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 2024-2025 NYU NYC RAD series consists of the following sessions:

Session One

- Topic: "Supporting Faculty Success: A Customized Approach to Effective Faculty Training"
- Presenter(s): *Michelle (Mickey) Stevenson*, Assistant Vice President for Research Integrity - Rice University
- Description: Contributing to the professional development of faculty through training is an essential function of every research office. Success for a research administrator results from customizing their approach based on faculty experience, type of support, and delivery modality. This session provides various strategies for enhancing faculty's technical abilities by using evidence-based and collaborative techniques.
- **When: Thursday, December 19, 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 Two

- Topic: "Budgets Before and After the Award"
- Presenter(s): *Sean Scott,* Contracting Manager, Office of Research Administration - University of Maryland at College Park; *Carly Pigg*, Research Financial Analyst - Louisiana State University, LSU Health School of Medicine
- Description: This session will discuss probably the most important aspect of research administration, budgeting. Budgets are often the piece the institution is most concerned about being correct, and the area that investigators need the most assistance with. Processes and concepts necessary for budget creation at the proposal stage will be discussed, as well as suggested best practices for managing budgets across the life of the entire award.
- **When: Wednesday, January 15, 2025 at 1:00p-2:00p EDT**
- Where: New York University & NYU Langone Health are hosting – registrants will get a calendar invite with virtual Zoom webinar info.

Session Three

- Topic: "Lean Six Sigma for Research Administration"
- Presenter(s): *Nicole E. Quartiero,* Director, Research Project Management, Notre Dame Research - University of Notre Dame; *Amanda Breeden*, Associate Chief, Office of Research, Denver Health
- Description: Discover how transformative process improvement can be for research administration teams. This session will uncover how Lean methodologies can revolutionize research administration by improving efficiency, fostering collaboration, and streamlining workflows. This session will showcase real-world examples from seasoned research

administrators who have used simple process improvement practices to work smarter, strengthen partnerships with research teams, and achieve measurable results. Learn how Lean methodology and continuous process improvement can empower your team to drive success with simplicity and impact.

- **When: Monday, February 10, 2025 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: "Keeping Compliance Top of Mind: Proactive Strategies for Faculty and Staff Development"
- Presenter(s): *Abby Guillory*, Assistant Vice President, Research Enhancement, Division of Research - University of Texas Rio Grande Valley; Amy Flippin, Instructional Designer, Research Education and Training, NC State University
- Description: Does your faculty training often fall short, leaving you with incomplete modules, blank stares, or empty seats? In this session, we'll explore proven strategies and approaches to elevate the impact of your training efforts and contribute to a culture of compliance. You'll learn how to assess needs effectively, design and deliver engaging, impactful sessions, and foster a culture of continuous improvement.
- **When: Tuesday, March 25, 2025 at 12:30p-2:00p EDT**
- Where: New York University & NYU Langone Health are hosting – registrants will get a calendar invite with virtual Zoom webinar info.

Session Five

- Topic: "The Age of Regulatory and Non-Compliance Enforcement: What you need to know to increase coordination within your institution to stay out of the headlines"
- Moderator: *Dr. Robert Nobles,* Vice President for Research Administration, Institutional Official - Emory University; Dr. Jane Strasser, Sr Associate Vice President for Research - University of Cincinnati
- Description: The session is intended to elevate the collective awareness of research compliance and regulatory risks from across the nation, while leaving the session better prepared to have conversations within their institution to build capacity and/or preventive next steps. Attendees will: a) gain an understanding of the current regulatory environment; b) explore known and hidden research risks at institutions of higher education; c) review recent case studies of non-compliance, including potential practical and preventive solutions
- **When: Friday, April 18, 2025 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 Six

- Topic: "Navigating the New Normal of Work Post Pandemic"
- Presenter(s): Julie Demers, Director of Instruction Based and Sponsored Research - University of Bridgeport; Katrina Akioka, Research Administrator - Fred Hutchinson; *Kelly Ambrose*, Center Business Manager - Seattle Children's; *Lacey Rhea,* Research Administration Manager - Duke University
- Description: Now that we are out of the pandemic, this discussion aims to provide the pros and cons of in-person, hybrid, and remote work and concrete ways for navigating each scenario from speakers from a diverse perspective.

- **When: Friday, May 9, 2025 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 Seven

- Topic: "Be an Intentional and Effective Communicator in the World of Research Administration"
- Presenter(s): *Helene Brazier-Mitouart,* Ph.D.**,** Education Manager, Education and Training in Research Administration Office, Weill Cornell Medicine - Cornell University*; Melanie Hebl,* Assistant Director of Research Collaboration, Sustainability Research Hub, Nelson Institute - University of Wisconsin-Madison
- Description: In the workplace, we all need to get things done, and communicating with intention and clarity (both in written and spoken form) supports us in achieving that goal. In this session, we will share best practices that will make us efficient and effective communicators, independent of our audiences. We will share intentional communication strategies to improve effectiveness and reduce frustration! Join us for this discussion and to explore and practice with real case examples relevant to many workplace situations.
- **When: Thursday, June 12, 2025 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: "COGR Update and Your Institutional 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 Senior 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: Friday, July 18, 2025 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: "Leading and Managing in Research Administration - What Are The Differences?"
- Presenter(s): *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 discuss the nuances between Leadership and Management in research administration. The session will cover both theory and pragmatic applications, through case studies involving real life scenarios.
- **When: Friday, August 15, 2025 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 Ten

- Topic: "Questioned Costs: Real Challenges, Real Solutions"
- Presenter(s): *Rashonda Harris*, Adjunct Faculty Member, Johns Hopkins, Senior Consultant, Maximus; *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
- Description: This session will explore the complexities of questioned costs in sponsored research, featuring real-life examples of how they arise, strategies for successful resolution, and proactive measures to prevent future occurrences. Attendees will gain practical insights into navigating compliance challenges while safeguarding institutional integrity and fostering strong sponsor relationships.
- **When: Tuesday, September 9, 2025 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: "Cost Principles"
- Presenter(s): *Sandy Fowler*, Assistant Dean, Business Services and Post-Award Administration, College of Agricultural & Life Sciences - University of Wisconsin-Madison; *Brian Miller*, Director, Post Award Operations - Emory University; *Ashley Stahle*, Associate Director, Office of Sponsored Programs - Colorado State University; *Jamie Caldwell*, Emeritus Research Administrator, Distinguished Educator - National Council of University Research Administrators (NCURA)
- Description: Cost Principles, the principLE and not the principAL. What are they and how can they help the principAL know if a cost is allowable on a grant or not? Cost principles are the basis of determining how costs are allowable on a grant. This session will explain what the principles are and how they are applicable to every cost on a grant. Participants will learn the federal definitions and where the cost principles come from. Participants will also learn what to do when a cost is 'it depends' or falls into a gray area.
- **When: Thursday, October 23, 2025 at 2:00p-3:30p EDT**
- Where: New York University & NYU Langone Health are hosting – registrants will get a calendar invite with virtual Zoom webinar info.

Session Twelve

- Topic: "National Training Grant Community of Practice (NTGCOP) - Part 1: Pre-Award Session"
- Presenter(s): *Stephanie Scott,* Director of Policy and Research Development, Sponsored Projects Administration - Columbia University; *Dr. Liz Stein*, Director of Graduate and Postdoctoral Training and Development - Northwestern University; *Dr. Kelly Moore*, Director, Training Grant Support - Emory University; *Dr. Jaime Rubin*, Associate Dean for Graduate Affairs **-** Columbia University Medical Center
- Description: This session will introduce the research administration community to the National Training Grant Community of Practice (NTGCOP), a member organization focused on discussing NIH training grant guidelines, sharing resources and supporting training grant administration. In addition, the presenters will share evidence-based tips on how they can collaboratively work with faculty and other administrators in maximizing the competitiveness of the proposal, communicating policy changes, and collecting data from various sources for the required NIH data tables.
- **When: Thursday, November 6, 2025 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: "National Training Grant Community of Practice (NTGCOP) - Part 2: Post Award Session"
- Presenter(s): *Stephanie Scott,* Director of Policy and Research Development, Sponsored Projects Administration - Columbia University; *Dr. Liz Stein*, Director of Graduate and Postdoctoral Training and Development - Northwestern University; *Dr. Kelly Moore*, Director, Training Grant Support - Emory University; *Dr. Jaime Rubin*, Associate Dean for Graduate Affairs **-** Columbia University Medical Center
- Description: Now that you've received your notice of award for an NIH training grant, what's next? In this session, the presenters will guide you through the essential steps for effective financial and administrative management of your grant. We will discuss best practices for budgeting, compliance with NIH regulations, reporting requirements, and strategies to ensure the successful implementation of your training program.
- **When: Thursday, November 20, 2025 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 2021-2025 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