



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 2023-2024 NYU NYC RAD series consists of the following sessions:

### Session One

- Topic: "What It Means to Be in a Leadership Role in Research Administration"
- Presenter(s): *Jamie Caldwell*, Emeritus Research Administrator, Distinguished Educator - National Council of University Research Administrators (NCURA); *David Schultz*, Assistant Vice President, Sponsored Programs, Office of Contracts and Grants - University of Houston; *Danielle Brown*, Acting Assistant Vice President, Sponsored Programs Administration - University of Maryland, Baltimore; *Rashonda Harris*, Assistant Vice President for Research, Post Award Contractual Compliance - Penn State University
- Description: This session will cover all aspects of leadership roles in research administration. Audience members will gain a clearer picture about all the challenges that leaders face and have to solve. Subtopics include: professional sustainability, onboarding niche roles, metrics, working with faculty/de-stressing, etc.
- **When: Tuesday, December 19, 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 Two

- Topic: "Post Award Issues for the Departmental Administrator"
- Presenter(s): *Sean Scott*, Founder - 720 Consulting LLC; *Meidy Candia*, Assistant Controller, Sponsored Programs Accounting & Finance - New York University; *Aaron S.P. Crandall*, Director, Social Science Research Services, College of Letters and Science - University of Wisconsin-Madison; *Nicole E. Quartiero*, Director, Research Project Management, Notre Dame Research - University of Notre Dame
- Description: Being proficient at pre-award is necessary to have post-award opportunities. The challenge is that post-award lasts a long period of time (beyond a proposal submission deadline) and involves a great deal of energy and documentation. Factor in that most of the worst-case scenarios in our profession result from post-award actions and this makes for a complex, somewhat fraught job. This presentation will examine post-award issues and best practices from the perspective of the departmental administrator.
- **When: Tuesday, January 9, 2024 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: “But They Have No Experience: Recruiting and Identifying New Research Administrators”
- Presenter(s): *Abby Guillory*, Assistant Vice President, Research Enhancement, Division of Research - University of Texas Rio Grande Valley; *David Schultz*, Assistant Vice President, Research Administration - University of Houston; *Hollie Schreiber*, Director, Office of Sponsored Programs - University of Tennessee Institute of Agriculture
- Description: What do you do when your applicant pool doesn't have experienced research administrators? Within our competitive hiring environment, seeking candidates with applicable skills is critical to bring in new research administrators and meet your organization staffing needs. The presenters will discuss how they identify good candidates with little or no research administration experience and how they ensure success.
- **When: Thursday, January 18, 2024 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: “Running Your Own Institutional Self Assessment for Research Administration”
- Presenter(s): *Sean Scott*, Founder - 720 Consulting LLC; *Kim C. Carter*, Associate Vice President for Research and Executive Director, Office of Sponsored Projects Administration - University of Kentucky; *Dara Little*, Associate Vice President for Research/Executive Director of Sponsored Programs - Northern Illinois University
- Description: All research administrators know what an audit is, but an audit is often limited to the policies and procedures related to the handling of expenditures and conformance with accepted financial standards. An assessment however looks at both financial and administrative structures and can provide focus on concepts not covered by an audit, such as program efficiency. This presentation will discuss the basic structure and concepts an institution could use in creating their own assessment.
- **When: Thursday, February 1, 2024 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: “Effective Communication with Faculty - The Importance of Storytelling in Training & Persuasion”
- Presenter(s): *Amanda Humphrey*, Chief Research Operations Officer - Northeastern University; *Michelle (Mickey) Stevenson*, Assistant Vice President for Research Integrity - Rice University
- Description: The presentation will discuss the importance of storytelling in training and compliance efforts. The presenters will also cover how to select and deliver stories for greater effect.
- **When: Rescheduled to July TBD, 2024 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 Six

- Topic: “Research Award Terms and Conditions - From Negotiation to Adherence and Compliance”
- Moderator: *Tracey Volz*, Assistant Vice President, Sponsored Research Operations - New York University Langone Health; *David Ngo*, Assistant Vice President, Grants, Gifts, Investments Accounting & Compliance - New York University; *Roseann Luongo*, Consulting Director - Huron Consulting Group
- Description: This session will cover common research award terms and conditions and examine the rationale for having these detailed in award notices or agreements. Further, the presenters will discuss strategies to interpret and negotiate various terms and conditions, with a focus on ensuring that the post award administrators downstream can efficiently adhere and effectively comply with the terms and conditions.
- **When: Tuesday, March 5, 2024 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: “Welcome to our World of Infinite Possibilities”
- Presenter(s): *Julie Demers*, Director of Instruction Based and Sponsored Research - University of Bridgeport; *Katrina Akioka*, Research Administrator - Fred Hutchinson; *Sana Khoury-Shakour*, Associate Director, Human Research Protection Program - University of Michigan; *Karen Bone*, Senior Award Administrator - Florida Atlantic University
- Description: This session will be a discussion surrounding knowledge, skills and abilities (KSAs) that lead to career opportunities and how to juggle workloads with mentoring and networking to open up opportunities.
- **When: Thursday, March 28, 2024 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: “Post Award Costing and Operations from Project Setup to Closeout”
- Presenter(s): *Sharon Brooks*, Director - Post Award, Office of Sponsored Programs - Wake Forest University Health Sciences;
- Description: It can be challenging to assign (and defend!) the cost of resources to a project. Balancing rules of allowability to distribute costs that satisfy sponsor, institution and PI can be one of the most difficult tasks a research administrator has to overcome. This session will address allocations and acceptable practices from project setup to closeout.
- **When: Thursday, April 11, 2024 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 Nine

- Topic: “Artificial Intelligence in Higher Education: Legal Framework, Governance, and Use Cases in Research Administration”
- Presenter(s): *K. Ann Bell*, Grant Writer & Proposal Specialist - George Mason University; *Kirstin Morningstar*, Senior Director, Office of Regulatory Services - University of Texas at Arlington; *Ali Jessani*, Senior Associate - WilmerHale and Adjunct Law Professor - George Mason University

- Description: We're all hearing about it, ARTIFICIAL INTELLIGENCE. Ideas for using AI in higher education are swirling everywhere, but with technology progressing so rapidly it can seem overwhelming at times. Many of us are wondering, can we leverage AI to improve our operations – and if so, how? What are the current legal boundaries or barriers for implementation? What are some practical uses that would make a positive impact in Research Administration? This session will address these questions and more as presenters focus on emerging issues surrounding the use of AI in the academic setting.
- **When: Friday, April 26, 2024 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: “Breaking Down Silos: Creating Collaborations on your Campus”
- Presenter(s): *Abby Guillory*, Assistant Vice President, Research Enhancement, Division of Research - University of Texas Rio Grande Valley; *Emily Devereaux*, Director, Research & Grant Development; Research Training & Education - University of South Carolina; *Jeanne Vivani-Ayers*, CEO of Executive Coaching Boca LLC
- Description: Academic departments and silos make team building for proposals and projects difficult. Faculty often aren't aware of potential collaborators in other colleges on their campus or even within their own college or department. The presenters will discuss their experiences creating connections and building collaborations.
- **When: Friday, May 3, 2024 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 Eleven

- Topic: “Demystifying the Role of the Institutional Official, including Mechanisms for Managing Up”
- Presenter(s): *Dr. Robert Nobles*, Vice President for Research Administration, Institutional Official - Emory University; *Jane Strasser*, Sr Associate Vice President for Research - University of Cincinnati
- Description: During this session, the presenters will cover the following learning objectives: 1) exploring the role of the institutional official, 2) identifying key challenges currently faced by IOs, including future regulatory/cultural challenges, 3) outlining key strategies and information to enhance awareness and “managing up”, and 4) answering questions from professionals related to the institutional official and institutional management.
- **When: Friday, May 17, 2024 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: “Measuring the Impact of Research: Beyond Citations”
- Presenter(s): *Nina Gray*, Assistant Vice Provost, Research Planning and Analysis - New York University
- Description: How does the knowledge gained through academic research impact society? Although there's increasing interest in answering this question, measuring impacts on the economy, policy, health, education, and beyond has proved challenging. In this session, we will

discuss a variety of strategies and efforts that are currently underway to develop appropriate databases and metrics toward this goal.

- **When: Tuesday, June 18, 2024 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 Thirteen

- Topic: "Post Award Impacts for the 2024 UG Changes"
- Presenter(s): *Sandy Fowler*, Assistant Dean, Business Services and Post-Award Administration, College of Agricultural & Life Sciences - University of Wisconsin-Madison; *David Schultz*, Assistant Vice President, Sponsored Programs, Office of Contracts and Grants - University of Houston; *Abby Guillory*, Assistant Vice President, Research Enhancement, Office of Research - The University of Texas Rio Grande Valley;
- Description: This session will cover the 2024 Office of Management and Budget (OMB) revisions to the Uniform Guidance (2 CFR 200) with a focus on the post-award aspects of research administration. This includes a discussion of the significant changes, what challenges remain to fully implement the revision, and how institutions are adjusting their policies and procedures to incorporate the updates. Insight into how each presenter's university approached the dissemination of information and training related to the UG revisions will also be shared.
- **When: Tuesday, July 23, 2024 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 Fourteen

- Topic: "Developing a Career in Research Administration by Using your Transferable Skills, Developing New Ones, and Taking a Leap of Faith!"
- Presenter(s): *Helene Brazier-Mitouart*, Ph.D., Education Manager, Education and Training in Research Administration Office, Weill Cornell Medicine - Cornell University; *Melanie Hebl*, Research Collaboration Specialist, Sustainability Research Hub, Nelson Institute - University of Wisconsin-Madison
- Description: Research Administration is an exciting professional field. There are many opportunities for all of us research administrators to change and evolve within it, so we can make our careers fit our skills and aspirations. Whether you are thinking of working next in a Central Office position, being involved in the pre-award phase only, working in an R1 university, or a PUI ( Primarily Undergraduate Institution), there is a position for you. During this presentation, we will dive into key considerations to evaluate a possible evolution in your career and help you evaluate which transferable skills you can count on. We will also discuss how to develop new skills you may need to be successful in the new position you want to get, and what taking a leap of faith can look like as we will discuss your comfort zone and how to stretch it – or not! Join us for this interactive session.
- **When: Wednesday, August 14, 2024 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 Fifteen

- Topic: “F&A Primer”
- Presenter(s): *Wendy Meister*, Managing Director - Huron Consulting Group; *Chea Smith*, Associate Controller, Cost Analysis & Capital Equipment - Rutgers, The State University of New Jersey
- Description: This session will cover various aspects of F&A, including impacts to proposal and award budgets, preparing/negotiating the F&A calculation, institutional financial goals, etc.
- **When: Monday, September 9, 2024 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 Sixteen

- Topic: TBD
- Presenter(s): *Sana Ahmad*, Interim Director, Academic Fiscal Affairs - New York University Abu Dhabi; *Meidy Candia*, Assistant Controller, Sponsored Programs Accounting & Finance - New York University
- Description: TBD
- **When: September TBD, 2024 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 Seventeen

- Topic: “COGR Update & Your Response/Action Items”
- Presenter(s): *Lisa Mosley*, Executive Director, Office of Sponsored Projects - Yale University; *Jeremy Forsberg*, Associate Vice President, Office of Research - University of Texas at Arlington, *Zach Belton*, Senior Director - Huron Consulting Group; *Roseann Luongo*, Consulting Director - Huron Consulting Group
- Description: This session will highlight current initiatives that COGR is working on and provide an overview of what’s upcoming on the horizon in the federal regulatory environment. Panelists will also discuss responses/action items that are occurring right now at universities.
- **When: Tuesday, October 29, 2024 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.

### Special Bonus Session:

- Topic: “The Power of Dashboards: From Operational Awareness to Strategic Intelligence”
- Presenter(s): *Can Saygin*, PhD., Senior Vice President for Research and Dean of the Graduate College, The University of Texas Rio Grande Valley (UTRGV); *Arya Singh*, Assistant Vice President for Research Analytics, Division of Research, UTRGV.
- Description: This session will cover how dashboards, when developed properly, can lead an organization toward achieving strategic goals. The session will demonstrate how data can become actionable information and connect into key performance indicators. Such effective dashboards can help visualize the root cause and symptom relationships to take timely action on root causes to maximize the goals. Leadership roles in research, academic affairs, and graduate programs will benefit from this session. Subtopics include: PowerBI platform, Key Performance Indicators, Research Expenditures, Faculty Research Performance, Student Degree Progression.
- **When: Friday, November 8, 2024 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](#).

All current RAD materials (slides/videos from Fall 2021-present) are available via the [RAD 2021-2024 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](mailto: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](mailto: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