

Provost's Office

Research Support

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Dear Colleagues,

We are delighted to invite you to the free professional development series (see below) for all higher education administrators, organized as part of The New School's NYC Research Administration Demonstration (RAD) Series. The 2020-2021 NYC RAD series consists of the following sessions:

## Session One

- Topic: "Discussion on the Challenges of Working From Home"
- Presenters: Tracey Volz, Senior Director, Research Finance Operations – New York University Langone Health & Helene Brazier-Mitouart, Education Manager, Education and Training in Research Administration (ETRA) - Weill Cornell Medicine
- Description: During this session, we will interact and exchange ideas with the audience regarding the new normal "working from home situation". We will talk about the inherent technical and logistic challenges, how working from home affects human interaction and connection, and how the concepts of productivity versus hours of work are getting redefined. We will also explore tips that work when facing these challenges. We will end on a positive outlook on the situation. We highly recommend people to read these 2 articles in advance: <https://hbrascend.org/topics/5-ways-to-demonstrate-your-value-remotely/> and <https://www.flexjobs.com/blog/post/tips-working-remotely-v2/>
- When: Thursday, September 29, 2020 at 1:00p-2:30p EDT
- Where: The New School and NYU Langone are hosting - registrants will get a calendar invite from TNS ORS with virtual Zoom webinar info.

## Session Two

- Topic: "Navigating COVID For The Research Administrator"
- Presenters: Lisa Mosley, Executive Director, Office of Sponsored Projects - Yale University; Tolise Dailey, Training Manager, Office of the Vice Provost for Research – Johns Hopkins University; Michelle Benson, Director, Conflicts of Interest Management – Hackensack Meridian Health & Alison Ramos, Contract and Grant Officer, Office of Sponsored Research - Stanford University
- Description: This is a panel session that will discuss challenges that face research administrators during COVID-19 and offer tips to successfully navigate various issues.
- When: Monday, October 12, 2020 at 12:00p-1:30p EDT
- Where: The New School is hosting - registrants will get a calendar invite from TNS ORS with virtual Zoom webinar info.

David Ngo

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### Session Three

- Topic: "CRA Exam Prep – Study Group"
- Presenters: Nancy Nearman, Director of Grants Management - SUNY at Old Westbury & Nicole Quartiero, Director of Sponsored Programs and Assistant Director of the Institute of Cannabis Research – Colorado State University at Pueblo
- Description: This session will cover details of the CRA Exam process and panelists will suggest tips on how they navigated studying and preparation. At the end of this session, the panelists will form a study group which can meet in the future.
- When: mid October 23, 2020 at 1p-2:30p
- Where: The New School is hosting - registrants will get a calendar invite from TNS ORS with virtual Zoom webinar info.

### Session Four

- Topic: "Change Management for Research Administration"
- Presenter: David Schulz, Assistant Vice President, Research Administration and Finance - Rensselaer Polytechnic Institute
- Description: Change is all around us in our daily lives and work is no exception. This session will review change management through the lens of Research Administration and how factors, such as leadership, organizational structure, and culture can influence the adoption of change. It is important to recognize that everyone experiences change differently and understating the emotional impact change can have on an individual is critical. Leadership must anticipate the challenges that will occur through the various phases of change and empower individuals impacted by change to successfully complete the change process. Only then can sustainable change be achieved. Objectives: See how leadership, organizational structure, and culture can influence change management; Understand the emotional impact of change and how to assist employees through the process; Gain insight into the phases of change and how leaders can create the right conditions for success.
- When: November 16, 2020 at 1:00p-2:30p
- Where: The New School and NYU Langone are hosting - registrants will get a calendar invite from TNS ORS with virtual Zoom webinar info.

### Session Five

- Topic: "Building a Career in Research Administration"
- Presenters: Sarah Panepinto, Director, Grants and Contracts – University of Texas at Arlington & Collette Ryder, Director, Office of Sponsored Programs Administration - The Rockefeller University
- Description: Panelists will discuss the different paths within Research Administration – from lab management to central research administration – and the various ways to build your skills, network, and knowledge. Topics will include careers leading into and out of research administration, challenges to moving up, certification and education opportunities, industry organizations and networking, and managing the complexities of changing and competing priorities. Time will be given for attendees to ask questions of panelists as well.
- When: December 15, 2020 at 1:00p-2:30p EDT
- Where: The New School and NYU Langone are hosting - registrants will get a calendar invite from TNS ORS with virtual Zoom webinar info.

### **Session Six**

- Topic: “Post Award Reasonable Assurance: How to avoid being a Detective and/or Big Brother”
- Presenters: Tracey Volz, Senior Director, Research Finance Operations – New York University Langone Health & Sarah Panepinto, Director, Grants and Contracts – University of Texas at Arlington
- Description: Panelists will discuss effective, efficient and minimally burdensome approaches to conducting Post Award oversight of sponsored projects. Topics will include strategies to assist with successful outcomes for PIs/PDs, check-ins and regularly scheduled reviews of awards, tracking spending and allowable costs, and helpful approaches in working with Pre Award, IRB/Compliance Department Administrators and Faculty.
- When: January 12, 2021 at 1:00p-2:30p EDT
- Where: The New School and NYU Langone are hosting - registrants will get a calendar invite from TNS ORS with virtual Zoom webinar info.

### **Session Seven**

- Topic: “Identifying potential funding opportunities with limited resources: Strategies for PUIs and other small teams”
- Presenters: Christina Johnson, Assistant Dean, Grants Development and Administration - Vassar College & Pamela Tuffley, Associate Director, Sponsored Research – Barnard College
- Description: If you are leading or part of a small team with limited resources, how can you find the time to review potential grant funding/fellowship opportunities for faculty colleagues and do the careful work of “matchmaking” with their interests, eligibility criteria, etc.? Chris and Pamela will provide several examples of positions, processes and tools along those lines that could help smaller, less-resourced offices support this important work.
- When: February 9, 2021 at 12:30p-2:00p EDT
- Where: The New School is hosting - registrants will get a calendar from TNS ORS invite with virtual Zoom webinar info.

### **Session Eight**

- Topic: "Fireside Chat: Faculty Collaborations Gone Awry”
- Presenter: Amanda Humphrey, Director of Award Administration – Northeastern University
- Description: PI collaborations (both internal and external) are a critical component of a diverse and advanced research industry. A vast majority of these collaborations are rich and fulfilling for all involved, but unfortunately conflicts occasionally arise ranging from minor misunderstandings to more serious disputes. This chat will discuss managing PI conflicts ranging from minor to major. Emphasis will be placed on how to intervene in a fair and balanced manner.
- When: March 12, 2021 at 12:00p-1:30p EDT
- Where: The New School is hosting - registrants will get a calendar invite from TNS ORS with virtual Zoom webinar info.

### **Session Nine**

- Topic: “The Long and Winding Road: The Life Cycle of an IRB Protocol”
- Presenter: Kirstin Morningstar, Director of Regulatory Services, Research Administration - University of Texas at Arlington
- Description: This presentation will take you on a journey through the full life cycle of an IRB protocol for human subject research. From the beginning planning stages all the way to post-

approval requirements, gain insight on the process for protocol preparation, the different levels of IRB review, and the impact of regulatory or agency requirements.

- When: April 28, 2021 at 1:00p-2:30p EDT
- Where: The New School is hosting - registrants will get a calendar invite from TNS ORS with virtual Zoom webinar info.

#### **Session Ten**

- Topic: “Foreign Influence”
- Presenters: Jeremy Forsberg, Assistant Vice President, Research – University of Texas at Arlington
- Description: This will be a panel discussion providing updates on industry best practices for how to manage undue foreign influence and conflict of commitment.
- When: May 11, 2021 at 1:00p-2:30p EDT
- Where: The New School is hosting - registrants will get a calendar invite from TNS ORS with virtual Zoom webinar info.

#### **Session Eleven**

- Topic: Juneteenth Celebration (Social Justice, Diversity, Inclusion, Equity)
- Presenter: The New School’s Office of Equity, Inclusion and Social Justice
- Description: TBA
- When: June 18, 2021 at 1:00p-2:30p EDT
- Where: The New School is hosting - registrants will get a calendar invite from TNS ORS with virtual Zoom webinar info.

#### **Session Twelve**

- Topic: “Faculty who don’t normally do research, but want to get into it – where to start?”
- Presenters: Sunny Thompson, Grant Analyst - Texas Lutheran University & Tracey Volz, Senior Director, Research Finance Operations – New York University Langone Health
- Description: This discussion will include strategies for working with faculty who primarily teach and who are new to pursuing grants and research. Panelists will discuss types of conversations to have, when and how to have them, and how to seek funding for those just getting started.
- When: July 14, 2021 at 1:00p-2:30p EDT
- Where: The New School and NYU Langone are hosting - registrants will get a calendar invite from TNS ORS with virtual Zoom webinar info.

#### **Session Thirteen**

- Topic: “How to Issue a Subaward”
- Presenters: Stephanie Scott, Director of Policy and Research Development, Sponsored Projects Administration – Columbia University & Kris Wolff, Director, Office of Sponsored Programs - Fordham University & Amanda Humphrey, Director of Award Administration – Northeastern University & Jessica McDonough, Subaward Coordinator - Dartmouth College & Laura Register, Assistant Director, Subaward Oversight & Compliance - Stanford University
- Description: This is a panel session that will discuss subaward how to's, from subaward issuance to subrecipient monitoring to UG single audit.
- When: August 12, 2021 at 1:00p-2:30p EDT
- Where: The New School is hosting - registrants will get a calendar invite from TNS ORS with virtual Zoom webinar info.

Please RSVP for any RAD sessions via [our online registration](#) or email to [researchsupport@newschool.edu](mailto:researchsupport@newschool.edu). For folks coming from outside the host institution, we'll leave your name with the front desk security staff so that you can enter the building without issue.

Feel free to share this invitation broadly. All interested parties are welcome!

As a reminder, RAD was created due to the current economic pressures, where it has become increasingly difficult to identify the required resources to train research administrators and aid their professional development/career growth. The goal of RAD is to provide information/knowledge sharing for all research administrators. New research administrators could utilize RAD as part of their new employee on-boarding, while veteran research administrators could utilize RAD for their continued learning (or refresher).

All RAD sessions are taught by national level, expert presenters. All RAD sessions are free (\$0 cost).

For questions or more information - please email [researchsupport@newschool.edu](mailto:researchsupport@newschool.edu). ORS can provide CEU or certificate of attendance/completion, for folks who need it. Please send requests to [researchsupport@newschool.edu](mailto:researchsupport@newschool.edu).

Thanks!

Respectfully,  
David