Committee on the Administration of Research
AGENDA
February 18, 2010

Welcome

Updated Membership List

OSP Updates

OSP Reorganization – New Team
Phase II (Preaward) Implemented January 11, 2010
Phase III (Award) – Mapping Underway
Clinical Trial Assignments within OSP
Centers and Institutes – Reporting?
Training – NCURA TV

G&C Updates

Acting Director
Status of search for new director
Effort Reporting

Subgroup Updates

- Industry Funds – Melanie Wiggins
- Effort and Effort Reporting – Sharon Dawson
- Faculty Training – Annie Publow
- Subaward Process Review – Billie Martin-Lowry

Member Updates/Topics

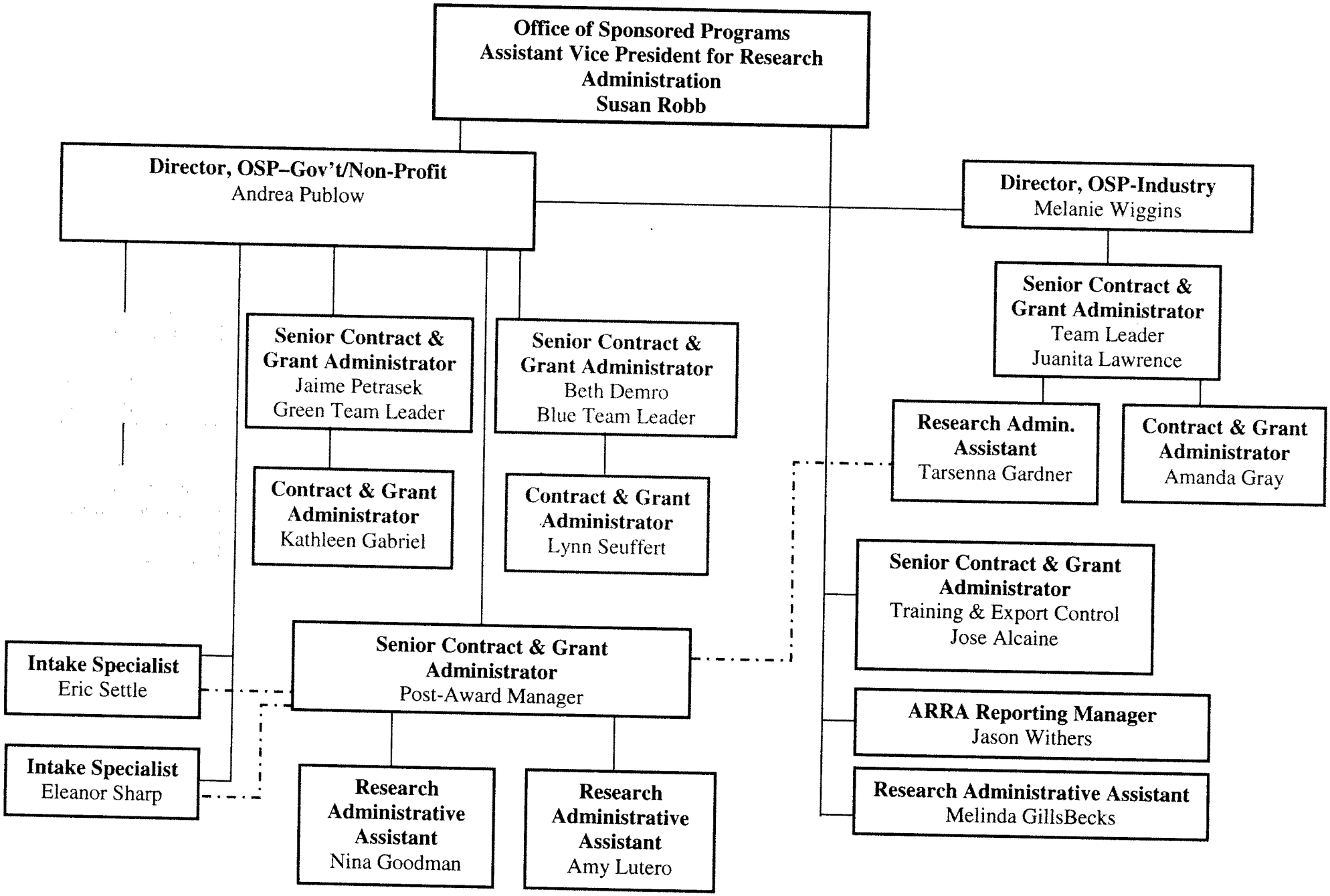
Future Dates for CAR Meetings – all at 3:00 p.m. – Place to be determined
May 20, 2010 – Ward Room, Larrick Hall
August 19, 2010 – Monroe Park

Future Dates for RACM Meetings – all at 3:00 p.m.
May 27, 2010 – MPC – Student Commons, Commonwealth Ballroom A-B
September 16, 2010 – MCV – Place to be determined

Research Administration and Compliance Meeting, Wednesday, May 27, 2010

Draft Agenda

- OSP Reorganization – Gold Team
- VCUeRA Workflow Updates



February 2010

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Schedule

Satellite Broadcast Workshop Series Schedule

The cost of the full series (all four workshops) is $2,950 per campus. To purchase an individual session the cost is $975.00 per campus. All Workshops will be broadcast via digital signal transmission from 11:30 am - 3:30 pm, Eastern Time. NCURA will transmit a digital test signal one hour live (10:30 - 11:30 am, Eastern Time) prior to air time.

Managing Financial Requirements of Awards
January 26, 2010 · Program Details

Critical Issues for the Department Administrator
March 23, 2010 · Program Details

Non-Financial Research Compliance
June 15, 2010 · Program Details

Negotiating Federal Contracts and Pass-Through Awards
September 21, 2010 · Program Details

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Critical Issues for the Department Administrator

March 23, 2010

Successful administration of sponsored projects starts with the Department Administrator. With all of the rules, regulations, and audit scrutiny, effective day-to-day management is critical. This program will discuss strategies for proposal budgeting, and managing and monitoring expenditures, PI effort, procurement card use to avoid cost transfers. This program will also address the different strategies necessary for managing different types of sponsored awards e.g., contracts vs. grants. The program is designed to share best practices and tools required by departmental administrators who support sponsored projects, including those involved with proposal preparation, those who originate or approve transactions on sponsored accounts, and those who review or monitor expenditures on sponsored projects.

Learning Objectives

- Participants will learn how departmental administration of sponsored projects fits into overall institutional compliance.
- Participants will learn how the OMB circular requirements translate into effective day-to-day account management.
- Participants will gain an overview of how different types of sponsored agreements can require different management strategies.
- Participants will gain access to policies, tools, and resources to guide them in their daily work.

Moderator: **Patricia Hawk**, Director, Office of Sponsored Programs, Oregon State University
Panel: **Samantha Westcott**, Grants Manager, Division of Biology, California Institute of Technology; **Lillie Ryans-Culclager**, Director of Contracts, SRI International; **Aimee Howell**, Assistant Director for Finance and Administration, University of Maryland Center for the Advanced Study of Language

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Managing Financial Requirements of Awards

January 26, 2010

Awards for extramural funding carry a variety of requirements and restrictions. Appropriately administering awards will require policies and procedures and, potentially, electronic systems to meet a myriad of financial and administrative responsibilities. This program will focus on the Office of Management and Budget (OMB) Circulars related to financial and administrative issues for universities and non-profit organizations. The session will also address issues related to financial management of grants and contracts from various sources while sharing recent developments and best practices.

Learning Objectives

- Participants will review the regulatory framework for financial and administrative compliance requirements that is provided through OMB circulars and will learn various approaches used to implement the requirements.
- Participants will learn about systems designed to handle additional contract-related requirements - e.g., complex financial and programmatic invoicing; reporting and collections; and insight into sponsor- required approvals and systems.
- Participants will learn how institutions are approaching many of the newest financial issues: data collection and reporting including subrecipient reporting, required in relation to American Recovery and Reinvestment Act of 2009 (ARRA) funding and by the Federal Funding Accountability and Transparency Act (FFATA).

Moderator: **Jane Youngers,** Assistant Vice President for Research, University of Texas Health Science Center at San Antonio

Panel: **Rob Barbret,** Director of Sponsored Programs, Controllers Office, University of Michigan; **Tracey Fraser,** Senior Director, Financial Services, California Institute of Technology; **Lisa Gentry,** Assistant Dean, Finance & Administration, College of Education, University of Arizona

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Non-Financial Research Compliance

June 15, 2010

Given the continuously changing research environment, central and departmental administrators have had to equip themselves with the latest information in order to respond to and manage their institutional research efforts. Research administrators must familiarize themselves with the various research compliance areas that will impact their daily activities, such as research integrity, conflict of interest, protection of human subjects, care and use of animals in research, use of hazardous agents and recombinant DNA. To assist with daily decision-making, this program will include information on regulatory requirements and recent developments in relation to research compliance. Institutions can benefit by learning how others are adapting to the continuously changing research environment.

Learning Objectives

Participants will have a better understanding of the principles, requirements, and best practices in relation to:

- Research and scientific integrity
- Responsible conduct of research
- Care and use of laboratory animals
- Human subjects protection
- Use of hazardous materials, including rDNA
- Conflict of interest oversight update

Moderator: **Robert Lowman**, Associate Vice Chancellor for Research, University of North Carolina at Chapel Hill

Panel: **Jilda Garton**, Associate Vice Provost for Research and General Manager of GTRC/GTARC, Georgia Institute of Technology; **Jamie Caldwell**, Director, Office of Research Services for the Health Sciences, Loyola Medicine, Loyola University Chicago; **Sharon DeMarse**, Senior Financial Analyst, Clinical Science Unit, Lombardi Comprehensive Cancer Center, Georgetown University Medical Center

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Negotiating Federal Contracts and Pass-Through Awards

September 21, 2010

Award negotiation encompasses a scope of activities between proposal submission and award acceptance. The successful negotiation of federal contracts and federal pass-through subcontracts is becoming increasingly complex due to a range of issues - such as troublesome terms and conditions, export control concerns, and new legislation regarding privacy protections, to name just a few. This session is designed to benefit individuals involved in negotiating agreements with federal and federal pass-through entities, as either prime awardees or subawardees, and will include some discussion of complex federal grants and cooperative agreements.

Learning Objectives

Participants will develop a better understanding of, and a resource toolkit for addressing, the following aspects of contract negotiation:

- The structure of the Federal Acquisition Regulation (FAR), codified as Title 48 of the Code of Federal Regulations, and some of the resources to aid understanding and interpretation of contract terms.
- Troublesome clauses related to intellectual and other property, publication restrictions, cost-reimbursement and fixed-price costing options, and new privacy-protection laws as they impact universities.
- Contract terms related to termination for convenience, small business subcontracting, stop work orders, and equipment ownership.
- Negotiation planning, strategies, techniques, and approaches to developing alternative language and solutions.
- An overview of some of the electronic award systems used by various sponsors.

Moderator: **David Richardson**, Associate Vice President for Research, The Pennsylvania State University

Panel: **Vincent A. "Bo" Bogdanski**, Assistant Director, Office of Sponsored Programs, Colorado State University; **Michele Codd**, Administrative Director, Institute for Software Integrated Systems, Vanderbilt University **Randall Draper**, Director, Office of Contracts & Grants, University of Colorado at Boulder

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Virginia Commonwealth University and VCU Medical Center are endeavoring to bridge bench to bedside. To improve human health, scientific discoveries must be translated into practical applications. Such discoveries typically begin at "the bench" with basic research — in which scientists study disease at a molecular or cellular level — then progress to the clinical level, or the patient's "bedside."[1]

Clinical trials is the link between bench and bedside in discovering safer or more effective methods to screen for, prevent, diagnose, or treat diseases.

1 National Institutes of Health Roadmap for Medical Research. nihroadmap.nih.gov

Questions and answers adapted from Understanding Clinical Trials. ClinicalTrials.gov, and National Institutes of Health Clinical Center. cc.nih.gov

www.clinicaltrials.vcu.edu

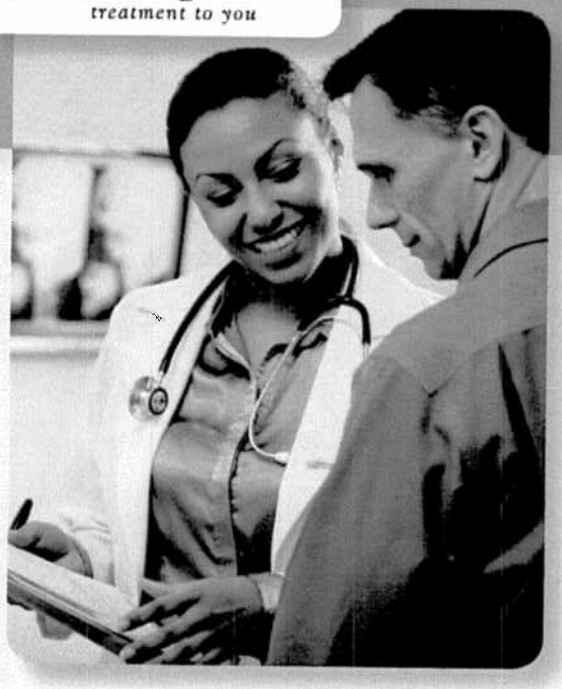
VCU Medical Center
Virginia Commonwealth University

Clinical Trials at VCU
Virginia Commonwealth University

Discovering
through research

Translating
research to treatment

Delivering
treatment to you



Every Day, A New Discovery.

Frequently asked questions

Frequently asked questions (FAQs) provide information about clinical trials. In addition, it is often helpful to talk to a physician, family members, or friends about deciding to join a trial. After identifying some trial options, the next step is to contact the study research staff and ask questions about specific trials. **www.clinicaltrials.vcu.edu/faq.html**

Choosing to participate in a clinical trial is an *important personal decision.*

What should you consider before participating in a clinical trial?

You should know as much as possible about the clinical trial and feel comfortable asking the members of your health care team questions about it. The following questions may be helpful for you to discuss with your health care team.

- What is the purpose of the study?
- Why do researchers believe the treatment being tested may be effective?
- Has it been tested before?
- What kinds of tests and experimental treatments are involved?
- How do the possible risks, side effects, and benefits in the study compare with my current treatment?
- How might this trial affect my daily life?
- How long will the trial last?
- Will hospitalization be required?
- Who will pay for the experimental treatment?
- Will I be reimbursed for other expenses?
- What type of long-term follow up care is part of this study?
- How will I know that the experimental treatment is working?
- Will results of the clinical trial be provided to me?
- Who will be in charge of my care?

How to learn more?

Learn answers to more FAQs and terms commonly used in clinical trials. Search for clinical trials

at VCU and VCU Medical Center. New studies are added often, so if you don't find one that suits you or a loved one, check back again soon.

www.clinicaltrials.vcu.edu