2024 SPaRC Retreat Session Descriptions

Afternoon Concurrent Sessions

AI in Sponsored Research

Join us for an insightful breakout session where we delve into the transformative role of Artificial Intelligence in enhancing sponsored research. We'll explore how AI can streamline workloads, examine the array of tools currently available, and discuss the potential risks involved in integrating AI into research processes. Additionally, we'll shed light on how Sponsored Programs Administration (SPA) is adopting AI to innovate their operations and procedures. This session is designed for participants to gain a thorough understanding of AI's impact on research administration and to foster discussions on the future of AI in academic research settings.	**Dan Harmon,** *Director, Data and Systems, Sponsored Programs Administration (SPA)*

Understanding and Maximizing Limited Submission Opportunities

Join Richard Sallee, the seasoned Limited Submission Manager at OPD, for a presentation on navigating campus limited submissions. With nearly a decade of expertise in this domain, Richard will guide you through understanding what are limited submissions, detailing the internal submission process, essential tips for success, and staying connected as these funding opportunities span across all disciplines. Don't miss this opportunity to empower your team with the knowledge and tools needed to excel in the competitive landscape of limited submissions.	**Richard Sallee,** *Limited Submission Manager, Office of Proposal Development, Office of the Vice Chancellor for Research and Innovation (OVCRI)*

Researcher Starter Kit: Setting Up New & Junior Faculty for Success

Help turn anxious new and junior researchers into sponsored project rockstars, who understand your processes and appreciate all you have to offer. This session will review common mistakes, frequently asked questions, and need-to-know basics for new (or new-to-you) faculty and research staff, and how to mitigate potential confusion. We'll offer useful models for communicating processes, answering questions, and providing resources to help you help them get set up for successful submissions.	**Alaine Martaus,** *Research Development Coordinator, National Center for Supercomputing Applications (NCSA)* **Tamara Roosevelt,** *Proposal Development Lead, National Center for Supercomputing Applications (NCSA)*

Simple Strategies to Support Whole Person Well-being

In this session, *Simple Strategies to Support Whole Person Well-being*, Colleen Crawford and Joy Brownridge will share helpful practices and techniques to enhance whole-person well-being. Attendees will participate in brief movement and mindfulness exercises, develop their awareness of their current well-being state, and explore ways to approach obstacles that may arise along their wellness journey. While many of the tips and resources can be used to ease your work stress, they will also help you keep total wellness in the forefront of your mind on a daily basis.

Joy Brownridge, *Assistant Director of Organizational Effectiveness, System Human Resource Services*

Colleen Crawford, *HR Communications Associate, System Human Resource Services*

Audits Are a Good Thing...Mostly!!

Has your grant been tested in an audit? No? This session will provide a general overview of the audit process as well as provide best practices to proactively prepare. We will discuss areas to focus on, while emphasizing how communication and documentation are vital for success. By arming you with suggestions we have learned during various engagements, we hope to set you and your unit up for a finding-free review.

Ryan Holmes, *Assistant Director, Audit and Compliance, Sponsored Programs Administration (SPA)*

Cheryl Howerton, *Director, Audit and Compliance, Sponsored Programs Administration (SPA)*

Kristie Lamoreux, *Associate Director, Audit and Compliance, Sponsored Programs Administration (SPA)*

Mastering Proposal Review Feedback: Strategies for Success

Aiming to submit a flawless proposal to SPA? This session will guide you through understanding and addressing your Proposal Coordinator's feedback. Learn to identify common errors, effectively collaborate with your coordinator, and implement best practices to minimize future issues. Join this session to enhance your proposal submission skills and ensure a smoother review process.

Katie Bateman, *Assistant Director, Proposals, Sponsored Programs Administration (SPA)*

Rosalyn Maziarka, *Proposal Coordinator, Sponsored Programs Administration (SPA)*

Subaward Processing and Monitoring at the Department Level

This session will provide an in-depth look at effective strategies for monitoring multiple subawards, identifying necessary modifications, and tracking invoices. Participants will learn best practices for ensuring compliance, optimizing oversight, and leveraging tools to streamline subaward management processes.	**Justine Story**, *Director of Budget and Resource Planning, Institute for Genomic Biology* **Maryl Wildermuth**, *Grants and Contracts Specialist, Institute for Genomic Biology*

Department Roundtable Discussions

Table #1 How to Manage Cost Share Commitments Guidance for departmental administrators to manage cost share commitments across the sponsored lifecycle of an award. Join this roundtable to discuss various tracking methods such as how to track cost share commitments for faculty and third parties to ensure cost share requirements are met at the end of a sponsored project. We will also discuss resources available on campus to help you track cost share.	**Madison Huckstep,** *Grants and Contracts Coordinator, Prairie Research Institute*
Table #2 Anticipation Accounts and Mitigating Risks Attend this roundtable to learn how to maximize the benefits and avoid the pitfalls of anticipation accounts. We'll discuss strategies for effectively utilizing anticipation accounts while mitigating risks. Participants will gain practical insight and best practices of grant management processes related to anticipation accounts to enhance research outcomes.	**Traci Quigg Thomas,** *Sponsored Project Coordinator, Fine and Applied Arts Administration*
Table #3 Fostering a Positive and High-Functioning Team in a Hybrid Workplace Hybrid work environments are here to stay. This departmental roundtable will discuss strategies for providing research support to faculty remotely, communicating with and unifying a dispersed work force, and maintaining work/life balance while staying motivated and productive.	**Susan Lafferty,** *Assistant Director for Research Administration, School of Information Sciences*

Table #4 Cultivating Successful Relationships Across the Sponsored Project Lifecycle	**Susie Zukosky,** *Assistant to the Chair, Astronomy*
This session focuses on how to build relationships in the sponsored research community at Illinois. The framework of the interactive discussion will provide salient points from Professor Kelvin K. Droegemeier's "Demystifying the Academic Enterprise" interwoven with Chaz Ebert's book "It's time to Give a FECK" that emphasizes elevating humanity through forgiveness, empathy, compassion, and kindness. Both authors are committed to making the UIUC campus and the broader community successful and competitive on the global stage. There are many people who touch a research dollar, and although our functions and hats that we wear can be different, we need to find common ground on our mutual goals. The challenge is to communicate with different people and offices in a better way, and this session is the first step.	