NIH REGIONAL SEMINAR ON PROGRAM FUNDING AND GRANTS ADMINISTRATION
RIVERSIDE 2006 PROGRAM

WEDNESDAY, MAY 31, 2006

7:00-8:00 a.m.  REGISTRATION/CONTINENTAL BREAKFAST

8:00-8:15 a.m.  Raincross Ballroom  Welcome/Introduction of Program and Seminar Faculty
Joe Ellis and local officials

PLENARY SESSION 1

8:15-9:45 a.m.  Raincross Ballroom  NIH Fundamentals
Annette Hanopole and Chuck Selden
Starting with the basics: NIH structure, budget, funding plans, council activities, NIH staff roles and responsibilities, mechanisms of support. Includes fundamentals of regulations, policy and grants administration. An overview for all attendees.

9:45-10:00 a.m.  BREAK

10:00 a.m. -12:00 p.m.  PLENARY SESSION 2

Raincross Ballroom  Take a Walk through the SF424 (R&R) Grant Application
Marcia Hahn and Megan Columbus
NIH is in the process of converting from the PHS 398 to the SF424 (R&R) (Research and Related) grant application. This talk will provide an overview of the transition and show you how to work with the new SF424 (R&R) grant application. For all attendees.

12:00 p.m. – 1:30 p.m.  Ben H. Lewis Hall  LUNCH
Join a faculty member’s table for lunch or take a few moments to stop by NIH’s electronic Research Administration (eRA) booth. This is a great time to get questions answered!

1:30 pm – 3:15 pm  CONCURRENT SESSION 1

Arlington Room  Office of Human Research Protections
Lynda Lahl
Human subjects protections, institutional review boards, assurances, compliance, informed consent reporting adverse events. For business officials and investigators

La Sierra Room  All About Costs (to be repeated)
Diane Dean and Kathy Hancock
A discussion of pre- and post-award costing issues, including pointers and pitfalls of preparing budget requests, expenditure and reporting of grant funds and other important topics. For investigators and administrators.
Raincross Ballroom **Scientific Peer Review**
*Anthony Coelho*
Understanding the NIH peer review process can improve your chance of getting funded. Learn how to use the peer review process to your advantage. Intended for investigators.

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3:15pm **BREAK**

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**CONCURRENT SESSION 2**

3:30pm to 5:00pm Raincross Ballroom **Advanced Administrative Topics**
*Joe Ellis and Annette Hanopole*
Oversight and coordination of complex award mechanisms, including clinical trials, multi-site projects, program projects, etc. adds additional responsibilities for PIs and administrators. Come learn the ins and outs of managing research grants in an increasingly complex environment, and how to handle less common situations such as changes in PI, scope, institution; sabbaticals, etc. …For administrators.

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Concurrent Session 2 Citrus Heritage Room **Small Business Research Funding Opportunities (SBIR/STTR)**
*Kathleen Shino*
Overview of the SBIR/STTR Programs including ways industry and academia can develop mutually beneficial partnerships with small business firms to undertake early stage, high tech projects. For investigators seeking to commercialize their discoveries

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Arlington Room **Organization Registration and Account Administration for NIH eRA**
*Tim Twomey and Cathy Walker*
This session focuses on how to prepare your organization for doing business with NIH electronically. It will cover how to register your organization for the eRA Commons as well as how to set up and manage user accounts for administrative officials and faculty. As a bonus we will cover where and how to get a DUNs number and registering for Grants.Gov and in the Central Contracting Registration (CCR). For central administrators and signing officials, as well as departmental administrators with accounts maintenance responsibilities.. Note information presented in this session will NOT be repeated in the hands on labs on Friday.

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La Sierra Room **Grant Writing for Success**
*Anthony Coelho*
Insights and helpful hints on preparing an application for submission. Mainly for junior investigators yet of interest to anyone involved with preparation of the scientific portion of the application.

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6:00 to 8:00 p.m. **RECEPTION**
Join the faculty for informal discussion in a relaxed, after-hours setting. A fiesta on the Mall and visits to the University of California at Riverside Photography Museum and Sweeney Art Gallery

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**THURSDAY, JUNE 1, 2006**

7:15-8:00 a.m. **CONTINENTAL BREAKFAST**
8:00-9:30 a.m.  CONCURRENT SESSION 3

Raincross Ballroom  
**Current Issues at NIH** (will be repeated)
*Joe Ellis and George Gardner*
An overview of administrative and policy changes affecting NIH and its grantees. Targeted towards administrators and investigators with NIH experience.

Arlington Room  
**All About Costs** (repeat)
*Diane Dean and Kathy Hancock or Jeanette Gordon*
A discussion of pre- and post-award costing issues, including pointers and pitfalls of preparing budget requests, expenditure and reporting of grant funds and other important topics. Targeted for investigators and administrators.

Aviators Room  
**Data and Model Organism Sharing Policies**
*JP Kim and Marilynn Miller*
This session includes sharing data, writing data sharing plans in applications asking for more than $500,000, and writing plans for sharing Model Organisms in all application asking for support of their development. For investigators and technology transfer specialists.

Citrus Heritage Room  
**Research Integrity**
*Valery Gordon and Susan Kauble*
How to avoid research conflicts of interest, how to recognize and avoid research misconduct, how to handle allegations of research misconduct. For investigators and administrative faculty.

La Sierra Room  
**How the NIH Program Official Works with Investigators**
*Roger Sorensen and Michael Sesma*
Come hear how NIH Program Officials can assist investigators at all steps in the granting process, from developing ideas and preparing a grant application, to helping with issues that may arise before and after the grant review meeting, and, finally, after an award has been made. This session will address how and why NIH holds scientific workshops, and why NIH sponsors research initiatives (like RFAs).

9:30 - 10:00 a.m.  BREAK

10:00 - 11:30 a.m.  CONCURRENT SESSION 4

Raincross Ballroom  
**Compliance Basics for the NIH Grantee**
*Diane Dean, Susan Kauble and Kathy Hancock or Jeanette Gordon*
A discussion of common compliance issues at grantee institutions. For administrators.

Citrus Heritage Room  
**Open Format Question and Answer Session**
*All available faculty*
Answering any and all questions. Intended for all audiences.

La Sierra Room  
**Interacting with NIH Electronically** (to be repeated)
*Megan Columbus, Mark Siegert, Tim Twomey, and Cathy Walker*
This session will provide an overview of submitting an application electronically to NIH through Grants.gov and ways to interact with NIH electronically post-award. This session will also provide an overview of investigators’ and administrator’s roles when submitting an application electronically to NIH through Grants.gov and will show how and when to use the NIH Commons to interact with NIH electronically post-award.

Arlington Room  
**Small Business Research (SBIR/STTR) Building University and other Research Partnerships – The Good, the Bad and the Ugly**
*Kathleen Shino, Denise Higgins and Alain Luxembourg*
Building University and other Research partnerships can enhance your SBIR or STTR project, and this
session provides insights concerning how to foster and maintain strategic relationships that lend credibility to your proposal and attract outside investors.

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**Aviators Room**

**Office of Laboratory Animal Welfare**

_Axel Wolff_

Animal Subjects Protections, Institutional Animal Care and Use Committees, assurances, compliance. For administrators and investigators.

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11:30 p.m.-1:00 p.m.

**Ben H. Lewis Hall**

**LUNCH**

Join a faculty member’s table for lunch or take a few moments to stop by the eRA booth. This is a great time to get questions answered!

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1:00-2:30p.m. **CONCURRENT SESSION 5**

**Raincross Ballroom**

**Interacting with NIH Electronically** (repeat)

_Megan Columbus, Mark Siegert, Tim Twomey and Cathy Walker_

This session will provide an overview of submitting an application electronically to NIH through Grants.gov and ways to interact with NIH electronically post-award. This session will also provide an overview of investigators’ and administrator’s roles when submitting an application electronically to NIH through Grants.gov and will show how and when to use the NIH Commons to interact with NIH electronically post-award.

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**Citrus Heritage Room**

**Research Contracts**

_Darryl Grant_

What are they? How are they awarded? Who gets them? Should you try and get one?

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**La Sierra Room**

**Research Training Awards**

_James Hyde and George Gardner_

Issues specific to grants awarded under the auspices of Ruth L. Kirschstein National Research Service Awards, specifically Individual Fellowships and Institutional Training Grants. Administrative and programmatic aspects of training grants and fellowships will be discussed, including application preparation tips. For investigators and administrators.

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**Aviators Room**

**Research Involving Human Subjects**

_Valery Gordon_

Insights on addressing research involving Human Subjects in your grant application. Includes review of HHS regulations, NIH policies, and guidance for research involving human subjects. Introductory level. Targeted for investigators.

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**Arlington Room**

**Budget Basics for Investigators**

_Michael Sesma, Roger Sorensen and Joe Ellis_

Tips on how to calculate and defend your budget request. For investigators.

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2:30-2:45pm **BREAK**

2:45-3:50p.m. **CONCURRENT SESSION 6**

**Raincross Ballroom**

**After the Award is Made…Then What?**

_Annette Hanopole and Roger Sorensen_

What happens in your institution and at the NIH between grant award and closeout. Emphasis will be on business issues.

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**Aviators Room**

**Human Subjects Issues for Experienced Investigators**

_Valery Gordon_

Intended for investigators who have some experience with human subjects research and have specific questions.
Career Development Opportunities

James Hyde and Marcia Hahn

NIH Career Development (K) awards provide research training opportunities for both research scientists and clinicians at various stages of their careers. The presentation will describe the various career award mechanisms and cover policies that apply to these awards. Targeted to administrators and investigators.

Current Issues at NIH (repeat)

Joe Ellis and George Gardner

An overview of administrative and policy changes affecting NIH and its grantees. Targeted towards administrators and investigators with NIH experience.

SBIR-STTR: The NIH SBIR Technical Assistance Programs and other Research Resources

Kathleen Shino and Victor Hwang

Join this session to understand how NIH helps SBIR awardees to commercialize their SBIR-developed products. Find out what other assistance opportunities and research resources might be available to you.

4:00-5:00 p.m.

Plenary Session 3

Mock Study Section Meeting

Anthony Coelho and the “Never Ready for Prime Time Players”

Experience the NIH peer review process in action! Entertaining and informative for anyone involved in the grant process.

Looking Ahead—Wrap-up session—Question and Answer Period

Joe Ellis

What’s on the horizon for NIH? What haven’t we answered for you in the last two days?

FRIDAY, JUNE 2, 2006

10:00 A.M. – 1:00 P.M. ON CAMPUS ELECTRONIC RESEARCH ADMINISTRATION -- COMPUTER LAB
(60 Trainee Limit, Pre-Registration Required)
Scarlett Gibb, Mark Siegert, Tim Twomey and Cathy Walker

2:00 P.M. – 5:00 P.M. ON CAMPUS ELECTRONIC RESEARCH ADMINISTRATION -- COMPUTER LAB
(60 Trainee Limit, Pre-Registration Required)
Scarlett Gibb, Mark Siegert, Tim Twomey and Cathy Walker

The Computer Workshop will give institutional grant administrators and principal investigators hands-on-keyboard training on how to communicate with the NIH. This will feature the steps involved in completing and submitting an application for an NIH grant using the SF424(R&R) form via grants.gov. Instruction will also include how to register for an NIH eRA (Electronic Research Administration) Commons account, and how to get DUNS and CCR numbers. Trainees will be instructed on how to make fullest use of the NIH eRA Commons, a virtual meeting place where NIH extramural grantee organizations, grantees, and the public can receive and transmit information about the administration of biomedical and behavioral research.