# The Role of Research Administrators

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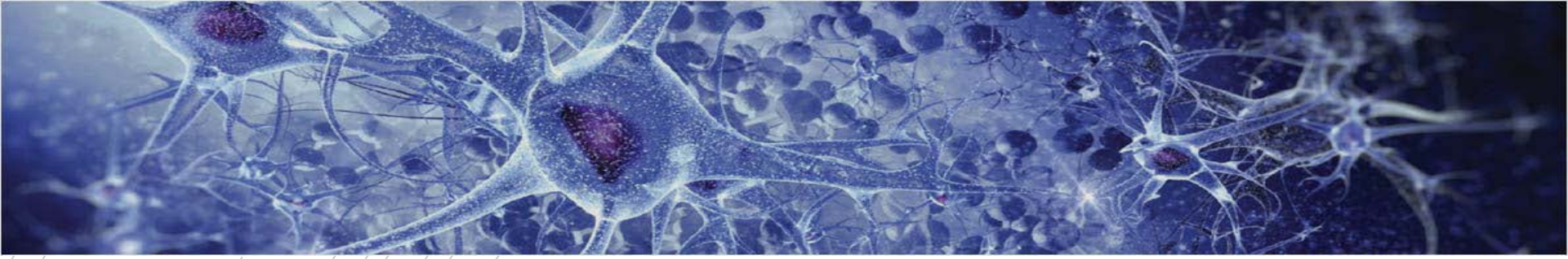
Supporting Research...together™

Claire Chen, chen@ncura.edu
National Council of University Research Administrators



# NCURA Mission

NCURA serves its members and advances the field of research administration through

- education and professional development programs
- sharing of knowledge and experience
- fostering a professional, collegial, and respected community.

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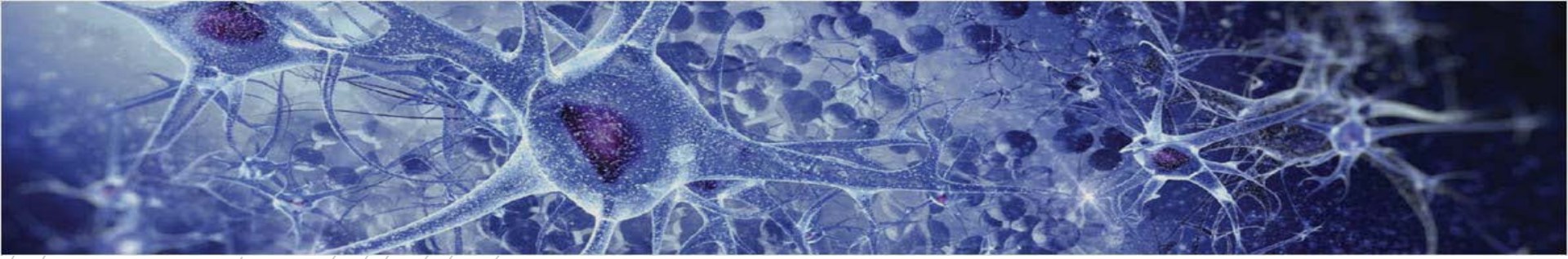
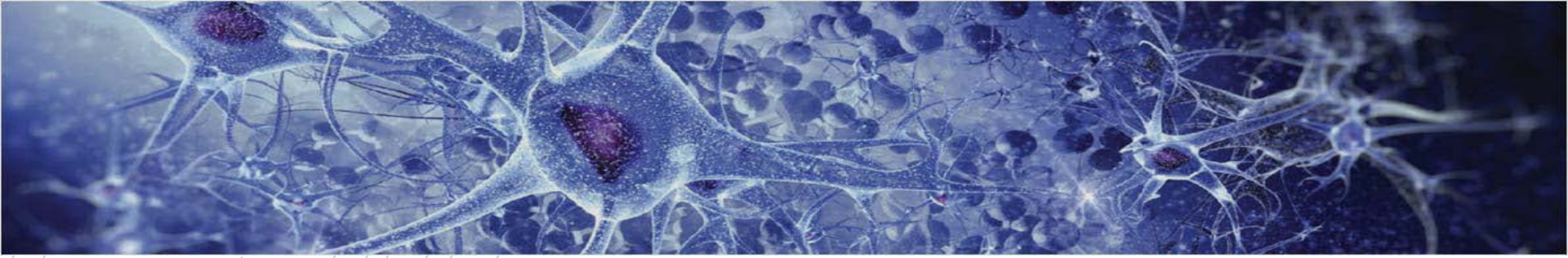


# Important qualities of a research administrator

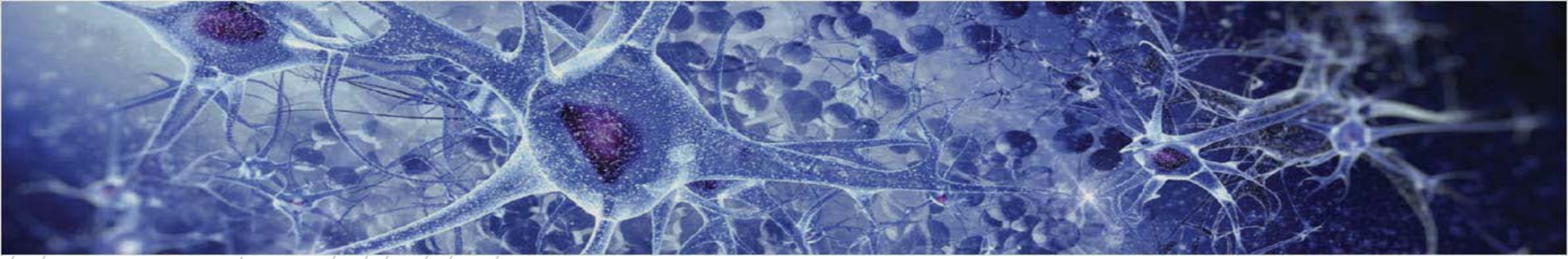
- Know the rules and regulations
- Oriented towards collegiality
- Continuous learners
- Detail oriented
- Proficient with math and budgeting
- Ability to multitask and prioritize
- Skilled communicators
- Problem solvers
- Organized
- Able to withstand pressure



Identify Funding → Develop Proposal → Route and Submit Proposal

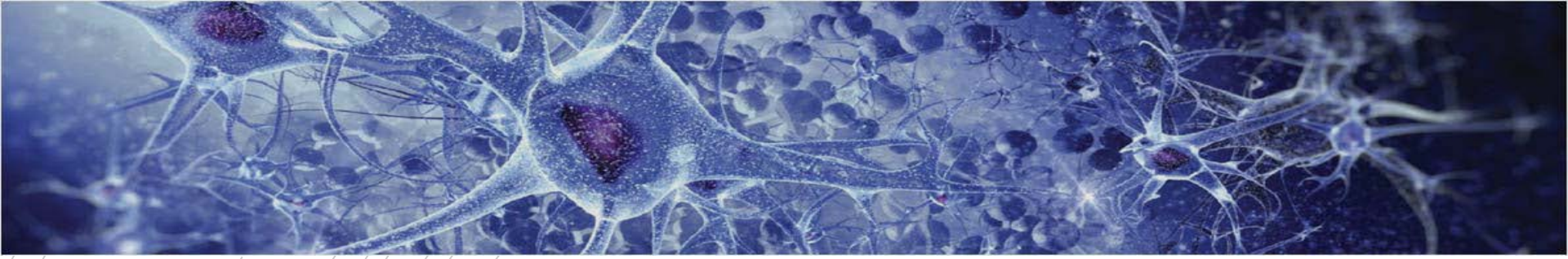
↓

Set Up Project → Manage Project → Close Out Project



# Before you start that proposal

- Does your research idea match sponsor's strategic vision?
- Are you eligible to apply? Is your institution eligible to accept?
- Risks to you and to your institution?
- Do you have time to develop a solid proposal?

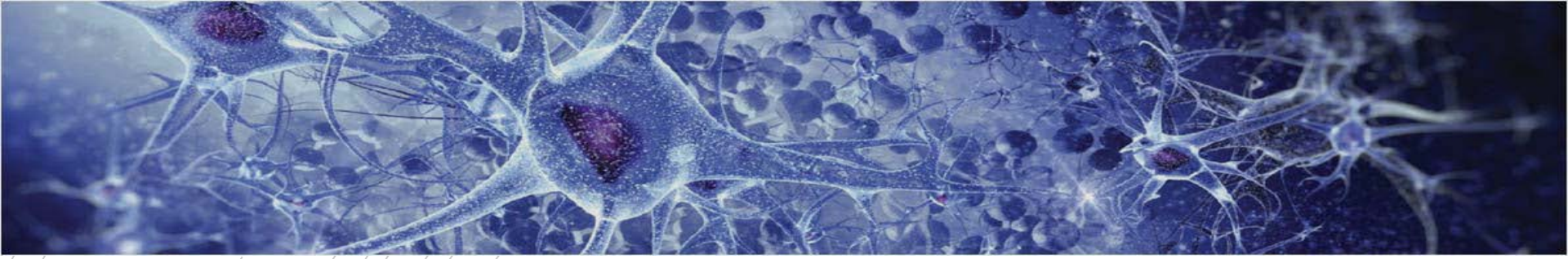


# Develop and submit proposal

Review the sponsor's submission requirements – provide proposal checklist

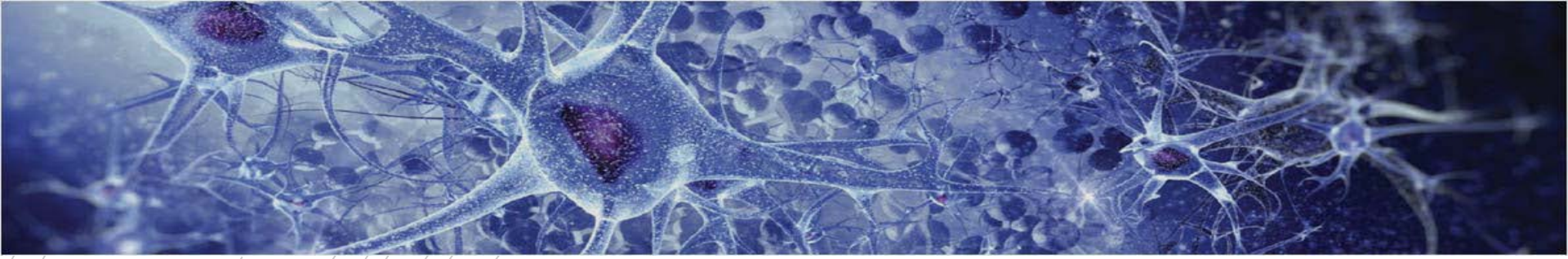
- Due date; how will the proposal be submitted (electronically? Hard copy? Special requirements)
- Cost sharing/matching
- Budgetary limitations (e.g. salary cap, overhead, restrictions on certain costs)
- Develop a reasonable and appropriate budget (calculating salary – base salary; effort calculated on person months; fringe benefits; overhead). Significant over- or under-estimating suggests the PI may not understand the scope of the work.
- Page limitations, submission mechanism

- Plans for Responsible Conduct of Research, data security, data safety and monitoring, management/sharing
- Any other restrictive language and/or unusual requirements
- Sub-award Consortium Agreements



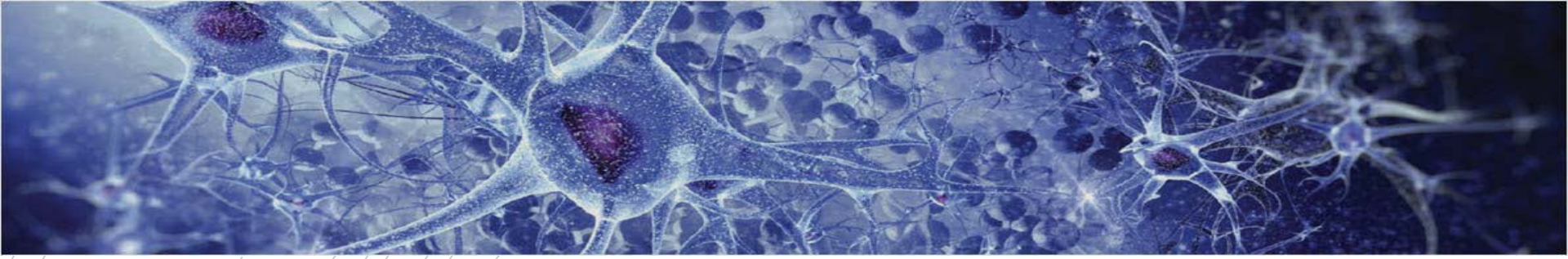
# Compliances

- Training
- Human/Animal subjects; review board approvals
- Export Controls
- External Interests
- Travel Restrictions



# Educational Opportunities

- In Person Meetings
  - **Annual Meeting** ~2,000 attendees
  - Financial Research Admin (**FRA**) Conference ~1,100 attendees
  - Pre-Award Research Admin (**PRA**) Conference ~500 attendees
  - **Traveling Workshops** ~45-75 attendees
- Distance learning opportunities:
  - Online tutorials
  - Webinars
  - National Conference session videos
  - Collaborate Platform

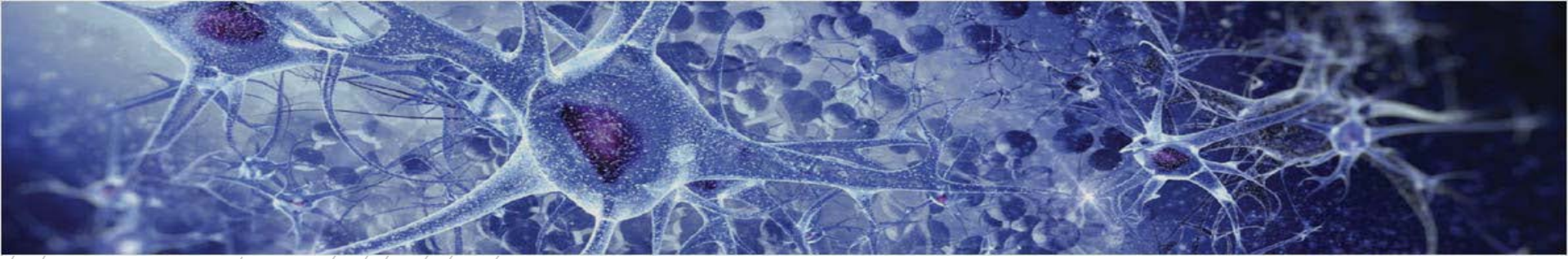


# Global Workshops

Topics Include:

- Global Fundamentals of Sponsored Project Administration
- Financial Research Administration Workshop
- U.S. Federal Funding Opportunities for Non-US Institutions
- Grant Writing

Austria
Belgium
Cuba
Germany
Italy
Japan
Norway
Poland
Portugal
Qatar
Russia
Saudi Arabia
Switzerland
UAE
Zimbabwe



# Lifecycle of the Award Series Available on-demand

- **Research Administration Toolbox** (90 minute video webinar)
- **Proposal Development** (presented in 3 Part Series)
- **Pre-award/Budgeting** (presented in a 3 Part Series)
- **Award Negotiation and Acceptance** (presented in a 3 Part Series)
- **Award Monitoring/Award Management** (1/2 day video webinar presented in one day)
- **Compliance** (1/2 day video webinar presented in one day)

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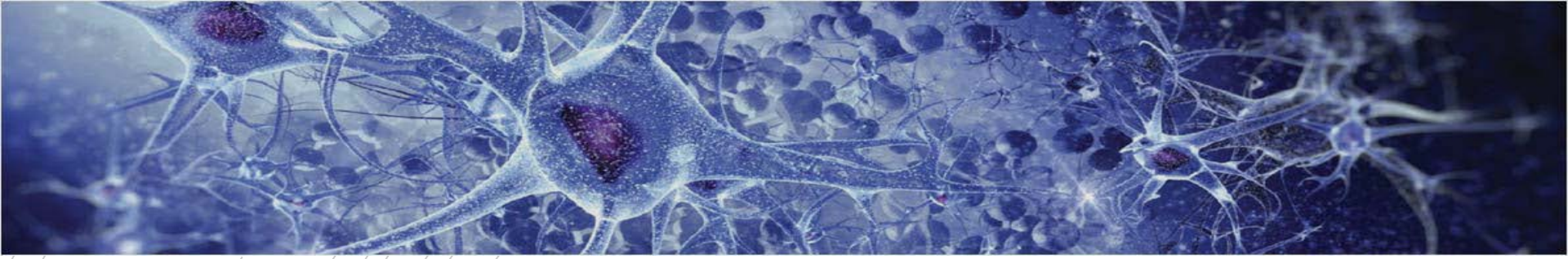


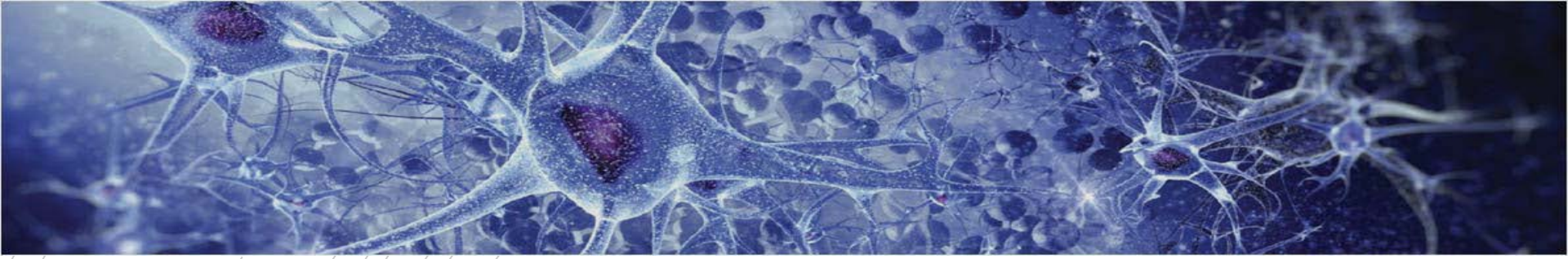
# Global Fellowship Program

- Facilitate global research collaboration through URA exchange
- Reduce barriers to multi-country research teams
- Enable sharing of best practices and networking opportunities between countries and institutions

http://bit.ly/NCURAFellow

**Or contact**

**Claire Chen, chen@ncura.edu**



# 8 Annual Global Fellowships

NCURA Fellowship Programs
Call For Applications

EARMA
European Association of Research Managers and Administrators

Eurasia Foundation

APPLY FOR A FELLOWSHIP TODAY

SARIMA

ARMS
Australasian Research Management Society

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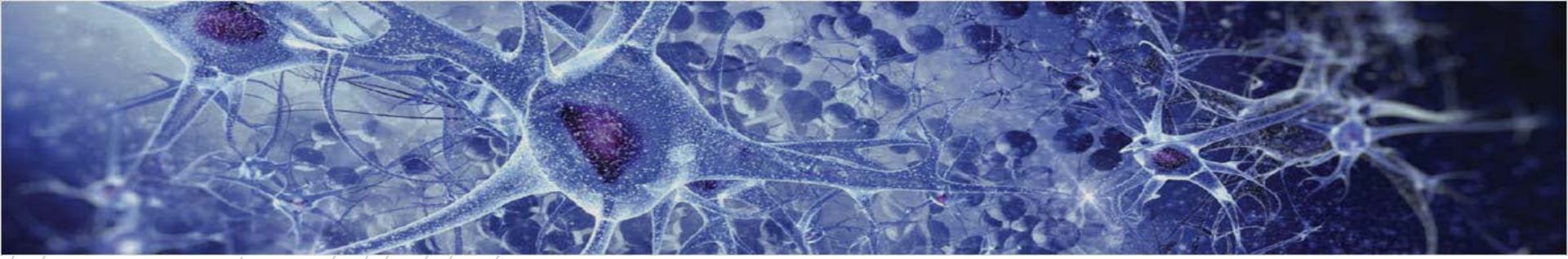

BILAT USA 4.0

Bilateral Coordination for the Enhancement and Development of S&T Partnerships between the European Union and the United States of America

- Policy makers
- Funding Agencies
- Researchers
- Private Sectors

http://www.euussciencetechnology.eu/

ENRICH

EUROPEAN NETWORK OF RESEARCH AND INNOVATION CENTRES AND HUBS, USA

- Research to Research
- Research to Market
- Business to Business

https://usa.enrichcentres.eu/

# Main Page

**Welcome** to the *Terminology MediaWiki*

The *Terminology MediaWiki* is an online platform that aims to explain and juxtapose EU and US funding terminologies. If you know whether you are looking for specific EU and/or US term, you can go directly either to the European Terms or the US Terms section. Otherwise please consult the Glossary.

Glossary EU-Terms US-Terms

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BILAT USA 4.0 receives funding by the European Union under Horizon 2020, Grant Agreement number 692468

| EU | US |
|---|---|
| Accession forms | Subaward |
| Account Administrator | Account Administrator |
| Amendment | Modification |
| Annex | Appendix |
| Annotated Model Grant Agreement | Research Terms and Conditions |
| Applicant | Applicant |
| Award | Award |
| Background | Background Inventions |
| Beneficiary Register | System for Award Management |
| Budget | Budget |
| Call for proposals | Funding Opportunity Announcement |
| Call Identifier | Opportunity Number |

BILAT USA 4.0 receives funding by the European Union under Horizon 2020, Grant Agreement number 692468

BILAT USA 4.0



# Coordinator

Main Participant. Coordinator is project contact for collaborative projects.

The coordinator of a consortium who submits the project in the name of the Consortium. In case of successful application it participates in the grant preparation in the name of the Consortium and during the project period keeps contact with the European Commission in the name of the consortium. (Synonym: Applicant)

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# Lead Institution

An organization which is part of a collaboration made of various institutions and is identified as the the point of contact for submitting proposals, receiving the federal award and managing the project on behalf of the collaboration.

Synonyms: Prime Recipient, Prime Awardee

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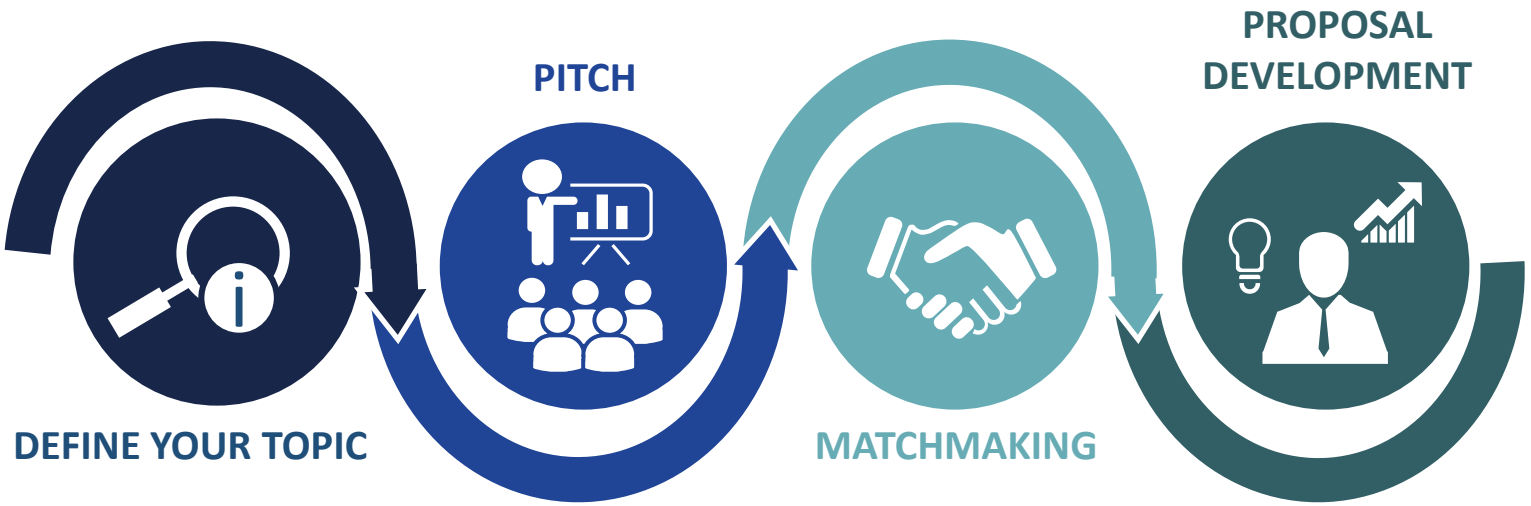
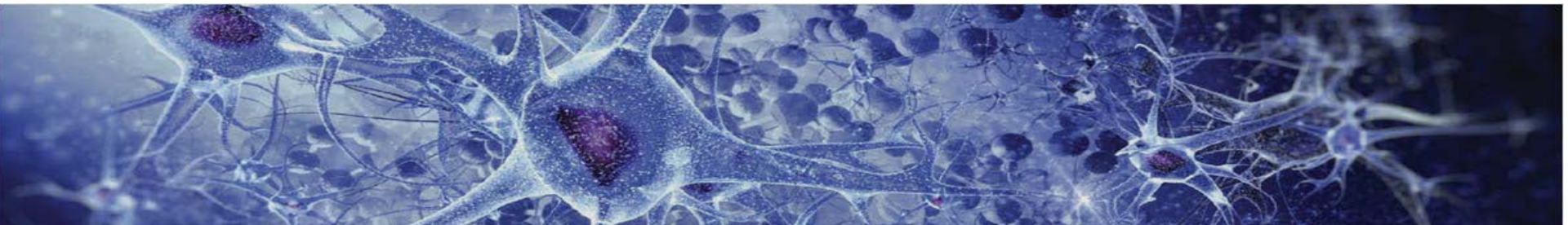
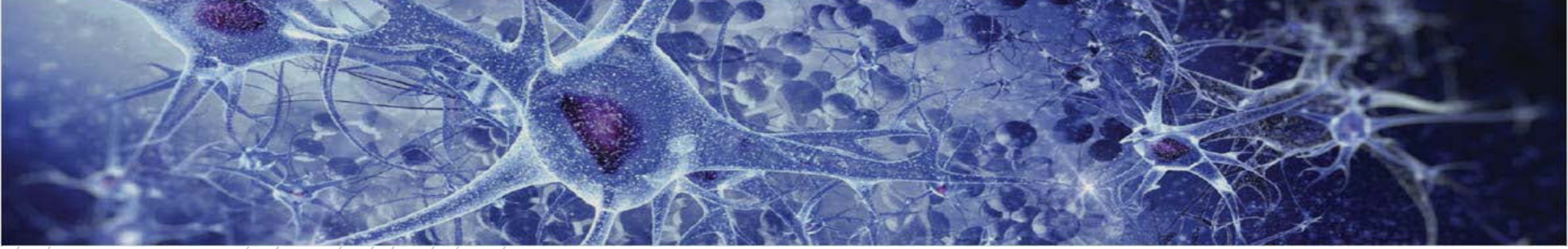
# Research Connection Symposium




| | | | |
|---|---|---|---|
| Share your research topic | Your expertise and need | Partnerships building & fact check | Tailored Advice & Coaching |

**August 8th 2018, Washington D.C.**





QUESTIONS?

## ***Contact Us***

**Claire Chen, Manager, NCURA Global**

**chen@ncura.edu**

## ***Join Us***

http://bit.ly/JoinNCURA

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