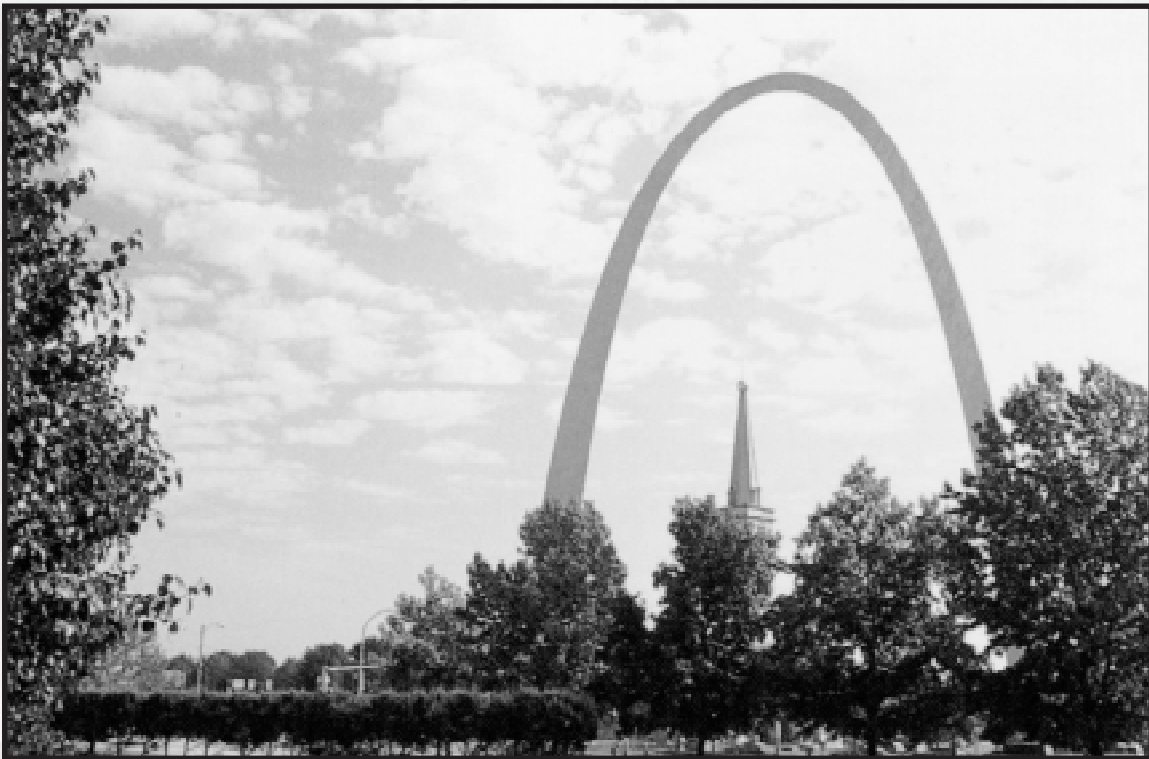# St. Louis:
Gateway to Research Administration in the New Age

NCURA Region IV Spring Meeting
Conference Program

May 1-4, 1999
Regal Riverfront Hotel
St. Louis, Missouri

FROM THE CHAIR

Welcome to the NCURA Region IV Spring Meeting, "St. Louis: Gateway to Research Administration in the New Age." Ellen Rogers and the Program Committee have been working on this meeting for almost a year. While the work began a year ago, the work on this meeting started in earnest last June and the committee has been working hard to give you the best possible program. As you flip through the program you will see a wide range of topics.

The program offers topics that could be considered in vogue as well as topics that address the fundamentals of our discipline. Our area of work is ever changing and this meeting brings you up to date with those changes.

Also, please plan on attending the annual business meeting to hear the committee reports and to vote on the update to the bylaws. We welcome your input and participation on all matters so that we can make our region even better.

Members attending their first regional meeting will feel delighted by the warm greeting they will receive from their colleagues throughout our region. You will find this meeting facilitates an informal atmosphere to share ideas and discuss problems common among all of us.

On behalf of the Executive Committee, I welcome you to the Region IV Spring Meeting.

Ed Herran
Region IV Chair
Research Administrator
Indiana University Medical Center
Department of Medicine
Indianapolis, IN

THE 1999 PROGRAM PLANNING COMMITTEE

A successful regional meeting can only be accomplished by a group of research administrators dedicated to their profession.

My sincere thanks go out to each member of the Program Committee.

Ellen D. Rogers
Program Chair
University of Notre Dame

PROGRAM COMMITTEE MEMBERS

Joanne Altieri
University of Kansas

Robert Aull
Indiana University Medical Center

Josephine Barnes
Southern Illinois University at Edwardsville

Jamie Caldwell
Loyola University-Chicago

Ted Knous
University of Wisconsin-Stout

Elaine Lilly
University of St. Thomas

Glenda Luecke
Washington University

Dave Lynch
University of Minnesota

Jim Maus
Washington University School of Medicine

Marjorie Piechowski
DePaul University

Linda Schwarz
Northern Illinois University

Dorothy Spurlock
Eastern Michigan University

Carol Willeke
Miami University

SPECIAL THANKS TO:

Ed Herran
Jamie Caldwell
Pat Conway

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Please Note: At the Region IV Spring Meeting, policy sharing surfaced as a hot topic that needed to be addressed at the 1999 meeting. Elaine Lilly at University of St. Thomas responded to the charge and issued a call on the RESADM-L list serve for exemplary policy sites. Her results will be on display by the registration area throughout the meeting including printed policy manuals and web sites accessible on a laptop. The table will be staffed on Sunday 12:30pm-1:30pm and 4:30pm-6:00pm. There will also be a roundtable discussion on this topic Tuesday morning.

Submit your URL by April 16th to Elaine Lilly at emlilly@stthomas.edu. *Printed manuals will be welcomed at the meeting, but please notify her previous to the meeting via e-mail.*

The URL list will be posted after the meeting at <http://www.stthomas.edu/fgo/polisites.html>.

EVENTS

Saturday, May 1, 1999

12pm-4pm Registration Area Open
(Assembly Area)

1pm-5pm National Workshop
Training, Public Speaking and Professional Electronic Presentations
  (Lewis)

Not enough hours in the day? Doing more with less? Swamped by the amount of information that you must communicate to your clients? If you answer yes to any of these questions, then this workshop is designed for you. The focus will be on how you can effectively provide more information & better service to your campus by "training the trainer."

The workshop will cover the fundamentals of training and public speaking for professionals and preparation and delivery of presentation materials, specifically using electronic tools such as PowerPoint. We will share tips for preparing a professional presentation, structuring the information, and creating a professional package of material for an effective and stimulating presentation.

The session will also address issues such as the art of public speaking for goals such as effective training, persuasion or instruction. We will address the issues of nervousness and fear as well as share constructive and creative solutions to many of the problems faced while speaking before an audience. Examples of resources and tools available to assist you will be provided.

The workshop is recommended for professionals of all levels who are looking to improve their training, public speaking and presentation skills. Faculty: **Patricia Conway**, Assistant Vice Chancellor for Research, University of Illinois at Chicago; **Sarah E. Starr**, Director, Office of Funding and Research Opportunities, Ohio State University; **Samantha J. Westcott**, Manager, Grant Proposal and Award Team, University of California, Los Angeles.

9pm-Midnight Hospitality Suite Opens

Sunday, May 2, 1999

7:45am-3:15pm Registration Area Open
(Assembly Area)
Browse through printed policy manuals while in the registration area.

8am-9am Coffee, tea, juice, soft drinks

9am-11:30am Regional Workshops:

Research Administration for the Newcomer
  (Lewis)

Newcomers (no more than one year in the profession) are encouraged to attend this interactive workshop that will present a broad overview of research administration, covering both pre-award and post-award activities. Topics will include: understanding sponsors, dissemination of information, proposal preparation and review, budget preparation, research administration language, notification of awards, cash management, time and effort reporting, indirect costs and audit issues. Presented by: **Gail Mitchell**, Research Coordinator, Development, Northern Illinois University and **Jamie Caldwell,** Administrative Director, Office of Research Services, Loyola University of Chicago.

Creative Co-Existence with the Development Office
  (Clark)

This workshop will provide an opportunity to discuss issues and identify strategies and solutions for creating effective relationships between sponsored programs/grants offices and development/fundraising offices. Using a variety of methods, this workshop will help participants to: identify organizational models for both offices; identify roles and functions for each office; identify problems and conflicts; role-play case studies; examine model institutional agreements; and develop an individual plan of action. The workshop will be useful to research administrators at the policy level as well as those working in faculty development and grant management. Presented by: **Marjorie Piechowski**, Director, Office of Sponsored Programs and Research, DePaul University, **Kathleen Taggart**, Director, Grants Administration, Creighton University, and a representative of a development office.

Cost-Sharing: Overview and Recent Developments
   (Laclede)
Matching, cost-sharing, overmatching, in-kind, program income, third-party contributions—where do they fit in the constantly changing world of cost-sharing? Whatever the vocabulary, cost-sharing is a topic that has generated much discussion among research administrators. This workshop will provide an overview of the concept and many types of cost-sharing and provide some insights and examples to manage the new federal cost-sharing expectations. Participants will have ample opportunity to share experiences, problems and solutions. The workshop is targeted at post-award administrators but will also be informative for pre-award administrators. **Speaker to be announced.**

10:15am-10:30am   Refreshment Break

10:30am-11:30am   Regional Workshops
   (Continued)

11:30am-1:30pm   Lunch
   (On your own)

11:45am-1pm   Executive Committee Meeting
   (Hospitality Suite)

12:30pm-1:30pm
   Policy-sharing table staffed. Check out some of the best policy sites on the internet.

1:30pm-2:45pm   Welcome and Address
   (Jefferson EF)
Welcoming Remarks
Ed Herran, Chair, NCURA Region IV

Address by President
Cheryl Howard, NCURA President

2:45pm-3pm   Refreshment Break

3pm-4:15pm   Concurrent Sessions:

Proposal Propagation and Funding Facilitation: Beyond Incenting the Faculty
   (Lewis)
The panel will discuss formal and informal incentives that pre-award administrators can employ to "get those faculty members to submit proposals." Topics will include internal grant competitions, indirect costs incentives, salary augmentation, seed funding, promotion and tenure incentives, etc., in addition to subtle and less formal ways we can assist our faculty to keep those proposals going out the door. Presented by: **Peggy Harrel**, Director of Graduate Studies and Sponsored Research, University of Southern Indiana, **Paula Means**, Director, Office of Research Services, University of Illinois at Chicago, **Beth Seaton**, Director of Sponsored Projects, Western Illinois University, **Kathy Taggart**, Director of Grants Administration, Creighton University.

What Do I Need to Learn Today?
   (Clark)
What's your greatest professional challenge? Do you need help with negotiation skill, establishing departmental budgets, management or HR skills, balancing life's demands, keeping up with research administration changes? Many professional development issues differ as you move from the early stages through mid and mature career. The members of our panel of research administrators represent these various career points, and will discuss the kinds of professional development issues they are dealing with, day in and day out. Join our discussion as they present current challenges, what they need to learn, how they need to learn it, and whether NCURA might help them be better prepared. Finally, each panelist will reveal the best career advice each has received. Come contribute your own questions and answers. Presented by: **Marilyn T. Keyes**, Vice President, Corporate Marketing, Research and Management Systems, Inc. (RAMS), **Ronald Polizzi**, Director of Grants Management, The Cooper Health System**, Amanda Bahr-Evola,** Staff Assistant, Office of Research and Projects, Southern Illinois University at Edwardsville**,** and **Kim Moreland,** Director, Contract Negotions and Research Compliances, University of Kansas Center for Research, Inc.

U.S. Department of Education Overview and Update
   (Laclede)
The DoEd update will include information on new programs, priority areas, and the 1999 research funding level. **Speaker to be announced.**

4:30pm-6pm
(Assembly Area)
Policy-sharing table staffed.

5pm-5:30pm   Newcomers' Reception

5:30pm-6pm   Hospitality Suite Open
Meet the Newcomers

6:30pm-8:30pm   Opening Reception
(Dugout Lounge)
Buffet (Casual Dress)
Enjoy Easy Listening Music 8-9pm

8:30pm-11pm   Let the Dance Music Begin!
_____

Monday, May 3, 1999

7:30am-3:30pm   Registration Area Open
(Assembly Area)
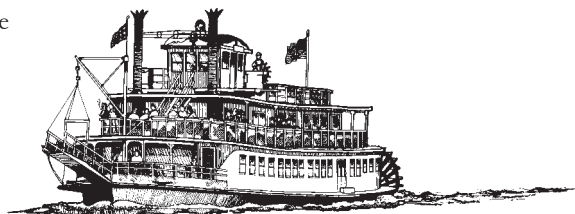
7:45am-8:45am   Continental Breakfast
(Lewis & Clark)   Roundtable Discussion Groups

1. Clinical Trials-There's no stoppin' 'em!
The number of clinical trials at universities and medical centers is on the rise. For those of you actively involved in managing clinical trials, let's discuss the various techniques used in promoting your institution and how to collaborate with physicians in order to increase market share. Moderator: **Ronald Polizzi**, The Cooper Health System

2. Technology Transfer for the Research Administrator
How do tech transfer issues relate to research agreements at your institution? Discussion will focus on factors of importance to the PI and whether there is conflict with those of the university. Moderator: **Howard Hanson**, University of Notre Dame

3. Increase the Odds of Being Funded
Some institutions use a mock review process for proposal submissions. Materials provided to mock reviewers prior to the process will be distributed. An open discussion of various other techniques used to improve chances of bring funded,will follow. Moderator: **Alison Sylvester**, Western Michigan University

4. Getting Involved: Where Do I Start?
Whether this is simply your first meeting or you are a true novice to the profession, discussion will focus on issues facing the newcomer. Bring a topic to share. Moderator: **Jim Maus**, Washington University

5. Women's Issues in the Workplace; Symptoms and Strategies
Come to discuss problems unique to women and how you've dealt with them (or not dealt with them). Sharing issues and possible solutions can make life a little easier for everyone. Moderator: **Susan Toler**, Grants Administrator, Loyola University

6. Hidden Cost Share: A Department's Introduction to Accountability
Cost share accounting has always been a hot topic and for this roundtable the talk concerns hidden cost share—expenses not previously considered cost share which are identified in the post-award period. As auditors take a closer look at this area, expenses such as contributed effort and salary caps become a source of unexpected accountability. A review of IU's cost share policy and post-award financial practices will frame the discussion. Moderator: **Susan Beaver**, Indiana University Medical Center

7. Welcome Aboard — Ideas that Benefit the Newcomer and the Organization
How does one bring new employees into research administration? The focus will be to identify the approaches that work. Minimal attention will be given to things to avoid or that do not work. I very much want to keep discussion in a POSITIVE direction. Moderator: **Bill Hoffert Jr.**, University of Cincinnati

8. Leadership in Research-Administration for the New Millennium
Research administration is easily swayed by many variables. The challenge lies in establishing a balance, which provides growth yet satisfaction for all. A variety of leadership styles and practices will be discussed. Moderator: **Dorothy A. Spurlock,** Eastern Michigan University

9:00am-10:15am   Concurrent Sessions:

NIH Update
(Field)

This session will cover an update of current policy developments at NIH including electronic research administration and other issues of the day. Presenter: **Gary Fleming,** Chief Grants Mangement Officer, National Institute on Drug Abuse, National Institutes of Health.

NSF Update
(Soulard)

Topics to be included in this session include EDI/system innovations, new programmatic activity, FY2000 budget and other policy issues and concerns. Presenter: **John Grzechowiak**, Grants Management Systems Coordinator, National Science Foundation

Personal Communication Meets Database Integration: Tools for Increasing Research Funding and Visibility
(St. Louis West)

Using integrated, web-based funding opportunity and researcher expertise databases can help increase funding at your institution. They will also improve your visibility and your colleagues' visibility. This session will discuss database resources as tools for you and your faculty. **Sarah E. Starr,** Director, Office of Funding and Research Opportunities, Ohio State University.

10:15am-10:30am   Refreshment Break

10:30am-11:45am   Concurrent Sessions:

Electronic Research Administration Update
(Field)

This session will cover Electronic Research Administration from both the federal perspective and Federal Demonstration Partnership initiatives from an institutional perspective. Presented by: **Barbara Siegel**, Director, Office of Research and Sponsored Programs, Northwestern University; and **Gerald Stuck**, Deputy Director, Division of Information Systems, National Science Foundation.

Cost-Sharing Issues
(Soulard)

Cost-sharing is the principle issue that has come out of the cost accounting standards reviews and has impacted all research organizations governed by A-21. This session will provide an overview of cost-sharing. Presented by: **Michael M. Smith,** Vice President for Higher Education Division, David M. Griffith & Associates, LTD.

Research Administration in a Medical School: Department Research Administrators and the Office of Research Services Working Together as Partners
(St. Louis West)

This interactive session will cover a variety of topics from pre-award administration and clinical trails. Please come prepared to share your horror stories and how you accomplished the impossible. The panel will provide real case studies for open discussion. Presented by: **Jamie Caldwell,** Administrative Director, Office of Research Services, Loyola University of Chicago; **Susan Toler**, Grant Administrator, Loyola University of Chicago; and other to be announced.

Noon-1:30pm   Awards Luncheon
(Lewis and Clark)   Business Meeting

1:45pm-3:00pm   Plenary Session
(Jefferson EF)

Paul Simon, Illinois' former senior U.S. senator, has enjoyed a long and illustrious political career. Elected to both the state's house and senate, he also served a term as lieutenant governor. Mr. Simon now teaches political science and journalism at Southern Illinois University's Carbondale campus, where he also heads a public policy institute he founded. Mr. Simon will talk about his view of the future for funding opportunities and where the government will appropriate the most grant funds —public service or scientific research. Introduced by **Stephen Hansen**, Past President of NCURA and currently Dean, Graduate Studies and Research, Southern Illinois University at Edwardsville.

3pm-3:15pm   Refreshment break

3:15pm-4:30pm   Concurrent Sessions:

NIH Update
(Field)   *Repeated session from Monday 9:00am*

This session will cover an update of current policy developments at NIH including electronic research administration and other issues of the day. Presenter: **Gary Fleming,** Chief Grants Mangement Officer, National Institute on Drug Abuse, National Institutes of Health.

NSF Update

(Soulard) Repeated session from Monday 9:00am
Topics to be included in this session include EDI/system innovations, new programmatic activity, FY2000 budget and other policy issues and concerns. Presented by: **John Grzechowiak**, Grants Management Systems Coordinator, National Science Foundation

Web Page Design for Research Administration: Essentials and Embellishments

(St. Louis West)
Creating useful and attractive web sites is easier than you think. This session will demonstrate tools for creating web sites, discuss advantages and disadvantages of these tools, point out important elements for effective web design, and discuss some of the technical aspects involved in web site creation and maintenance. Sample research administration web sites will be reviewed for content and aesthetic design. Presented by: **Lois Brako**, Assistant Dean, Graduate School, Research and Sponsored Programs, University of Wisconsin-Madison; **Dola M. Haessig**, Grant and Contract Administrator, Office of Research, University of Missouri-Columbia; **Mark Sweet**, Information Technology Coordinator, Graduate School, Research and Sponsored Programs, University of Wisconsin-Madison.

5:15pm-6:15pm Hospitality Suite Open
(No Bar Service)

6:30pm-7pm Board Bus
Board the bus for the Riverboat Cruise. (Don't forget to wear casual attire!)

7pm-10:15pm Gateway Riverboat Cruise
Enjoy Dixieland music and buffet while we cruise down the old Mississippi River. **Co-Sponsored by KPMG Peat Marwick**

10pm-Midnight Hospitality Suite Open

Tuesday, May 4, 1999

7:45am-8:45am Breakfast Buffet
(Mississippi) Roundtable Discussion Groups:

(Breakfast compliments of the Regal Riverfront Hotel for registrants)

1. **Great Links between Policy Wonks and Web Wizards**
Always looking for sample policies? Are you wondering whether and how to post your campus policies on the web? This roundtable will give an overview of selected sites from colleagues who responded to a call for "Best Practice" sites from California to Connecticut. Discussion will focus on what works and what we wish for. Moderator: **Elaine Lilly**, University of St. Thomas

2. **Faculty Development and Sponsored Programs: Perspectives from a Small University**
This roundtable is for the "Jacks and Jills of all trades" — offices which handle everything from human subjects compliance to advising on alumni gift solicitations. Moderator: **Bryce Krug**, Webster University

3. **Tracking Proposals & Post Award Paperwork: Analysis versus Accountability**
For an active department, there are often procedures set up to track proposals/awards — as well as post award paperwork such as subcontracts — even though these tasks are technically the responsibility of another university office. Discussion will focus first on the needs of "informed consumer" departments, and second on the wider question of whether tracking proposals and awards provides meaningful analysis (versus straight accountability). Moderator: **Robert Aull**, Indiana University Medical Center

4. **How an Idea Becomes a Proposal**
An investigator has a research plan of some sort and is after the money to fund it. As a new research administrator (or even faculty member) where do you start, and how do you get everything from budget numbers to personnel descriptions down on the page? Those new to the research field are encouraged to toss out questions while those who have "been around" are invited to share their hard-earned wisdom. Moderator: **Heather Mills Offhaus**, University of Michigan-Ann Arbor

5. **Oh No, We've Been Funded! Post-award Administration**
Most research administration offices have processes and systems in place to support research. Discussion will focus on the services we should be providing, so our faculty can concentrate on research. Bring along stories and examples, and perhaps even some issues to resolve. Moderator: **David Lynch**, University of Minnesota

6. *Getting Involved: Where Do I Start?*
Whether this is simply your first meeting or you are a true novice to the profession, discussion will focus on issues facing the newcomer. Bring a topic to share. Moderator: **Jim Maus**, Washington University

7. *Departmental Administrator as Buffer between Faculty and Central Administration*
Departmental Administrators are often criticized when department needs conflict with institutional policy and procedure. Discussion will focus on real situations and how we have dealt with them. We will also discuss ways to strengthen relationships between the department, research faculty and central administration. Moderator: **Tyeece Little**, University of Missouri-Columbia

9am-10:15am   Concurrent Sessions:

EPA Overview and Update
   (Soulard)
Topics to be included in this session include new programs, priority areas of interest, and 1999 research funding level. Presented by: **Timothy Drexler**, Manager of the FIELDS Group, Environmental Protection Agency

Circumspect Circulars Circumscribed
   (Jefferson A)
Get your decoder ring at this session and unlock the mysteries and vagaries of OMB Circulars A-21 (Cost Principles for Institutions of Higher Education) and A-133 (Audits of Institutions of Higher Education and Other Non-Profit Institutions), which is a necessity in subcontracting. This session is geared to the uninitiated but it will serve as a refresher to bring the initiated au current! Presented by: **Linda Meadows**, Assistant Vice President for Research, Ohio State University.

Research Ethics: Roles and Responsibilities of the Research Administrator
   (Jefferson B)
This session will provide an overview of areas of research ethics that are frequently the responsibility of a research administrator. These include ethical responsibilities for research with humans and with animals, data management, conflict of interest and scientific misconduct. The session will raise questions on the role of research administrators for discussion with the audience. We have a unique perspective on and knowledge about this topic. What should our role be in our institutions and how does this differ from our responsibilities? Additional questions include: what is the role of the research administrator? Are we recordkeepers, policymakers, or policy enforcers? Should research administrators have a role in faculty development in research ethics? Presented by: **Ann McGuigan**, Sponsored Projects Administrator, University Research Office, Illinois State University

Working with State of Illinois Granting Agencies
   (St. Louis West)
This session will be led by a few Illinois research administrators who are trying to get together a task force to begin the process of streamlining the state's grant and contract processes. The task force would comprise research administrators from colleges and universities in the State of Illinois working in conjuction with state agency personnel. This will be an interactive session where leaders and participants will work together to move this agenda forward. Session led by: **Stephen Hansen**, Past-President of NCURA and currently Dean, Graduate Studies and Research, Southern Illinois University at Edwardsville and **Beth Seaton**, Director of Sponsored Projects, Western Illinois University
This session is for Illinois research administrators, but other interested persons would be welcomed.

10:15am-10:45am   Refreshment Break

10:45am-11:45am   Open Forum
   (Jefferson EF)   Issues and Hot Topics
   Ed Herran, Research Administrator, Department of Medicine, Indiana University Medical Center**; Ellen Rogers,** Associate Director, Office of Research, University of Notre Dame**; Jamie Caldwell,** Administrative Director, Office of Research Services, Loyola University

Adjournment

Note: Executive Committee Debriefing Meeting begins immediately after adjournment.
   (Jefferson D)

Hotel Reservation Information
NCURA Region IV Meeting
May 1-4, 1999
St. Louis: Gateway to Research Administration in the New Age

Make Reservations Directly to:
Regal Riverfront Hotel
200 South 4th St.
St. Louis, MO 63102-1804
Ph. 314/241-9500 or 1-800/325-7353

Rates: Single/Double Occupancy - $95.00
   Plus applicable state and local taxes (Currently 14.10%)
   *Attendees will pay their own room charges, taxes and incidental charges incurred at the hotel. The hotel conference rate will be extended for three days before and three days after the official dates of the spring meeting, based upon availability.

Reservation Cut-off Date: Received before April 7, 1999 at the Regal Riverfront Hotel. Reservations
   must be guaranteed with a major credit card or by a first night's deposit. All reservations requiring cancellation must be **cancelled more than 24 hours prior to arrival** to avoid room cancellation fees.

Check-in time: 4:00 p.m.   **Check-out time:** 12:00 Noon

Transportation and Directions

A 22-mile **light rail system**, the MetroLink, is available from the airport. The station closest to the hotel is the Busch Stadium Stop which is about two blocks east of the hotel. The cost is $3.00 one-way.

Shuttle service (the Airport Express) is available to and from the airport. It is about a 20-minute trip. The cost is $10 one-way or $18 round-trip.

Directions to the hotel:
Traveling east on I-70: Take the Downtown/Pine Street Exit. Continue four blocks to Spruce Street, turn right. At the first street, make a right onto 4th Street to the hotel entrance.

Traveling south on I-55: Cross the Poplar Street Bridge and take the first exit, Memorial Drive north. Go left on Market Street and make an *immediate* left to now go south on Memorial Drive (as if making a U-turn). Go a few blocks to Spruce Street, turn right. At the first street, go right on 4th Street to the hotel entrance.

Traveling north on I-55: Take the Downtown exit onto Memorial Drive north. Turn left on Market Street and make an *immediate* left to now go south on Memorial Drive (as if making a U-turn). Go a few blocks to Spruce Street, turn right. At the first street, go right on 4th Street to the hotel entrance.

Traveling west on I-64: Cross the Poplar Street Bridge and take the first exit, Memorial Drive north. Turn left on Market Street and make an *immediate* left to now go south on Memorial Drive (as if making a U-turn). Go a few blocks to Spruce Street, turn right. At the first street, go right on 4th Street to the hotel entrance.

Traveling east on I-44: Exit on I-55 north and take the Downtown exit onto Memorial Drive north. Turn left on Market Street and make an *immediate* left to now go south on Memorial Drive (as if making a U-turn). Go a few blocks to Spruce Street, turn right. At the first street, go right on 4th Street to the hotel entrance.

Traveling east on I-64 (Hwy 40): Take the Broadway exit (last Missouri exit). Go left at the stop sign to 4th Street and turn left. Continue north for two blocks to hotel entrance.

Hotel parking: Parking is available in the Stadium East Garage, directly connected to the hotel by an enclosed walkway. The rate is $9.00 per day, May 1-4, 1999.

NCURA Region IV Spring Meeting
St. Louis: Gateway to Research Information in the New Age
Regal Riverfront Hotel, St. Louis, Missouri
May 1-4, 1999

PLEASE COMPLETE BOTH SIDES OF THE REGISTRATION FORM.

Please mark the appropriate boxes: ❑ NCURA Member ❑ Non-Member ❑ First Meeting?

Last Name _____ First Name _____

Name as you want it to appear on badge _____

Your Title _____ Institution _____

Department_____ Address _____

Address _____ City _____

State _____ Zip_____ Phone (_____)_____-_____ Fax (_____)_____-_____

Please check the regional workshop you plan to attend Sunday morning, May 2, 1999
- ❑ Research Administration for the Newcomer
- ❑ Creative Co-Existence with the Development Office
- ❑ Cost-Sharing: Overview and Recent Developments

Registration Fees

The NCURA Region IV Spring Meeting fee includes the regional workshops on Sunday morning, reception and buffet on Sunday evening, continental breakfast and luncheon on Monday, Gateway Riverboart Cruise and buffet on Monday evening, buffet breakfast on Tuesday.

Early Registration Fee (*received by April 9, 1999*)	$195.00	
or Late Registration Fee (*received after April 9, 1999*)	$220.00	$_____
Special National Workshop on Saturday, May 1, 1999	$55.00	_____
("Training, Public Speaking and Professional Electronic Presentations")		

Additional Guest Fees

Name of your guest _____

Sunday, May 2, Evening Reception & Buffet	$38.00	_____
Monday, May 3, Continental Breakfast	$14.00	_____
Monday, May 3, Lunch	$21.00	_____
Monday, May 3, Riverboard Cruise	$38.00	_____
Tuesday, May 4, Buffet Breakfast	$11.00	_____
1999 NCURA Membership Dues (Optional)	$130.00	
	TOTAL FEES	$_____

Method of Payment: Personal checks, institutional checks and money orders are accepted. Purchase orders from the institution are acceptable. In order to meet the early deadline, a photocopy of the signed purchase order can be FAXed to (785) 864-5049. Please make checks payable to NCURA Region IV.

□ *If you are not currently a member of NCURA but are interested in membership, please mark this box. We will arrange for a membership information packet to be sent to you.*

Conference Preferences

To help us better prepare for your participation, please check the following concurrent event selections. While you are not bound by this, it does assist us in forecasting room sizes.

Regional Workshops:
- □ Research Administration for the Newcomer
- □ Creative Co-Existence with the Development Office
- □ Cost-Sharing: Overview and Recent Developments

Concurrent Sessions, Sunday
- □ Proposal Propagation and Funding Facilitation—Beyond Incenting the Faculty
- □ What Do I Need to Learn Today?
- □ U.S. Department of Education Overview and Update

Concurrent Sessions, Monday Morning
- □ National Institutes of Health Update
- □ National Science Foundation Update
- □ Personal Communication Meets Database Integration:
  Tools for Increasing Research Funding and Visibility

Concurrent Sessions, Monday Early Afternoon
- □ Electronic Research Administration Update
- □ Cost-Sharing Issues
- □ Research Administration in a Medical School: Department Research Administrators
  and the Office of Research Services Working Together as Partners

Concurrent Sessions, Monday Late Afternoon
- □ National Institutes of Health Update (*repeat*)
- □ National Science Foundation Update (*repeat*)
- □ Web Page Design for Research Administration: Essentials and Embellishments

Concurrent Sessions, Tuesday Morning
- □ Environment Protection Agency Overview and Update
- □ Circumspect Circulars Circumscribed
- □ Research Ethics: Roles and Responsibilities of the Research Administrator
- □ Working with State of Illinois Granting Agencies

Do you have a disability that requires special services? Do you prefer vegetarian meals? If so, please inform Ellen Rogers, Program Chair by April 9, 1999 via:
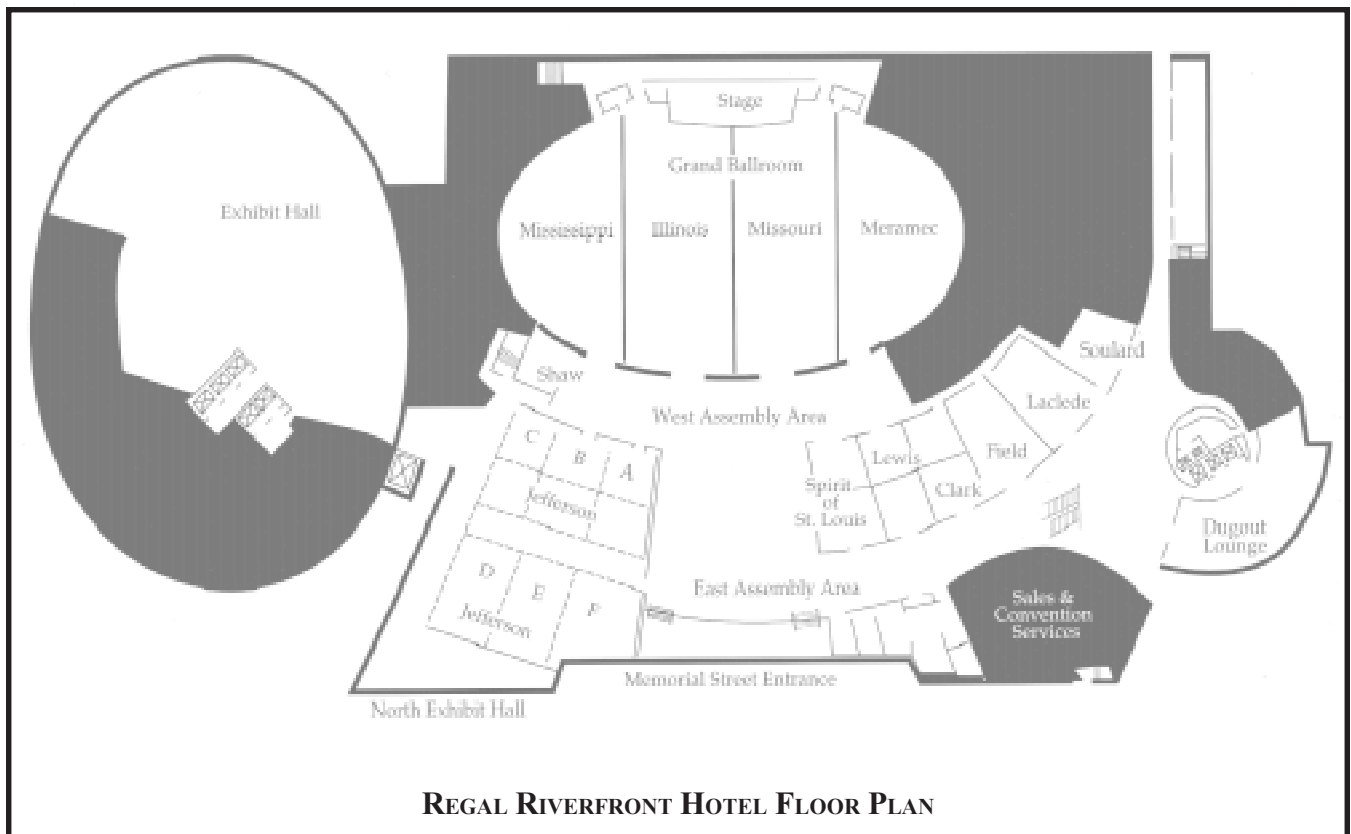   *telephone: (219)631-5488, fax: (219) 631-6630, or e-mail: rogers.5@nd.edu*

Payments and Registration Forms must be sent to:

Joanne Altieri, Associate Director
Contract Negotions and Research Compliance
University of Kansas Center for Research, Inc.
2385 Irving Hill Road
Lawrence, KS 66044-7552
   telephone: (785) 864-7431, fax: (785) 864-5049
   e-mail: jaltieri@ukans.edu

Cancellation policy:

Written noficiation of cancellation must be received no later than April 12, 1999, and will be subject to a $35 cancellation fee. There will be no refunds for cancellations received after April 12, 1999. Refund checks will be issued 3 weeks following the conclusion of the spring meeting.

NCURA Region IV
Spring Meeting

REGAL RIVERFRONT HOTEL FLOOR PLAN

NCURA

One Dupont Circle, N.W., Suite 220
Washington, D.C. 20036
Telephone: (202) 466-3894
Fax: (202) 223-5573
e-mail: info@ncura.edu