



# TURAC 2024<sup>+</sup>

Connection • Collaboration • Cohesion

**Going from Good to Great,  
Starting with Grit**

April 16, 2024



## **Land Acknowledgement Statement**

*“Arizona State University, Northern Arizona University, and the University of Arizona collectively acknowledge that the campuses are situated on the ancestral lands of twenty-two federally recognized tribes located across Arizona. These universities collectively honor the past, present, and future generations of Native Americans, who have lived here for millennia and will forever call this place home. Committed to diversity, the institutions integrate Indigenous knowledge into their practices and strive to cultivate sustainable relationships with Native Nations through education, partnerships, and community service.”*







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# Presenters



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# Onboarding Experience

## Alexus Story



No overlap with previous RA team  
I had no knowledge of research administration  
Had no one to reach out to for questions or guidance



*Share your onboarding experience.*

## Andrea Story



Worked in fiscal as the middle-man for expenditures  
I had no knowledge of research administration  
Depended on survival skills to do my job!

## Jeremiah Story



Introduced to the World of Research Administration  
Provided resources and professional development  
Gained an extensive professional networking community







**What is a RA?**

# Career Paths

Someone or a group of individuals who supports the development, review, implementation, and management of a Sponsored Project.

## Research Development

- Research Development Manager
- Proposal Manager
- Strategic Intelligence Analysts

## Pre-Award

- Grant and Contract Officer/Specialist
- Pre-Award Research Advancement Administrator
- Business Operations Specialist
- Chief Financial Officer/Specialist
- Proposal and Negotiation Team (PNT)

## Post-Award

- Business Operations Specialist
- Post-Award Research Advancement Administrator
- Project/Program Manager
- Financial Officer/Specialist
- Post-Award Services (AMT and FOT)

## Risk Management

- Research Integrity Officer/Specialist
- Research Security Officer/Specialist
- Auditor
- Accountant

**Accounts Receivable** Sponsor Relations  
Business Manager **Grants & Contracts**  
Pre-Award Administrator IACUC  
**Research Administration**  
Research Compliance Research Consulting  
Post-Award Administrator IRB  
Financial Oversight Grant Fund Manager



# Research Development

## Four Main elements

- 1. Strategic Research Advancement**
  - a. Support Grant Writing
  - b. Serves as a representatives to the institution, community, and external partnerships
  - c. Create strategic events for faculty members and RA
- 1. Communication of Research and Research Opportunities**
  - a. Manage marketing of research and proposal development tools
  - b. Funding searches and consultations for individualized research
  - c. Dissemination
- 1. Enhancement of Collaboration and Team Science**
  - a. Providing events for shared interest in Research
  - b. Facilitate collaborations
  - c. Maintain Database
- 1. Proposal Development**
  - a. Help to improve grant writing skills
  - b. Provide strategic consultation on making proposals competitive
  - c. Editing proposals



Resource: The National Organization of Research Development Professionals ([NORDP](#))

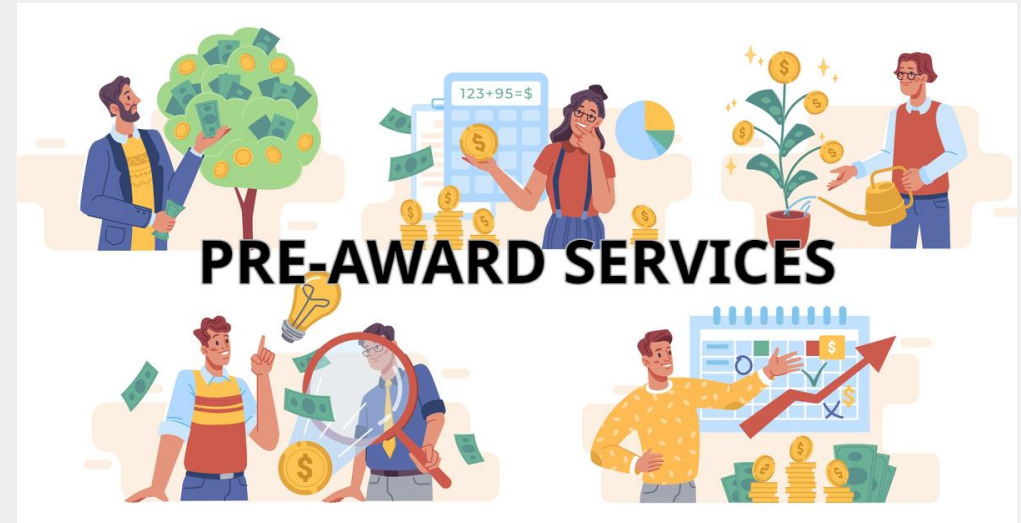




# Pre-Award

The pre-award represents the beginning of the life cycle of a sponsored project. This includes but not limited to:

- Reviewing and submitting proposals
- Budget creation
- Award negotiations and acceptance
- Compliance considerations



# Post-Award

**Post-Award represents the middle to end of the life cycle of a sponsored project. These tasks include but are not limited to:**

- Award/Account set-up
  - Meet with Pre-Award Team to discuss award
- Modifications
- Monitoring, reporting, and billing
- Forecasting
- Project closure











# Getting that Grit



# Places to Start

## Dealing with the Faculty

- Be informative
- Be on their side
- Create a living agenda with grant numbers and vital account information
- Provide Access
- Respond even if you don't know the answer



# Understand the story

## Do Your Own Research

- *Review documents*
  - Read the [funding announcement](#) and [notice of award](#).
  - [Read](#) the submission documents, scope of work, and budget narrative.
- *Understand it your way*
  - Create a [shadow system](#) for awarded funding
  - [Forms and Templates Are Your Friend Templates \(email too\)](#)
  - [Create checklists](#) - [Checklist Manifesto](#) by Atul Gawande
  - Understand the [procedures/policy](#) or [make some of your own](#)
  - [Schedule Once A Week Professional Development Time to Yourself](#)







# **Professional Development and Networking Opportunities**

# Create Your Own Way!

- Citi Program

- Focuses on areas in courses in ethics, research, meeting regulatory requirements, responsible conduct of research, research administration and other topics pertinent to the interests of member organizations, individual learners, and society.



- TURAC

- A free hybrid event designed to provide Research Administrators at Arizona's three public universities the opportunity to engage with other Research Administrators from across the state, share insights, and learn new strategies and techniques to improve their performance.



Tri-University Research Administration  
Convening+

- NCURA

- is a non-profit organization that strives to advance the profession of research administration through a range of educational and professional development programs.



NCURA  
Supporting Research...together™  
National Council of University Research Administrators

- Webinars, Conference, Traveling Workshops, Travel Awards
  - Free Webinars

- Research Administrators Certification Council

- Certifications
  - CRA - Certified Research Administrator
  - CPRA - Certified Pre-Award Research Administrator
  - CFRA - Certified Financial Research Administrator





# Create Your Own Way!

- **Make your team**

- [Meet with other departments](#)
- Find a mentor - [NCURA Lead Me Program](#)
- Get outside help - [ASU RA Community](#), [Collaborate NCURA](#), **Reach out to us!**

- **[2 CFR 200](#)**

- Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards
- Uniform Guidance (2 C.F.R. Part 200): 2 C.F.R Part 200 establishes uniform administrative requirements, cost principles, and audit requirements for Federal awards to non-Federal entities.

- **[Acronyms & Glossary](#)**

- Familiarize yourself with with Sponsored projects definitions and acronyms

- **[Financial Management Of Sponsored Programs](#)**

- NCURA
- Overview of Post-Award Tasks, The Framework for Financial Management & Post-Award Financial Management



# Areas We Support

Reach out to us for assistance

[SSTSponsored@asu.edu](mailto:SSTSponsored@asu.edu)

01	Onboarding Assistance	<ul style="list-style-type: none"><li>• Customized Onboarding Support</li><li>• Phone a friend</li><li>• Resource research</li></ul>
02	Portfolio Management	<ul style="list-style-type: none"><li>• Faculty and Staff Career Goals Project Planning</li><li>• Account Clean Up</li><li>• Process Creation and Professional Development Workshops</li></ul>
03	Humane Hiring Support	<ul style="list-style-type: none"><li>• Candidate Review</li><li>• Pre-screened interviewing</li><li>• Interview Process Creation</li><li>• Research Administrators Stay Interviews</li></ul>





# Thank You!

**Be sure to complete all 3  
TURAC surveys for a chance  
to win a **\$25 gift card!****

