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 New York University's NYC Research Administration Demonstration (RAD) Series. RAD was created in partnership with the Cohort for Efficiencies in Research Administration (CERA). The 2022-2023 NYU NYC RAD series consists of the following sessions:

Session One

- Topic: "I got a promotion, I'm a new supervisor! How do I navigate between management and leadership at a university?"
- Confirmed Presenter(s): *Tracey Volz*, Assistant Vice President, Sponsored Research Operations - NYU Langone Health (SOM); *Nicole Quartiero*, Director, Research Project Manager (RPM) - Notre Dame University; *Jamie Caldwell*, External Consultant, Interim Senior Director for Research Administration and Operations - University of Missouri-Columbia; *David Ngo*, Assistant Vice President, Grants, Gifts and Investments Accounting & Compliance - New York University
- Description: The terms "leadership" and "management" are often used interchangeably. This session will explore the interplay between leadership and management. Presenters will contrast the two disciplines and discuss significantly different activities associated with each, as well as share real experiences of the intersection between leadership and management. Case studies will be provided for instances where managers perform in harmony with leaders, by creating positive, non-incremental, change. This requires leaders and managers to create a vision to guide changes - a strategy - for the empowerment of people to make the vision happen despite obstacles and the creation of a coalition of energy and momentum that can move change forward. Ultimately the end goal for both Managers and Leaders is to establish a deep appreciation for what motivates and causes individuals to perform the way they do, and draw out the best of them with a purpose in mind.
- **When: Monday, November 7, 2022 at 12:00p-1:30p EDT**
- Where: New York University & NYU Langone Health are hosting – registrants will get a calendar invite with virtual Zoom webinar info.

Session Two

- Topic: "Ethical Challenges and Opportunities in Clinical Research in the post COVID Era"
- Presenter(s): *Arthur Caplan*, Mitty Professor of Bioethics - NYU Grossman School of Medicine
- Description: After witnessing extraordinary scientific and regulatory efforts to speed development of and access to new COVID-19 interventions including vaccines, tests and drugs, patients facing other serious diseases have begun to ask "where's our Operation Warp Speed?" Does the accelerated research response to COVID-19 offer lessons, in both its successes and failures, for the future of research? Should speed be the most important value for those facing terminal illness or grave disability? And if subjects are now partners or participants how do and ought their views shape the future of clinical research in a post-pandemic world?
- **When: Tuesday, November 29, 2022 at 12:00p-1:30p EDT**
- Where: New York University & NYU Langone Health are hosting – registrants will get a calendar invite with virtual Zoom webinar info.

Session Three

- Topic: "Research Proposal Budget Building, Step-by-Step Demonstration"
- Presenter(s): *Julie Demers, CRA*, Director of Instruction-Based and Sponsored Research - University of Bridgeport; *Katrina Akioka, CRA*, Research Administrator, Cancer Prevention Administration - Fred Hutchinson Cancer Center; *Jacqueline Arciniega*, Senior Director, Clinical Research Support & Research Development and Implementation, Office of Science and Research - NYU Langone Health (SOM), *Karen Smith*, Pre-Award Manager, Grants & Contracts Services - University of Texas at Arlington
- Description: This session will provide a step by step overview on building a budget for your grant proposals. We will go over what is included in direct and indirect costs as well as things to consider when building your budget and common pitfalls. Presenters will set the stage for budget building by first discussing the distinction between research administration and research development.
- **When: Friday, December 16, 2022 at 12:00p-1:30p EDT**
- Where: New York University & NYU Langone Health are hosting – registrants will get a calendar invite with virtual Zoom webinar info.

 Session Four

- Topic: "Tips for Developing Large, Complex and Collaborative Research Grant Proposals"
- Presenter(s): *Kerri Zezulinski*, Director of Research Administration, Research Administration POD - NYU Langone Health (SOM); *Anthony Imbimbo*, Grants Manager - NYU Langone Health (SOM); *E. Sunny Thompson*, Grants Manager - Notre Dame University; *Kris Wolff*, Director, Office of Sponsored Programs - Fordham University; *Trinh Eng*, Mega Grants Initiative Project Officer - New York University
- Description: The ins and outs of submitting and managing a NIH Large Multicomponent Grant. From a pre-award lens, we will discuss reviewing the SF424 guidance alongside the funding announcement. Finding common pitfalls and contradictory information. Creating a pre-award work plan/checklist and a budget. We will review best practices to make the process as smooth as possible. From a post-award lens we will look at the complexities of managing a multicomponent grant that might have multiple cores and projects outside of your department and institution. Touching on timely carryover requests, setting up pilots and seeking prior approval for pilot projects as needed.
- **When: Wednesday, January 11, 2023 at 12:00p-1:30p EDT**
- Where: New York University & NYU Langone Health are hosting – registrants will get a calendar invite with virtual Zoom webinar info.

Session Five

- Topic: "Explaining Fiscal Affairs to PI's"
- Presenter(s): *David Schultz*, Assistant Vice President, Sponsored Research Administration, Office of Contracts and Grants - University of Houston; *Sandy Fowler*, Director, Business Services and Post-Award Administration, College of Agricultural & Life Sciences - University of Wisconsin Madison; *Meidy Candia-Leyva*, Assistant Controller, Research Finance Support - New York University; *Abby Guillory*, Director of Education and Training; Office of Research and Innovation - North Carolina State University
- Description: This session will showcase tools of the trade, including real examples of resources (job aides, guidelines, forms, emails/mass communication, policies, etc) that successfully facilitate fiscal affairs conversations with PI's. This session will cover overall tips to incorporate

innovative tools into conversations, including a hot topic analysis and creative solutions for the intersection of research and purchasing.
- **When: Friday, February 17, 2023 at 12:00p-1:30p EDT**
- Where: New York University & NYU Langone Health are hosting – registrants will get a calendar invite with virtual Zoom webinar info.

Session Six

- Topic: "Export Controls Emerging Trends"
- Presenter(s): *Amanda Humphrey*, Chief Research Operations Officer - Northeastern University;
- Description: This session will provide a very brief refresher on export controls before diving into the latest changes in this complex regulatory space. The presenters will discuss how foundational and emerging technologies complicate the classification process, as well as discussing how geopolitical tensions around the world are placing a renewed emphasis on these administrative regulations.
- **When: Tuesday, March 14, 2023 at 12:00p - 2:00p EDT**
- Where: New York University & NYU Langone Health are hosting – registrants will get a calendar invite with virtual Zoom webinar info.

Session Seven

- Topic: "Research Security"
- Presenter(s): *Lisa Mosley*, Executive Director, Office of Sponsored Projects - Yale University; *Roseann Luongo*, Director, Higher Education Consulting - Huron Consulting Group
- Description: Whether you are an ERI or a large R1, you may be considering establishing a research security program or just looking to understand research security programs and why they are so vital to the future of global research. This session will highlight the requirements for research security programs and institutions of varying size and type will discuss their approaches to research security and how they have developed their program. This session will include discussion on how to fill out forms (NIH other support, NSF current & pending, etc) and how to complete reporting requirements.
- **When: Friday, April 14, 2023 at 12:00p-1:30p EDT**
- Where: New York University & NYU Langone Health are hosting – registrants will get a calendar invite with virtual Zoom webinar info.

Session Eight

- Topic: "Growing Your Research Administrators Through Training and Professional Development"
- Presenter(s): *Tolise Dailey*, Director, Training & Education Development, Project Management and Community & Outreach - Duke University SOM; *Roseann Luongo*, Director, Higher Education Consulting - Huron Consulting Group; *Nicole Quartiero*, Director, Research Project Manager (RPM) - Notre Dame University; *Abby Guillory*, Director of Education and Training; Office of Research and Innovation - North Carolina State University
- Description: The best way to ensure that your organization's research enterprise will continue to succeed is to provide opportunities for your research administrators to learn, grow, explore and further their career. Providing critical resources early on and ongoing support and growth encourages a learning environment, a culture of longevity, and a stronger and more confident research administration infrastructure at your institution. We will walk through the onboarding process using a three-step approach and discuss the importance of why we need to onboard new staff. We'll explain how to meet research administrators' (RAs) on-going individual needs through effective coaching. In addition to onboarding and coaching, research organizations can

tap into their resources to assist RAs in their professional development quest. This session will also touch on how institutions can leverage mentoring programs to create a career advancement pathway within their organization to retain RAs.

- ○ Learning Objectives:
    - ■ Explain the onboarding process and identify the key components needed for success
    - ■ Discuss effective coaching strategies to meet individualized needs
    - ■ Define approaches for welcoming and fostering professional development
    - ■ Explore how institutions can create a mentoring program to promote career advancement
- **When: Friday, May 12 at 12p-1:30p EDT**
- Where: New York University & NYU Langone Health are hosting – registrants will get a calendar invite with virtual Zoom webinar info.

Session Nine

- Topic: "Great Resignation and How to Evolve/Overcome"
- Presenter(s): *Helene Brazier-Mitouart*, PhD, Education Manager, Education and Training in Research Administration Office, Research Operations - Weill Cornell Medicine; *Tracey Volz*, Assistant Vice President, Sponsored Research Operations - NYU Langone Health (SOM), *Michelle Stevenson*, PhD, Associate Vice President, Research Integrity - University of Texas at San Antonio
- Description: What can we learn together from the Great Resignation? What can we do to re-frame how we do and speak about work? How can we realign our expectations with our colleagues and direct reports in our offices, so we can refocus our talent and energy on making things happen together? Do we help support our managers and teams on how to operate in this new hybrid work environment through engagement and training? How do we combat proximity bias and ensure we are creating cultures and environments that make team members want to stay? Join the discussion to be inspired and move into action.
- **When: Monday, June 12, 2023 at 12:00p-1:30p EDT**
- Where: New York University & NYU Langone Health are hosting – registrants will get a calendar invite with virtual Zoom webinar info.

Session Ten

- Topic: **"**Using Data to Support Strategic and Operational Decision Making in Research Administration"
- Presenter(s): *Jeremy Forsberg,* Assistant Vice President for Research - University of Texas at Arlington; *David Ngo*, Assistant Vice President, Grants, Gifts and Investments Accounting & Compliance - New York University; *Nina Gray*, Assistant Vice Provost for Research Planning and Analysis - New York University
- Description: Research Administrators can make informed decisions?! We have a choice on how to create an objective decision making process (for preaward, post award and research integrity)?! Systems and data enable wisdom. This starts with data becoming information. That information becomes knowledge. That knowledge becomes wisdom, which can be seen in strategic decisions, tactical process improvements and operational adjustments. Many institutions are re-evaluating their approach to decision making, including providing more transparency into the people, process and tools involved in reaching a conclusion. This session will focus on the many critical conversations that are needed in order to take advantage of the opportunity and expectation to utilize informed, objective and empirical data driven decisions. Presenters will share real world examples where systems and data were used to inform decisions (data visualizations, metrics, KPI's, performance, institutional goals, workload balancing, pods,

etc.). Participants will review the juxtaposition of decision maker and decision recipient perspectives of system and data decisions.

- **When: Friday, July 14, 2023 at 12:00p-1:30p EDT**
- Where: New York University & NYU Langone Health are hosting – registrants will get a calendar invite with virtual Zoom webinar info.

Session Eleven

- Topic: "F&A Base Year Prep"
- Presenter(s): *Wendy Meister,* Senior Director - Huron Consulting Group; *David Schultz*, Assistant Vice President, Sponsored Research Administration - University of Houston; *Chea Smith*, Director, Cost Analysis & Reporting at Rutgers, The State University of New Jersey
- Description: This session will cover strategies to help research administrators prepare for their next F&A base year. This includes discussion on source systems and data collection, as well as proactively implementing policies and leadership goals in order to achieve the desired outcome.
- **When: Friday, August 18, 2023 at 12p-1:30p EDT**
- Where: New York University & NYU Langone Health are hosting – registrants will get a calendar invite with virtual Zoom webinar info.

Session Twelve

- Topic: "Case Study: Shared Services Implementation and Positive Impacts, Including Successfully Navigating an OIG Audit"
- Presenter(s): *Sue Zipkin*, Director, Post Award, Sponsored Programs Administration - University of New Hampshire; *Nicole Quartiero*, Director, Research Project Manager (RPM) - Notre Dame University; *Louise Griffin*, Associate Vice President and Chief Research Administration Officer - University of New Hampshire
- Description: Join us as we share stories about challenges faced and lessons learned transitioning from a decentralized research administration structure to a shared services model.
- **When: Friday, September 22, 2023 at 12:00p-1:30p EDT**
- Where: New York University & NYU Langone Health are hosting – registrants will get a calendar invite with virtual Zoom webinar info.

Session Thirteen

- Topic: "Industry Engagement Award Negotiations - Best Practices and Tips/Tricks"
- Presenter(s): *Nicole Quartiero*, Director, Research Project Manager (RPM) - Notre Dame University
- Description: This session will focus on the intersection between research and award negotiations. Panelists will share national dialogue of issues with creative solutions from a wide variety of schools. Additionally, audience members will learn more about emerging/new issues in research-related negotiations, including case studies of specific matters that were interesting, fruitful or difficult (e.g., multisite clinical trials).
- **When: Friday, October 20, 2023 at 12:00p-1:30p EDT**
- Where: New York University & NYU Langone Health are hosting – registrants will get a calendar invite with virtual Zoom webinar info.

Feel free to share this invitation broadly. All interested parties are welcome! For more information, please visit NYU's RAD website.

Please RSVP for any RAD sessions via our online registration.

Field available for additional information in footer

All current RAD materials (slides/videos from Fall 2021-present) are available via the RAD 2021-2023 google drive folder. All historical RAD content from The New School (slides/videos held before October 2021) are still available.   Audience members are encouraged to send questions ahead of the session to david.ngo@nyu.edu and we can incorporate into the session

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, more information, RSVP or calendar assistance - please email Sara Sheffer-Pryce (ssp3@nyu.edu). NYU can provide CEU/CPE or certificate of attendance/completion, for folks who need it (e.g. CRA continuing education). Please fill out our CEU/CRA Request Form and we will follow up with a certificate.

Thanks!

Respectfully,

David Ngo, Assistant Vice President, Grants, Gifts and Investments Accounting & Compliance - New York University

and

Tracey Volz, Assistant Vice President, Sponsored Research Operations - NYU Langone Health