

Research Administration at TTUHSC

A course for departmental research administrators and other support staff

AGENDA

May 20-21, 2014

Introduction – P. Michael Conn, Ph.D., Senior Vice President for Research

DAY 1: A focus on the Grants Process

Tuesday, May 20th 9:00 a.m. to 5:00 p.m. CST

Lubbock: 1C102 El Paso: ASB 1102 Amarillo: HSC 4714 Dallas: PVA 200A Odessa: 2C41

Time	Topic	Presenters
9:00 – 10:50	Completing grant application forms and budgets	Victoria Rivera, Managing Director, Office of Sponsored Programs (OSP)
11:00 – 11:30	Grant routing and approval process	
11:30 – 12:00	Award negotiations and acceptance	
Lunch break		
1:00 – 1:30	Award set-up	Victoria Rivera, OSP and Suzanne Dean, Associate Managing Director, Accounting Services
1:30 – 2:30	The ABC's of Cost Policy	
2:30 – 3:30	Award management	
3:40 – 4:30	Effort reporting and cost sharing	
4:30 – 5:00	Award close-out procedures	

DAY 2: A focus on Research Compliance

Wednesday, May 21st 9:00 a.m. to 1:00 p.m. CST

Lubbock: 1C102 El Paso: EC235 Amarillo: HSC 4714 Dallas: PVA 100 Odessa: 2C41

Time	Topic	Presenters
9:00 – 10:00	IRB Pitfalls (human research)	Beth Taraban, Managing Director, Research Integrity Office (RIO)
10:00 – 10:45	Financial Conflicts of Interest in Research	
11:00 – 12:00	IACUC (animal research)	Mandy Fair, Section Manager, RIO
12:00 – 12:30	Research compliance audits	Chad Copeland, Research Compliance Officer, RIO
12:30 – 1:00	Export Controls – how to stay compliant in an academic research setting	