SESSION DESCRIPTIONS

Session 1

**LEADING UP**

This session will cover the concept of "Leading Up" and why it is beneficial for everyone regardless of positional authority. Building strong rapport and effectively managing relationships with peers, supervisors and senior leadership is important to getting our jobs done while at same time helping define our future career paths. "Leading Up" is important now more than ever as the University continues to experience change and stress increasing administrative efficiency. With limited resources this means caring enough to confront those we serve with alternative ideas and solutions while at the same time providing them with a critical sense of reality. Applying these principles and skills in your workplace will enable you to create the conversations that are important and helpful when dealing with your leader. This course will include an overview of why "Leading Up" is necessary and offer the opportunity to hear a conversation between a panel of University administrators who live "leading up" in their daily roles at the University.

**Speaker/Moderator:**
Lisa Warren, Chief of Staff to the Vice President for Research

**Panel:**
Deb Cran, Chief of Staff to the SVP for Academic Affairs and Provost
Patty Franklin, Chief of Staff to the Vice President for Human Resources
Leslie Krueger, Chief of Staff to the Vice President for University Services

Session 2

**A-21 PARTY LINE – ROUND TABLE DISCUSSIONS**

*(IF YOU DON’T KNOW WHAT A PARTY LINE IS/WAS, YOU NEED TO ATTEND!)*

A-21 Party Line - Round Table Discussions consisting of various scenarios based on actual participant examples or potential incidents. As Grant Accountants/Managers, department approvers and CAs, you are expected to understand what makes a cost allocable, allowable, reasonable and consistent. Most often charges fit nicely into “direct” or “indirect” categories. But once in a while an unusual charge crosses your desk. Can I approve early departure fees from a hotel on a grant? How do I know when a cost distribution to multiple projects becomes too many? How do I determine when a cost is no longer reasonable to charge to a grant? This symposium session will focus on the thought process approvers work though when unusual circumstances arise on sponsored projects. Session attendees will be divided into small groups (a party line!) to review and discuss a random selected scenario.

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investigate a checklist of questions approvers should explore when approaching unusual approval situations. This is a great opportunity for seasoned Grant Accountants/Managers and CAs to share their expertise with those relatively new to these roles.


Jay Delaney, Senior Finance Manager, College of Science and Engineering
David Hagen, Associate Director, Sponsored Projects Administration
David March, Assistant Director, Oversight, Analysis, and Reporting
Kevin McKoskey, Senior Associate Director, Sponsored Projects Administration
Craig Muntifering, Finance Manager, College of Pharmacy

Session 3

NOW THAT YOU HAVE READ THE MANUAL WHAT DO YOU DO NEXT? (CLIFF NOTES FOR SUBAWARDS)

The University of Minnesota does offer SPECTRUM Subaward Classes, however, this session takes a brief look at what departments need to know when dealing with subawards that may or may not be covered entirely in the manual. Some Key Areas of Interest: Proposal Development: Correctly Identifying Activity; Award: What's involved in setting up a subaward; Monitor: Key elements for monitoring subaward invoices; Modify/Amend: When and Why; Closeout: How can departments help

Pat Jondahl, Senior Grants and Contracts Administrator, Sponsored Projects Administration
Rachel Surber, Accountant II, College of Science and Engineering

Session 4

INTRODUCTION TO PRE AWARD RESEARCH ADMINISTRATION

This session is geared towards people who are new to the pre-award side of research administration or would like a refresher. We’ll discuss the pre-award process and responsibilities, proposal preparation steps, basics of budgeting, the institutional approval and review process, common submission problems, and resources available to help us do our jobs more effectively. We look forward to you joining us for this overview of the pre-award process!

Roger Wareham, Director, Grants Development, University of Minnesota, Morris
Jordan Webb, Grant Coordinator, Department of Pediatrics

Session 5

POLICY, RISK RECALIBRATION, AND LOCAL PROCEDURES

The University is in the process of a comprehensive review of its policies and procedures. Changes in underlying guidelines (e.g., federal regulations, etc.) and the University's new commitment to risk recalibration offer the chance to improve processes, workflow, and outcomes. However, effective policy review and risk recalibration is dependent on adoption of new procedures by local units. This symposium session will begin with a brief overview of the policy change cycle and the University's risk recalibration effort. Attendees will then contribute to an interactive peer discussion on challenges and best practices. The emphasis will be on making practical change at the local level in response to changes at the University level (rather than a comprehensive review of those changes). Please come prepared to discuss local challenges and successes as we strive to learn from each other.

Jeremy R. Jenkins, Assistant Director for Facilities and Programs, Digital Technology Center
### Session 6

**DHHS SUBACCOUNT CONVERSION**

This session will focus on planning and implementing the conversion from a pooled draw to a Sub Account (Award by Award) draw on DHHS awards. The discussion will include system as well as University strategies being used to address the challenges identified.

*Karen Sachi, Senior Grant and Contract Administrator, Sponsored Projects Administration*
*Julia Steinkopf, Principal Accountant, Sponsored Financial Accounting*

### Session 7

**DIRTY DEEDS**

Dirty deeds happen but how does the University of Minnesota mitigate them? We will look at some of the more nefarious activity that occurred at other institutions and try to determine what systems are in place to stop the same activity at the U of M. Would our policies, procedures and oversight mechanisms uncover this type of activity? This session will cover these topics and open things up for a discussion and reaction at the end.

*Liz Hinske, Accountant II Supervisor, Center for Drug Design*
*Tonya Knutson, Senior Finance Manager, Sponsored Financial Reporting*
*David March, Assistant Director, Oversight, Analysis, and Reporting*

### Session 8

**LET’S PLAY 20 QUESTIONS: MANAGING NIH TRAINING GRANTS & FELLOWSHIPS**

This session will cover questions that frequently come up while managing NIH training grants and fellowships. Topics such as appointments, rebudgeting, travel, trainee-related expenditures, tuition, PI/mentor effort and more will be discussed.

*Lorrie Awoyinka, Principal Grant and Contract Administrator, Sponsored Projects Administration*
*Andrea Johnson, Accountant II, Masonic Cancer Center*
*Leslie Kennedy, Director of Research Administration, Department of Medicine*

### Session 9

**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 2013 through December 2013). Sponsored Projects Administration (SPA), Sponsored Financial Reporting (SFR), and department research administrator (DRA) perspectives will be presented providing a full spectrum of insights and experience on post-award grants management topics.

*Rahfat Hussain, Finance Manager, College of Liberal Arts*
*Jason Jacobs, Principal Grants and Contracts Administrator, Sponsored Projects Administration*
*Michele Stafki, Accountant II, Sponsored Financial Reporting*
## Session 10

**Export Controls, Fly America Act, and Global Operations**

Research is becoming an increasingly transnational endeavor in the Information Age, as the best minds around the world collaborate, debate, and compete with one another. With the opportunities, however, come certain responsibilities, including our duty to comply with export control regulations and the Fly America Act. Join us to discuss these laws and the resources the University provides to help deal with them. You will also learn about Global Operations, a task force of interdepartmental experts the University launched in fall of 2012. The Global Operations team provides multidisciplinary advice and troubleshooting assistance to faculty and staff undertaking research, projects, or programs abroad.

*Patrick Briscoe, Export Controls and International Projects Officer, Sponsored Projects Administration*

*Katie Van Geem, International Health, Safety, and Compliance Associate Program Director, Global Programs and Strategy Alliance*

## Session 11

**Mastering the Management of Clinical Trials: Tips, Tools, and Templates to Use in the Financial and Contract Administration of Clinical Trials**

The CTSI clinical trial pilot project ("The Hub"), which was co-sponsored by AHC and SPA, consisted of a team of staff from several University departments who are experienced with the administrative management of clinical trials. During the calendar year 2013, this group of 14 individuals created some tips, tools, and templates for industry-sponsored clinical trials. This presentation will share this information for use in budget development, sponsor negotiation, and post award activities.

*Corey Graves, Research Administrator, Cardiology*

*Beth Nunnally, Academic Health Center Associate Vice President & Chief Financial Officer*

*Terri Thommes, AHC, Clinical Trials Hub Pilot Project Co-Lead*

*Marlys Trettel, Accountant II, Clinical and Translational Science Institute*

## Session 12

**Fun with Fund Buckets**

Have you ever received funding for a project that could be a sponsored project, gift, or external sale? How do you determine the appropriate classification of these funds? Join us for a description of the fund buckets and an interactive session where you and your colleagues analyze case studies and determine the appropriate classification of funds. Bring your thinking caps and prepare to immerse yourself in the exciting world of fund buckets.

*Amy Rollinger, Principal Grant and Contract Administrator, Sponsored Projects Administration*

*Lynne Schoen, Senior Manager, University of Minnesota Foundation*

*Frances Spalding, SPA Training Coordinator, Sponsored Projects Administration*
Session 13

EVERYTHING YOU NEED TO KNOW ABOUT STAYING OUT OF JAIL, YOU LEARNED IN KINDERGARTEN-PERSPECTIVES ON RESEARCH ADMINISTRATORS AND THE LAW

In the wisest of all governments, the sovereign (Mother U, in our case) cannot be sued, but the sovereign’s officials can be sued. John Locke, Second Treatise on Government (1689), Chapter 205. Come for a lively discussion (and some philosophical musings) on legal responsibilities of research administrators for helping keep Mother U (and themselves) in compliance and out of trouble. This presentation will feature a discussion of the federal False Claims Act and Board of Regents Policy, Legal Defense of Employees. [Bonus gift to anyone who spotted the esteemed Two Treatises on Government in the opening scene of a major studio release this year.]

Mark A. Bohnhorst, Senior Associate General Counsel; Director, Transactional Law Services

Session 14

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David Hagen, Associate Director, Sponsored Projects Administration
Kathy Kipp-Huspensi, Accountant II, College of Liberal Arts
David March, Assistant Director, Oversight, Analysis, and Reporting
Kevin McKoskey, Senior Associate Director, Sponsored Projects Administration
Craig Muntifering, Finance Manager, College of Pharmacy
**Session 15**

**POST AWARD 201: UNDERSTANDING THE COMPLEXITY OF GRANT MANAGEMENT RESPONSIBILITIES**

This session focuses on in-depth post-award practices and situations. We will walk you through real-life situations research administrators face when managing a sponsored project, and provide solutions that give perspectives from the Department, SPA and SFR. This post-award session will start at award issuance and cover all the way to award close-out, with emphasis on all the gritty stuff in the middle.

*Staci Gallahue, Accountant II, Sponsored Financial Reporting*
*Latina LeFlore, Accountant, Surgical Administrative Center*
*Andrea Marshall, Principal Grant Administrator, Sponsored Projects Administration*
*Randa Rosby, Financial Analyst, Surgical Administrative Center*

**Session 16**

**RED LIGHT OR GREEN LIGHT: THE ACTION BEHIND THE TRANSACTION**

This session will incorporate purchasing policies, sponsor guidelines and the role of the approver as we look at how do you really know what you are approving is legit. We will review information from a recent NCURA Broadcast regarding Embezzlement and Fraud as a way to educate ourselves of the risks of PCards. Lastly, we will examine when and how to facilitate a rebudget in order to approve a transaction.

*Faith Goenner, Assistant Director of Operations, Clinical Neuroscience Administrative Center*
*Jennifer LaFrance, Research Accountant, Electrical and Computer Engineering*

**Session 17**

**SPONSORED PROJECT PARENT/CHILD ACCOUNT ROUND TABLE DISCUSSION**

Sponsored projects often involve more than one department or collegiate entity, a scenario that is increasingly commonplace in today's research environment. This round table session will discuss topics such as collaboration of departments during pre- and post-award, determining when a child project is needed, F&A sharing, and related University policies.

*Andrea Johnson, Accountant II, Masonic Cancer Center*
*Leslie Kennedy, Director of Research Administration, Department of Medicine*
*Aaron Schilz, Research Grant Coordinator, Masonic Cancer Center*
MANAGING AND MONITORING PIS: WORKING WITH DIFFICULT PEOPLE

At one time or another research administrators inevitably work with a PI who frequently provides late notice about grant proposals, doesn't follow sponsor requirements for document submission, is late to certify Effort, or requests unallowable expenses be charged to a sponsored award. With all the deadlines, terms, conditions, and people involved with sponsored awards it is easy for difficult situations like these to arise. This session will present both pre-award and post-award perspectives on working with difficult people. Using real examples, ideas will be discussed and shared for how to work with others to yield productive, compliant results for research activities.

Mark K. Erickson, Finance Manager, CFANS Budget and Finance
Julie A. Smith, Administrative Specialist, College of Pharmacy, Duluth