

Research Administration Day (RAD) 2018

June 6, 2018

“Keeping it Simple: Best Practices in Research Administration”



REGISTRATION / INFORMATION BOOTH / OPENING REMARKS

RAD Registration/Information Booth

Time: 8:00A to 11:40A
Room: ECHA L1-490
Description: Light refreshments provided

RAD Introduction/Opening Remarks

Time: 8:30A to 8:45A
Room: ECHA L1-490
Introduction: **Lorraine Deydey**, Director, Research Services Office
Presenter: **Matthias Ruth**, Vice-President (Research)

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SESSION DESCRIPTIONS 100 Level Sessions – Introductory

Session ID:	RAD 101
Time:	9:00A to 10:10A
Room:	ECHA L1-490
Title:	Introduction to Research Administration
Presenter:	<i>Lan Chan-Marples</i> , Research Facilitator, Research Services Office
Description:	This workshop is aimed at all administrators who are new to the world of research funding at the University of Alberta. The Research Administration Process of a Grant will be explained from an administrator’s perspective and guidance provided on how you can help make the process run most efficiently. The presentation will focus on what you need to know as you get started in your new position.
Learning Outcomes:	At the end of this session, attendees will have a better understanding of the RSO Research Administration Process, including RSO forms and online grant management systems and when to use them. Attendees will also have an opportunity to ask questions specific to the stream of research funding they support.

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SESSION DESCRIPTIONS 100 Level Sessions – Introductory

Session ID:	RAD 102
Time:	10:30A to 11:40A
Room:	ECHA L1-420
Title:	Tri-Agency and University Expenses: Eligibility and Compliance
Presenter:	<i>Martine Desrochers</i> , Research Facilitator, Research Services Office <i>Tess Gleason</i> , Research Support Administrator, Research Services Office
Description:	An introductory level session about eligible and compliant expenses that use the <i>Tri-Agency Financial Administration Guide</i> and the <i>University of Alberta Policies and Procedures Online</i> (UAPPOL) website. We will review what constitutes appropriate back up documentation and complete justification. Participants will be advised on the procedure to follow if an ineligible or noncompliant expense is charged to a research grant.
Learning Outcomes:	Attendees will have a better understanding of the most common eligible research expenses and what compliance is according to Tri-Agency guidelines and UofA Policies and Procedures.

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SESSION DESCRIPTIONS 200 Level Sessions – Intermediate

Session ID:	RAD 201
Time:	9:00A - 10:10A
Room:	ECHA L1-430
Title:	Procurement and Asset Management
Presenter:	Wendy Abel SCMP, Director, Procurement & Contract Management Kris Urbanczyk , Associate Director, Distribution Services
Description:	In this session we will review procurement and asset management processes at the University.
Learning Outcomes:	It will help you better understand the requirements related to equipment acquisition, institutional transfers and the options and process when equipment is at end of life.

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SESSION DESCRIPTIONS 200 Level Sessions – Intermediate

Session ID:	RAD 202
Time:	10:30A to 11:40A
Room:	ECHA L1-430
Title:	Demystifying Research Agreements Negotiated by the Research Services Office
Presenter:	<i>Julaine Herst</i> , Assistant Director, Contracts and Agreements, Research Services Office
Description:	Understanding the key concepts addressed in a research agreement may seem like a daunting process; however RSO is here to help.
Learning Outcomes:	This session will highlight the core elements in all research agreements and we will also review the unique elements associated with the main agreement types, including: Grant, Contract, Collaboration and Service Agreements.

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SESSION DESCRIPTIONS 300 Level Sessions – Advanced

Session ID:	RAD 301
Time:	9:00A to 10:10A
Room:	ECHA L1-420
Title:	Preparing a Successful Budget
Presenters:	Pat Jones , Research Facilitator, Research Services Office Angela McCormick , Research Facilitator, Research Services Office
Description:	The budget is an important component of a funding application. Preparing the budget should not be left to the last minute. Budgets must be reasonable, must be realistic in order for the project to be feasible and they must be well justified.
Learning Outcomes:	<ul style="list-style-type: none">• How to create a feasible budget• How to justify your budget

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SESSION DESCRIPTIONS 300 Level Sessions – Advanced

Session ID:	RAD 302
Time:	10:30A to 11:40A
Room:	ECHA L1-490
Title:	Proposed Changes to the Tri-Agency Financial Administration Guide
Presenter:	Michael Walesiak , Associate Director, Finance and Information Management, Research Services Office
Description:	The Tri-Agency Financial Administration Guide is undergoing one of its most substantive updates since it was introduced.
Learning Outcomes:	At this session, you will learn about what those proposed changes are and how they will impact research administration at the University of Alberta.
