

Name: \_\_\_\_\_ Institution: \_\_\_\_\_ Email: \_\_\_\_\_

## Introduction to Research Administration and Management

One (1) full-day workshop and seven (7) concurrent sessions from the list below (four (4) required sessions; three (3) elective sessions)

### Required Workshops Must Take Both Parts (IRAM-R)

IRAM Required Workshop: Fundamentals of Research Administration and Management  
Thursday, April 23rd | 1:00 PM – 4:00 PM \_\_\_\_\_

IRAM Required Workshop: Fundamentals of Research Administration and Management  
Friday, April 24<sup>th</sup> | 1:00 PM – 4:00 PM \_\_\_\_\_

### Required Sessions Must Take Four (4) Sessions from the Categories Below, with No More than One (1) Required from a Given Category (IRAM-R)

#### *I. Research Development (IRAM- I)*

T102: Shaking the Money Tree - Helping your Investigator Diversify Their Portfolio  
Tuesday, April 21st | 12:30 PM - 1:30 PM \_\_\_\_\_

W202: Internationalizing Research Efforts on Campus  
& Exploring Funding Opportunities  
Wednesday, April 22nd | 2:00 PM - 3:00 PM \_\_\_\_\_

#### *II. Pre-Award Management and Compliance (IRAM- II)*

M202: Grow with Training Grants: From Roots to Results  
Monday, April 20th | 2:00 PM – 3:00 PM \_\_\_\_\_

M302: Translating Investigator Intent into Sponsor Compliance:  
The Hidden Expertise of Pre-Award Professionals  
Monday, April 20th | 3:30 PM – 4:30 PM \_\_\_\_\_

T302: From Spreadsheets to Systems: Using REDCap  
for Research Administration Operations  
Tuesday, April 21st | 2:00 PM – 3:00 PM \_\_\_\_\_

W102: Streamlining Proposal in State:  
Best Practices for Efficient and Compliant Submissions  
Wednesday, April 22nd | 12:30 PM - 1:30 PM \_\_\_\_\_

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***III. Legal Issues in Research Administration (IRAM- III)***

M103: Sharing is Caring - With Paperwork: MTAs, DUAs, and CDAs Demystified \_\_\_\_\_  
Monday, April 20th | 12:30 PM - 1:30 PM

W203: Hooks, Lines and Sinkers of Contracts: Words that Matter and Their Risks \_\_\_\_\_  
Wednesday, April 22<sup>nd</sup> | 2:00 PM - 3:00 PM

***IV. Regulatory Compliance (IRAM- IV)***

T204: Operationalizing Research Compliance: Tips for New Departmental Administrators \_\_\_\_\_  
Tuesday, April 21st | 2:00 PM – 3:00 PM

W303: When Research Becomes and Export: Managing Compliance Risks in Academia \_\_\_\_\_  
Wednesday, April 22<sup>nd</sup> | 3:30 PM – 4:30 PM

***V. Financial Management and Compliance (IRAM- V)***

M106: Emerging Indirect and Fringe Benefit Costing Issues \_\_\_\_\_  
Monday, April 20th | 12:30 PM - 1:30 PM

M205: Post-Award Non-Financial Issues for the Central Research Administrator \_\_\_\_\_  
Monday, April 20th | 2:00 PM - 3:00 PM

M305: Post-Award Problems Management \_\_\_\_\_  
Monday, April 20th | 3:30 PM -4:30 PM

T206: Practical Lessons to Achieve Strong Expense Reviews \_\_\_\_\_  
Tuesday, April 21st | 2:00 PM - 3:00 PM

T305: Internal Controls: How We Saw It, How We need to See It \_\_\_\_\_  
Tuesday, April 21st | 3:30 PM – 4:30 PM

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**Elective Sessions  
Must Take Three (3)  
(IRAM-E)**

M102: Before the Submit Button: NIH Pre-Award Essentials  
Monday, April 20<sup>th</sup> | 12:30 PM - 1:30 PM \_\_\_\_\_

M301: Connecting Minds: Fostering Collaboration  
between Principal Investigators and Research Administrators  
Monday, April 20th | 3:30 PM – 4:30 PM \_\_\_\_\_

T203: The Legal Labyrinth of AI Research  
Tuesday, April 21st | 2:00 PM - 3:00 PM \_\_\_\_\_

T301: Trust: The Ultimate Superpower  
Tuesday, April 21st | 3:30 PM – 4:30 PM \_\_\_\_\_

W101: Building Your Professional Network - Planting Seeds Before You Need the Fruit!  
Wednesday, April 22nd | 12:30 PM - 1:30 PM \_\_\_\_\_

*Blank lines reserved for elective sessions at future meetings.  
On each blank line write the name of the session as well as the meeting and the year.*

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