# 2016 SPaRC Retreat Session Descriptions

## Morning Plenary Session

**START myResearch**

With the successful implementation of myDisclosures myResearch Portal, and myProposals, the University has put in place a foundational tool to improve our digital sponsored project management and administration. This session will highlight the ongoing efforts to improve our tracking, reporting, and management tools. We will share the next e-evolution in proposal submission with the upcoming deployment of the Proposal Development module and we will discuss related electronic research initiatives being developed to ease the burden of supporting sponsored projects.

*Brian Rogers, Assistant Director – Proposals, Office of Sponsored Programs*

*Youngwook Song, Associate Director – Research Administration Technology Services, AITS*

## Afternoon Concurrent Session #1

### Best Practices for Preparing a Proposal/Proposal Submission

Do you have questions about proposal preparation or the proposal submission process? If the answer is yes, you’ve come to the right place! OSP representatives will engage in interactive dialogue to discuss some of the best practices for preparing a proposal and proposal submission. Topics include developing a timeline for submission, reviewing the sponsor’s guidelines for important information, ensuring compliance with institutional policies and procedures, submitting proposals to OSP, and more!

*Geoff Dehler, Senior Proposal Coordinator, Office of Sponsored Programs*

*Tim Tufte, Pre-Award Shared Services Coordinator, Office of Sponsored Programs*

## Department Hot Topics

Do you often wonder how other units handle typical issues that face grants administrators? Engage in an interactive dialogue to address such questions as: How does your unit handle PIs that always submit at the last minute? Or how does your unit address questioning PIs for more information to validate expenses to grants to meet payables and compliance requirements without offending them?

*Liz Clawson, Director of Business Operations, Applied Health Sciences*

*Cindy Dillman, Director, College of Veterinary Medicine Service Center*
### Fraud, Waste, and Abuse in Sponsored Research

This session will consist of case-study-style discussion of recent, actual, fraud cases in higher education sponsored research. We will present findings and outcomes of the cases and lead an interactive discussion of control omissions or mitigating controls.

| Darla Hill, Director of Audits, Office of University Audits |
| Teri Travis, Enterprise-Wide Auditor, Office of University Audits |

### Subrecipient Monitoring – Roles & Responsibilities – What have I gotten myself into?

To say it takes a village may be cliché, but from the moment a researcher starts searching for funding all the way through award close out, we all...OSP, POST AWARD, Departmental Folks, and Researchers...play an important role in fostering the relationship between the University and its subrecipients. Understanding that we all have an important role in this relationship and its success is a great place to start. During this brief session, we will highlight some key points of how we can work together to appropriately monitor the activities of our subrecipients to ensure our ability to meet the requirements of the prime funding agency.

| Carrie Blount, Senior Coordinator – NSF Awards, Grants and Contracts Office |
| Amy Brooks, Assistant Director – Awards, Office of Sponsored Programs |
| James Wade, Director of Budget & Resource Planning, ACES Administration |

### Afternoon Concurrent Session #2

### Ask HR!

Learn more about the latest hot topics in HR! This session will include a discussion on the upcoming changes to the Fair Labor Standards Act (FLSA) salary threshold and overtime pay protections and how these changes impact sponsored projects.

| Jayne Goby, Associate Director, Grants and Contracts Office |
| Sandy Jones, Associate Director, Academic Human Resources |
| Deb Stone, Director, Academic Human Resources |
| Lori Willoughby, Executive Director of Engineering HR, Engineering Administration |
### Complex Negotiations

Negotiations that may require: working with multiple campus units to assess impact on University, cross-departmental collaboration, multi-layered agreements for one initiative, and addressing multiple clauses of concern

**Robin Beach, Assistant Director - Awards, Office of Sponsored Programs**

**Julie Robinson, Senior Award Negotiator, Office of Sponsored Programs**

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### Cost Transfers – Policy Updates & Best Practices

This session will include a discussion on the updated OBFS Sponsored Projects Cost Transfers policy and procedures. Topics will also include cost transfer tips and best practices, as well as a discussion on challenges departments encounter when dealing with the cost transfer process.

**Sarah Lorbiecki, Assistant Director – NSF Awards, Grants and Contracts Office**

**Kendra Shaffer, Business/Admin Associate, TBH Business Services, FAA**

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### Pre/Post-Award Hot Topics

Hear from representatives from the Office of Sponsored Programs and the Grants and Contract Office on current pre and post-award administration topics. Get your pre-submitted questions answered by those in the know!

**Missy Beck-LeFaivre, Senior Award Negotiator, Office of Sponsored Programs**

**Joy Fuller, Assistant Director – Misc Fed Awards, Grants and Contracts Office**

**Alison Morgan, Assistant Director, Grants and Contracts Office**

**Brian Rogers, Assistant Director - Proposals, Office of Sponsored Programs**

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### Afternoon Plenary Session

**Overview of New Research Policies & Procedures**

This capstone session will focus on reviewing new campus policies and procedures impacting the administration of the institutional sponsored portfolio. An update will be provided as to the status of the new and proposed policies and their associated procedures. In addition, we will solicit audience feedback as we discuss a few key policies and practices that are in draft or are being conceptualized.

**Linda Gregory, Interim Director, Grants and Contracts Office**

**Dave Richardson, Associate Vice Chancellor of Research and Director, Office of Sponsored Programs**