SRA Allegheny Chapter Meeting Agenda

Herberman Conference Center

May 10, 2019

8:00 - 9:00am - Registration and Breakfast

9:00 - 9:45am - Keynote Speaker - Janice Pringle, PhD: Addressing the Opiod Crisis: Pitt PERU's Role

9:45 - 10:00am - Break

10:00 - 11:00am - Concurrent Session I

201a

- Title: *Shared Research Support Services: Case Studies in Centralized Core Services*
- Description: Shared Research Support Services is a group of core scientific facilities within the Dietrich School of Arts and Sciences at the University of Pittsburgh. Our organization grew out of the consolidation of thirteen core facilities previously housed across five academic departments. In this talk, we will examine two case studies in our efforts to consolidate specialized core services across the school: the consolidation of our research stockrooms and the creation of Pitt Cryogenics, our helium recovery and recycling operation.
  Learning Objectives:

  o Understand the benefits and challenges centralization of specialized research cores, and learn techniques for mitigating those challenges
  o Identify key areas of creating centralized specialized research core including creating buy-in, organizational development, fiscal modelling, and branding and marketing.
- Content Level (Advanced)
- Speaker Name, Title: Pete Chambers, Director of Shared Research Support Services for the Dietrich School of Arts & Sciences at the University of Pittsburgh

201b

- Title: *NSF and CRA: Are You Prepared*
- Description: If you are considering taking the Certified Research Administrator (CRA) Examination and need to learn more about the National Science Foundation, come to our presentation. We plan to discuss NSF processes from "cradle to grave" in preparation for the CRA Exam. Topics include: types of proposal submissions, NSF organizational structure, Research.gov rollout, and other information to help you succeed on your Exam!
- Content Level (All Levels)
- Speaker Name, Title: Alice Lawson, CRA, Assistant Director for Grants Management, Office of Research, University of Pittsburgh, Eric Larson, CRA, Electronic Research Support & System Administrator, Office of Research, University of Pittsburgh

201c
- Title: *Common Rule and sIRB*
- Description: In this session, we will discuss the basic protections for human research subjects as outlined by the Common Rule regulations. This includes discussion of when IRB review is needed, possible types of review and what is needed in an IRB protocol. We will also discuss when the use of a Single IRB (sIRB) is appropriate.

- Learning Objectives:
    o Understand when IRB is needed.
    o Understand the regulations that govern human subject research (Common Rule and FDA regulations).
    o Understand the elements of a protocol and consent that are necessary for IRB approval.
    o Understand when a sIRB is appropriate and additional considerations when utilizing sIRB.
- Content Level (Basic)
- Speaker Name, Title: Melissa Miklos, Michelle LeMenager, Allison Gerger

11:00-11:15am - Break

11:15-12:15p - Concurrent Session II

201a

- Title: *"If you don't know where you are going, you will end up somewhere else": How to manage a project when you're not a project manager*
- Description: Are you thinking about a project or have you been required to spearhead a project in your department, school or institution, but lack formal project management experience? Are you unsure where to start, who to involve, and how to get your project off the ground? If you answered "yes" to any of these questions, then this session is for you. This "how-to" session will focus on identifying key areas of project management for research administrators who have little experience in project management. The session will also help participants identify the skills and tools needed to manage projects of all sizes.
- Learning Objectives:
    o Objective 1: Define the key components of a project and the associated requirements for project success.
    o Objective 2: Identify the skills and expertise of research administrators and how those skills can be translated into project management.
- Content Level (All Levels)
- Speaker Name, Title: Christine McClure, EdD, Associate Director for PERIS™ Solution, Office of Research, University of Pittsburgh

201b

- Title: *Cloud Storage Overview at Pitt*
- Description: This session will give a general primer on cloud storage and describe the services and options that are available to the University and if time permits, a brief demo of BOX a OneDrive
- Learning Objectives: After this session, you should be able to return to your office and start taking advantage of the cloud service offerings at Pitt.
- Content Level (Basic to Intermediate)
- Speaker Name, Title: Jay Graham, Enterprise Architect, Computing Services and Systems Development

201c
- Title: *An F & A Primer for University Research Administrators*
- Description: Presentation will be as per the objectives below. Attendants will be encouraged to participation, sharing stories and information from their organizations.
- Learning Objectives
    o Provide a basic understanding of facilities and administration (F & A) costs
    o Identify common misunderstandings about F & A costs
    o Identify resources to identify organizational F & A information
    o Discuss how research constituents may impact F & A costs
- Content Level (All Levels)

- Speakers: Anne Marie Bosnyak, Senior Director, Sponsored Projects and Cost Analysis; Leslie Levine, MS, CRA, Director, Marianna Dietrich College of Humanities & Social Sciences Research Office, Carnegie Mellon University

12:15-1:15p - Lunch and Business Meeting

1:15p-2:15p - Concurrent Session III

201a

- Title: *Pitfalls to avoid in International Research*
- Description: I will review and touch base on US federal regulations regarding international research, funding, agency registrations, tips for international applicants and post award regulations. In addition I'll review NON US agencies awards to US based institutions. Finally I'll address US institutions with funding both federal and non-federal with branch campuses outside the US. What kind of compliance issues should you be aware of? Technology transfers, IRB, IACUC, Export Controls, Import Controls, Indirect costs, Intellectual property, and human resources.
- Content Level (Advanced)
- Speaker Name, Title: Carol Miller, CRA, Department Administrator, Department of Mathematics, University of Pittsburgh

201b

- Title: *Auditing Sponsored Projects*
- Description: What auditors look for when auditing sponsored projects
- Learning Objectives: What research administrators could do to be better prepared for an audit
- Content Level (All Levels)
- Speaker Name, Title: Richard Korey, CIA, Internal Audit, University of Pittsburgh

201c

- Title: *NIH vs. NSF: Diving Into the Differences*
- Description: The two most common sources of federal funding from the surface can appear to be requesting similar information, but a deeper dive reveals their fundamental differences.
- Content Level (All Levels)
- Speaker Name, Title: Carnegie Mellon University, Office of Sponsored Projects Proposal Team: Tomi Kareis, Jess Higby, Janise Loell

2:15-2:30p - Break

2:30-3:30p - Concurrent Session IV

201a

- Title: (DISCUSSION GROUP) *Use What You've Got to Get What You Want*
- Description: Are you an administrator who is unsure about where to go next in your career? Do you feel like you have no path forward in your profession? Well, research administration is a large and demanding field with a considerable number of career options. This panel discussion will help participants recognize the many skills developed as research administrators and provide ideas on how they can use the skills, expertise and knowledge acquired in other capacities within the profession.
- Learning Objectives: Objective 1: Identify skills that all research administrators possess and how they can be translated into other positions within research administration. Objective 2: Identify strategies to develop skills necessary for future opportunities, such as networking, volunteering, and participating on committees within your institution.
- Content Level (Basic)

- Speaker Name, Title: Christine McClure, EdD, Associate Director for PERIS^{TM} Solution, Office of Research, University of Pittsburgh; Tammeka Banks, Department Administrator, Office of Research, University of Pittsburgh

201b

- Title: (DISCUSSION GROUP) *How To Get Involved Without Really Trying*
- Description: Do you struggle with how to get your hours for CRA recertification? If so, come and join us for a discussion on some ways to get involved in different professional organizations in ways that earn contact hours for CRA's.
- Learning Objectives: Discussion of various volunteer opportunities.
- Content Level (All Levels)
- Speaker Name, Title: Michelle Jarvis, Sr. Clinical Research Administrator, University of Pittsburgh, Aniko Nalevanko, Manager, Office of Grants and Contracts, Department of Psychiatry, Tom Berkhoudt, Director, Office of Grants & Contracts, Department of Psychiatry

201c

- Title: (DISCUSSION GROUP) *Process Improvement*
- Description: The job responsibilities of Research Administrators transform rapidly. We work in an environment where we must adapt to frequent changes. Work processes that have guided us for years, can suddenly become inefficient. This session introduces participants to the DMAIC cycle, which uses data to improve business processes. During the first half, we will outline the various parts of the cycle and give examples. We will focus mainly on utilizing simple tools in Excel to analyze the data with as little statistics as possible. The second half of the session will be spent as a discussion group so participants can work together to identify processes that need improvement and strategize steps they can take to define and measure the chosen processes.
- Learning Objectives: The audience will be exposed to the concepts of DMAIC (Define, Measure, Analyze, Improve, Control) along with corresponding topics and how these processes can be used in Research Administration.
- Content Level (Intermediate)
- Speaker Name, Title: Teresa Cameron, Post Award Administrator, School of Pharmacy, University of Pittsburgh, Angela Yost, Pre Award Administrator, School of Pharmacy, University of Pittsburgh

3:30-4:30p - Networking Social Hour