

2008 NIH Regional Seminar eRA Lab Schedule

Tuesday, June 17, 2008			
	Lab Times	Lab Block 1	Lab Block 2
Afternoon Session	1:00-2:00	Interacting Electronically with NIH Workshop for PIs & Delegates (3.5 hours)	eRA Commons Account Administration Basics (1 hour)
	2:15-3:45		eRA Commons Status Workshop for Administrators (1.5 hours)
	4:00-5:00		FSR (1 hour)
Wednesday, June 18, 2008			
	Lab Times	Lab Block 1	Lab Block 2
Morning Session	8:00-9:00	Interacting Electronically with NIH Workshop for PIs & Delegates (3.5 hours)	eRA Commons Account Administration Basics (1 hour)
	9:15-10:45		eRA Commons Status for Administrators (1.5 hours)
	11:00-12:00		FSR (1 hour)
Lunch Break			
Afternoon Session	12:30-2:00 or 1:00-2:00 (*Check individual session.)	*12:30-2:00pm eRA Commons Workshop for PIs and their Delegates (1.5 hours)	*1:00-2:00pm eRA Commons Basics (1 hour)
	2:15-3:45	xTrain Workshop (2 hours)	eRA Commons Status for Administrators (1.5 hours)
	4:00-5:00		FSR (1 hour)

2008 NIH Regional Seminar Presentation Tracks

DAY 1				
Agenda	Time	Administrators	Investigators	All Interests

<i>Registration/ Breakfast</i>	7:00- 8:00am				
Plenary Session 1	8:00- 8:15am			<ul style="list-style-type: none"> • Welcome & Introductions 	
	8:15- 8:45am			<ul style="list-style-type: none"> • NIH and You: Building Partnerships in Biomedical Research (Keynote) 	
	8:45- 9:45am			<ul style="list-style-type: none"> • Fundamentals of the NIH Grants Process 	
<i>Break</i>	9:45- 10:00am			Mock Study Session Video	
Concurrent Session 1	10:00- 11:30am	Current Issues NIH (To be Repeated)	A "Peer" into the NIH Review Process	<i>A Walk Through the SF 424 (R&R)</i>	<i>Financial Conflict of Interest (FCOI)</i>
<i>Lunch with Faculty</i>	11:30am- 12:30pm				
Concurrent Session 2	12:30- 2:00pm	All About Costs (To be Repeated)	Grant Writing for Success	<i>After the Award is Made... Then What?</i>	<i>Mini Sessions:(45 min. each)</i>
					<ul style="list-style-type: none"> • <i>OLAW</i> • <i>OHRP</i>
<i>Break</i>	2:00- 2:15pm			Mock Study Session Video	
Concurrent Session 3	2:15- 3:45pm	Advanced Administrative Topics (To be Repeated)	How the NIH Official works with Investigators	Interacting with NIH Electronically (Repeat)	<i>Mini Sessions: (45 min. each)</i>
					<ul style="list-style-type: none"> • <i>Resource Sharing</i> • <i>SBIR/STTR</i>
<i>Break</i>	3:45-			Mock Study Session Video	

	4:00pm				
Concurrent Session 4	4:00-5:00pm	How Well Do You Know the eRA Commons?	<i>Human Subject Briefs:</i> <i>(30 min. each)</i> <ul style="list-style-type: none"> Human Subject Issues for Experienced Investigators GWAS 	<i>International Collaborations</i>	<i>Multiple PI Overview & FAQs</i>

DAY 2

Agenda	Time	Administrators	Investigators	All Interests	
<i>Continental Breakfast</i>	7:00-8:00am				
Concurrent Session 5	8:00-9:30am	Current Issues at NIH (Repeat)	Budget Basics for Investigators (To be Repeated)	<i>Research Integrity</i>	<i>Research Training Awards</i>
<i>Break</i>	9:30-9:45am			Mock Study Session Video	
Concurrent Session 6	9:45-11:15am	Common Compliance Pitfalls and Strategies for Success: A Discussion Based on Case Studies	<i>NIH's Two-for-the Road:</i> <i>(45 minutes each)</i> <ul style="list-style-type: none"> <i>Public Access</i> <i>Trans-NIH Initiatives and You</i> 	<i>Interacting Electronically with NIH (Repeat)</i>	<i>Research Involving Human Subjects Primer</i>

<i>Lunch with Faculty</i>	11:15am-12:15pm				
Concurrent Session 7	12:15-1:45pm	Advanced Administrative Topics(Repeat)	Career Development Opportunities	<i>NIH Triple Play: (30 min. each)</i> <ul style="list-style-type: none"> • <i>Navigating NIH Electronic resources</i> • <i>NIH Activity Code Primer</i> • <i>NIH Loan Repayment Programs</i> 	<i>R&D Contracts: Who, What, Where, When, Why, & How?</i>
<i>Break</i>	1:45-2:00pm				
Concurrent Session 8	2:00-3:30pm	All About Costs (Repeat)	Budget Basics for Investigators (Repeat)	<i>Curtain Call: Mock Study Section Video/Q&A(includes NIH experts)</i>	<i>Face to Face with the NIH: Q&A (available faculty)</i>

2008 NIH Regional Seminar - Annotated Agenda

DAY 1 - THURSDAY, JUNE 19, 2008

Agenda	Time	Administrators	Investigators	All Interests
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7:00-8:00a.m.	REGISTRATION/CONTINENTAL BREAKFAST	
	PLENARY SESSION 1	
8:00-8:15a.m.	All Interests	Welcome/Introduction of Program and Seminar Faculty
8:15-8:45 a.m.	All Interests	NIH and You: Building Partnerships in Biomedical Research Kick-starting the seminar, Dr. Norka Ruiz Bravo, NIH Deputy Director for Extramural Research, shares her experiences and perspective on the role of NIH in encouraging and supporting biomedical research across the globe.
8:45-9:45a.m.	All Interests	Fundamentals of the NIH Grants Process Trying to grasp the NIH Grants Process? Where does it start...What happens during Peer Review...How long until I get my award...Who do I call at NIH? This plenary provides the basics on such topics as NIH structure, budget plans, council activities, NIH staff roles and responsibilities, as well as mechanisms of support. It also includes fundamentals of regulations, policy and grants administration. In addition, you'll hear suggestions of which sessions during the 2-day seminar will provide more details on specific topics.
9:45-10:00a.m.	BREAK	Mock Study Section Video Watch the NIH peer review process in action! Informative for anyone involved in the grant process. This 39 minute video will be replayed continuously for the two days. Copies are available via www.csr.nih.gov/Video/Video.asp
10:00a.m.-11:30a.m.	CONCURRENT SESSION 1	
	Administrators	Current Issues at NIH (Repeat: Concurrent Session 5) Don't miss the opportunity to hear the latest administrative and policy changes important to NIH and its grantees during this overview of <i>Current Issues at NIH</i> . Topics include news on the FY2008 NIH Budget, updates on electronic submission of grant applications, NIH pilot programs, and so much more!
	Investigators	A "Peer" into the NIH Review Process Understanding the NIH peer review process can improve your chance of getting funded. Learn how to use the peer review process to your advantage from an NIH expert with helpful information and tips!
	All Interests	A Walk Through the SF424 (R&R) Are you new to the SF424 (R&R) or still struggling with the new data requirements and format? This session walks you through the parts of an R&R application, with a focus

		on helpful hints for preparing an error-free submission. An update on NIH transition plans is also included. Intended for administrators and investigators.
	All Interests	<i>Financial Conflict of Interest</i> This session will provide an overview of the Federal Financial Conflict of Interest (FCOI) regulation (42 CFR Part 50, Subpart F) and will include a discussion on the latest developments in the FCOI arena, key requirements of the regulation, institutional responsibilities, and common institutional implementation issues.
11:30a.m.-12:30p.m.	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!
12:30p.m. – 2:00p.m.	CONCURRENT SESSION 2	
	Administrators	<i>All About Costs (Repeat: Concurrent Session 8)</i> Looking for a session that provides an overview of post-award costing issues, with an emphasis on accounting, monitoring, and reporting requirements, and other important topics, while encouraging audience participation? If so, this session is the one for you. A post-award primer for administrators and investigators.
	Investigators	<i>Grant Writing For Success</i> Are you a new or junior investigator? Do you assist in the preparation of the scientific portions of an application? If you answered "yes" to either question, then don't miss this popular presentation from NIH experts which provides insights and helpful hints on preparing an application for submission. Learn how to avoid the most common mistakes in writing grant applications and correct some typical misconceptions about the grant review process.
	All Interests	<i>After the Award is Made...Then What?</i> What happens in your institution and at the NIH between grant award and closeout? This session provides a better understanding of NIH post-award activities from the perspective of a grants manager and program officer. The emphasis will be on business issues.
	All Interests	Mini Sessions: (45 minutes each) <ul style="list-style-type: none"> • OHRP – Office for Human Research Protections - (12:30 - 1:15pm) Opportunity to hear OHRP experts discuss Human Subjects Protections,

		<p>Institutional Review Boards, assurances, compliance, informed consent, and reporting adverse events.</p> <ul style="list-style-type: none"> • OLAW – Office of Laboratory Animal Welfare - (1:15 - 2:00pm) Informative information on Animal Subjects Protections, Institutional Animal Care and Use Committees, assurances, and compliance.
2:00-2:15p.m.	BREAK	<p>Mock Study Section Video Watch the NIH peer review process in action! Informative for anyone involved in the grant process.</p>
2:15p.m. – 3:45p.m.	CONCURRENT SESSION 3	
	Administrators	<p><i>Advanced Administrative Topics (Repeat: Session 7)</i> Come learn the ins and outs of managing research grants in an increasingly complex environment, and how to address less common situations such as changes in PI, scope, institution; sabbaticals, etc. Don't miss the discussions on oversight and coordination of complex award mechanisms, including clinical trials, multi-site projects, program projects, etc. which add additional responsibilities for PIs, administrators, and NIH staff.</p>
	Investigators	<p><i>How the NIH Program Official Works with Investigators</i> Don't miss a moment of this information-filled session on how NIH Program Officials can assist investigators at every step in the granting process. Topics include: finding out the general missions and specific scientific emphases of the different NIH Institutes, developing viable research ideas and questions for a strong grant application, addressing issues that may arise before and after the grant review meeting, and interacting with the Program Official after an award has been made.</p>
	All Interests	<p><i>Interacting Electronically with NIH (Repeat: Concurrent Session 6)</i> Learn how to utilize the NIH resources available for finding grant opportunities, applying for opportunities, tracking applications and awards, and meeting reporting requirements electronically. This session provides a high level overview geared towards less experienced users. Participants of this session may also want to attend the "How Well Do You Know the eRA Commons?" session to dig deeper into hot eRA Commons topics.</p>

	All Interests	<p>NIH Mini Sessions: (45 minutes each)</p> <ul style="list-style-type: none"> • Resource Sharing - (2:15 -3pm) Guidelines and resources for sharing of data and model organisms, as well as preparation tips for associated sharing plans. • SBIR/STTR – Small Business Innovation Research/Small Business Technology Transfer Programs) - (3:00- 3:45pm) 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.
3:45p.m.-4:00p.m.	BREAK	<p>Mock Study Section Video Watch the NIH peer review process in action! Informative for anyone involved in the grant process.</p>
4:00p.m. – 5:00p.m.	CONCURRENT SESSION 4	
	Administrators	<p>How Well Do You Know the eRA Commons? Interactive (and fun) session covering eRA Commons features, functionality, and useful trivia. This session provides a comprehensive overview of Commons features, including such topics as electronic submission, status, eSNAP, and delegations. New Commons users will pick up some useful tips and more experienced users will be able to test their knowledge and learn about new features.</p>
	Investigators	<p>Human Subject Briefs: (30 min. each)</p> <ul style="list-style-type: none"> • Human Subject Issues for Experienced Investigators - (4:00 - 4:30pm) Desire an opportunity to learn about and discuss some of the deeper issues that may arise with the use of human subjects in research? This session is targeted to investigators who have experience with human subject research and have specific questions. • GWAS: Genome-Wide Association Studies - (4:30 - 5:00pm) All investigators who receive NIH support to conduct genome- wide association studies are expected to submit both descriptive information about their studies and the ensuing GWAS datasets to the NIH GWAS data repository (effective for grant and cooperative agreement applications, and contract proposals,

		submitted for the January 25, 2008 and all subsequent receipt dates.) This session provides important information about the data sharing plan, protection of human subjects from research risks, responsibilities of investigators and institutions, and answers to frequently asked questions.
	Investigators	Multiple PI Overview & FAQs The Multiple PI option supports projects that support the “team science” approach. This session provides important background and features of the Multiple-PI policy, as well as an opportunity to discuss technical and administrative issues.
	All Interests	International Collaborations As research becomes more global, international collaborations become more necessary. Research administrators are being faced with issues and concerns in which they have little experience. This session will answer such questions as...What are possible issues when a collaborator is foreign? Are there issues that may be unique to resource poor countries?
5:15-6:15p.m.		RECEPTION Join the faculty in a fun and relaxed, after-hours setting.

DAY 2 - FRIDAY, JUNE 20, 2008

Agenda	Time	Administrators	Investigators	All Interests
	7:00a.m. – 8:00a.m.	CONTINENTAL BREAKFAST		
	8:00a.m. – 9:30a.m.	CONCURRENT SESSION 5		
		Administrators	Current Issues at NIH (Repeat) Don't miss the opportunity to hear the latest administrative and policy changes important to NIH and its grantees during this overview of <i>Current Issues at NIH</i> . Topics include news on the FY2008 NIH Budget, updates on electronic submission of grant applications, NIH pilot programs, and more!	

	Investigators	Budget Basics for Investigators (To be Repeated) Guidance is often requested from NIH staff on how to calculate, develop, and defend a budget request. This session will provide you with the basics you need and the people who can help.
	All Interests	Research Integrity An expert from the Office of Research Integrity shares how to avoid research conflicts of interest, how to recognize and avoid research misconduct, and how to handle allegations of research misconduct.
	All Interests	Research Training Awards What are the issues specific to grants awarded under the auspices of Ruth L. Kirschstein National Research Service Awards (NRSA), specifically Individual Fellowships and Institutional Training Grants? This session provides administrative and programmatic aspects of training grants and fellowships, including application preparation tips.
9:30a.m. – 9:45a.m.	BREAK	Mock Study Section Video Watch the NIH peer review process in action! Informative for anyone involved in the grant process.
9:45a.m. – 11:15a.m.	CONCURRENT SESSION 6	
	Administrators	Common Compliance Pitfalls and Strategies for Success: A Discussion Based on Case Studies This session provides an overview of compliance activities including an interactive discussion of specific case studies that illustrate common compliance issues. A primer for administrators and interested investigators.
	Investigators	NIH's Two for the Road: (45 minutes each) <ul style="list-style-type: none"> • Public Access - (9:45 - 10:30am) Investigators must submit to NLM's PubMed Central any final, peer-reviewed manuscripts arising from NIH funds when they are accepted for publication. Learn more about your responsibilities and the process for compliance to this new NIH policy. • Trans-NIH Initiatives and You - (10:30 - 11:15am) Learn more about NIH Initiatives that span more than one Institute/Center and

		the funding opportunities they provide. Who to contact, how your NIH contact can help, how is review different, and more to come as our NIH ProgramPanel answers your questions.
	All Interests	<i>Interacting Electronically with NIH (Repeat: Concurrent Session 3)</i> Learn how to utilize the NIH resources available for finding grant opportunities, applying for opportunities, tracking applications and awards, and meeting reporting requirements electronically. This session provides a high level overview geared towards less experienced users. Participants of this session may also want to attend the “How Well Do You Know the eRA Commons?” session to dig deeper into hot eRA Commons topics.
	All Interests	<i>Research Involving Human Subjects Primer</i> Need some insights on how to address research involving Human Subjects in your grant application? This session provides valuable information on this and other topics, including an overview of HHS regulations, NIH policies and guidance for research involving human subjects. This introductory level session is targeted for investigators, but all interests may attend.
11:15p.m. – 12:15p.m.	LUNCH	Join a faculty member’s table for lunch then take a few moments to stop by NIH’s electronic Research Administration (eRA) booth and/or OER’s Grants Information booth. This is a great time to talk in a small, informal setting with NIH personnel.
12:15p.m. – 1:45p.m.	CONCURRENT SESSION 7	
	Administrators	<i>Advanced Administrative Topics (Repeat: Concurrent Session 3)</i> Come learn the ins and outs of managing research grants in an increasingly complex environment, and how to address less common situations such as changes in PI, scope, institution; sabbaticals, etc. Don’t miss discussions on oversight and coordination of complex award mechanisms, including clinical trials, multi-site projects, program projects, etc. which add additional responsibilities for PIs, administrators, and NIH staff.
	Investigators	<i>Career Development Opportunities</i> NIH Career Development (K) awards provide research training opportunities for both research scientists and clinicians at various stages of their careers. This session describes the various career award mechanisms and covers policies that apply to these

		awards. Targeted to investigators, but would be of interest to administrators as well.
	All Interests	<p>NIH Triple Play: (30 Minute Sessions)</p> <ul style="list-style-type: none"> <p><i>Navigating NIH Electronic Resources (12:15-12:45pm)</i> Navigating the NIH Web Sites for critical resource at each stage of grant application and award administration can be a challenge. This session provides an overview of Web-based resources from application conception through post award administration. Focus will be on the redesigned OER Web Site and includes what documents/links will be most helpful at each stage of the grants process.</p> <p><i>NIH Activity Code Primer (12:45-1:15pm)</i> What's the difference between an R01 and a U01...F31 and a F32? Need help understanding the NIH Activity Code system? This overview provides you with the basics including how the codes are organized and the differences between some of the most commonly utilized codes at NIH (e.g. R01, R03, U01, U10, T's and F's, etc.)</p> <p><i>NIH Loan Repayment Programs–You Do the Research, We'll Repay Your Student Loans (1:15-1:45pm)</i> Do you or someone you know have student debt? If so, find out how the NIH Loan Repayment Programs (LRPs) can repay up to \$35,000 of it each year. This session is for students, new researchers, and administrators/mentors who want to learn how biomedical and behavioral scientists with student debt can benefit from NIH's five extramural LRPs and start planning an application.</p>
	All Interests	<p>R&D Contracts: Who, What, Where, When, Why & How? Ever want to know more about NIH Research Contracts? Here's your chance! This session covers all of the basic questions regarding research contracts...What are they? How are they awarded? Should you try and get one?</p>
1:45p.m.-2:00p.m.	BREAK	<p>Mock Study Section Video Watch the NIH peer review process in action! Informative for anyone involved in the grant process.</p>
2:00p.m.–3:30p.m.	CONCURRENT SESSION 8	
	Administrators	<i>All About Costs (Repeat: Concurrent Session 2)</i>

	Looking for a session that provides an overview of post-award costing issues, with an emphasis on accounting, monitoring, and reporting requirements, and other important topics, while encouraging audience participation? If so, this session is the one for you. A post-award primer for administrators and investigators.
Investigators	<i>Budget Basics for Investigators (Repeat: Concurrent Session 5)</i> Guidance is often requested from NIH staff on how to calculate, develop, and defend a budget request. This session will provide you with the basics you need and the people who can help.
All Interests	<i>Curtain Call: Mock Study Section Video/ Q&A</i> If you haven't had the opportunity to watch the mock study section video, then don't miss this final screening, followed by Q&A by peer review experts.
All Interests	<i>Face to Face with the NIH: Q&A</i> What have we not answered for you in the last two days? Here's your chance to get a final answer – face to face with the NIH experts! (Note: Peer Review experts will be leaving ½ way through to attend Mock Study Section Q&A).