

Workshop Title

Sponsored Programs Policy Development and Implementation

Workshop Overview

Institutional policy reflects the principles that underlie all university activities, including research and sponsored program activity. Policies form the framework for many everyday decisions, and are a signal of our understanding of sponsor guidelines and regulations. Our policies, along with agency regulations, form the standards against which government agencies, other sponsors, auditors, and the public will measure our performance. The development of institutional policies is handled in a variety of ways.

This workshop will focus on successfully writing policies affecting sponsored programs. We will discuss the methods commonly used to create sponsored programs policies, offer some analysis of the strengths and weaknesses of each approach, and present options for formats and typical content elements. In addition, workshop participants will consider the techniques used to promulgate policy across the organization for both research managers/administrators and to faculty.

There are other issues that will come into consideration in the workshop, including the process for evaluating institutional policies against agency standards, the application to certain classes of sponsored projects, and the approach to reviewing and refreshing established policies. The workshop will include a look at some specific examples of policies created by universities and other research organisations to illustrate successful policy development and implementation.

Workshop structure

This workshop will be a combination of lecture and group discussion.

Experience level/ target audience

Senior level administrators responsible for policy development related to research administration and management, including pre-award, post-award, and financial management activities.

Learning objectives:

1. Participants will gain different perspectives about the process of developing policies for sponsored programs operations.
2. Participants will acquire multiple views about ways to implement policies.
3. Participants will gain insights into potential strategies for policy “rollout”.
4. Participants will share information on successful techniques in getting stakeholder acceptance of policies.

Workshop presenters

Mr. Robert Andresen is the Director of Research Financial Services and the Associate Director of the Office of Research and Sponsored Programs at the University of Wisconsin-Madison. He has been involved in sponsored projects administration for over 28 years. He and his staff are responsible for all areas of financial and non-financial post-award administration including financial reporting, invoicing, financial compliance, sub-award negotiation and monitoring, close-out, and audit. In addition, he is involved in the development and negotiation of the University's F&A and fringe benefit rates. Robert is currently serving as the President of NCURA (National Council of University Research Administrators).

Ms. Patricia Hawk is the Assistant Vice President in the Office of Sponsored Research and Award Administration at Oregon State University (OSU) and has been involved in research administration for more than 30 years. She oversees negotiation and administration of complex awards, review and interpretation of existing and emerging federal and state policies and regulations, development of campus policies and procedures, and development and implementation of training programs for campus staff in the area of research administration. Pat previously worked at the University of Virginia and the University of Oregon as well as at the U.S. Environmental Protection Agency's Office of Research and Development.

Ms. Kim Moreland is the Associate Vice Chancellor for Research and Sponsored Programs and Director of the Office of Research and Sponsored Programs at the University of Wisconsin – Madison and has been involved in research administration for more than 30 years. Kim is also on the Board of Directors for the Federal Demonstration Partnership and the Council on Governmental Relations. She is a lecturer for Johns Hopkins University in the Master's degree program in Research Administration. Previously, Kim was a Director of Sponsored Programs at the University of Kansas and the Fred Hutchinson Cancer Research Center.

Dr. Bryony Wakefield is the Director of Research Development in the Faculty of Medicine, Dentistry and Health Sciences at the University of Melbourne (UoM), Australia. Bryony is a board member of NCURA. She is also actively involved in the Australasian Research Management Society (ARMS) as a Training Fellow and has recently finished a term as an executive board member. She has worked in research management for over ten years at UoM and the Australian National University (ANU). Prior to working in research management, Bryony worked and studied in art history and curatorship, receiving her PhD in art history from ANU.