



2017
CARA
WEBINARS

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Building a better Budget – January 16, 2017 - 12:00-1:00pm EST - \$90 for CARA members, \$150 for non-members

Budgetary issues are at the heart of successful clinical trial conduct. Inadequate budgeting results in hardships at the site level that compromise both recruitment and trial success. In addition, under budgeting can be seen as a sign of lack of expertise and can undermine credibility in the conduct of research. This session will discuss budget preparation in a frank and straight forward manner using example clinical trial protocols to demonstrate items (both listed and omitted) that need to be included in calculating a representative cost budget. The participants will discuss issues within the protocol and what impact they will have upon the final budget. Generic clinical trial protocols will be examined over the course of the presentation. This session will help to define clinical trial budgetary requirements, to illustrate time, cost and procedural breakdown using protocol as the template, and to demonstrate useful budget negotiation techniques.

Speaker Bio:

Pavel Kruchek has worked in academic healthcare for eight years, four of which he has managed business and finance operations of the Clinical Trials Office (CTO) at the University of Utah. During his time in the CTO, the operation has grown from a handful of employees to well over 60. Pavel has been instrumental in successful clinical trial budgeting and negotiation as well as post-award financial management of clinical research studies. He has developed, trained and led the CTO financial team. The Clinical Trials Office currently manages over 200 studies with 40 more in the revolving pipeline. Pavel also manages operations of the academic Divisions of Adolescent Medicine and Clinical Pharmacology as well as the clinical trial operation processes for the University of Utah Center for Clinical and Translational Science. Joining the world of healthcare and academic research, Pavel brought substantial experience from the complex investments industry where he focused on equity analysis and valuation. Pavel obtained his first Bachelor's degree in International Economic Relations and Management from Far-Eastern Federal University in Vladivostok, Russia; second Bachelor's degree in Economics from University of Utah in Salt Lake City; and an MBA from Northeastern University in Boston, MA. He is a Certified Clinical Research Professional. Pavel has previously presented at local, national and international events, including as a guest lecturer for a master-level clinical trials course, as well as at multiple SRA International and ACRP events. On the side, Pavel volunteers as a Russian language interpreter for many simultaneous and audio-visual projects and world-wide events.

Consciously Cultivating Happiness – Jan 19, 2017, 12:00-1:00pm EST - Free for CARA members, \$150 for non-members

Happier employees are more likely to be creative, tenacious, get promoted and earn more money, yet happiness is not widely recognized as an important career skill! While we would all rather be happy and work with pleasant people, few of us are actively cultivating our joy. Not only for quality of life, but for career fulfillment and advancement, we all need to be reminded of the value of happiness and learn how to develop it.

This webinar will help you:

- confront the myths about happiness
- gain awareness of office cultural factors that impact your happiness
- learn skills for being happier at work

Speaker Bio:

Katie Porter is Director of Research Administration at Hamilton Health Sciences, home to one of the most research intensive environments for medical research in Canada. She holds an Executive MBA from the Richard Ivey School of Business at Western University.

Katie is also a regular lecturer at McMaster University, and co-author of two books - The A-Z Guide to Research Contract Review and Steer Your Career: A Research Administrator's Manual for Mapping Success, in use at more than 450 institutions across the world. Steer Your Career continues to be used as a textbook at the University of South Central Florida's Master of Research Administration degree. You may purchase Katie's books here: <https://cara-acaa.ca/events>

Considered a thought-leader in Research Administration, Katie is a role model for positive change and innovation in the field, with a track record of publishing and presenting in both national and international forums. Her contributions to our profession internationally were recognized in 2012 by the Society of Research Administrators International and in 2014 and 2015 by CARA. One of her proudest professional moments was winning CARA's inaugural poster competition with her poster entitled, "The Impact of the Globalization of Clinical Trials on Clinical Research in Canada" in 2014.

Research Administrators and our Role in Research Dissemination – Jan 20, 2017, 12:00-1:00pm EST - \$90 for CARA members, \$150 for non-members

This webinar will focus on research communication with a goal to provide research administrators with tools and techniques for spreading the word about research. The speakers will address how to access and use social media, how to develop stories for a wide audience, and how to take complex ideas and turn them into short articles. They will use an example of what worked really well recently at Sauder school resulting in major media attention across Canada and internationally.

Speaker Bios:

Frances Chandler is a certified teacher, social worker, and professional planner who is currently the Director of Research Support Services at Sauder School of Business. She holds degrees in environmental studies/urban planning, social welfare policy, and education. Her PhD research focused on leadership and collaborative groups in academia. An award winning volunteer, she has worked in numerous locations and employment situations in Northern and Southern Ontario, Ghana, China, Kenya, and Vancouver. Frances is CARA President and, in addition to that role, provides mentorship and leads our Grant Writers and Facilitators SIG.

Ryan is the Social Media Specialist at the UBC Sauder School of Business. A graduate of the UBC Sauder School of Business with a Marketing major, he has a proven track record managing and growing online communities and helping brands with their digital strategy. He has experience communicating in a brand voice for UBC Sauder School of Business, Vancity Credit Union, The City of Vancouver and The Dilawri Group.

Human Resources and Project Management – Jan 23, 2017, 12:00-1:00pm EST - \$90 for CARA members, \$150 for non-members

This webinar will outline key aspects of employment law that are relevant to research project management

Describe key organizational human resource policies and procedures that are relevant to research project management

Outline the human resource requirements that need to be considered at the proposal preparation stage

Outline the human resource issues that might arise during the research project lifecycle

Outline the human resource requirements that need to be considered at the end of the project

Explain the research administrator's role in helping the organization mitigate risk related to the legal and policy requirements for human resources

Provide an example of 2 projects sponsored by different types of funders (e.g. federal funding, foundation, industrial, commercial); explain the HR issues that arose during the research project and how they were addressed in relation to funder terms and conditions, organizational policies and procedures and the relevant employment law

Speaker bio:

Terry Campbell is the Executive Director, Research Management Services at the University of Ottawa, where she is responsible for leading award and post-award administration of the university's research portfolio, including leadership responsibilities for human resource policies for research staff. Prior to joining the University in 2012, she held executive positions in research administration, science and technology policy, health administration and informatics in the government and non-profit sectors where she was responsible for developing national programs and initiatives. This includes such roles as Executive Director, Canada Research Chairs program and Executive Director, Strategic Policy and Government Relations at the Canadian Institutes of Health Research. Terry holds a Master of Health Administration from the University of Ottawa.

**Career, Confidence and a Confidante: the Role of Mentorship – Jan 24, 2017,
12:00-1:00pm EST – Free for CARA members, \$150 for non-members**

This webinar was offered in April 2014 and is back by popular demand! The webinar will educate attendees about the role and benefits of mentorship to both parties and advice on maximizing the mentor/mentee relationship.

Speaker Bio:

Frances Chandler is a certified teacher, social worker, and professional planner who is currently the Director of Research Support Services at Sauder School of Business. She holds degrees in environmental studies/urban planning, social welfare policy, and education. Her PhD research focused on leadership and collaborative groups in academia. An award winning volunteer, she has worked in numerous locations and employment situations in Northern and Southern Ontario, Ghana, China, Kenya, and Vancouver. Frances is CARA President and, in addition to that role, provides mentorship and leads our Grant Writers and Facilitators SIG.

Identifying Funding Sources at a Small Institution – Jan 25, 2017, 12:00-1:00pm EST - \$90 for CARA members, \$150 for non-members

This webinar will help research administrators develop the knowledge, understanding and skills to identify and publicize relevant information on funding sources at their institutions.

The webinar will:

- Describe how different funders publicize their funding opportunities; and
- Describe the similarities and differences between funding modes.
- Propose ways research administrations can gather information on areas and levels of expertise of researchers at their institution; and
- Match researchers' level of experience and areas of expertise to available funding opportunities.
- Provide different practical examples of ways in which information on funding opportunities could be disseminated to a group/individuals, describe the reasons for choosing a particular method and reflecting on its effectiveness.

Speaker Bio:

Gwen Hill is a Research Development Coordinator at Royal Roads University, and completing her Master of Arts in Interdisciplinary Studies. Her background is in corporate global development, process documentation, and training.

Danielle has a Bachelor of Arts in English from St. Thomas and has been working as the RSO and REB Coordinator for nearly eight years. Her work covers many facets of research administration including proposal development, project management, research finance advising, website/communications, community research liaison, research team building, hosting workshops, and planning regional conferences. She is currently enrolled in the CARA Certificate of Research Administration through ARMA in the UK and was awarded the CARA Community Builder Award for 2016. She is also co-chair of the CARA Member Engagement Committee and belongs to several special interest groups, and is especially engaged with the 'Telling Research Undergrad Success Stories' cross-country initiative being discussed at small institutions.

Best Practices – Jan 26, 2017, 12:00-1:00pm EST - \$90 for CARA members, \$150 for non-members

The financial management of research funding is governed by many rules and regulations that stem from various sources & agency, institutional, federal, provincial and legal. Some awards also come with their own individual requirements. This webinar will explore some best practices that institutions have implemented in order to comply with the numerous requirements and to streamline operational practices for better efficiencies. The sharing of best practices has become extremely important in our environment as it enables institutions to learn from others, thereby updating/modifying existing practices or adopting new practices. The presenters will provide several examples of practices that are built into institutional control frameworks or have been put in place to ensure compliance to agency requirements.

Speaker Bio:

Angela Zeno is a long-time leader in CARA's finance community and has been recognized for her achievements in welcoming new colleagues to CARA, co-developing conferences workshops for fellow finance experts, and presenting research finance webinars to our membership. Angela is a networking catalyst among research finance professionals and she has helped created a collegial, dynamic community of her peers.

Deanne is the Director of Research Accounting at the University of Western Ontario. Deanne keeps up to date in her field and can be counted on to continually share her expertise and many years of experience with others in the post awards field. She believes in the sharing of best practices between Institutions and continues to promote this which has benefitted her peers at other institutions.

Professional Certification Overview – Jan 30, 2017, 12:00-1:00pm EST – Free for members and non-members

This free webinar is open to all CARA members and non-members interested in learning more about professional qualifications for research administrators. Sarah Lampson, CARA Executive Director, will provide an overview of the 2 existing certificates and share some information about the third certificate in the series that we plan to launch in Canada next September. Prior to the webinar please read the information on our website: <https://cara-acaar.ca/professionalDevelopment/professionalCertification> and bring your questions.

Speaker Bio:

Sarah was appointed CARA ED in 2013 after more than a decade as a research administrator. With the support of the CARA board and many other great volunteers, Sarah has brought many new programs and initiatives to CARA and looks forward to another year of increased services to our members. Sarah previously worked in various progressive roles at McMaster University, Associated Medical Services, University Health Network and Hamilton Health Sciences. Sarah co-authored the reference e-book *The A-Z Guide to Research Contract Review* and *Steer Your Career: A Research Administrator's Manual for Mapping Success* which are in use at 450 institutions globally. Sarah received national and international recognition for her contributions to research administration.

The Higher Education Research Funding Environment – Jan 31, 2017 - 12:00-1:00pm EST - \$90 for members, \$150 for non-members

This webinar will provide an overview of the higher education research funding environment that:

- Briefly outlines the main funding streams for Canada's research (e.g. public and private funding)
 - Explains what institutions must do to access public funding
 - Explains the current issues affecting the higher education research funding environment in a named country
 - Describes how to keep up to date with changes in the research environment in a named country
 - Describes issues in Canada's environment that are currently influencing higher education research funding; and
- The speaker will also describe ways the current research funding environment has impacted on her institution's research strategy

Speaker bio:

Dr. Deborah Zornes is the Director, Research Services at Royal Roads University, and has been with the university since 2006. Prior to that, Deborah was the Manager, Research Services at Athabasca University for 15 years. In her capacity as Director she is responsible for both the strategic and operational directions of research at the university, working with faculty to find research opportunities, assisting in the development and submission of proposals, and the management and reporting of research activities.

Deborah is also the VP for CARA and is responsible for organizing the program for the national conference. An avid sailor, Deborah holds a PhD from UVic. Her research interests focus on two areas: 1) evaluating and measuring research effectiveness and quality, including outputs, outcomes and impacts; and 2) the impact of corporatization on the university and the research supported and what this means for the role of the university in society. Deborah's teaching areas include research methods and communication for learning.

**Financial administration of tri-agency college grants – Feb 6, 2017 - 12:00-1:00pm
EST - \$90 for members, \$150 for non-members**

Tri-agency representatives will present about the financial administration requirements for tri-agency college grants, including the eligibility and compliance of expenditures and the internal controls that colleges should have in place. The focus will be on recent changes, questions that arise frequently and common issues seen in financial monitoring reviews of colleges. There will also be time for questions.

Presented by Moriah Waddington, Rachel Brown and Rita Carriere.

Industry Perspectives of Clinical Research Partners. How do Clinical Trials come to Canada? - Feb 7, 2017 - 12:00-1:00pm EST - \$90 for members, \$150 for non-members

The Senate Report on clinical trials in Canada (2012) noted that high cost and slow implementation of clinical trials is resulting in a decline in Canadian participation. But is that the only factor? If it is more than cost and speed that is causing the decline, how can CARA/ACAAR members help to change the landscape? This talk will address some of the key issues facing pharmaceutical sponsors as they allocate global trial participation, using Mount Everest as an analogy. So, gear up and prepare to climb the mountain of clinical research!

Speaker Bio:

Rob Huizinga has more than 24 years of clinical research, and has been with Aurinia Pharmaceuticals since 2002 focusing on managing the global clinical development of voclosporin. Before joining Aurinia, Rob was an Investigator in nephrology and transplantation clinical trials where he was involved in more than 60 clinical trials from Phase I through Phase IV and the successful development of numerous compounds. He has acted as a consultant to nephrology and transplantation pharmaceutical companies and has lectured extensively. Over the years, Rob has established and nurtured close relationships in the nephrology and transplant communities and has fostered strong connections with both investigators and clinical trial sites.

Rob has numerous articles published in leading medical journals, including the New England Journal of Medicine, Lancet and the American Journal of Transplantation. He is a member of many professional societies related to nephrology, transplantation, and nursing and has served on many nephrology and transplantation committees and is the founder of RenalPro, a moderated forum for renal professionals. Rob holds a M.Sc. in Medicine (Epidemiology) from the University of Alberta, is certified in Nephrology and a member of Sigma Theta Tau (Honor Society of Nursing). He is completing his doctorate in Organizational Leadership.

Decisions: How to Make Essential Decisions Effectively – Feb 8, 2017 - 12:00-1:00pm EST - Free for members, \$150 for non-members

Throughout our professional lives we have many opportunities to make decisions from the small to the large. What factors should we consider when making decisions? How can we make the best decisions? And most importantly, why is it important to take ownership of your professional decision-making power?

Speaker Bios:

Katie Porter is Director of Research Administration at Hamilton Health Sciences, home to one of the most research-intensive environments for medical research in Canada. She holds an Executive MBA from the Richard Ivey School of Business at Western University.

Katie is also a regular lecturer at McMaster University, and co-author of two books - The A-Z Guide to Research Contract Review and Steer Your Career: A Research Administrator's Manual for Mapping Success, in use at more than 450 institutions across the world. Steer Your Career continues to be used as a textbook at the University of South Central Florida's Master of Research Administration degree.

You may purchase Katie's books here: <https://cara-acar.ca/events>

Considered a thought-leader in Research Administration, Katie is a role model for positive change and innovation in the field, with a track record of publishing and presenting in both national and international forums. Her contributions to our profession internationally were recognized in 2012 by the Society of Research Administrators International and in 2014 and 2015 by CARA. One of her proudest professional moments was winning CARA's inaugural poster competition with her poster entitled, "The Impact of the Globalization of Clinical Trials on Clinical Research in Canada" in 2014.

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**Practical Steps for Designing Effective Training Presentations and Programs –
Feb 16, 2017 - 12:00-1:00pm EST - Free for members, \$150 for non-members**

The overall goal of this session is to enable participants to apply the ADDIE conceptual framework when designing and developing training workshops or programs. Participants will learn how to identify when training is the solution and when it is not, how to create training programs that are aligned with adult learning theory, effective instructional techniques, and what evaluation measures are useful when assessing training results. This is a very practical session with supplemental handouts and resources.

Speaker Bio:

Jo Ann Smith is the Director of the UCF Master of Research Administration (MRA) and has a PhD in Instructional Systems Design/Online. She developed the online MRA Program and teaches graduate courses in research administration, strategic planning, proposal writing, and evaluation techniques. She is a Certified Research Administrator (CRA) and has over 28 years' experience in research administration. She is also responsible for conducting workshops for UCF's PhD and graduate students in grantsmanship and responsible conduct of research (RCR). Dr. Smith is an external evaluator for a NIH BRAD project, PI on a NCURA research project, and was recently working on a contract to build research administration at an institution in Abu Dhabi. She has been a past presenter at multiple international/ national conferences.

Deploying new information technologies in research: opportunities and challenges from a privacy perspective – Feb 21, 2017 - 12:00-1:00pm EST - Free for members, \$150 for non-members

Researchers are adopting new online methods for conducting research and exploring the use of new technologies for gathering data. These methods can be very powerful and effective, but they can also raise important ethical and privacy concerns. Research is also not restricted to academics and hospital settings, with the private sector often being involved in research activities, either alone or in private-public partnerships. The rapid development of Big Data techniques is also pushing the boundaries of what it means to be a participant in research. Failure to adopt sound research practices can lead to contraventions of privacy laws and regulations, concerns from ethics review boards, and a loss of trust from participants and institutions.

Speaker Bio:

Luk Arbuckle is Director of Technology Analysis at the Office of the Privacy Commissioner of Canada (OPC), where he leads a highly-skilled team that conducts privacy research and assists in investigations. Luk has been working as a data scientist for over a decade. He has degrees in mathematics and statistics, with a background in engineering and computing, successfully funded by a number of graduate and post-graduate scholarships and research grants by NSERC, among other major funders. Before joining the OPC he formed and led a top-notch research team looking at developing de-identification methods and re-identification risk measurement tools, which have led to emerging standards and several patent applications. He has co-authored authoritative texts, recognized both nationally and internationally, on anonymizing health data, and has given many presentations and practical workshops to both private sector and public sector audiences.

Andrew Patrick is a Senior Information Technology Research Analyst at the Office of the Privacy Commissioner of Canada in Ottawa. Dr. Patrick conducts research and critical analysis in the areas of privacy, security, and usability with an emphasis on the interactions between people and their technology. He has over 25 years of experience in industrial, government, and academic settings.

Developing an impactful research strategy – Feb 22, 2017 - 12:00-1:00pm EST - \$90 for members, \$150 for non-members

The aims of this webinar are to provide participants with the principles and process for developing an impactful research strategy. The presentation is aimed at senior research managers working within university, government, healthcare or non-profit sectors, with experience in managing and developing research portfolios. Core elements of the talk will consider: the key drivers for developing a strategy; taking a strategy from conception to delivery; why many strategies fail; examples of good practice; conducting stakeholder consultation and user involvement; implementation and communication; identifying measures of success and measuring impact.

Speaker Bio:

Norman has over 25 years of experience in conducting research and developing research strategy from roles in academic, government and non-profit sectors in the UK and USA. Established as a freelance consultant in 2013, he works with a range of organisations, mainly within medical research to strengthen their approach, developing impactful strategies and new research funding ventures. The goals of the consultancy are grounded in a genuine desire to enable organisations to harness the potential of medical research for the benefit of public health and society. In addition to research management and policy roles in the non-profit and government sectors, Norman's earlier career was rooted in academic research into arthritis and cancer at prestigious research institutions in Cambridge, London and Boston.

The use of mediation to settle academic research and IP disputes - Feb 24, 2017 - 1:00-2:00pm EST - \$90 for members, \$150 for non-members

Although every effort is made to ensure that research contracts address all the potential areas an IP dispute might arise, the fact is disputes happen. Trying to settle them can be timely and costly. Although contract interpretation is a key skill for academic institution staff, getting to the heart of a dispute requires a different set of skills. Using a third party mediator can reduce the time and cost needed to settle a dispute by working with the parties to find a resolution and keeping disputes out of the courts.

This session will explore some scenarios when using a third party mediator is useful, and provide practical guidance on how to pick the right mediator for the dispute. Practical examples and a mediation checklist will be provided.

Speaker Bio:

Marcel Mongeon has more than 20 years of experience in new technology assessment, management, and commercialization. As an independent IP Coach and President of MCI, he has assisted governmental, government-supported and private sector institutions with devising and implementing strategies to profit from their intangible assets. He is an experienced international speaker and seminar leader in many areas, including business strategy, IP management and negotiations, and governance. Marcel is a lawyer qualified in the Canadian provinces of Ontario and Québec as well as New York State in the USA. He is a Registered Patent and Trade-mark Agent in Canada, and provides mediation services in a number of sectors. He runs and is principal instructor for ezCPD.ca, his own firm offering online Continuing Professional Development for legal professionals. Marcel holds business, law and science degrees from McGill (B.Com., LL.B., BCL), McMaster (MBA), Swinburne University (MSc) and Strathclyde (LL.M.) and is a Fellow of the Intellectual Property Institute of Canada. His work experience includes having been in charge of the technology transfer office at McMaster University overseeing all sponsored research, patenting and commercialization activities of this comprehensive university from 1997 to 2006.

Marcel is a Chartered Director and has served on the boards of, among other organizations, his local chamber of commerce, the Association of University Technology Managers, ACCT Canada and the Canadian University Intellectual Property Group. He is also a part-time deputy judge of the Hamilton Small Claims Court where he adjudicates claims up to the jurisdictional limit of \$25,000.

Marcel received the Dan Chase Award from CARA in 2010.

Small Institution Staff Conflicts of Interest– March 2, 2017 - 12:00-1:00pm EST - \$90 for members, \$150 for non-members

This presentation will describe conflicts of interest that can arise in the context of a small institution. Bow Valley College's first applied research unit began in 2006, marking the College's start in formalizing research and ethics processes. Since then, Bow Valley College has seen many success stories in applied research, received Tri-Council eligibility, and administers three SSHRC projects while continuing to grow the institution's research capabilities.

As a community college, Bow Valley College started with a small pool of employees who had backgrounds in conducting research, research ethics, and research administration in a post-secondary setting. As a result, the roles of undertaking, overseeing, and administering research; policy development and compliance; and the operations of related committees were shared by some of the same individuals. This presentation will describe conflicts of interest that may arise from such arrangements, how they have been addressed, and how they continue to be addressed in the context of a maturing applied research environment.

Both Augusto and Scott are part of the Applied Research & Evaluation unit. The unit primarily 1) supports research and researchers in the College by being the point of contact for research administration and ethics, while also providing research expertise, 2) engages in its own applied research, and 3) conducts course and program evaluations.

Speaker Bios:

Augusto V. C. Legaspi obtained his PhD at Michigan State University in 2000 in Ecological-Community Psychology. In his previous work in the academic and non-profit sectors, he worked in a range of research and evaluation projects, including health service provision, community health, service learning, self-help and vibrancy of church communities. At present, he is the Applied Research & Evaluation Lead at Bow Valley College in Calgary, Alberta. He is currently working on his Certificate in Research Management.

Scott Henwood attained his MA in Sociology from the University of Calgary in 2010, where he received training and experience in the approaches of institutional ethnography and textual analysis. His background relates to organizational studies, gambling, and education. Since 2011, he has served as Researcher at Bow Valley College, providing research and evaluation support along with research administration services. He is also an active Instructor of Sociology for the College's social sciences and humanities programs. He is currently working on his Certificate in Research Administration.

Research Ethics, Integrity and Governance – March 3, 2017 - 12:00-1:00pm EST - \$90 for members, \$150 for non-members

This webinar will provide an introduction to:

- the legal, regulatory and other requirements surrounding research ethics, integrity and governance
- the research administrator's role in helping the organization adhere to legal, regulatory and other requirements
- the purpose of legal, regulatory and any other requirements for research ethics, integrity and governance;
- the organizational policies and processes that should be put in place to support and monitor adherence to these requirements; and
- the implications for the organization of non-adherence to these requirements.
- ways the research administrator can provide effective support to help the organization comply with legal, regulatory and other requirements

Speaker Bio:

Kevin Rogers is the Director of Applied Research at Saskatchewan Polytechnic. He was previously the Associate Director of the Research Services and Ethics Office (RSEO) at the University of Saskatchewan. Kevin has been in the field of research administration since 2010. At Saskatchewan Polytechnic Kevin is responsible for oversight and management of all aspects of their research administration programs, covering all four campuses.

Kevin holds Commerce and Law degrees from the University of Saskatchewan and has prior experience in banking and the trust industry, together with experience in both corporate and private legal practice, primarily in the areas of wills/trusts/estates and real estate. He has presented in the past on numerous legal topics and has also presented at CARA and CARA West conferences.

Collaborative Grantseeking: 5 Secrets for Success – March 15, 2017 - 12:00-1:00pm EST - \$90 for members, \$150 for non-members

In the current economic environment, to get more bang for their buck many public and private sponsors strongly encourage, if not outright require, collaboration in grant applications. The benefits of collaborating are many, but well-intended grant collaborations don't always turn out as planned. Or worse, grant funding was awarded to a phantom collaboration, a proposed partnership that existed in name only.

In this webinar you will learn five secrets for success when sponsors require collaboration on grant projects. You will learn key factors that determine whether grant collaborations produce precious wins or painful losses. You will learn about different types of collaborations and essential characteristics of grant leaders that contribute to success when managing people and projects. You will also learn tips for integrating the concept of collaboration throughout your proposals and see actual comments from grant reviewers who evaluated collaborative proposals.

Speaker Bio:

Jeremy T. Miner, M.A., is president of Miner and Associates, Inc., a consulting firm that provides grantseeking and fundraising services to nonprofit organizations. He is also director of grants and contracts in the Office of Research and Sponsored Programs at the University of Wisconsin-Eau Claire. In addition to developing and administering proposals to public and private grantmakers, Jeremy has served as a reviewer for federal and state government grant programs, helped private foundations streamline their grant application guidelines, and presented grantseeking workshops nationally and internationally to thousands of grant-getters. Jeremy is an active member of the National Council of University Research Administrators (NCURA) at national and regional levels, serving on committees, presenting workshops and concurrent sessions, and publishing journal and magazine articles; he was awarded an NCURA-SARIMA International Fellowship to South Africa in 2014. Jeremy has authored the ABC-CLIO titles Proposal Planning & Writing, Models of Proposal Planning & Writing, and Collaborative Grantseeking: A Guide to Designing Projects, Leading Partners and Persuading Sponsors.

Establishing and Maintaining Ethical International Partnerships for Research and Education – March 16, 2017 - 12:00-1:00pm EST - \$90 for members, \$150 for non-members

There is no consensus on what international partnerships should look like in terms of process and expected short and long term outcomes - both from Canadian and international partner perspectives, with each university deciding to adopt its own policies and guidelines to govern its international engagement. This webinar will continue a conversation within the Canadian post secondary education community, that will hopefully lead to some consensus around common goals and standards. Influencing factors such as severe financial and time constraints, personal safety and how to manage risk in the context of a constantly changing world, issues pertaining to sustainability of partnerships including reciprocity, ethics and internal collaboration within Canada; will be examined.

Learning objectives:

1. To stimulate a national discourse towards establishing common and collaborative strategies for addressing global social responsibility
2. To explore and share approaches for ensuring ethical, equitable and reciprocal international partnerships
3. To explore and share best practices related to partnership selection criteria, risk management, ethical engagement and sustainability

Speaker bio:

Dr. Melanie Katsivo is a Research Officer at the Schulich School of Medicine & Dentistry and an Adjunct Research Professor in the department of Pathology and Laboratory Medicine, Western University in London, Ontario. She has a Social Science & Medicine background.

Melanie worked at the Research Department of Western University for a period of 7 years, where she was responsible for the international research and relations portfolio and was also the university's International Liaison Officer (ILO). She was significantly involved with the establishment and maintenance of many of the University's international partnerships, including the research agreement processes.

In 2011, Melanie joined the Research Office of the Schulich School of Medicine & Dentistry where in addition to Canadian strategic team initiatives, she continues to foster and stimulate international and global health research and capacity building engagements. Whilst in this role, she was tasked with the responsibility of directing the restructuring of the School's global health program and its integration into the undergraduate medical curriculum, as well as stimulating global health awareness throughout the School. This also involved streamlining processes and procedures for selection of international partnerships, conduct and placement of medical and dental students.

**Strategies for Maximizing Research Outputs - March 24, 2017 - 12:00-1:00pm EST
- \$90 for members, \$150 for non-members**

In this session, Marcel Mongeon will talk about research outputs from the standpoint of maximizing their use. From pure knowledge to using for public good, organizations need to consider why they should share their outputs. Then, Marcel will present a variety of strategies which could be employed to maximize use of research, including including the importance of risk analysis, benefits and challenges of each.

Speaker Bio:

Marcel Mongeon has more than 20 years of experience in new technology assessment, management, and commercialization. As an independent IP Coach and President of MCI, he has assisted governmental, government-supported and private sector institutions with devising and implementing strategies to profit from their intangible assets. He is an experienced international speaker and seminar leader in many areas, including business strategy, IP management and negotiations, and governance. Marcel is a lawyer qualified in the Canadian provinces of Ontario and Québec as well as New York State in the USA. He is a Registered Patent and Trade-mark Agent in Canada, and provides mediation services in a number of sectors. He runs and is principal instructor for ezCPD.ca, his own firm offering online Continuing Professional Development for legal professionals. Marcel holds business, law and science degrees from McGill (B.Com., LL.B., BCL), McMaster (MBA), Swinburne University (MSc) and Strathclyde (LL.M.) and is a Fellow of the Intellectual Property Institute of Canada. His work experience includes having been in charge of the technology transfer office at McMaster University overseeing all sponsored research, patenting and commercialization activities of this comprehensive university from 1997 to 2006.

Marcel is a Chartered Director and has served on the boards of, among other organizations, his local chamber of commerce, the Association of University Technology Managers, ACCT Canada and the Canadian University Intellectual Property Group. He is also a part-time deputy judge of the Hamilton Small Claims Court where he adjudicates claims up to the jurisdictional limit of \$25,000.

Marcel received the Dan Chase Award from CARA in 2010.

Reducing Administrative Burden on Faculty Members: CV and Annual Report Tool - March 28, 2017 - 12:00-1:00pm EST - Free for members, \$150 for non-members

According to two consecutive surveys conducted by the Federal Demonstration Partnership (FDP) in the United States, faculty members are spending on average 42% of their federally funded time on administrative matters that do not include proposal writing. 1 The survey findings have resonated with researchers and research managers in other countries - including suggestions that the number is higher in their country.

These survey results signal an increasing administrative workload placed on faculty members to manage their research projects, which translates to time not spent fulfilling their academic responsibilities of (i) teaching, (ii) research, scholarly, and creative activities, and (iii) academic, professional and University community service.

In this webinar, we will speak to:

- Case studies of projects being conducted with the objective of reducing administrative burden.
- Pilot projects being led by the Administrative Burden in Canada (ABC) Program Steering Committee of the Canadian CASRAI Chapter.

Speaker Bio:

Karina McInnis is the Executive Director of University Research Services at Queen's University. In this role, she leads a team of 25 research administrators carrying out work ranging from the development of research opportunities and securing research funding, compliance, e-systems implementation and sustainment, policy development and implementation, and promoting research integrity. Ms. McInnis began working in the Vice-Principal Research Portfolio at Queen's in 2000 and has held several roles since this time. She received her undergraduate degree in Geological Engineering and Master's in Public Administration from Queen's in 1993 and 2011, respectively. She is a CARA Executive Member-at-Large, Deputy Chair of the Canadian CASRAI Chapter, and a member of the Administrative Burden in Canada Program Steering Committee.

Getting Promoted in Research Administration – March 29, 2017 - 12:00-1:00pm EST - Free for members, \$150 for non-members

The presenter will:

- identify and address some of the myths about promotion that hold us back
- how environmental factors affect your chances of promotion and what you can do about it
- share research and experiences that will help you create a tangible, realistic ascension plan

Speaker Bio:

Katie Porter is Director of Research Administration at Hamilton Health Sciences, home to one of the most research intensive environments for medical research in Canada. She holds an Executive MBA from the Richard Ivey School of Business at Western University.

Katie is also a regular lecturer at McMaster University, and co-author of two books - The A-Z Guide to Research Contract Review and Steer Your Career: A Research Administrator's Manual for Mapping Success, in use at more than 450 institutions across the world. Steer Your Career continues to be used as a textbook at the University of South Central Florida's Master of Research Administration degree. You may purchase Katie's books here: <https://cara-acaa.ca/events>

Considered a thought-leader in Research Administration, Katie is a role model for positive change and innovation in the field, with a track record of publishing and presenting in both national and international forums. Her contributions to our profession internationally were recognized in 2012 by the Society of Research Administrators International and in 2014 and 2015 by CARA. One of her proudest professional moments was winning CARA's inaugural poster competition with her poster entitled, "The Impact of the Globalization of Clinical Trials on Clinical Research in Canada" in 2014.

Hit the Ground Running - April 3, 2017, 12:00-1:00pm EST - Free for CARA members, \$150 for non-members

Katie Porter and Sarah Lampson will lead early career research administrators in distinguishing between excelling in current roles and excelling in their careers. Katie and Sarah will also teach attendees strategies to measure, articulate, increase and promote achievements.

Speaker Bio:

Katie Porter is Director of Research Administration at Hamilton Health Sciences, Canada's second-largest hospital network. Her portfolio includes Ethics, Research Development, Human Resources, Research Contracts, Business Development, Research Infrastructure as well as the HHS Research Insurance Corporation.

She holds an Executive MBA from the Ivey School of Business at Western University, and is also a regular lecturer at McMaster University. Her book *Steer Your Career* is used as a textbook at the University of South Central Florida's Master of Research Administration degree. Her contributions to the research administration profession have been recognized with awards from Canadian Association of Research Administrators, the Society of Research Administrators International, and, most recently, the Association of Research Managers and Administrators in the United Kingdom awarded her the Outstanding Contribution to Research Management and Administration Award at their annual conference in Birmingham, UK. Katie is also a regular lecturer at McMaster University, and co-author of two books - *The A-Z Guide to Research Contract Review* and *Steer Your Career: A Research Administrator's Manual for Mapping Success*, in use at more than 450 institutions across the world. *Steer Your Career* continues to be used as a textbook at the University of South Central Florida's Master of Research Administration degree. You may purchase Katie's books here: <https://cara-acaar.ca/events>. Considered a thought-leader in Research Administration, Katie is a role model for positive change and innovation in the field, with a track record of publishing and presenting in both national and international forums. Her contributions to our profession internationally were recognized in 2012 by the Society of Research Administrators International and in 2014 and 2015 by CARA. One of her proudest professional moments was winning CARA's inaugural poster competition with her poster entitled, "The Impact of the Globalization of Clinical Trials on Clinical Research in Canada" in 2014.

Sarah was appointed CARA ED in 2013 after more than a decade as a research administrator. With the support of the CARA board and many other great volunteers, Sarah has brought many new programs and initiatives to CARA and looks forward to another year of increased services to our members. Sarah previously worked in various progressive roles at McMaster University, Associated Medical Services, University Health Network and Hamilton Health Sciences. Sarah co-authored the reference e-book *The A-Z Guide to Research Contract Review* and *Steer Your Career: A Research Administrator's Manual for Mapping Success* which are in use at 450 institutions globally. Sarah received national and international recognition for her contributions to research administration.

Advanced Grantscrafting - April 5, 2017, 12:00-1:00pm EST - \$90 for CARA members, \$150 for non-members

This presentation will address one of the key challenges in proposal development: how to elevate a proposal to the 'safe zone' for funding competitiveness. Many grants are fundable, but few are funded. What makes the difference? At the 'top' of the ranks, what can one do to optimize funding success? And how can one modify 'near-miss' grant to get funded on resubmission? In this workshop, Dr McArthur will discuss advanced grantscrafting strategies and approaches that can help change a grant's review from good to excellent to funded.

Speaker Bio:

Dr Dawn McArthur is a zoologist/physiologist who has held senior research development positions for 18 years. Following postdoctoral research, she was Senior University Grants Facilitator at Simon Fraser University. After four years at SFU, she was recruited in 2003 to establish and lead the Research & Technology Development Office (RTDO) at the UBC hospital-based research institute at BC Children's Hospital (formerly CFRI). The RTDO mandate is to enhance research excellence, capacity and competitiveness of the Institute's large multi-disciplinary health research community. The RTDO has an exceptional record for success and has helped bring in more than \$380 million in external funding. Dr McArthur has worked with researchers from all fields. She gives workshops in Canada and abroad on topics related to research facilitation and development of competitive research proposals.

Ethics, Risk and Research Innovation: Institutional Challenges and Arts-based Approaches - April 7, 2017, 12:00-1:00pm EST - \$90 for CARA members, \$150 for non-members

Within the social and health sciences, digital storytelling, found poetry and collaborative mural making are but a few of the arts-based approaches currently employed by researchers. Among artists, writers and designers, practice-based research and inquiry are increasingly connected with professional development and training in theatre, architecture, creative writing, music, dance, industrial design, visual arts, or new media. This webinar identifies key ethical questions arising from methodological innovations in arts-based research and creative practice. It also identifies challenges that emerge as various disciplines intersect and collide. Drawing upon the authors' research as well as shared learning on the Emily Carr University of Art and Design Research Ethics Board, our discussion draws on real issues and problems encountered in ethical review of arts-based research and creative practice. In particular, we will highlight tensions arising from the application of the normative standards of research ethics to artistic and creative practice. Are existing approaches adequate? What can artists teach the research ethics community? Discussing these and other questions, we consider emergent approaches to ethical review of arts-based research and creative practice across a range of research contexts, including examples from clinical and other health research as well as contemporary art and design.

Speaker Bio:

Glen Lowry is Chair of the Research Ethics Board and an Assistant Dean in the Faculty of Culture and Community at Emily Carr University of Art + Design. As a researcher, writer, editor, and publisher, his work investigates new forms of critical and creative practice, most often from the perspective of collaborative investigation. Trained as a cultural theorist (PhD English), Lowry works with artists and collectives on projects that look at questions of social justice and emergent publics. As a special advisor to the Aboriginal Healing Foundation (2011-2015), Lowry travelled across Canada participating in discussions about Truth and Reconciliation among Aboriginal and non-Aboriginal communities. He is an Affiliate Professor in the Faculty of Creative and Critical Studies at the University of British Columbia—Okanagan.

Susan Cox is an Associate Professor at the W Maurice Young Centre for Applied Ethics and the School of Population and Public Health, at the University of British Columbia. As an interdisciplinary health researcher with expertise in qualitative methodology, her current research focuses on: 1) the relationship between the arts and health, especially the use of arts-based methods in health research and the new ethical challenges arising, and; 2) the experiences of human subjects participating in health research, including the implications for an evidence-based and participant-centred approach to ethical review. Cox has also conducted research on genetic risk and the experiences of persons undergoing predictive testing for late onset conditions. She has an active interest in narrative, poetry and visual imagery as vital forms of human expression that offer valuable heuristic insights as well as therapeutic benefits. She has published widely on these topics and, in collaboration with colleagues (Warr, Guillemin and

Waycott) at the University of Melbourne, Cox co-edited the recently published book *Ethics and Visual Research Methods: Theory, Methodology and Practice* (published by Palgrave Macmillan) . She served for over 5 years on the Research Ethics Board for Emily Carr University of Art and Design in Vancouver and is a member of the Advisory Board for the Arts Health Network Canada.

Responsible Conduct of Research – April 7, 2017, 12:00-1:00pm EST - \$90 for CARA members, \$150 for non-members

This webinar will cover what it means to create and participate in an environment that supports the responsible conduct of research.

Applying and Managing Agency Funding

- Agency Requirements
- Performing Research
- Dissemination

Speaker Bio:

Robyn Roscoe is a certified Project Management Professional (PMP) with 15 years of experience in the management of large health research projects, and over 20 years experience in project management in the scientific and technical fields. She is currently Director of Management and Administration for the BC Cancer Agency Genome Sciences Centre (GSC), responsible for project, finance and operations management. Robyn has previously worked in the environment sector and oil & gas industry as a project manager, operations specialist and environmental manager. She holds a BSc from the University of Manitoba.

Since 2004, Robyn has been delivering training workshops and presentations throughout British Columbia, reaching nearly 2,000 trainees and professionals looking to develop and expand their management and leadership skills.

In 2011, Robyn started Lyric Management, her own consulting company delivering project management training, event management and career consulting services.

In 2016, Robyn was the recipient of the Research Management Excellence Award from the Canadian Association of Research Administrators.

Robyn is committed to expanding knowledge and interest in the field of research project management, and to enabling scientific communications and knowledge transfer through the delivery of excellent workshops and conference events.

Intro to Project Management part 1 - April 11, 2017 - 12:00-1:00pm EST - \$90 for members, \$150 for non-members

Speaker Bio:

Robyn Roscoe is a certified Project Management Professional (PMP) with 15 years of experience in the management of large health research projects, and over 20 years experience in project management in the scientific and technical fields. She is currently Director of Management and Administration for the BC Cancer Agency Genome Sciences Centre (GSC), responsible for project, finance and operations management. Robyn has previously worked in the environment sector and oil & gas industry as a project manager, operations specialist and environmental manager. She holds a BSc from the University of Manitoba.

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Building Pharma's Field of Dreams - April 13, 2017 - 12:00-1:00pm EST - \$90 for members, \$150 for non-members

For more than a decade, virtually everyone has been calling for disruptive change in the process of medicines development. Clearly, the current process, implemented a half century ago and largely unchanged since, is terribly inefficient and costly, but disruption alone will do little to change that and could simply make matters worse. So the real challenge is not about disruption, but about transformation. In this webinar, Greg Koski, co-founder and CEO of ACRES discusses the future of the drug development enterprise and its integration with healthcare through the application of systems thinking, information technology and the proven tools of professionalism to build a new approach that benefits all stakeholders, including patients.

Speaker Bio:

An internationally-recognized leader in clinical research advocating a Systems approach to transforming the infrastructure and ecosystem for conducting clinical research globally, Greg Koski is Co-Founder, President and CEO of ACRES.

Currently, he also: Serves on the Board of Directors of the SAFE-BioPharma Association in addition to Chairing the ACRES Board; and is a Senior Scientist at the James Mongan Institute for Health Policy and Associate Professor of Anesthesia, Massachusetts General Hospital, Harvard Medical School.

Selected career highlights include:

- First Director, Office for Human Research Protections (OHRP) at U.S. Department of Health and Human Services; Aware of growing globalization of clinical research, he created the Program of International Activities within OHRP.
- Consultant to World Health Organization (WHO) to coordinate and strengthen global mechanisms for ethical conduct of human research; and engaged with World Medical Association (WMA) on revisions of the Declaration of Helsinki.
- Government and Multi-lateral Committee service includes: World Bank, WHO, Hastings Institute, Institute of Medicine (IOM), National Science and Technology Council.
- Editorial Boards for 8 peer-review journals.
- Faculty appointments have included: Harvard Medical School, Boston University School of Medicine, Vienna (Austria) School for Clinical research; guest lecturer at Rockefeller University, UCSF, Emory, Wayne State, CHoP.
- Keynote speaker at Conferences across Europe, Latin America, and Asia.

Intro to Project Management part 2 - April 18, 2017 - 12:00-1:00pm EST - \$90 for members, \$150 for non-members

Speaker Bio:

Robyn Roscoe is a certified Project Management Professional (PMP) with 15 years of experience in the management of large health research projects, and over 20 years experience in project management in the scientific and technical fields. She is currently Director of Management and Administration for the BC Cancer Agency Genome Sciences Centre (GSC), responsible for project, finance and operations management. Robyn has previously worked in the environment sector and oil & gas industry as a project manager, operations specialist and environmental manager. She holds a BSc from the University of Manitoba.

Since 2004, Robyn has been delivering training workshops and presentations throughout British Columbia, reaching nearly 2,000 trainees and professionals looking to develop and expand their management and leadership skills.

Robyn is committed to expanding knowledge and interest in the field of research project management, and to enabling scientific communications and knowledge transfer through the delivery of excellent workshops and conference events.

Welcome to CARA - April 18, 2017 - 12:00-12:30pm EST - Free for members, \$150 for non-members

It is a free 30 minute webinar on how to maximize the value of your CARA membership and will cover our many programs and volunteer opportunities. Please bring any questions you have and join our LinkedIn group too!

Speaker Bio:

Sarah was appointed CARA ED in 2013 after more than a decade as a research administrator. With the support of the CARA board and many other great volunteers, Sarah has brought many new programs and initiatives to CARA and looks forward to another year of increased services to our members. Sarah previously worked in various progressive roles at McMaster University, Associated Medical Services, University Health Network and Hamilton Health Sciences. Sarah co-authored the reference e-book *The A-Z Guide to Research Contract Review* and *Steer Your Career: A Research Administrator's Manual for Mapping Success* which are in use at 450 institutions globally. Sarah received national and international recognition for her contributions to research administration.

Demystifying Eligibility: Why it's important! - April 20, 2017 - 12:00-1:00pm EST - \$90 for members, \$150 for non-members

An interactive session exploring why sponsors have eligibility requirements from pre-award to post-award. Discover the facts about ongoing eligibility, sabbaticals, and research leaves; how this information is used by the sponsors; and the impact for your researchers.

Presented by Mike Folinas, Virginie Portes, Jenna Slobozian, and Sarah Mark

Negotiation Skills for Research Administrators: Helping to Maximize the Use of Research Outputs- April 21, 2017 - 12:00-1:00pm EST - \$90 for members, \$150 for non-members

We are always negotiating: with our family and children, with our friends, with our colleagues, even with ourselves. Yet good negotiating skills are not genetically inherited. They are learned.

In this session, Marcel Mongeon will concentrate on negotiating skills which will improve the research administrator's ability to negotiate research contracts and manage research outputs.

Speaker Bio:

Marcel Mongeon has more than 20 years of experience in new technology assessment, management, and commercialization. As an independent IP Coach and President of MCI, he has assisted governmental, government-supported and private sector institutions with devising and implementing strategies to profit from their intangible assets. He is an experienced international speaker and seminar leader in many areas, including business strategy, IP management and negotiations, and governance. Marcel is a lawyer qualified in the Canadian provinces of Ontario and Québec as well as New York State in the USA. He is a Registered Patent and Trade-mark Agent in Canada, and provides mediation services in a number of sectors. He runs and is principal instructor for ezCPD.ca, his own firm offering online Continuing Professional Development for legal professionals. Marcel holds business, law and science degrees from McGill (B.Com., LL.B., BCL), McMaster (MBA), Swinburne University (MSc) and Strathclyde (LL.M.) and is a Fellow of the Intellectual Property Institute of Canada. His work experience includes having been in charge of the technology transfer office at McMaster University overseeing all sponsored research, patenting and commercialization activities of this comprehensive university from 1997 to 2006.

Marcel is a Chartered Director and has served on the boards of, among other organizations, his local chamber of commerce, the Association of University Technology Managers, ACCT Canada and the Canadian University Intellectual Property Group. He is also a part-time deputy judge of the Hamilton Small Claims Court where he adjudicates claims up to the jurisdictional limit of \$25,000.

Marcel received the Dan Chase Award from CARA in 2010.

Networking for Introverts - April 24, 2017 - 12:00-1:00pm EST - \$90 for members, \$150 for non-members

Are you an introvert who wants to make the most of the networking opportunities CARA offers - especially at our annual conference? This webinar will teach you simple, practical ways you can connect with others, expand your network and transform your career! Both throughout the year and at conferences, there are many ways you can establish meaningful and helpful professional relationships - join us to find out how!

Speaker Bio:

Katie Porter is Director of Research Administration at Hamilton Health Sciences, Canada's second-largest hospital network. Her portfolio includes Ethics, Research Development, Human Resources, Research Contracts, Business Development, Research Infrastructure as well as the HHS Research Insurance Corporation.

She holds an Executive MBA from the Ivey School of Business at Western University, and is also a regular lecturer at McMaster University. Her book *Steer Your Career* is used as a textbook at the University of South Central Florida's Master of Research Administration degree. Her contributions to the research administration profession have been recognized with awards from Canadian Association of Research Administrators, the Society of Research Administrators International, and, most recently, the Association of Research Managers and Administrators in the United Kingdom awarded her the Outstanding Contribution to Research Management and Administration Award at their annual conference in Birmingham, UK. Katie is also a regular lecturer at McMaster University, and co-author of two books - *The A-Z Guide to Research Contract Review* and *Steer Your Career: A Research Administrator's Manual for Mapping Success*, in use at more than 450 institutions across the world. *Steer Your Career* continues to be used as a textbook at the University of South Central Florida's Master of Research Administration degree. You may purchase Katie's books here: <https://cara-acaar.ca/events>. Considered a thought-leader in Research Administration, Katie is a role model for positive change and innovation in the field, with a track record of publishing and presenting in both national and international forums. Her contributions to our profession internationally were recognized in 2012 by the Society of Research Administrators International and in 2014 and 2015 by CARA. One of her proudest professional moments was winning CARA's inaugural poster competition with her poster entitled, "The Impact of the Globalization of Clinical Trials on Clinical Research in Canada" in 2014.

Sarah was appointed CARA ED in 2013 after more than a decade as a research administrator. With the support of the CARA board and many other great volunteers, Sarah has brought many new programs and initiatives to CARA and looks forward to another year of increased services to our members. Sarah previously worked in various progressive roles at McMaster University, Associated Medical Services, University Health Network and Hamilton Health Sciences. Sarah co-authored the reference e-book *The A-Z Guide to Research Contract Review* and *Steer Your Career: A Research Administrator's Manual for Mapping Success* which are in use at 450 institutions globally. Sarah received national and international recognition for her contributions to research administration.

In Kind Contributions on Research Grants - April 25, 2017 - 12:00-1:00pm EST - \$90 for members, \$150 for non-members

In-kind contributions have become common in research administration, and are a necessary component of large, multi partner research projects. Increasingly funding agencies are expecting institutions to contribute matching funds as part of the application for leveraging of research funds. This webinar will cover the challenges associated with the tracking, valuing and reporting of in kind contributions and matching funds. Tips and tools for tracking in kind contributions will be presented.

Speaker Bios:

Angela is the Manager, Research Accounting at York University. Angela Zeno is a CPA and long-time leader in CARA's finance community and has been recognized for her achievements in welcoming new colleagues to CARA, co-developing conferences workshops for fellow finance experts, and presenting research finance webinars to our membership. Angela is a networking catalyst among research finance professionals and she has helped created a collegial, dynamic community of her peers.

Donna Walker is the Director, Research Financial Reporting and Audit at University of Toronto, and has been with the University since 2012. Prior to that, Donna was the Assistant Comptroller, McMaster University Faculty of Health Sciences for 13 years. In her capacity as Director she is responsible financial reporting and audits of all research funding received at University of Toronto. Her office also works with other Central Divisional units at University of Toronto in the administration of research grants, and lends support to Principal Investigators in the financial administration of their awards.

Intro to Project Management part 3 - April 26, 2017 - 12:00-1:00pm EST - \$90 for members, \$150 for non-members

Speaker Bio:

Robyn Roscoe is a certified Project Management Professional (PMP) with 15 years of experience in the management of large health research projects, and over 20 years experience in project management in the scientific and technical fields. She is currently Director of Management and Administration for the BC Cancer Agency Genome Sciences Centre (GSC), responsible for project, finance and operations management. Robyn has previously worked in the environment sector and oil & gas industry as a project manager, operations specialist and environmental manager. She holds a BSc from the University of Manitoba.

Since 2004, Robyn has been delivering training workshops and presentations throughout British Columbia, reaching nearly 2,000 trainees and professionals looking to develop and expand their management and leadership skills.

Robyn is committed to expanding knowledge and interest in the field of research project management, and to enabling scientific communications and knowledge transfer through the delivery of excellent workshops and conference events.

Professional Certification Certificate in Research Management Overview – April 27, 2017 - 12:00-1:00pm EST – Free for members and non-members

This free webinar is open to all CARA members and non-members interested in learning more about professional qualifications for research administrators. Sarah Lampson, CARA Executive Director, will provide an overview of the 2 existing certificates and share some information about the third certificate in the series that we plan to launch in Canada next September. Prior to the webinar please read the information on our website: <https://cara-acaar.ca/professionalDevelopment/professionalCertification> and bring your questions.

Speaker Bio:

Sarah was appointed CARA ED in 2013 after more than a decade as a research administrator. With the support of the CARA board and many other great volunteers, Sarah has brought many new programs and initiatives to CARA and looks forward to another year of increased services to our members. Sarah previously worked in various progressive roles at McMaster University, Associated Medical Services, University Health Network and Hamilton Health Sciences. Sarah co-authored the reference e-book *The A-Z Guide to Research Contract Review* and *Steer Your Career: A Research Administrator's Manual for Mapping Success* which are in use at 450 institutions globally. Sarah received national and international recognition for her contributions to research administration.

Advanced Contracts– April 28, 2017 - 12:00-1:00pm EST – Free for members and non-members

Even with extensive training and experience in drafting, reviewing and negotiations research contracts, we learn there is more to learn, as we work in complex institutions and environments. Register for this webinar to learn about contract clauses and other issues research contracts officers may be called to advise on.

Presented by David Bruce

Working with Management Information – May 15, 2017 - 12:00-1:00pm EST - \$90 for members, \$150 for non-members

This webinar will:

1. Explain the potential and value of good quality management information
2. Explain how good quality management information can be used to measure and monitor project and/or institutional success
3. Outline the value of management information as a tool for benchmarking
4. Describe internal/external requirements an institution should consider in order to understand data collection and storage needs
5. Provide suggestions on how to improve the effectiveness of existing data collection and storage methods
6. Describe the 'checks and balances' that need to be put in place to ensure good quality data is produced
7. Propose strategies to motivate colleagues to contribute to data collection

Speaker bio:

Terry Campbell is the Executive Director, Research Management Services at the University of Ottawa, where she is responsible for leading award and post-award administration of the university's research portfolio, including leadership responsibilities for human resource policies for research staff.

Prior to joining the University in 2012, Terry held executive positions in research administration, science and technology policy, health administration and informatics in the government and non-profit sectors where she was responsible for developing national programs and initiatives. This includes such roles as Executive Director, Canada Research Chairs program and Executive Director, Strategic Policy and Government Relations at the Canadian Institutes of Health Research. She holds a Master of Health Administration from the University of Ottawa.

Intermediate Project Management part 1– May 16, 2017 - 12:00-1:00pm EST - \$90 for members, \$150 for non-members

The series covers more advanced project management topics, including project schedule development, budget development and cost management, team management and leadership concepts, and basic communication management. Completion of the Introduction to Project Management series is encouraged, as the material builds on those presentations, including the project case study used for exercises. No prior experience required – for those new to project management, or who are looking to learn or update their PM knowledge.

Speaker Bio:

Robyn Roscoe is a certified Project Management Professional (PMP) with 15 years of experience in the management of large health research projects, and over 20 years experience in project management in the scientific and technical fields. She is currently Director of Management and Administration for the BC Cancer Agency Genome Sciences Centre (GSC), responsible for project, finance and operations management. Robyn has previously worked in the environment sector and oil & gas industry as a project manager, operations specialist and environmental manager. She holds a BSc from the University of Manitoba.

Since 2004, Robyn has been delivering training workshops and presentations throughout British Columbia, reaching nearly 2,000 trainees and professionals looking to develop and expand their management and leadership skills.

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New Certificate in Research Administration – May 17, 2017 - 12:00-1:00pm EST – Free for members and non-members

CARA is entering into a new partnership with Mohawk College in Hamilton to offer a certificate in research administration. This new partnership is based on feedback from current CRA students and will offer a more structured (online lectures) program than the current self-directed learning. This webinar will provide an overview of the new program which will start this September.

Speaker Bio:

Sarah was appointed CARA ED in 2013 after more than a decade as a research administrator. With the support of the CARA board and many other great volunteers, Sarah has brought many new programs and initiatives to CARA and looks forward to another year of increased services to our members. Sarah previously worked in various progressive roles at McMaster University, Associated Medical Services, University Health Network and Hamilton Health Sciences. Sarah co-authored the reference e-book *The A-Z Guide to Research Contract Review* and *Steer Your Career: A Research Administrator's Manual for Mapping Success* which are in use at 450 institutions globally. Sarah received national and international recognition for her contributions to research administration.

Faculty Expectations Management – Success Strategies!!! – May 18, 2017 - 12:00-1:00pm EST - \$90 for members, \$150 for non-members

How do you help faculty members meet deadlines in their sponsored research activities? An experienced sponsored research leader and university-industry liaison leader will discuss how to blend the power of expectations management with producing better outcomes with faculty in the sponsored research administration process. And, note that expectations management is a two-way street! We who serve faculty need to understand what OUR expectations should be, too. Join us for this interactive and lively discussion!

Speaker Bios:

Frances is a certified teacher, social worker, and professional planner who is currently the Director of the Ch'nook Centre for Indigenous Business Education at the Sauder School of Business, UBC. She holds degrees in environmental studies/urban planning, social welfare policy, and education. Her PhD research focused on leadership and collaborative groups in academia. An award winning volunteer, she has worked in numerous locations and employment situations in Northern and Southern Ontario, Ghana, China, Kenya, and Vancouver. Frances is CARA's Immediate Past President and has been in the research administration field for over 15 years starting as a Grants Facilitator and eventually assuming the role of director of a research office.

Christopher D. McKinney currently serves as the Associate Vice President for Innovation Commercialization at Augusta University. In this role, Dr. McKinney leads the innovation commercialization, bio-business incubation, and innovation-based economic development functions for the institution. Dr. McKinney serves on several boards of directors at present and has served on a wide array of for-profit and non-profit boards over the past two decades.

In addition to innovation commercialization activities, Dr. McKinney is an active educator and serves as an adjunct professor of political science at Augusta University. Over the past twenty-five years, he has taught nearly forty graduate and undergraduate courses, including classes on such topics as: technology assessment and forecasting, technology-based entrepreneurship, managing technological change, and economic development.

Dr. McKinney holds an undergraduate degree in psychology from Willamette University, an MBA from Oregon State University, and a doctorate in political science from Idaho State University.

An "innovation aficionado," Dr. McKinney is excited each and every day about helping transform good ideas into great products and services.

Intermediate Project Management part 2 – May 23, 2017 - 12:00-1:00pm EST - \$90 for members, \$150 for non-members

The series covers more advanced project management topics, including project schedule development, budget development and cost management, team management and leadership concepts, and basic communication management. Completion of the Introduction to Project Management series is encouraged, as the material builds on those presentations, including the project case study used for exercises. No prior experience required – for those new to project management, or who are looking to learn or update their PM knowledge.

Speaker Bio:

Robyn Roscoe is a certified Project Management Professional (PMP) with 15 years of experience in the management of large health research projects, and over 20 years experience in project management in the scientific and technical fields. She is currently Director of Management and Administration for the BC Cancer Agency Genome Sciences Centre (GSC), responsible for project, finance and operations management. Robyn has previously worked in the environment sector and oil & gas industry as a project manager, operations specialist and environmental manager. She holds a BSc from the University of Manitoba.

Since 2004, Robyn has been delivering training workshops and presentations throughout British Columbia, reaching nearly 2,000 trainees and professionals looking to develop and expand their management and leadership skills.

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Law for Research Administrators – May 24, 2017 - 12:00-1:00pm EST - \$90 for members, \$150 for non-members

This webinar will provide an overview of the legal and regulatory requirements with which research managers and institutions must comply, including new or emerging requirements.

Speaker Bio:

Michelle Moldofsky, through her professional corporation, Moldofsky Professional Corporation, provides advice on a broad range of legal issues affecting the healthcare research sector (including training for contract reviewers, advice on privacy matters, leading complex negotiations, managing legal disputes and contract enforcement, coordinating research misconduct investigations, developing policies, setting up technology transfer processes, and providing general advice on conflict of interest situations). Services offered include legal planning (such as assessing legal needs, planning and change management) to increase value and improve access to legal services.

Moldofsky Professional Corporation (www.moldofskypc.com) offers services to institutions across Ontario using electronic meetings, phone calls and email. Michelle was formerly General Counsel at St. Michael's Hospital in Toronto. Her experience in health research related law comes from over a decade of working as an embedded resource in research institutes at St. Michael's Hospital and The Hospital for Sick Children. She is one of the founding members of the Council of Academic Hospitals of Ontario (CAHO) Steering Committee on Harmonization of Clinical Research Agreements and has contributed to the development of Ontario-wide standards regarding legal and ethical requirements in clinical research contracts. She received her masters in health law from Osgoode Hall Law School at York University, her law degree from Queen's University, and is a member of the Law Society of Upper Canada.

Research Code of Conduct– May 25, 2017 - 12:00-1:00pm EST - \$90 for members, \$150 for non-members

This webinar will provide an overview of what a code of conduct for researchers might entail. An example of a research administration process (e.g., managing conflict of interest disclosures) will be used to examine how to monitor and provide evidence of institutional compliance, the risk areas of non-compliance and how institutions might manage non-compliance.

Speaker Bio:

Michelle Moldofsky, through her professional corporation, Moldofsky Professional Corporation, provides advice on a broad range of legal issues affecting the healthcare research sector (including training for contract reviewers, advice on privacy matters, leading complex negotiations, managing legal disputes and contract enforcement, coordinating research misconduct investigations, developing policies, setting up technology transfer processes, and providing general advice on conflict of interest situations). Services offered include legal planning (such as assessing legal needs, planning and change management) to increase value and improve access to legal services.

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**Gender and Diversity in Research Management – May 26, 2017 - 12:00-1:00pm
EST - \$90 for CARA members, \$150 for non-members**

Gender and diversity are integral considerations for all aspects of research management in a client-focused office. The presentation will focus on the benefits and implications of considering gender and diversity in research and research management; understanding the elements needed to create opportunities for diversity to flourish; supporting overall organizational progress towards development of a diverse research culture; and, the ability to assess progress towards the goal of a fully diverse research culture that supports and reflects its clientele.

Presented by Susan Blum

Intermediate Project Management part 3 – May 30 - 12:00-1:00pm EST - \$90 for CARA members, \$150 for non-members

The series covers more advanced project management topics, including project schedule development, budget development and cost management, team management and leadership concepts, and basic communication management. Completion of the Introduction to Project Management series is encouraged, as the material builds on those presentations, including the project case study used for exercises. No prior experience required – for those new to project management, or who are looking to learn or update their PM knowledge.

Speaker Bio:

Robyn Roscoe is a certified Project Management Professional (PMP) with 15 years of experience in the management of large health research projects, and over 20 years experience in project management in the scientific and technical fields. She is currently Director of Management and Administration for the BC Cancer Agency Genome Sciences Centre (GSC), responsible for project, finance and operations management. Robyn has previously worked in the environment sector and oil & gas industry as a project manager, operations specialist and environmental manager. She holds a BSc from the University of Manitoba.

Since 2004, Robyn has been delivering training workshops and presentations throughout British Columbia, reaching nearly 2,000 trainees and professionals looking to develop and expand their management and leadership skills.

In 2011, Robyn started Lyric Management, her own consulting company delivering project management training, event management and career consulting services.

In 2016, Robyn was the recipient of the Research Management Excellence Award from the Canadian Association of Research Administrators.

Robyn is committed to expanding knowledge and interest in the field of research project management, and to enabling scientific communications and knowledge transfer through the delivery of excellent workshops and conference events.

Welcome to CARA – August 22, 2017 -12:00-12:30pm EST - Free for CARA members and non-members

It is a free 30 minute webinar on how to maximize the value of your CARA membership and will cover our many programs and volunteer opportunities. Please bring any questions you have and join our LinkedIn group too!

The Canadian Higher Education Research Funding Environment – August 24, 2017 - 12:00-1:00pm EST - \$90 for CARA members, \$150 for non-members

This webinar will focus on the research funding environment in Canada including the major governmental funding sources (Tri-Agencies); foundations (CFI); and others (private sector, public sector). As part of the webinar we will also look at trends that might impact the funding environment.

Speaker Bio:

Dr. Deborah Zornes is the Director, Research Services at Royal Roads University, and has been with the university since 2006. Prior to that, Deborah was the Manager, Research Services at Athabasca University for 15 years. In her capacity as Director she is responsible for both the strategic and operational directions of research at the university, working with faculty to find research opportunities, assisting in the development and submission of proposals, and the management and reporting of research activities.

Deborah is also the President for CARA. An avid sailor, Deborah holds a PhD from UVic. Her research interests focus on two areas: 1) evaluating and measuring research effectiveness and quality, including outputs, outcomes and impacts; and 2) the impact of corporatization on the university and the research supported and what this means for the role of the university in society. Deborah's teaching areas include research methods and communication for learning.

Advanced Project Management - Role of the Project Manager - Part 1 – September 6, 2017 -12:00-1:00pm EST - \$90 for CARA members, \$150 for non-members

What does a project manager do in research? Hear an active professional in the field describe the activities, relationships, and opportunities in the growing field of research management and administration.

Speaker Bio:

Robyn Roscoe is a certified Project Management Professional (PMP) with 15 years of experience in the management of large health research projects, and over 20 years experience in project management in the scientific and technical fields. She is currently Director of Management and Administration for the BC Cancer Agency Genome Sciences Centre (GSC), responsible for project, finance and operations management. Robyn has previously worked in the environment sector and oil & gas industry as a project manager, operations specialist and environmental manager. She holds a BSc from the University of Manitoba.

Since 2004, Robyn has been delivering training workshops and presentations throughout British Columbia, reaching nearly 2,000 trainees and professionals looking to develop and expand their management and leadership skills.

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In 2016, Robyn was the recipient of the Research Management Excellence Award from the Canadian Association of Research Administrators.

Robyn is committed to expanding knowledge and interest in the field of research project management, and to enabling scientific communications and knowledge transfer through the delivery of excellent workshops and conference events.

European Research Funding Programs: what is in it for Canadian institutions? – September 8, 2017 – 1:00-2:00pm EST - \$90 for CARA members, \$150 for non-members

The current funding program for research and innovation of the European Union - Horizon 2020 - is open to participation from all over the world and offers interesting opportunities to collaborate with research teams in Europe. The timetable of the calls for proposals for the last years of the program (2018-2020) will already be published this October.

What is the role of international partners in EU funded projects? Are Canadian institutions eligible for funding? What should be known about the rules and success rates before getting involved? This webinar will give you an overview of Horizon 2020 and present the main characteristics of its major sub-programs. It will also provide information about current thematic priorities for collaboration between the EU and Canada.

The goal is to provide research administrators with useful information that can help assist researchers as well as analyze the risk and opportunities linked to a participation in Horizon 2020.

Speaker Bio:

Brice Rousseau is the Deputy Head of the Office for international funding programs at University of Munich, Germany. He supports scientists in all phases of research projects. He provides guidance and develops means to increase the chances of securing research grants and to improve the quality of the management of funded projects.

Brice holds master degrees in political sciences and European policies. He worked for the French National Center for Scientific Research (CNRS) in Grenoble where he assisted scientific coordinators in managing large European research collaborative projects. He moved to University of Munich in 2008 as a Research Funding Advisor. He represents the University in different European and national working groups on EU-related issues. He was also mentor for young EU Grants Advisors.

**Best practices in the financial administration of large research projects –
September 13, 2017 - 12:00-1:00pm EST - \$90 for CARA members, \$150 for non-
members**

Various elements combine to make long-duration research projects complex, but the most significant is the inevitable change that will occur in the research environment during the life of the project. These changes will necessitate adjustments to some elements of the project including policy, personnel, and legal changes within or outside of institutions that may result in alterations to the original management and logistical plans. Dealing with multiple institutions and private sector partners has its own challenges and additionally the valuation of in kind contributions. Efficient tools and practices for effective research project management will be discussed.

Speaker Bios:

Deanne is the Director of Research Accounting at the University of Western Ontario. Deanne keeps up to date in her field and can be counted on to continually share her expertise and many years of experience with others in the post awards field. She believes in the sharing of best practices between Institutions and continues to promote this which has benefitted her peers at other institutions.

Donna Walker is the Director, Research Financial Reporting and Audit at University of Toronto, and has been with the University since 2012. Prior to that, Donna was the Assistant Comptroller, McMaster University Faculty of Health Sciences for 13 years. In her capacity as Director she is responsible financial reporting and audits of all research funding received at University of Toronto. Her office also works with other Central Divisional units at University of Toronto in the administration of research grants, and lends support to Principal Investigators in the financial administration of their awards.

Research Misconduct Procedures – September 14, 2017 - 12:00-1:00pm EST - \$90 for CARA members, \$150 for non-members

This webinar will provide an overview of the legal and regulatory requirements with which research managers and institutions must comply, including new or emerging requirements. An example of a research administration process will be used to examine how to monitor and provide evidence of institutional compliance, the risk areas of non-compliance and how institutions might manage non-compliance.

Speaker Bio:

Michelle Moldofsky, through her professional corporation, Moldofsky Professional Corporation, provides advice on a broad range of legal issues affecting the healthcare research sector (including training for contract reviewers, advice on privacy matters, leading complex negotiations, managing legal disputes and contract enforcement, coordinating research misconduct investigations, developing policies, setting up technology transfer processes, and providing general advice on conflict of interest situations). Services offered include legal planning (such as assessing legal needs, planning and change management) to increase value and improve access to legal services.

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Michelle was formerly General Counsel at St. Michael's Hospital in Toronto. Her experience in health research related law comes from over a decade of working as an embedded resource in research institutes at St. Michael's Hospital and The Hospital for Sick Children. She is one of the founding members of the Council of Academic Hospitals of Ontario (CAHO) Steering Committee on Harmonization of Clinical Research Agreements and has contributed to the development of Ontario-wide standards regarding legal and ethical requirements in clinical research contracts. She received her masters in health law from Osgoode Hall Law School at York University, her law degree from Queen's University, and is a member of the Law Society of Upper Canada.

Twitter Basics – September 15, 2017 - 12:00-1:00pm EST - Free for CARA members, \$150 for non-members

For some, taking the leap into social media might feel like setting sail among treacherous shoals into an ocean filled with sea monsters.

This webinar looks at Twitter, what it is best suited for and how to use it effectively while remaining secure. It will provide practical advice including how to establish a profile, the basics of Tweeting, Re-Tweeting, Replies, Hash Tags, Direct Messages, and Tagging.

In keeping with basic use, we will also explore effective tips for how to obtain and engage followers as well as the basics of lists, content generation and timing.

Aimed at those with minimal knowledge of the twitter ecosystem it may also be of interest as a review for those already active on the platform. A follow-up Advanced Twitter presentation will expand on these concepts taking a deeper dive and exploring more tips and tricks.

Speaker Bio:

Scott Baker has a B.A.Sc in Electrical Engineering from UBC, holds PMP, ITIL, and Lean 6-sigma Green Belt certifications.

He is the leader of the CARA IT-SIG and has over 20 years of experience managing people, projects, and systems.

He joined the BC Cancer Agency Genome Sciences Centre in 2014 bridging the IT/Systems and Project Management teams managing multiple CFI grants. For the previous 20 years Scott managed a Internet application development and marketing firm working with clients across a broad range of industries including private sector, non-profit, and government organizations. He has designed social media marketing campaigns and managed accounts for a variety of these groups and presented workshops across North America on the subject.

Motivating Faculty Members to Meet Deadlines - Intro to Grant Facilitation – September 18, 2017 - 12:00-1:00pm EST - \$90 for CARA members, \$150 for non-members

Research Administration is a relatively new field that has grown significantly in the last 20 years. We know that grant success rates go up with the number and quality of interactions with research administrators but getting this message across to faculty members can be difficult due to university culture (e.g. faculty valuing their independence), the hierarchy/status issues between staff and faculty members, ego, time constraints and so on. This webinar will identify pressures that researchers face and the impact on their grant writing then suggest techniques that research administrators might use to motivate researchers.

Speaker Bio:

Michelle Moldofsky, through her professional corporation, Moldofsky Professional Corporation, provides advice on a broad range of legal issues affecting the healthcare research sector (including training for contract reviewers, advice on privacy matters, leading complex negotiations, managing legal disputes and contract enforcement, coordinating research misconduct investigations, developing policies, setting up technology transfer processes, and providing general advice on conflict of interest situations). Services offered include legal planning (such as assessing legal needs, planning and change management) to increase value and improve access to legal services.

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**Collaborative Leadership and the Role of the Research Administrator –
September 19, 2017 - 12:00-1:00pm EST - \$90 for CARA members, \$150 for non-
members**

Research administrators are often called upon to assist collaborative groups to come together when planning a partnership grant and often after the project has started. They need to be up to date on leadership and collaboration examples and techniques so they can assist faculty members at both the pre and post award stage. This webinar will assist research administrators with understanding the different types, and importance of, collaboration in academia and potential sources of conflict and how to handle them. They will develop a list of items to address when a collaborative group is being formed and will be better equipped to assist researchers with developing and maintaining their collaborative groups to avoid conflicts.

Speaker Bio:

Frances is a certified teacher, social worker, and professional planner who is currently the Director of the Ch'nook Centre for Indigenous Business Education at the Sauder School of Business, UBC. She holds degrees in environmental studies/urban planning, social welfare policy, and education. Her PhD research focused on leadership and collaborative groups in academia. An award winning volunteer, she has worked in numerous locations and employment situations in Northern and Southern Ontario, Ghana, China, Kenya, and Vancouver. Frances is CARA's Immediate Past President and has been in the research administration field for over 15 years starting as a Grants Facilitator and eventually assuming the role of director of a research office.

Resume Workshop – September 20, 2017 - 12:00-12:30pm EST - Free for CARA members, \$150 for non-members

Résumés are not just for job hunting! Don't wait until you are looking for a new position to update your résumé - it is also valuable tool to use for performance reviews, goal setting, sharing with peers, identifying skill gaps, applying for awards and celebrating your many achievements. The webinar will address common errors and suggestions on how to add value to this vital career tool.

It is a free 30 minute webinar on how to maximize the value of your CARA membership and will cover our many programs and volunteer opportunities. Please bring any questions you have and join our LinkedIn group too!

Presented by Lauren Gogo

**Advanced Project Management: Leadership Lessons -part 2 – September 27, 2017
- 12:00-1:00pm EST - \$90 for CARA members, \$150 for non-members**

This webinar covers leadership lessons that can be learned through a review of Earnest Shackleton's Endurance expedition, as described in Shackleton's Way. Learn about the leadership model of this great explorer, while exploring this exciting tale of adventure in Antarctica.

Speaker Bio:

Robyn Roscoe is a certified Project Management Professional (PMP) with 15 years of experience in the management of large health research projects, and over 20 years experience in project management in the scientific and technical fields. She is currently Director of Management and Administration for the BC Cancer Agency Genome Sciences Centre (GSC), responsible for project, finance and operations management. Robyn has previously worked in the environment sector and oil & gas industry as a project manager, operations specialist and environmental manager. She holds a BSc from the University of Manitoba.

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In 2016, Robyn was the recipient of the Research Management Excellence Award from the Canadian Association of Research Administrators.

Robyn is committed to expanding knowledge and interest in the field of research project management, and to enabling scientific communications and knowledge transfer through the delivery of excellent workshops and conference events.

**2017 Light Review of the Tri-Agency Financial Administration Guide & Update on
Renewal of Tri-Agency Awards Administration – October 5, 2017 - 12:00-1:00pm
EST - \$90 for CARA members, \$150 for non-members**

The Tri-Agencies will be providing an update on the Renewal of the Tri-Agency Financial Administration as well as provide a summary of the recent changes to the Tri-Agency Financial Administration Guide and the College and Community Innovation Program Financial Administration Guide and present the new amendment form.

Presented by Angela Zeno, Karine St-Amour, Pierre Cote, and Rita Carriere

Cost and financial management - Costing a funding proposal – October 11, 2017 - 12:00-1:00pm EST - \$90 for CARA members, \$150 for non-members

The webinar aims to introduce knowledge and understanding of concepts to enable the development of realistic costing and pricing for a project proposal in a research environment, being responsive to a funding opportunity while maintaining sound project cost management. Topics covered include principles of cost management, approaches to budgeting, and key consideration in cost proposal development.

Speaker Bio:

Robyn Roscoe is a certified Project Management Professional (PMP) with 15 years of experience in the management of large health research projects, and over 20 years experience in project management in the scientific and technical fields. She is currently Director of Management and Administration for the BC Cancer Agency Genome Sciences Centre (GSC), responsible for project, finance and operations management. Robyn has previously worked in the environment sector and oil & gas industry as a project manager, operations specialist and environmental manager. She holds a BSc from the University of Manitoba.

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CFI Monitoring Visits – October 12, 2017 - 12:00-1:00pm EST - \$90 for CARA members, \$150 for non-members

Are you one of the institutions that will be visited by the CFI in the near future? This webinar will provide an overview of the CFI monitoring visits strategy, including key factors considered by the CFI in the selection of institutions to be visited, and the scope and procedures performed during these visits. The University of Toronto will also share experiences from its most recent monitoring visit from the institutional perspective.

Speaker Bios:

Donna Walker is the Director, Research Financial Reporting and Audit at University of Toronto, and has been with the University since 2012. Prior to that, Donna was the Assistant Comptroller, McMaster University Faculty of Health Sciences for 13 years. In her capacity as Director she is responsible financial reporting and audits of all research funding received at University of Toronto. Her office also works with other Central Divisional units at University of Toronto in the administration of research grants, and lends support to Principal Investigators in the financial administration of their awards.

Stéphane Leroux joined the Canada Foundation for Innovation (CFI) in 2002 and currently holds the position of senior financial monitoring officer. He reviews monitoring visit and contribution audit files, and offers support and assistance to the monitoring and finance team. Before joining the CFI, Stéphane worked at a few federal government agencies and also in the private sector as a financial officer. He has a degree in commerce with a specialization in accounting, from the University of Ottawa.

LinkedIn Basics - October 13, 2017 - 12:00-1:00pm EST - Free for CARA members, \$150 for non-members

Using a professional social media network efficiently can bring significant benefit to your career but there are mistakes and pitfalls that can do severe damage.

This webinar looks at LinkedIn, what it is best suited for and how to use it effectively while remaining secure. It will provide practical advice including how to establish a profile, and the basics of building meaningful connections. Aimed at those with minimal knowledge of the LinkedIn ecosystem it may also be of interest as a review for those already active on the platform. We will cover concepts such as connections, summary, endorsements, recommendations, security and privacy concerns, and interacting with others' content. A follow-up Advanced LinkedIn presentation will expand on these concepts taking a deeper dive and exploring more tips and tricks.

Speaker Bio:

Scott Baker has a B.A.Sc in Electrical Engineering from UBC, holds PMP, ITIL, and Lean 6-sigma Green Belt certifications.

He is the leader of the CARA IT-SIG and has over 20 years of experience managing people, projects, and systems.

He joined the BC Cancer Agency Genome Sciences Centre in 2014 bridging the IT/Systems and Project Management teams managing multiple CFI grants. For the previous 20 years Scott managed a Internet application development and marketing firm working with clients across a broad range of industries including private sector, non-profit, and government organizations. He has designed social media marketing campaigns and managed accounts for a variety of these groups and presented workshops across North America on the subject.

Leveraging UNIWeb to save time - October 16, 2017 - 12:00-1:00pm EST - Free for CARA members, \$150 for non-members

This UNIWeb workshop will focus on reducing administrative burden by importing and exporting data (and through synchronization with the CCV website), reducing the time required for funding applications, learning about automatic annual activity report functionality, gaining access control and administrative privileges within the system, downloading CVs and reports in bulk, and making use of academic metrics.

Speaker Bio:

Phillip Desjardins has been assisting researchers and research administrators in using UNIWeb since 2015.

Enhancing Research Resources (Capacity Building) – October 18, 2017 - 12:00-1:00pm EST - \$90 for CARA members, \$150 for non-members

Speaker Bio:

Dean O. Smith has been a professor of physiology for 38 years at the University of Wisconsin – Madison (20 years), the University of Hawaii (11 years), and Texas Tech University (7 years).

For 22 of those years, he was in the higher administration as an associate vice president for research, a vice president for research, an executive vice chancellor, and a system senior vice president. Over the years, he has published 135 scientific articles and two books on university administration: *Managing the Research University* and *Understanding Authority in Higher Education*. He is now professor emeritus at the University of Hawaii.

Export Controls and Research at Canadian Universities – Where Academic Endeavors Collide with Compliance Requirements – October 19, 2017 - 12:00-1:00pm EST - \$90 for CARA members, \$150 for non-members

Research Universities are not exempt from Export Control concerns or from the need for compliance. If you are feeling bewildered by these terms: Export Controls, ITAR, Export Administration Regulations, Controlled Goods Program, Technical Assistance Agreement, Export License, End-Use Statement, Deemed Export, EIPA, Entity Screening, Foreign Consignee and more, you are certainly not alone. Export Controls are a complex ensemble of laws and regulations designed to contribute to international security and stability by preventing the proliferation of arms and the technologies behind the arms. This webinar intends to help clear up Export Controls as they pertain to Canadian Research Universities. It will provide an overview of the principal Export Control laws and regulations affecting Canadian Universities, both the domestic variety and the ever present U.S. controls with their extraterritorial reach. All based on the hands on experience of research administrator who has had to confront just about all of it.

Speaker Bio:

Robert Sing is a Senior Research Officer in the Office of Research Services and Development of Université de Montréal, working in the division for Contracts and Partnerships. He holds a Ph.D. in Chemistry from McGill University. Following a long experience in research within the academic and start-up environments, he transitioned to research administration where he has been grants adviser for the Faculty of Arts and Sciences, founding Executive Director of NanoQuébec and special projects advisor in the office of the vice-rector of research. Since 2006, he is the Controlled Goods Program designated official for Université de Montréal and responsible for export controls at the Université.

Project Financial Management – October 26, 2017 - 12:00-1:00pm EST - \$90 for CARA members, \$150 for non-members

The webinar covers topics to develop knowledge and understanding of concepts for sound financial management within a research project (with examples from the Canadian academic and public funding environment). Topics include project launch and set-up, controlling and monitoring, close-out reporting and audit preparation.

Speaker Bio:

Robyn Roscoe is a certified Project Management Professional (PMP) with 15 years of experience in the management of large health research projects, and over 20 years experience in project management in the scientific and technical fields. She is currently Director of Management and Administration for the BC Cancer Agency Genome Sciences Centre (GSC), responsible for project, finance and operations management. Robyn has previously worked in the environment sector and oil & gas industry as a project manager, operations specialist and environmental manager. She holds a BSc from the University of Manitoba.

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Advanced Twitter – October 27, 2017 - 12:00-1:00pm EST - \$90 for CARA members, \$150 for non-members

Ready to take your tweets to the next level? This follow-on webinar from the Twitter Basics presentation delves deeper into making the most of this social media platform. Aimed at those with a functional knowledge of Twitter, we will address and expand on topics such as Profile Design, Lists, Scheduling, and Hashtags; while exploring new areas such as "evergreen content", Polls, Moments, and Using dashboard apps. We will also look more closely at crafting good content and how best to manage a group or project twitter feeds when there are multiple contributors.

Speaker Bio:

Scott Baker has a B.A.Sc in Electrical Engineering from UBC, holds PMP, ITIL, and Lean 6-sigma Green Belt certifications.

He is the leader of the CARA IT-SIG and has over 20 years of experience managing people, projects, and systems.

He joined the BC Cancer Agency Genome Sciences Centre in 2014 bridging the IT/Systems and Project Management teams managing multiple CFI grants. For the previous 20 years Scott managed a Internet application development and marketing firm working with clients across a broad range of industries including private sector, non-profit, and government organizations. He has designed social media marketing campaigns and managed accounts for a variety of these groups and presented workshops across North America on the subject.

Advanced LinkedIn – November 2, 2017 - 12:00-1:00pm EST - \$90 for CARA members, \$150 for non-members

Ready to take your social CV to the next level? This follow-on webinar from the LinkedIn Basics presentation delves deeper into making the most of this professional networking platform.

Aimed at those with a functional knowledge of LinkedIn, we will address and expand on topics such as profile design, and networking; while exploring new areas such as Posting, InMail, and using dashboard apps. We will also look more closely at tips for crafting good content and how best to manage a group or project area.

Speaker Bio:

Scott Baker has a B.A.Sc in Electrical Engineering from UBC, holds PMP, ITIL, and Lean 6-sigma Green Belt certifications.

He is the leader of the CARA IT-SIG and has over 20 years of experience managing people, projects, and systems.

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Communications and Management 360 - Effective Communications – November 7, 2017 - 12:00-1:00pm EST - \$90 for CARA members, \$150 for non-members

This webinar covers the three essential characteristics of communication. Learn about establishing a key message, listening and questioning techniques to improve understanding, and important tools for being heard and understood.

Speaker Bio:

Robyn Roscoe is a certified Project Management Professional (PMP) with 15 years of experience in the management of large health research projects, and over 20 years experience in project management in the scientific and technical fields. She is currently Director of Management and Administration for the BC Cancer Agency Genome Sciences Centre (GSC), responsible for project, finance and operations management. Robyn has previously worked in the environment sector and oil & gas industry as a project manager, operations specialist and environmental manager. She holds a BSc from the University of Manitoba.

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#ShitDavidSays about Impact – November 10, 2017 - 12:00-1:00pm EST - \$90 for CARA members, \$150 for non-members

The hashtag #ShitDavidSays has nothing to do with research...until this webinar! With 11 years of knowledge mobilization and research impact under his belt, combined with 21 year of commercialization experience, David Phipps is ready to share some conclusions from working across projects, institutions and networks. Each of his "pearls of wisdom" will be grounded in research administration so that you will be able to apply them to your own practice.

So grab your twitter and start tweeting @mobilemobilizer and #ShitDavidSays.

Speaker Bio:

Dr. Phipps received his Ph.D. in Immunology from Queen's University (Kingston, Ontario) and undertook post-doctoral studies in HIV research at the University Health Network (Toronto). After leaving the lab he built a career managing academic research holding successively senior positions at the University of Toronto Innovations Foundation (Manager of Biotechnology and Life Sciences), Canadian Arthritis Network (Director of Business Development) and Canadian Institutes of Health Research (Director of Partnerships). In 2001 Dr. Phipps completed his MBA from the Rotman School of Management (University of Toronto). Dr. Phipps is the Executive Director of Research & Innovation Services at York University where he manages all research grants and contracts including knowledge and technology transfer.

In this capacity he leads York's award winning Knowledge Mobilization Unit that provides services to researchers, community organizations and government agencies who wish to use maximize the economic, social and environmental impacts of university research. In 2011 and 2012 Dr. Phipps was named the most influential knowledge mobilizer in Canada and in 2012 York's Knowledge Mobilization Unit was awarded a best practice award from the European-based Knowledge Economy Network. In 2012 he was awarded a Queen Elizabeth II Diamond Jubilee Medal in recognition of his work in knowledge mobilization. In 2013 he was one of three national finalists for the Impact Award - Connections category from the Social Sciences and Humanities Research Council of Canada. He was also awarded the 2015 Research Management Excellence Award (Canadian Association of Research Administrators) and 2015 President's Award for Innovation in Knowledge Mobilization (Institute for Knowledge Mobilization).

He is the Knowledge Translation Lead for NeuroDevNet Network of Centres of Excellence and he leads ResearchImpact-ReseauImpactRecherche, Canada's knowledge mobilization network including 11 universities from across Canada.

Human Resources/Research Finance – November 15, 2017 - 12:00-1:00pm EST - \$90 for CARA members, \$150 for non-members

Research finance demands are continuously increasing and this additional work puts more pressure on research finance teams. To meet these challenges, we must ensure that we have the appropriate organizational structure and workload balance to ensure that:

- we attract and retain qualified employees,
- we manage our teams through continuous change, and
- we implement a variety of team building exercises to keep our teams productive and fun.

The presenters will discuss current strategies that their institutions have implemented and the effectiveness of these strategies.

Speaker Bios:

Dave Reinhart

Angela Luciano is a CPA,CMA & has been working in the management of Restricted Funds at Concordia University since 2004. She has recently taken on the role of Assistant Director of Research Funds, a new specialized department since January 2017. She also participated in the Cara Sponsorship Committee & was on the steering committees for the Encuentro & ACFAS conferences held at Concordia.

Lines in the Sand – Risks and Concerns When Completing Funding Agreements – November 21, 2017 - 12:00-1:00pm EST - \$90 for CARA members, \$150 for non-members

Speaker Bio:

Kevin Rogers is the Director of Applied Research at Saskatchewan Polytechnic. He was previously the Associate Director of the Research Services and Ethics Office (RSEO) at the University of Saskatchewan. Kevin has been in the field of research administration since 2010. At Saskatchewan Polytechnic Kevin is responsible for oversight and management of all aspects of their research administration programs, covering all four campuses.

Kevin holds Commerce and Law degrees from the University of Saskatchewan and has prior experience in banking and the trust industry, together with experience in both corporate and private legal practice, primarily in the areas of wills/trusts/estates and real estate. He has presented in the past on numerous legal topics and has also presented at CARA and CARA West conferences.

Confidentiality and Material Transfer Agreements – November 23, 2017 - 12:00-1:00pm EST - \$90 for CARA members, \$150 for non-members

Although typically unfunded, Confidentiality and Material Transfer Agreements should be not undervalued! These seemingly basic agreements can have many implications in terms of legal obligations, as well as intellectual property considerations. This webinar will outline why these types of agreements are important, what some associated risks are, present common terms found in Confidentiality Agreements and Materials Transfer Agreements and identify questions contract reviewers should ask various stakeholders to effectively negotiate these agreements.

Presented by Lauren Gogo

Managing in All Directions – November 14, 2017 - 12:00-1:00pm EST - \$90 for CARA members, \$150 for non-members

This webinar addresses the three main types of work relationships - up, across and down - and some essential skills for making those relationships more effectively. The material would be of interest to anyone experiencing challenges in work relationships, or looking for a refresher on these core skills. This session will also touch on challenges of micromanagement and the overarching theme of respectful interactions at work.

Speaker Bio:

Robyn Roscoe is a certified Project Management Professional (PMP) with 15 years of experience in the management of large health research projects, and over 20 years experience in project management in the scientific and technical fields. She is currently Director of Management and Administration for the BC Cancer Agency Genome Sciences Centre (GSC), responsible for project, finance and operations management. Robyn has previously worked in the environment sector and oil & gas industry as a project manager, operations specialist and environmental manager. She holds a BSc from the University of Manitoba.

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Data Management Planning: Evolving Tri-Agency Expectations and Collaborative Models of Support – December 6, 2017 - 12:00-1:00pm EST - \$90 for CARA members, \$150 for non-members

Research data, whether made up of spreadsheets, interview transcripts, image collections, digital records, or other material is crucial to research. Applying data management practices will save researchers time and headaches by:

- making data easier to work with
- ensuring the veracity and reproducibility of research findings
- securing against accidental loss
- facilitating collaboration and data-sharing

An important element of data management planning is the creation of a data management plan; a short document that describes how data will be managed through the lifetime of a research project. These are increasingly being requested by granting agencies and are suggested by the Tri-agency's statement of principles on digital data management. John Brosz (Libraries and Cultural Resources) and Robin Smith (Research Services) from the University of Calgary will discuss research data management, the Tri-agency Statement of Principles on Digital Data Management, and data management plans. Learn about these evolving expectations for grant-holders, and the model of collaborative support (Libraries and Research Services) that is being developed at the University of Calgary.

Speaker Bios:

Dr. Robin Smith is the Manager, External Grants in Research Services at the University of Calgary. Robin has a multidisciplinary background that includes degrees in Environmental Studies, Anthropology, and a PhD in Geological Sciences from the University of Saskatchewan. She has previously worked as a community research facilitator for an Indigenous Health Research Centre in Saskatchewan and as a research officer for the Government of British Columbia. She has worked at the University of Calgary since 2011, and currently oversees a team of research grants officers with responsibility for funding from tri-council, government, foundations, societies, and not-for-profit associations.

Dr. John Brosz is the Research Data and Visualization Coordinator at the University of Calgary's Taylor Family Digital Library. John provides data visualization and research data management support, consultation, and training to scholars from a variety of areas across campus. John's expertise lies in data management, visual presentation of information, human-computer interaction, and art/science collaboration.

Considerations When Completing Sub-Transfers – December 12, 2017 - 12:00-1:00pm EST - \$90 for CARA members, \$150 for non-members

This webinar will address the considerations that need to be addressed when sub-transferring funds to other institutions. While the process can often be simple, there can be wrinkles and pitfalls that crop up for both grant and contract based research funding. By preparing agreements that address as many of the potential pitfalls as possible you will save yourself and your institution from headaches as projects with sub-transfers proceed. As part of the process for this webinar, be prepared to share your problems, and your solutions.

Speaker bio:

Kevin Rogers is the Director of Applied Research at Saskatchewan Polytechnic. He was previously the Associate Director of the Research Services and Ethics Office (RSEO) at the University of Saskatchewan. Kevin has been in the field of research administration since 2010. At Saskatchewan Polytechnic Kevin is responsible for oversight and management of all aspects of their research administration programs, covering all four campuses.

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