### Session 1
**IT’S DEBATABLE!**

New interactive session format focused on working together to form a pro or con argument for the proposed topic: Changing the current policy, "Adjusting/Correcting Payroll Accounting Transactions on Sponsored Projects" to better align with the new Uniform Guidance (UG) document. David Okita and Patty Homyak will lead the teams, present the arguments formed by the discussions, and rebut the opposing arguments.

*Penny Harris, Manager of Financial Strategy & Contract Coordination, Center for Transportation Studies  
Patty Homyak, Coordinator, Division of Health Policy/Management  
David Okita, Biochemistry, Molecular Biology, Biophy TMED  
Sarah Waldemar, Director of Research Education and Oversight, OVPR*

### Session 2
**INTRODUCTION TO PREAWARD RESEARCH ADMINISTRATION**

New to the pre-award side of research administration? Not new, but need a refresher? This session is for you. We’ll discuss the pre-award process and responsibilities, proposal preparation steps, basics of budgeting, the institutional approval and review process, and common submission problems. Plus, tips on where to find lots of great resources to help us do our jobs more effectively. We look forward to you joining us for this overview of the pre-award process!

*Katy Feldt, Office Supervisor, Center for Water & the Environment, Natural Resources Research Institute  
Nicole Pilman, Uniform Guidance Implementation Coordinator  
Elizabeth Rumsey, Associate Director, UMD Sponsored Projects Administration*

### Session 3
**TRAINING & COMPLIANCE REQUIREMENTS UPDATES – RESEARCH INCLUDING ANIMAL OR HUMANS**

This session will address both IACUC and IRB. From an IRB perspective, as post-approval association or dis-association of sponsored funding from IRB protocols may have implications not well understood by researchers and research staff, the IRB will present the Add or Remove Sponsored Funding form and discuss the required IRB evaluation of information provided on this form. Office of Human Research Protection (OHRP) guidance on IRB review of HHS funded research ([http://www.hhs.gov/ohrp/policy/aplrev.html](http://www.hhs.gov/ohrp/policy/aplrev.html)) will also be discussed. From an IACUC perspective, we will address adding and removing funding and the applicable forms, processes, and reports.

*Ben Clark, Assistant Director, Institutional Animal Care and Use Committee (IACUC), OVPR  
Patrice Webster, Assistant Director, Human Research Protection Program, OVPR*
### Session 4

**RESEARCH ADVANCEMENT: WHO THEY ARE AND WHY YOU NEED TO KNOW**

Have you ever had to deliver the bad news to a P.I. that his or her proposal could not be submitted because the coordinated external grant deadline had passed? This session will introduce you to the Research Advancement office within OVPR and help you to understand what they do and how they can help you. The process of coordinating externally funded grants with submission limits will be explained in detail, followed by a discussion on how you can get involved and provide feedback from a college and faculty perspective. There will also be a quick walkthrough of OVPR funding and internal research funding which will include the process of applying for funding from the Grant in Aid program from the perspective of a Grant Coordinator, followed by a chance to get your all your questions answered.

*Robin Kennedy, Executive Office & Administrative Specialist for Research Advancement, OVPR
Sandy Kenyon, Grants Coordinator, College of Veterinary Medicine Research Office*

### Session 5

**IMPLEMENTING A CULTURE OF SERENDIPITY FOR RESEARCH ADVANCEMENT**

This presentation will highlight the recent Office of the Vice President for Research Five Years Forward Strategic Plan. One of the key cornerstones of this plan is a focus on promoting a culture of serendipity. A culture of serendipity promotes creative innovation, supports cross-disciplinary research, and addresses society's critical challenges. This session will highlight planned actions to support the implementation of a culture of serendipity and explore intersections with sponsored projects administration and processes.

*Carissa Slotterback, Director of Research Engagement, Office of the Vice President for Research
Associate Professor, Urban and Regional Planning, Humphrey School of Public Affairs*

### Session 6

**MANAGING NIH T32 TRAINING GRANTS: THE DEPARTMENT, SPA AND SFR NEED TO BE NSYNC**

Building on the foundation of last year's "Let's Play 20 Questions: Managing NIH Training Grants & Fellowships" this panel-led discussion will provide more detailed information on the financials of training grants (geared toward NIH T32s) and the use of NIH's xTrain to document trainee appointments and terminations. In addition, we will show how SFR reconciles and reports the financial data to the sponsor at the end of each budget period, what can and cannot carry forward, and how SFR reconciles the individual trainee stipend payment so as to be able to approve the termination notice in xTrain. Kristin Lien from SFR, Jason Jacobs from SPA and Lori Wallin from Pediatrics will talk the audience through these processes and will provide tips, handouts, and answer questions.

*Jason Jacobs, Principal Grant & Contract Administrator, Sponsored Projects Administration
Kristin Lien, Accountant II, Sponsored Financial Reporting
Lori Wallin, Director, Research Support Services, Department of Pediatrics*
Session 7

**IT’S DEBATABLE!**

New interactive session format focused on working together to form a pro or con argument for the proposed topic: Changing the current policy, "Adjusting/Correcting Payroll Accounting Transactions on Sponsored Projects" to better align with the new Uniform Guidance (UG) document. David Okita and Patty Homyak will lead the teams, present the arguments formed by the discussions, and rebut the opposing arguments.

_Penny Harris, Manager of Financial Strategy & Contract Coordination, Center for Transportation Studies_
_Patty Homyak, Coordinator, Division of Health Policy/Management_
_David Okita, Biochemistry, Molecular Biology, Biophy TMED_
_Sarah Waldemar, Director of Research Education and Oversight, OVPR_

Session 8

**INTRODUCTION TO POSTAWARD RESEARCH ADMINISTRATION**

This session will focus on basic post award practices and situations. Presenters with Sponsored Projects Administration (SPA), Sponsored Financial Reporting (SFR), and department research administrator (DRA) experience will provide a full spectrum of insights and perspective on post-award grants management topics and resources. The session is reserved for those who have begun or been assigned post-award research administration responsibilities in the period March, 2014 through December, 2014.

_Katie Manthey, SFR Accountant II, Sponsored Financial Reporting_
_Nicole Pilman, Uniform Guidance Implementation Coordinator_
_Rachel Veenstra, Special Projects Accountant & Chair of CSE CA Committee, College of Science & Engineering_
_Laura Williams, Principal Grants & Contract Administrator, Sponsored Projects Administration_

Session 9

**THE RESEARCH ADMINISTRATOR’S ROLE IN CREATING SERENDIPITY**

Today's funding climate is changing; budgets are shrinking, and competition is fierce. Sponsors are increasingly interested in collaborative and interdisciplinary research projects with demonstrable impacts. Now more than ever, institutions are depending upon their researchers and research administrators to drive revenue and innovation. Anchored by VP for Research Brian Herman's charge to "promote a culture of serendipity", this session will identify research development skills needed to thrive in this research climate and encourage participants to adopt a mindset able to recognize and capitalize on unexpected opportunities.

_Ellen Freeman, Assistant Director, Office of Research and Policy, CEHD_
_Jessica Weaver, Grant Coordinator, CEHD_
# Session 10

## Technology Commercialization

Technology commercialization is becoming an increasingly important aspect of proposals for both federal and industry research sponsors. We’ll discuss the University’s policies on intellectual property, the common perspectives of various kinds of sponsors, and the implications for proposal submission and contract negotiation. You will also learn about how the Office for Technology Commercialization (OTC) facilitates the commercialization of University developed inventions and OTC's role in supporting sponsored research.

*Leza Besemann, Technology Strategy Manager, Office for Technology Commercialization*

*Amy Bicek-Skog, Senior Grant Administrator, Sponsored Projects Administrator*

# Session 11

## No Trivial Pursuit - Effort Best Practices!

This session will present suggested best practices, tools, and ideas to help streamline and strengthen your certification processes. Paneled by Elizabeth Richardson, Mia Rampi-Lambertz, Kris Meyer, Kathy Smith, Terry Klosterman, and Don Hammer, case study examples will be presented in a game format to stimulate discussions. Participants will be encouraged to share tips and ideas they've developed to successfully manage effort. While not all topics can be covered in 45 minutes, we will also be surveying interest for future Lunch-N-Learns on specific Effort topics.

*Don Hammer, Effort Reporting, Sponsored Projects Administration*

*Terry Klosterman, Finance Supervisor, Department of Psychology*

*Kris Meyer, Finance Manager, Medicine Administrative Center*

*Mia Rampi-Lambertz, Accounting Supervisor, Department of Civil, Environmental & Geo-Engineering*

*Elizabeth Richardson, Finance Manager, Division of Epidemiology & Community Health*

*Kathy Smith, Finance Supervisor, ALRT Administrative Center*

# Session 12

## Small Business Plans, Kind of Like Plotting a Day of Shopping at the Mall of America …

This presentation will explore the process of creating a small business plan for large federal contracts; addressing the 5 W’s and most importantly the HOW….

- Who needs to create / submit a small business plan
- Where / When the federal government requires a small business plan
- Why a small business plan is needed
- What a small business plan entails and the compliance issues involved AND
- How to create a small business plan (i.e. Resources available)

The University has a resource that is very similar to the shop directory at the Mall of America… *The Targeted Business Directory…* The majority of the session will be devoted to a demonstration of this resource and answering questions on what type of businesses can / should be included in your plan.

*Pat Jondahl, Sponsored Projects Administration*

*Nick Schicker, Office of Business & Community Economic Development*
Implementation of the Uniform Guidance requires changes to institutional processes for issuing and managing subawards. This session will review each new requirement for all roles (PIs, Department Administrators, SPA, and SFR) for the entire lifecycle of a subaward. New procedures and new required forms will be discussed and participants will learn what they are responsible for at each stage of a subaward to ensure success.

Andrea Marshall, Sponsored Projects Administration
Nicole Pilman, Uniform Guidance Implementation Coordinator

The Clinical and Translational Science Institute (CTSI) is building an integrated network of research services and support for the University of Minnesota. Join this session to discover the newest resources, and how you can leverage them for your team’s research. The wide range of resources includes services, consultations, funding opportunities, data access, tools, training, and much more.

Melissa Hansen, Research Navigator, Clinical and Translational Science Institute
Lisa Johnson, Assistant Director, Clinical and Translational Science Services, CTSI
Melissa Mueller, Recruitment Services Manager, Clinical and Translational Science Institute

Learn what to look for when a new PI lands on your department’s doorstep and how to tie up loose ends if/when they decide to leave.

Randi Lundell, MNPI Center Grant Manager

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 17**

**UG (UNIFORM GUIDANCE) WITH A SMILE**

This session will spotlight specific topics which represent significant changes from the current federal guidelines to help staff prepare talking points for assisting their researchers manage their projects through discussion and role play. Enrollment for the session is limited to 15 to ensure sufficient time is available to complete two scenarios. The topics for this session will be different from those offered previously.

_Sarah Waldemar, Director, Research Education and Oversight, OVPR_  
_Frances Spalding, Training Coordinator, Sponsored Projects Administration_

---

**Session 18**

**HEALTH INFORMATION AND INFORMATION SECURITY**

Using and securing health information is rapidly changing and vulnerable to complex and concerning threats. This session will describe the regulatory standards impacting health information, the use of health information in research, and the practical implications of Business Associate Agreements, Data Use Agreements and the "hybrid entity" the University has defined for HIPAA purposes.

This session will further provide a comprehensive overview of the University’s information security framework and how it is positioned to mitigate the types of risks we are likely to encounter. This conversation will help to build a common understanding of these issues and practices so that our University community can develop a point of view concerning risk tolerance and consider the cultural costs, benefits, and tradeoffs inherent in investing in additional efforts aimed at maturing our information security framework.

_Brian Dahlin, Chief Information Security Officer, Office of Information Technology_  
_Lori Ketola, Chief Health Information Compliance Officer, AHC & Office of Health Sciences_