



NCURA Region VII

May News

Inspiring research administrators to pioneer frontiers

Happy Start of Summer!

Congrats all for making it through the winter! Here is to the warm (to HOT) months ahead and all of the fiscal year ends rolling out across the region. GOOD LUCK

This issue will be short and sweet- here are the highlights:

- Elections!
 - PUI corner - Internal Controls
 - PUI Spotlight - Southern Utah University
 - Annual and Regional Meeting 2019 Updates
 - Interview with Diane Barrett, Chair of R7, about how she started volunteering
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Get your nominations ready!

Nominations are **NOW OPEN** for the following elected offices for Region VII!

Chair Elect (2020)

Member-at-Large (2020-2021)

Secretary (2020-2021)

Treasurer Elect (2020)

Self-nominations are welcome and highly encouraged.

Want to know more about the positions? **CLICK HERE**

Not sure if you want to be an elected official? Want to learn more? If you are interested in hearing more about the position from current officers, thinking about running, and/or are just wanting to know more, email Diane Barrett at diane.barrett@colostate.edu ASAP to be included on a call with current officers to learn about the positions, what it's like to serve, and the great experiences our current officers have enjoyed.

Complete the **Nomination Form** and submit via e-mail to Ashley Stahle at ashley.stahle@colostate.edu

Deadline for submission: JUNE 9, 2019

[Click Here](#) for more information about the elections and positions!

WE WANT YOU



Are you
ready for
AM 61 and
RM19???



Registration is open for AM61 - August 4-7 in Washington DC!

[CLICK HERE for more information about registration!](#)

Join the national membership and make sure to carve out time to connect with your other Region VII members in attendance!

Going to AM61? Would you be interested in a night bus tour of DC one night? If so- email Natalie Buys at NATALIE.BUYS@UCDENVER.EDU to let her know your interest!

We are still looking for proposals for presentations for the Region VI & VII Regional Meeting in October in Seattle!

Have an idea- SUBMIT! [Click Here for more information!](#)



There are so many ways to get involved with NCURA and Region VII.
Contact Natalie Buys at natalie.buys@ucdenver.edu
for more information on how to volunteer with Region VII!

Volunteers Tell All - Spotlight On...

Read the below interview with our current Chair of Region VII, Diane Barrett, about how she got started with volunteering!



Diane Barrett
Director of Sponsored Programs
Colorado State University

How an Introvert Started Volunteering

I am probably more comfortable with my NCURA family than with any other group, including relatives, but it was not always so. Back in the day, I was the lone research administrator at Butler University, a PUI in Indianapolis. I went to several NCURA national meetings and fumbled my way through lunches and other events, saying as little as possible. In those days (we are talking the 80s), there was no slick online presence or store, so everything was laid out on tables across from the registration desk. At one memorable meeting, I was looking at all of the polo shirts for sale after lunch and thought, 'Wow, they could be really selling these right now with all of these people walking by.' To my astonishment, I must have said it out loud, because a woman standing next to me said, 'Well, let's just open the booth. Wait here.' She went behind the registration desk and pulled out a small cash box and brought it back and said, 'Here. Help me.'

I was flabbergasted. This was NOT ME. But the woman had the brightest smile I had ever seen and there was no refusing her. I spent a happy 45 minutes suggesting what color polo went best with skin tone (like I had a clue – I need garments to dress) and laughing with people. The woman turned out to be Cindy White (now Blazy) and she became a life-long friend. After that short time, I thought to myself that if I could sell polo shirts I could probably do other things.

That was more than 30 years ago. I began slowly, with a presentation or two at regionals, and eventually entered the NCURA LDI program and started serving on national committees and presenting at national workshops and sessions. I was privileged to serve on the Fundamentals traveling team. I have even found myself putting together table decorations for the banquet. There are a multitude of ways to be helpful, both large and small, but they all involve other research administrators who understand exactly what you do and laugh at the same things.

I have now served as Chair of two regions (IV and VII) and have seen the organization grow from 1,400 members to the over 7,000 today.

If I can do it, anyone can do it. Guaranteed.



PUI Corner

Interested in chatting with a PUI group from the region about common issues?

Email Diane Barrett at

diane.barrett@colostate.edu

Internal Controls

Trisha Southergill

Grant Support and E-Thesis Manager

Montana Technological University

We all know that our organizations should have the goal to reduce the risk of fraud, waste, and abuse of sponsor funding. Internal controls are a powerful tool to this end. Internal controls are a set of processes developed and built to ensure operational compliance with applicable laws and regulations; safeguard resources; and deter and detect errors, fraud, and theft. 2 CFR 200.61 and 2 CFR 200.303 define and give us guideposts for developing our own internal controls. These are a good starting point, however each institution and unit must develop internal controls to suit their specific needs.

When developing or revising internal controls, we need to remember that there should be a constant focus of the five components of internal control (control environment, risk assessment, control activity, information and communication, and monitoring activities) in the grant life cycle from pre-award to close out.

A few questions to ask when developing internal controls:

- Is this process realistic?
- How will this being monitored?
- How do we balance efficiency and internal controls?

Why ask these questions?

A few reasons – You want to implement policies that do not hinder workflow and can be met. For example, you don't want to have a policy requiring the vice chancellor to approve every financial transaction related to sponsored programs accounts. It would be impossible to comply with that policy. On the flip side, you don't want a policy that neglects all oversight.

We also want to be able to monitor the internal control to ensure it is being met. This could be monthly random audits of proposals submitted. A supervisor could choose 3 proposals

from each grant coordinator to audit for accuracy. If there are errors, have a learning moment and find ways to not repeat the errors.

The balance between efficiency and internal controls can be difficult. We need to allow time for us to complete our jobs and not be an administrative burden on the PIs. Listening to constituents and always striving for process improvement can aid here.

A few examples of internal controls that can be integrated into our workflows include:

- written policy and procedures (administrative and program management plants);
- detailed job descriptions (so we know who should be doing what);
- employee training;
- segregation of duties (preventing one individual from having virtually complete control over a financial process); and
- documentation of decisions.

While some of these examples are more intensive than others, each can help achieve operational compliance. If your organization does not have clear internal controls, you can always create them for yourself and your work processes. If your organization does have clear internal controls, it is always a good idea to review these on a regular basis for efficiency and clarification.



Institutional Spotlight On:

Southern Utah University

Sylvia Bradshaw

Director, SPARC

Location. Location. Location. Nestled in the world's best backyard, SUU is the "University of the Parks" thanks to its close proximity to several outdoor recreational areas and its educational partnerships with the National Park Service. SUU's safe, residential campus allows its 10,000+ students to create lifelong friendships along with once-in-a-lifetime outdoor adventures in conjunction with innovative academic endeavors.

The SUU SPARC office (**S**ponsored **P**rograms, **A**greements, **R**esearch, and **C**ontracts) plays a critical role in advancing the “University of the Parks” tagline. A good bulk of SUU sponsored activity is generated from student engagement in the national parks located near its campus (Zion, Bryce Canyon, Canyonlands, Arches, and Grand Canyon North Rim).

While SUU has experienced an unprecedented 34% student growth in the last four years, the SPARC office has also experienced tremendous growth. Under the exceptional leadership of Julia Anderson, the SUU SPARC office increased sponsored funding by 40% in 2018. Tragically, Julia passed away last October, shortly after attending and presenting at the NCURA Region VII Conference in Billings, Montana. Julia’s impact was certainly felt with the rise in success of the SPARC office, but more importantly, her impact was felt most keenly in the growth she produced in all of us, her treasured colleagues.

Ever onward, the SPARC office team now consists of the following: Director, Sylvia Bradshaw (formerly of Dixie State University); Pre award, Karen Wilson and Bobbie Ursin; Post award, Suzette Bulloch; Grant Accountant, Carrie Childs; and two of the best student interns in the state – Megan & Katie. In true T-Bird style, we are ready to soar!



NCURA REGION VII TRAVEL AWARDS

DEADLINE: JULY 19, 2019

Applications for travel awards for the 2019 NCURA Region VI/VII Fall Regional Meeting are now being accepted. We will award two (2) travel awards of \$1,000 each for the Region VI/VII Fall Regional Meeting, to be held October 27-30, 2019 in Seattle, Washington. These awards are to help offset the costs of attendance.

The deadline for receipt of applications and nominations for the Region VI/VII Fall Regional Meeting travel awards is **Friday, July 19, 2019**.

Click for the nomination form and for more information:
<https://www.ncuraregionvii.org/travel-awards>

Questions: Email Joelina Peck at joelinapeck@asu.edu



www.ncuraregionvii.org



Questions or Ideas?

Email them to

diane.barrett@colostate.edu

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