

## Research Administration Day (RAD) 2019

June 5, 2019

“The Winds of Change in Research Administration”



### REGISTRATION / INFORMATION BOOTH / OPENING REMARKS

#### RAD Introduction/Opening Remarks

**Time:** 8:30A to 8:45A

**Room:** ECHA L1-490

**Introduction:** **Michael Walesiak**, Director, Finance & Administration  
Vice-President Research

**Presenter:** **Lorraine Deydey**, Director, Research Services Office

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### SESSION DESCRIPTIONS 100 Level Sessions – Introductory

<b>Session ID:</b>	<b>RAD 101</b>
<b>Time:</b>	9:00A to 10:10A
<b>Room:</b>	ECHA L1-420
<b>Title:</b>	<b>Introduction to Research Administration</b>
<b>Presenter:</b>	<b><i>Terra Garneau</i></b> , Research Facilitator, Research Services Office
<b>Description:</b>	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.
<b>Learning Outcomes:</b>	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

<b>Session ID:</b>	<b>RAD 102</b>
<b>Time:</b>	10:30A to 11:40A
<b>Room:</b>	ECHA L1-490
<b>Title:</b>	<b>Research Expenses Eligibility and Compliance</b>
<b>Presenter:</b>	<b><i>Martine Desrochers</i></b> , Interim Assistant Director, Research Services Office
<b>Description:</b>	An introductory level session about eligible and compliant expenses that use various sponsor guides, the Tri-Agency Financial Administration Guide and the University of Alberta Policies and Procedures Online (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.
<b>Learning Outcomes:</b>	Attendees will have a better understanding of the most common eligible research expenses and what constitutes compliance.

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### SESSION DESCRIPTIONS 200 Level Sessions – Intermediate

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<b>Session ID:</b>	<b>RAD 201</b>
<b>Time:</b>	9:00A - 10:10A
<b>Room:</b>	ECHA L1-430
<b>Title:</b>	<b>Safe, Healthy and Environmentally Responsible Work Places in Changing Times</b>
<b>Presenters:</b>	<b>Michelle Rooker</b> , Lead, Environment, Health & Safety Operations Team <b>Lois Dvorsky</b> , Lead, Environment, Health & Safety Systems Planning & Development Team
<b>Description:</b>	How will changes to Alberta’s Occupational Health & Safety Act affect YOU? Learn how the new OHS legislation broadens supervisor responsibilities and strengthens worker rights, and what tools and services Environment, Health & Safety has put in place to facilitate these changes for university staff and students.
<b>Learning Outcomes:</b>	<ul style="list-style-type: none"><li>• Build awareness of new legislation and how it aims to strengthen worker rights, expand supervisor responsibilities, and foster better health, safety, and social wellbeing in the workplace</li><li>• Understand how to access EHS tools and systems to facilitate hazard management and emergency preparedness</li><li>• Recognize new features of EHS database and anticipate upcoming changes to incident reporting tool</li></ul>

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### SESSION DESCRIPTIONS 200 Level Sessions – Intermediate

<b>Session ID:</b>	<b>RAD 202</b>
<b>Time:</b>	10:30A to 11:40A
<b>Room:</b>	ECHA L1-420
<b>Title:</b>	<b>What's the Buzz....Tell Me What's Happening: an update from the Research Ethics Office</b>
<b>Presenter:</b>	<b>Kim Kordov</b> , Associate Director, Research Ethics Office
<b>Description:</b>	<p>This presentation will cover changes within the Research Ethics Office affecting researchers and research administration. Topics will include an overview of past and upcoming changes to:</p> <ul style="list-style-type: none"><li>- regulations and legislation including: Cannabis Legislation and how it will impact research using cannabis products, implementation of the new Common Rule in the United States, upcoming changes to the TCPS2 (expected in June 2019)</li><li>- the online ethics application system: updates to the REMO system, planned integration of Grants/REMO, REMO/IRISS exchange, revisions to the Animal Care and Use forms in REMO</li><li>- Research Ethics Office processes including: Animal Collaborations, Release of Funds process, Communication vehicle (ReoNews), AHS ConnectCare launch at WMC in Fall 2019.</li></ul>
<b>Learning Outcomes:</b>	<ul style="list-style-type: none"><li>• Understand high level changes to the regulatory environment related to research ethics review</li><li>• Gain a deeper understanding of ethics review process and requirements</li></ul>

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### SESSION DESCRIPTIONS 300 Level Sessions – Advanced

<b>Session ID:</b>	<b>RAD 301</b>
<b>Time:</b>	9:00A to 10:10A
<b>Room:</b>	ECHA L1-490
<b>Title:</b>	<b>Title I: Travel Processes and Expense Procedure – Update</b> <b>Title II: First Nations, Métis and Inuit Honorarium Payment Guidelines</b>
<b>Presenters:</b>	<b>Phil Webb</b> , Director, Logistics and Business Services, Supply Management Services
<b>Description:</b>	<b>Travel Processes and Expense Procedure update session</b> In December of 2018 the Travel Processes and Expense Procedure was updated (last update occurred in 2016). Significant changes to the procedure have been added and updated to reflect the universities ongoing requirements. Thirty notable changes have occurred that will be presented and discussed in this session.  <b>First Nations, Métis and Inuit Honorarium Payment Guidelines session</b> Honorarium payments to First Nations, Metis and Inuit individuals have occurred at the university for many years. Recently a committee reviewed these payments with the intent to provide consistent guidelines to support these payments and alleviate confusion. These guidelines and related forms are now available on the Human Resources website and will be presented and discussed during this session.
<b>Learning Outcomes:</b>	Attendees will gain a better understanding of recent changes in Travel and expense procedures at the UofA. Attendees will also gain a better understanding of the guidelines which support honorarium payments to First Nations, Metis and Inuit groups.

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### SESSION DESCRIPTIONS 300 Level Sessions – Advanced

<b>Session ID:</b>	<b>RAD 302</b>
<b>Time:</b>	10:30A to 11:40A
<b>Room:</b>	ECHA L1-430
<b>Title:</b>	<b>Understanding Moral Rights under Canadian Copyright Law in an Academic Context</b>
<b>Presenters:</b>	<i>Julaine Herst</i> , Assistant Director, Research Services Office. <i>Francisco Marquez-Stricker</i> , Legal Counsel, Research Services Office
<b>Description:</b>	The ability to publish research results and the preservation of academic works is a critical component in all research agreements that the Research Services Office negotiates. While often overlooked, copyright (and associated moral rights) are critical for academics, as they serve to protect our researcher's reputation, as well as the ability of the Sponsor to modify any reports they receive. While the RSO works diligently to ensure appropriate terminology is concluded in any research agreement, from time to time sponsors may ask for an assignment of copyright and seek a waiver of a researcher's moral rights. This can have very serious repercussions for the reputation of a researcher and the integrity of their research work.
<b>Learning Outcomes:</b>	Our session will provide a brief overview of moral rights and their implications for academic research, as well the University's processes regarding moral rights waivers, and what researchers should consider when faced with a request for a moral rights waiver.