A BRAIN-BASED APPROACH TO COMMUNICATION & CONFLICT**

This session will provide you a framework to use when communicating during stressful times and tight deadlines. An understanding of brain-based research will be highlighted as a way to craft messages that don't put the receiver on the defensive. Using this framework has the potential to lead to increased collaboration and innovation.

*Jeff Stafford, Organizational Effectiveness, Office of Human Resources*
Session 10

EVERYTHING YOU SHOULD KNOW ABOUT A-21 (ROUNDTABLE DISCUSSION)

As department and certified approvers of charges to sponsored projects, you are expected to understand what makes a cost allocable, allowable, reasonable and consistent. For the most part, charges fit neatly into ‘direct’ or ‘indirect’ categories and then one day an icky, unique charge crosses your desk...

Am I okay to approve food on this grant? How do I know this computer purchase is 100% allocable to X project? Reimburse PI flight insurance? Are you kidding me?

There are 54 principles for determining costs applicable to grants, contracts and other agreements with educational institutions in the OMB circular A-21. This symposium session will focus on the thought process approvers work through when approaching and resolving ‘out of the ordinary’ exceptions that arise (section J) on sponsored projects.

Registrants are strongly encouraged to submit an approval scenario or example to Cathy Burke (burke020@umn.edu) for the roundtable discussion. What was the last ‘icky’ expense that you had to review, deny, or approve? A-21 will be our guide as we use participant examples to delve into a checklist of questions approvers should explore when approaching ‘out of the ordinary’ approval situations.

To maximize discussion, this session will be limited to the first 30 registrants.

Cathy Burke, Lead Accountant, College of Science & Engineering
David Hagen, Associate Director, Sponsored Projects Administration
Katherine Lindsay, Administrator, College of Science & Engineering
David March, Senior Compliance Analyst, Research Integrity and Oversight Programs

Session 11

MICE IN THE MAIL: A GUIDE TO SHARING TECHNOLOGY

In this session, we will discuss best practices in sharing technology. This session will cover the importance of Material Transfer Agreements and Confidentiality Agreements, how to protect Intellectual Property when sharing technology, and how to effectuate these agreements quickly and painlessly.

Duane Oyen, Senior Grant and Contract Administrator
Margaret Hamm, Contracts Manager, Office of Technology Commercialization

Session 12

THE INS AND OUTS OF CREATING A MULTI-CENTERED COMPLEX COLLABORATIVE PROPOSAL

Are you ready to create an NIH P (Program Project or Center Grant) or U (Cooperative Agreement) collaborative proposal? With sponsors continuing to increase their encouragement of collaborative research, you never know when you might be called on to help create one of these challenging and complex applications. Come and learn the ins and outs on how these types of proposals are created from both pre-award coordinators and SPA. This session is geared to individuals who have worked on other research proposals. Lessons learned on creating collaborative NIH proposals will be applicable to other sponsors who utilize complex proposal types as well.

Lorrie Awoyinka, Principal Grants and Contract Administrator, Sponsored Projects Administration
Leslie Kennedy, Coordinator, Medicine Administrative Center
Gregg Pioske, Grants Coordinator, College of Pharmacy
Aaron Schilz, Coordinator, Masonic Cancer Center
Lori Wallin, Coordinator, Pediatrics, OB/Gyn and Women’s Health
Session 13

REBUDGETING GONE WILD!

As a result of the Vice President for Research’s risk recalibration initiative, Certified Approvers have recently been given expanded rebudgeting authority within EFS. This new authority includes rebudgeting direct expenses to new Account Codes, as well as adding new cost share budget lines for the purpose of either rebudgeting existing cost share or adding new cost share dollars to the budget (e.g. adding cost share when the NIH salary cap has been exceeded). This session will walk through the topics presented in the recently released rebudgeting job aids. We will also provide a review of the method for calculating F&A costs when processing rebudgets on sponsored projects.

Introduction by David Hagen, Associate Director, Sponsored Projects Administration
Leslie Kennedy, Coordinator, Medicine Administrative Center
Chris Larson, Analyst, Sponsored Projects Administration

Session 14

SUBAWARD PROCESS - LESSONS LEARNED

Subawards do not have to be difficult, join us and we will share our lesson learned from the field. We will provide processes to assist you and your faculty to ensure that your subawards will be in compliance with laws, regulations, terms and conditions of your sponsor and the University of Minnesota. We will cover the gamut of the subaward process from the SFR, SPA and department point of view.

Judy Krzyzek, Associate Director, Sponsored Projects Administration
Staci Gallahue, Accountant II, Sponsored Financial Reporting
Julia Sytina, Research Administrator, Computer Science & Engineering Department

Session 15

INTERNATIONAL COLLABORATIONS ON SPONSORED PROJECTS

The purpose of this presentation is to offer an example of a current International Collaboration and how Sponsored Programs and Departmental Administrators have worked to implement the program. We will present a broad range of issues relating to pre-award and post-award administration, as well as provide examples of the types of issues that occur when administering international projects. The goal of this presentation is to begin a dialog among Administrators to develop a system of support and knowledge that can be utilized when evaluating International Collaborations.

Jason Jacobs, Principal Grants & Contract Administrator, Sponsored Projects Administrator
Michelle McGraw, Project Manager, USAID RESPOND Project
Chris Dillon, Operations & Finance Administrator, USAID RESPOND Project
Session 16

**FUNDING OPPORTUNITIES: NEW TOOLS AND INFORMATION**

Description and discussion of the internal process used to promote and select proposals for those funding opportunities where the sponsor places a limit on the number of applications per institution.

Description and discussion of the new software tools that are available campus wide for identifying funding opportunities and research expertise.

Peggy Sundermeyer, Executive Director, Research Advancement  
Kate McCready, Associate Librarian and Project Manager, Library Academic Programs

Session 17

**INTERNAL SALES IMPACT ON RESEARCH DOLLARS**

The University of Minnesota generates over $210M in annual internal sales revenue. This session will discuss the three different types of Internal Sales Organizations, the responsibilities of people involved in internal sales activity and what you can do to maximize the cost recovery process as it relates to sponsored dollars.

Jane Pribyl, Director Internal and External Sales, Controllers Office  
Keith Jansen, Manager Internal and External Sales, Controllers Office

Session 18

**THE CLINICAL AND TRANSLATIONAL SCIENCE INSTITUTE: WHAT IT MEANS FOR THE UNIVERSITY OF MINNESOTA AND OUR COMMUNITIES**

In July 2011, the University received a $51 million Clinical and Translational Science Award (CTSA) from the National Institutes of Health. UMN is one of 60 institutions across the country to receive this five-year award, created to accelerate laboratory discoveries into treatments for patients. Join us to learn how CTSI is accelerating science into practice by building a flexible research infrastructure, providing education and training, and engaging our communities in the research process. You will learn about resources for research teams, the CTSI business model, and opportunities to stay connected with CTSI.

Lisa Johnson, Senior Financial Officer, Clinical & Translational Science Institute  
Meredith Fisher, Communications Director, Clinical & Translational Science Institute