

**Virginia Chapter  
Society of Research Administrators  
Spring Meeting 2001**

*Professional Development for the 21<sup>ST</sup> Century Research Administrator*

**hosted by Virginia Tech**  
held at the German Club Manor  
Blacksburg, Virginia

**Wednesday, May 16 & Thursday, May 17, 2001**

VA-SRA Officers 2000-2001

Anne Womack (William & Mary), president  
Janet Hahn (Radford U), president-elect  
Billie Martin-Lowry (VCU), treasurer  
Diana Vincelli (secretary)

Spring Program Committee

Janet Hahn (Radford U)  
Pat Hobbs (Virginia Tech)  
Bill McDermott (UVA)  
Ann McGuigan (GMU)  
Karen Newman (VCU)  
Diana Vincelli (U Richmond)

DIRECTIONS: <http://www.unirel.vt.edu/campusguide/info/dir.html>

To Virginia Tech from Route 81: Take Exit 118B onto U.S. 460 West. This is a new exit, south of Exit 118C (the former Exit 118) that connects directly to the Christiansburg Bypass. Follow the signs for Blacksburg/Virginia Tech.

Merge onto North Franklin Street after 3.5 miles. Drive 2.7 miles, through seven traffic lights, to the eighth traffic light, at Yellow Sulphur Road. Immediately beyond this traffic light, Business U.S. 460, South Main Street, exits to the right. U.S. 460 West, signed for "Virginia Tech, Bluefield" continues straight ahead.

Drive for 2.5 miles on U.S. 460 to the traffic light at VA 314, Southgate Drive. Turn right onto Southgate Drive. There is a campus map a quarter-mile on the right and the Visitor Information Center is a half-mile from U.S. 460 on the right. Proceed less than one mile. German Club is a stone building just past the rear of the football stadium on your right on Southgate Drive. There is a sign that says German Club Manor.

Note: you will pass Microtel and Comfort Inns before you reach the point that 460 Business branches off to the right. Amerisuites is reached via the exit after Southgate Drive.

QUESTIONS PERTAINING TO THE SITE: Call Linda Goad at 540-231-9374

HOTEL SUGGESTIONS

Amerisuites (new)	(540) 552-5636	\$69	2 mi.
Microtel Inn & Suites (new)	(540) 381-0500	\$39	5.5 mi.
Sheraton (Four Points)	(540) 552-7001	\$82	.5 mi.
Comfort Inn	(540) 951-1500	\$51	4 mi.

**VA-SRA  
Spring Meeting 2001**

**REGISTRATION FORM**

Name \_\_\_\_\_

Title \_\_\_\_\_

Department \_\_\_\_\_

Institution \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Date(s) attending \_\_\_\_\_

Telephone \_\_\_\_\_

Fax \_\_\_\_\_

E-mail \_\_\_\_\_

<b>PRICE for the 2-day meeting:</b>	\$50	\$40 (early bird)
<b>One day only:</b>	\$35	\$30 (early bird)

**VA-SRA Annual fee:** \$15

Annual VA-SRA dues are required for those who did not pay this past fall.

**Note:** early bird means registration with check or "pre-pay" purchase order has been received by the Treasurer on or before May 1 (post-marks do not count).

Make checks (preferable) or PO's **PAYABLE TO: VA-SRA** and mail to:

Virginia Commonwealth University  
Rehab Research Training Center  
**Attn: Billie Martin-Lowry**  
1314 W. Main Street  
Box 842011  
Richmond, VA 23282-2011  
Fax: 804-828-2193; Phone: 804-828-2433

## AGENDA

### Day 1: Wednesday, May 16, 11:30-5

11:30-1:00     **Registration, lunch**, with opportunities to **network**

1:00-1:25     **Welcome**

*Pat Hobbs, Host Coordinator*

*Charles Steger, President, Virginia Tech*

*David Richardson, Interim Associate Director of Sponsored Programs, VT*

*Anne Womack, President VA-SRA*

*Julie Cole, president-elect, SRA International*

1:30-3:00     **Ethics and Leadership**

*Ann McGuigan, Director of Sponsored Programs, George Mason University*

When confronted with a complicated problem, what is the decision-making process you consider? Fiscal, compliance, and other issues will be introduced and discussed. The format of this highly interactive session will be case study discussions in small groups directed by experts, each focusing on a different topic. Participants may select their topic of choice. Reporting and discussion follow.

3:00-3:15     **Break** for coffee/soda

3:15-5:00

**A: Orientation/Overview of Research Administration**

*Bill McDermott, Curry School of Education, University of Virginia*

*Eunice Carwile, Dir., Corp. & Foundation Relations, Hampden-Sydney College*

Introduction to research administration for the newcomer to research administration, those new to VA-SRA, or those wanting an overview of the business beyond their jobs. This session includes networking opportunities and distribution of resource materials.

**B: Compliance - It's All about Communication**

*David Hudson, Associate V.P. for Research, University of Virginia*

*Julie Cole, Exec Di.r of the Division of Research Programs & Partnerships, Wake Forest University*

*Janet Hahn, Exec. Dir. of Sponsored Programs & Grants Management, Radford University*

Whether you are a one-person office, departmental administrator, compliance officer, or central office staff, compliance is for everyone. This highly interactive session will pose questions and prompt discussion of issues and models of compliance, training, management, resources, and institutional communication.

**Evening:** Informal supper group(s), Blacksburg nightlife, activities such as a tour of the Virginia Tech's virtual cave.

### Day 2: Thursday, May 17, 8:30-3

8:30-9:30     **Breakfast and Roundtables**

1. **Subcontracts** -- What to look for, what to include, and what to avoid in the subcontracting process.  
*Gerry Kane, Asst. Dir., Office of Sponsored Programs, University of Virginia*
2. **Cost-sharing** – What cost sharing means for the University, the Office of Sponsored Programs and the Investigator. *David Richardson, Interim. Assoc. Director, Office of Sponsored Programs, Virginia Tech.*
3. **Budgeting basics:** Bring your questions related to any aspect of proposal budgeting and see if some collective wisdom can provide some answers. *Mike Ludwick, Assoc. Director of Sponsored Programs, College of William & Mary*

4. **Marrying foundation relations and sponsored programs --Wedded Bliss or Doomed to the Courts?**  
Is this an odd couple? A discussion of the challenges, advantages and disadvantages of a shared life between foundation relations and sponsored programs. *Jenny Bradley, Director, Academic Grants and Foundation Relations, Roanoke College*
5. **Effort Reporting:** How is your institution handling this A-21 requirement? *Ginger Clayton Allen, Sponsored Programs Team Coordinator, Arts and Sciences, Architecture, Business, Virginia Tech*
6. **Living with credit cards and phone cards:** A discussion of credit card purchase monitoring and documentation, problems and suggested solutions.  
*Sarah Underwood, Grants Specialist and Cindy Gwinn, Grants Specialist, Radford University*
7. **Site visits by feds and foundations:** The Who, What, When, Where and Why of visits to your campus by potential funders. *Diana Vincelli, Associate Director, Foundation and Government Grants, University of Richmond*
8. **Proposal writing:** Discuss some of the basics as well as the finer points of crafting (or editing) the successful proposal. *Anne Womack, Director, Grants and Research Administration, College of William & Mary*

9:30-10:00 **Roundtable presentations**, coordinated by Diana Vincelli

10:00-10:45 **Business Meeting**  
old business -- minutes & treasurer's reports  
new business--Elections of Officers for 2001-02

- Web, listserv, membership
- Fellowship opportunities
- Fall 2001 meeting location
- Honors

10:45-11:00 **Break**

11:00-noon **Electronics, It's a Real Turn On**  
*Paul Markovitz, Federal Commons Subcommittee Chair*  
*Mary Mitchell, Program Executive for Electronic Government in GSA's Office of Governmentwide Policy and co-chair of the Electronic Commerce Program with the Department of Defense*

This session will feature an update of federal plans for electronic research administration and the Federal Commons Project. Plans for electronic data sharing, distribution, reduced cycle time initiatives, management, and oversight as they affect research administration will be addressed and information will be given on how we can get "turned on" to the new paradigm.

12:00-1:15 **Lunch and more networking!**

1:15 - 2:30 **Responsible Conduct of Research**  
*David Moore, Associate Professor and Assistant Vice Provost for Research Compliance, Virginia Tech*

What is a compliance officer? What are the responsibilities of a compliance officer? What are the requirements coming down from the feds in regard to responsible conduct of research? How will these requirements affect the researcher and research administrator.

2:30-3:00 **Evaluation and light refreshments**

3:00 Possibility of a tour of the "Smart Road" is being explored.