### SESSION DESCRIPTIONS

<table>
<thead>
<tr>
<th>Session 1</th>
<th>Designing and Managing Effective Meetings: The Role of the Facilitator</th>
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<td>Learn the ingredients shared by all effective meetings and how a facilitator can design and manage them. If you have experienced &quot;terrible&quot; meetings, learn the symptoms as well as the cures. Learn what differences there are between the roles of the chairperson and the facilitator, they are different. And finally, receive information about some tools that can help you determine your meeting effectiveness.</td>
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<td>Lisa Warren, Chief of Staff to the Vice President for Research</td>
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<th>Session 2</th>
<th>Export Controls</th>
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<td>The University is responsible for ensuring that faculty and staff comply with export control laws and regulations, which govern how U.S. persons transfer certain sensitive goods, technologies, or services to non-U.S. persons or destinations. Please join us to gain a basic understanding of the various U.S. export controls and to learn about applicable University policies. You will also have the opportunity to meet the Sponsored Projects Administration's new Export Controls and International Projects Officer, Patrick Briscoe—the University’s first Export Control Officer. Mr. Briscoe’s co-presenter is Mark Bohnhorst, Associate General Counsel, who has provided legal advice and administrative counsel on export controls over the past 12 years.</td>
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|           | Mark A. Bohnhorst, Associate General Counsel, Office of the General Counsel  
Patrick Briscoe, Export Controls and International Projects Officer, Sponsored Projects Administration |

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<tr>
<th>Session 3</th>
<th>Introduction to Pre-Award Research Administration</th>
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<td>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.</td>
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|           | Roger Wareham, Director, Grants Development, University of Morris  
Jordan Webb, Grant Coordinator, Department of Pediatrics |
Session 4

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.

Registrants are strongly encouraged to submit an approval scenario to Jay Delaney (delan022@umn.edu) for the party line discussion. Describe the last unusual expense circumstance that you had to review and whether you approved or denied it and why. A-21 will be utilized as we use participant examples to 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, Finance Manager, College of Science and Engineering
David Hagen, Associate Director, Sponsored Projects Administration
Kevin McKoskey, Senior Associate Director, Sponsored Projects Administration
Craig Muntifering, Finance Manager, College of Pharmacy

Session 5

THE CLINICAL AND TRANSLATIONAL SCIENCE INSTITUTE: BUILDING A STRONGER FUTURE FOR CLINICAL TRANSLATIONAL RESEARCH AT THE UNIVERSITY OF MINNESOTA

The Clinical and Translational Science Institute (CTSI) is one of 60 research institutions supported by the NIH Clinical and Translational Science Award program, a consortium working together to accelerate the translation of laboratory discoveries into treatments for patients, to engage communities in clinical research efforts, and to train a new generation of clinical and translational researchers. Our CTSI is answering this call to action by integrating services, resources, and expertise into a more efficient and effective infrastructure to support clinical translational research. Whether you work in the AHC, CBS, CSE, CLA or any other school at the U of MN, learn how the CTSI can connect you with regulatory support, biostatistical and study design expertise, clinical research staffing, facilities, informatics tools, pilot funding, training opportunities, and more.

David Bremseth, Coordinator, Academic Health Center Clinical Research
Meredith Fisher, Communications Director, Clinical and Translational Science Institute
Session 6

THE BOLD AND THE COURAGEOUS: MANEUVERING THE 9-MONTH FACULTY APPOINTMENT IN A 12-MONTH WORLD

Many accountants are working with faculty who have 9-month appointments and may not have a venue to discuss the challenges proposed by these appointments both internally and externally. This presentation will prompt a discussion of the best practices for setting up the appointment on sponsored projects (summer vs. academic), making sure proposals are submitted accurately (NSF limits 2 mos of salary, NIH salary cap) and then reporting out their time during effort. Participants will be encouraged to share tips and tricks their departments have developed to monitor the 9-month faculty in a 12-month world.

Faith Goenner, Director of Financial Operations, Electrical and Computer Engineering  
Rachel Surber, Accountant II, College of Science and Engineering

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 2012 through December 2012). 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.

Mark K. Erickson, Finance Manager, CFANS  
Karen Sachi, Senior Grant and Contract Administrator, Sponsored Projects Administration  
Todd S. Stroessner, Accountant I, Sponsored Financial Reporting

Session 8

BEST PRACTICES FOR PERSONNEL MANAGEMENT ON SPONSORED ACTIVITIES

What ‘effort’ should be shown on the PRF? Should salary above a sponsored salary cap be considered cost share on PRF? Will my HSAs have an adverse effect on the Personnel Report/Progress Reports? When should I do an Activity Report? What level of effort should be reported during no cost extensions?

This session will focus on a discussion of Best Practices behind handling personnel on Sponsored Projects during Pre, Post and Closeout.

Pat Jondahl, Senior Grant and Contract Administrator, Sponsored Projects Administration  
Leslie Kennedy, Coordinator, Medicine (MD Administrative Center-Research)  
Kathy Smith, Accountant II Supervisor, Lab Med/Pathology (ALRT Administrative Center)  
Julia Sytina, Coordinator, Computer Science and Engineering
Session 9

**RPPR=Research Performance Progress Report, Commonality in the Performance Progress Report**

RPPR is a new process implemented in accordance with the 2010 Office of Management and Budget directive that establishes a uniform format for interim progress reports. The RPPR process will streamline and bring consistency to reporting on grants and cooperative agreements for all 26 federal agencies that fund research. We will review the sections of RPPR (each agency has some latitude to customize certain sections to meet their needs), the implementation schedules of the agencies and field questions.

Amy Rollinger, Principal Grant and Contract Administrator, Sponsored Projects Administration
Frances Spalding, Training Coordinator, Sponsored Projects Administration
Lori Wallin, Coordinator, Research Support Services, Department of Pediatrics

Session 10

**ADDRESSING CONFLICTS OF INTEREST IN PHS-FUNDED RESEARCH**

In late August, updated conflict of interest regulations applicable to new and existing PHS-funded researchers went into effect. These regulations impact all PHS investigators who are responsible for “design, conduct or reporting” of research. During this session attendees will be provided an overview of the University's Conflict of Interest process. Emphasis will be placed on the implementation of the PHS-FCOI process and its’ impact on Researchers and Departments during the proposal and award process.

Lorrie Awoyinka, Principal Grants and Contract Administrator, Sponsored Projects Administration
Seth Beccard, Program Assistant, Conflict of Interest Program, Office of Institutional Compliance
Jon Guden, Assistant Director, Conflict of Interest Program, Office of Institutional Compliance
Gregg Pioske, Financial Analyst, College of Pharmacy
Lynn Zentner, Director, Conflict of Interest Program, Office of Institutional Compliance

Session 11

**SECRET LIFE OF UNIVERSITY COST SHARE**

Learn about cost share from proposal stage to closeout of the award. Class will review the basic definitions of cost share, the critical steps in proposal preparation, the necessary steps in the award setup process, the responsibilities during the award period, and the closeout process. Additionally, presenters will shed light on how cost share assumes a secret life, just like an American teenager!

Penny Harris, Contract Coordinator, Center for Transportation Studies
Kathleen Krum, Accountant II, Sponsored Financial Reporting
Andrea Marshall, Principal Grant and Contract Administrator, Sponsored Projects Administration
Session 12

**TECHNOLOGY COMMERCIALIZATION**

Technology commercialization is becoming an increasingly important aspect of proposals for both federal and industry research sponsors. In this session, you will 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*

Session 13

**IN-DEPTH FINANCIAL AWARD CLOSEOUT**

This session will discuss the closeout process of Sponsored Projects from the academic departments’ and SFR’s perspectives.

*Nayubel Bernard-Badio, Accounts Receivable Accountant II, Sponsored Financial Reporting
Rachel Surber, Accountant II, College of Science and Engineering*

Session 14

**MY NCBI, WHAT IS IT AND WHY SHOULD I CARE?**

“My NCBI,” —“My Bibliography”— is a set of online tools NIH has chosen to use with their electronic system (eRA Commons). Users will be using MyNCBI to maintain and manage a list of their authored works which will result in less data entry for users and improved data quality. This comprehensive tool managed by The National Library of Medicine, collects journal articles, manuscripts accepted for publication, books, and book chapters. A major benefit of MyNCBI usage by users is guaranteed compliance to the NIH Public Access Policy, a requirement to receive NIH funding. We will cover the “ins and outs” of successful implementation of the system.

Attendees to this section need to check the resource section associated with this presentation to familiarize themselves on the associated terms and acronyms prior to the symposium to get the most benefit from the presentation.

*Frances Spalding, Training Coordinator, Sponsored Projects Administration
Lori Wallin, Coordinator, Research Support Services, Department of Pediatrics*
A-21 Party Line – Round Table Discussions
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Jay Delaney, Finance Manager, College of Science and Engineering
David Hagen, Associate Director, Sponsored Projects Administration
Kevin McKoskey, Senior Associate Director, Sponsored Projects Administration
Craig Muntifering, Finance Manager, College of Pharmacy

Session 16

E-Protocol

The University launched eProtocol, an online submission and review tool for IACUC and IBC, in November 2012. During this session we will review the functionality focusing on the interface between IBC, IACUC and proposal and award information. We will also review the timeline for data conversion for IBC and IACUC and the release 2 schedule to include the IRB module.

Linnea Anderson, Assistant Director, Human Research Protection Program
Session 17

INTERNATIONAL RESEARCH: CONSIDERATIONS & RESOURCES

Global research presents exciting opportunities as well as unique challenges. This session will provide updates on the related considerations and resources including the University Travel Policy, funding opportunities and the new Global Operations program. Global Operations was launched in October 2012 and brings together both University and external experts (in tax, legal, hiring and more) to assess issues, provide advice, and reduce internal infrastructure barriers in order to further the University's research, teaching and outreach mission.

Missy Peterson, Director of Finance, Global Programs and Strategy Alliance
Beth Tapp, Category Manager, Purchasing and Travel Services
Stacey Tsantir, International Health, Safety and Compliance Director

Session 18

AN OVERVIEW OF THE MN-IP PROGRAM FOR THE DEPARTMENT ADMINISTRATOR

Minnesota Innovation Partnerships (MN-IP) is a new and unique approach to the way the University of Minnesota handles intellectual property arising from research projects funded by business and industry partners. We will discuss the new program and special issues that may arise for the department administrator.

Bridget C. Foss, Senior Grant and Contract Administrator, Sponsored Projects Administration