

Research Administration Day (RAD) 2017

May 31, 2017

"Today's Research, Our Future"



REGISTRATION / INFORMATION BOOTH / OPENING REMARKS

RAD Registration/Information Booth

Time: 8:00 to noon
Room: ECHA L1-49
Description: Light refreshments provided

RAD Introduction/Opening Remarks

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

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SESSION DESCRIPTIONS 100 Level Sessions – Introductory

Session ID: RAD 101

Time: 9:00 to 10:15 am

Room: ECHA L1-420

Title: Introduction to Research Administration

Presenter: *René Dery*, 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 Life Cycle 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 main RSO forms 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:	10:45 to 12:00 pm
Room:	ECHA L1-420
Title:	Research Expenditures
Presenter:	<i>Martine Desrochers</i> , Research Facilitator, Research Services Office <i>Denise Baker</i> , Research Support Administrator, Research Services Office
Description:	This introductory level session on eligible and compliant expenses will use the <i>Tri-Agency Financial Administration Guide</i> and the <i>University of Alberta Policies and Procedures Online (UAPPOL)</i> 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 non-compliant expense is charged to a research grant.
Learning Outcomes:	Attendees will walk away with a better understanding of Tri-Agency and University of Alberta's most common eligible and compliant expenses.

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SESSION DESCRIPTIONS 200 Level Sessions – Intermediate

Session ID:	RAD 201
Time:	9:00 – 10:15A
Room:	ECHA L1-490
Title:	Negotiating the Twists and Turns of Research Set Up: Ethics; Environment, Health & Safety; and Access to Funds
Presenter:	Julaine Herst , Assistant Director, Contracts and Agreements, Research Services Office Kim Kordov , Research Ethics Officer, Research Ethics Office Michelle Rooker , Operations Team Lead, Environment, Health & Safety, Risk Management Services
Description:	Just been awarded funding? Congratulations! Join Research Services Office (RSO), Research Ethics Office (REO), and Environment, Health & Safety (EHS) to learn how to navigate the "certification" steps required prior to accessing your research funding.
Learning Outcomes:	<ul style="list-style-type: none">• Certification requirements required in order to authorize your project in the RSO financial system (Grants 3.0)• When and how to submit an ethics application via the REO database (REMO)• How to maintain your ethics approval• How to register your hazardous materials and equipment in REMO• What's new and in the works at EHS (including departmental environment, health & safety committees, and a new online hazard assessment tool)

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SESSION DESCRIPTIONS 200 Level Sessions – Intermediate

Session ID: RAD 202

Time: 10:45 to 12:00 am

Room: ECHA L1-430

Title: What Makes a CFI Proposal / Award so “Special”?

Presenter: *Kara Allanach*, Manager Institutional Projects, Partnership and Institutional Projects, Research Services Office
Nancy Klimczak, Assistant Director, Partnership and Institutional Projects, Research Services Office

Description: Have you ever wondered why it takes so long to develop a CFI proposal, and why there are so many people involved in the management of the award?

Learning Outcomes: In this presentation we will discuss:

- Differences between a "typical" research grant proposal and a CFI proposal,
- CFI requirements that necessitate preplanning,
- Strategic alignment with institutional priorities,
- Integration with existing infrastructure,
- And more!

We will also allow time for discussion, so bring your questions

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SESSION DESCRIPTIONS 300 Level Sessions – Advanced

Session ID:	RAD 301
Time:	9:00 to 10:15 am
Room:	ECHA L1-430
Title:	Tri-Agency Financial Monitoring Review Results
Presenters:	Michael Walesiak , Associate Director Finance, Research Services Office Martine Desrochers , Research Facilitator, Research Services Office
Description:	Michael will discuss the results of our recent Tri-Agency financial monitoring review results and its recommendations.
Learning Outcomes:	This presentation will also offer an overview of the Tri-Agency new requirements on expenditure claim justifications and supporting documentation. These new guidelines are now the standard for all claims submitted at the University of Alberta (i.e., for all sponsors and grants).

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SESSION DESCRIPTIONS 300 Level Sessions – Advanced

Session ID:	RAD 302
Time:	10:45 to 12:00 am
Room:	ECHA L1-490
Title:	Immigration
Presenter:	<i>Dallas Pelkey</i> , Regulated Canadian Immigration Consultant, Immigration Services Unit, Human Resource Services
Description:	Piques, Pitfalls and Prizewinners
Learning Outcomes:	This presentation is suitable for individuals who have had considerable experience handling situations where immigration-related issues needed to be navigated. It will deal with some of the challenges, implications and successes that can occur when attempting to arrange international collaboration. Real world situations will be discussed. Audience participation will be encouraged.
