R.A.I.S.E. Research Administration Information Sharing & Education - Cohort Series

The R.A.I.S.E. Series is a cohort style training program led by Carnegie Mellon’s own subject matter experts who will cover a wide variety of general research administration topics, as well as processes and procedures that are unique to CMU. The series will begin in September 2017 and will feature a curriculum of 15 core sessions, ranging from proposal initiation through award closeout and audit, and one final (optional) closing session. Please review the session schedule below for detailed information.

Registration for the R.A.I.S.E. Series will be available via FocusU beginning on Tuesday, August 2nd. Attendance for this cohort will be limited and participants are expected to attend all 15 sessions.

Please feel free to share this information with other CMU research administrators who may have an interest in the program. For questions, contact Rhonda Kloss at rkloss@andrew.cmu.edu or x8-1015.

Session Schedule

**CREATING, FINDING, AND RESPONDING TO RESEARCH OPPORTUNITIES | SEPTEMBER 11, 2017 9:00 A.M. – 11:30 A.M.**

*Presenters: Vijayakumar Bhagavatula, Interim Vice Provost for Research; Tim McNulty, AVP of Government Relations; Mark Nolan, Executive Director of Corporate & Institutional Partnerships*

This session will focus on identifying research opportunities, understanding the requirements and parameters governing applications, and creating opportunities through connecting resources.

**ETHICS IN RESEARCH ADMINISTRATION & UNDERSTANDING A REQUEST FOR PROPOSAL | SEPTEMBER 27, 2017 9:00 A.M. – 11:30 A.M.**

*Presenters: Liz Fox, Assistant Dean for Research, CFA; Sharon McCarl, Associate Dean of Financial Affairs, MCS*

This session will walk you through how to read and interpret a Request for Proposal as well as discuss the responsibilities of the university and research administrators as financial stewards of external funds.

**PREPARING PROPOSAL BUDGETS | OCTOBER 10, 2017 9:00 A.M. – 12:30 P.M.**
Presenters: Anne Marie Bosnyak, Sr. Director of SPA & Cost Analysis; Liz Fox, Assistant Dean for Research, CFA; Sharon McCarl, Associate Dean of Financial Affairs, MCS

This session will focus on creating a budget for a proposal and the routing process for proposal review at CMU. Topics will include the Uniform Guidance cost principles, direct and indirect costs, salary caps, cost sharing and administrative fees. There will also be a discussion of the differences in applying to federal and non-federal sponsors.


Presenters: Joanne Kyriacopoulos, Contracts Manager, NREC; Jarrod McAdoo, Director, Procurement Services; Heather Maxfield, Manager, Procurement Services; Greg Smith, Subcontract Administrator, OSP

Have you been assigned to prepare a proposal in response to a Broad Agency Announcement (BAA) or a Request for Proposal (RFP) or from a large defense company and don’t know where to start? Are you working with an industry sponsor who has never worked with a university? Have you ever wondered what our requirements are related to small business utilization? This session will discuss all of these topics while explaining how to submit a compliant and compelling proposal from CMU in response to these proposal announcements.

Successful Preparation of NSF and NIH Proposals at Carnegie Mellon | November 7, 2017 9:00 A.M. – 11:30 A.M.

Presenters: David Casillas, Business Manager of Biological Sciences, MCS; Rebecca Pawlikowsky, Research Administrator, OSP

This session will take what you learned from previous sessions and apply it to completing application forms, specifically National Institutes of Health (NIH) and National Science Foundation (NSF). Electronic applications will be used in the session. The focus will be on completing an error-free application following standard agency guidelines.

OSP Structure and Award Negotiation Process | November 28, 2017 9:00 A.M. – 11:30 A.M.

Presenters: John Porco, Contracts Officer, OSP; Julia Sobol Dzurino, Contracts Officer, OSP

How do I submit my proposal and award through the Office of Sponsored Programs (OSP)? What are the parts of the proposal and award process for which OSP is responsible? What responsibilities do the PI and department have? What questions should be raised when proposing to expedite the award negotiation? Who does what in OSP? This session will provide guidance and instruction to get you from the proposal submittal to the award process and will discuss the hurdles, contacts, processes, forms, and required signatures.

Federal Contract Terms/Unfunded Agreements | December 12, 2017 9:00 A.M. – 11:30 A.M.

Presenters: John Porco, Contracts Officer, OSP; Julia Sobol Dzurino, Contracts Officer, OSP
FAR, FAR away – we all wish these clauses were “FAR” from our federal primes and federal flow down agreements, but the nature of our research requires CMU to conduct work in accordance with the regulations. This session will provide information on the Federal Acquisition Regulation (FAR), the clauses that are critical to the university, and those clauses that industry may accept that the university cannot.

**RESEARCH COMPLIANCE BASICS: EXPORT CONTROLS AND CONFLICT OF INTEREST | JANUARY 9, 2018 9:00 A.M. – 11:30 A.M.**

**Presenters:** Stacey Becker, Program Manager-Conflict of Interest, Regulatory Compliance; Matt D’Emilio, Director, UCO; Erin McBride-Lovas, Manager-Export Compliance, Regulatory Compliance; Ann Mathias, Assistant Vice President, Regulatory Compliance

This session will introduce you to some of the most important topics and resources for these two important areas of research compliance. The Export Basics training will provide a brief overview and focus on topics relevant to the university research community such as: international research, hosting foreign visitors, shipping items to another country, fundamental research exclusion, international proposals and agreements reviews, and provide real life examples of when to contact Export Compliance for assistance. The Conflict of Interest discussion will focus on case studies, federal regulations, and CMU policies related to disclosure and management of personal, financial, and organizational conflicts of interest.

**COMPLIANCE: ANIMALS, HUMANS, EHS (CHEMICALS, RADIATION & BIOSAFETY) | JANUARY 23, 2018 9:00 A.M. – 11:30 A.M.**

**Presenters:** Andrew Lawson, Biological & Rad Safety Manager, EH&S; Ann Mathias, Assistant Vice President, Regulatory Compliance; Terri Meroli Reiche, Director of IRB & IACUC, Regulatory Compliance

This session will introduce the participants to the regulatory, safety, and ethical responsibilities of conducting research with animals, humans, and regulated hazardous materials.

**PROPERTY MANAGEMENT & TECHNOLOGY TRANSFER | FEBRUARY 6, 2018 9:00 A.M. – 11:30 A.M.**

**Presenters:** Cindy Chepanoske, Manager, Business Development & Licensing, CTT; Anita Jesionowski, Sr. Manager, Business Development & Licensing, CTT; Beth McShane, Manager, Property Accounting; Pat Roach, Assistant Manager-Property & Space Accounting, Property Accounting; Julie Tilton, Buyer-Chemical Engineering, CIT

This session will focus on what should be considered when managing university equipment and intellectual assets, as well as where to find help at Carnegie Mellon with understanding all of the applicable laws and regulations pertaining to these assets.

**SUB-AWARDS/PROFESSIONAL SERVICE AGREEMENTS & SUPPLIER CONTRACTS/PROCUREMENTS ON SPONSORED AWARDS | FEBRUARY 20, 2018 9:00 A.M. – 11:30 A.M.**

**Presenters:** Matt D’Emilio, Director, UCO; Jarrod McAdoo, Director, Procurement Services; Greg Smith, Subcontract Administrator, OSP;

This session will cover the who, what, where, and how of subcontracts, professional service agreements (PSAs), supplier contracts, and procurements under sponsored research funding. This session will also cover the difference between the
Office of Sponsored Programs (OSP) and the University Contracts Office (UCO) and the information required for each at the time of procurement.

**POST AWARD NON-FINANCIAL ADMINISTRATION | MARCH 6, 2018 9:00 A.M. – 11:30 A.M.**

*Presenters: David Thomas, Manager of Post Award Accounting, SPA; Rob Kearns, Manager, OSP; Sophie Park, Research Administrator, CIT Research Administration and Compliance*

This session will introduce the participants to the different aspects of Post Award Non-Financial Administration. The goal will be to give the participants a better understanding of the roles, responsibilities and stumbling blocks from an Office of Sponsored Programs (OSP), Sponsored Projects Accounting (SPA) and Departmental Administration perspective.

**PLAYING BY THE RULES - 2 CFR 200 (UNIFORM ADMINISTRATIVE REQUIREMENTS, COST PRINCIPLES AND AUDIT REQUIREMENTS FOR FEDERAL AWARDS) | MARCH 20, 2018 9:00 A.M. – 11:30 A.M.**

*Presenters: Anne Marie Bosnyak, Sr. Director, SPA & Cost Analysis; Rhonda Kloss, Director of SPA; Christine Lamanna, Manager of Cost Analysis & Audits; Leslie Levine, Director, Dietrich Research Office*

The Uniform Guidance anchors policy and practice with regard to the administration of sponsored funds and provides standards for obtaining consistency and uniformity among federal agencies for the audit of awardees. This session will provide an overview of the guidance as well as discussion of the cost, administrative and audit principles that are most important to research administrators.

**POST AWARD FINANCIAL ADMINISTRATION | APRIL 9, 2018 9:00 A.M. – 11:30 A.M.**

*Presenters: Beth Callaway, Assistant Director, University Receivables; Teri McCort, Compliance Specialist, SPA; Russ O’Lare, Business Manager of Machine Learning Department, SCS*

This session will explain the financial administration, billing, and closeout of sponsored awards from the time of award setup to completion.

**DATA, SECURITY, & RISK MANAGEMENT | APRIL 24, 2018 9:00 A.M. – 11:30 A.M.**

*Presenters: Melanie Lucht, Sr. Manager-Disaster Recovery & Business Continuity, Computing Services; Laura Raderman, Policy & Compliance Coordinator, ISO; Lisa Zilinski, Research Data Consultant, University Libraries*

Request for Proposals (RFPs) and awards increasingly come with strings attached. This session will provide an overview of risk management principles and explore their application to the evolving landscape of data security and research data...
management, along with the roles, responsibilities, and university resources available for meeting sponsor requirements throughout the project/proposal life cycle.

**CLOSING AND REVIEW | MAY 8, 2018 9:00 A.M. – 11:30 A.M.**

This optional session will wrap up the series and may provide an overview of topics to be determined by the cohorts. Certificates for completing the series will be awarded at this session.