

Breakout Session Descriptions

Session 1 – CSREES Orientation 1

Description: New attendees will benefit from this introductory to the Agency. Deputy Administrators will describe CSREES' role within USDA and how the Agency's partnership with Land-grant universities facilitates its work. The impacts of authorizing legislation and the budget process for financial assistance programs also will be discussed.

Session 2 – Civil Rights Review – Federal

Description: This session will focus on Civil Rights Compliance Review of State Land Grant Partners. The CSREES system of compliance reviews and reporting is an essential component of the agency's efforts to determine how well Extension and Research programs are being delivered by staff in compliance with civil rights laws and a method to assist State partners to ensure they are complying with civil rights requirements. This session will provide attendees with an update of current laws and a review of CSREES' Civil Rights review process.

Session 3 – Cost Transfer

Description: This session will describe some of the current audit findings on cost transfers, why they are raising red flags and what you can do to minimize transfers while ensuring that you are prepared for an audit. Please come ready to share your experiences on audits and be ready to learn from others who have struggled with these issues.

Session 4 – Service Centers

Description: This session will provide a framework for the fiscal operations of service centers that will ensure compliance with federal cost principles, consistency in accounting and costing practices, and flexibility to meet the needs of different operations. Although there is a wide variation in size, complexity, and services provided by service centers, they all should maintain common administrative practices. This session will provide examples of billing rate structures and the steps involved in building such rates. Each university' exposure from noncompliance with federal regulations may involve reimbursement to the government as well as adverse publicity which could harm future award applications.

Session 5 – Formula Funds Update (Repeat)

Description:

Session 6 – Workplace Wellness

Description: According to the Journal of the American Medical Association, healthcare costs are increasing by an average of 10-12% annually with 70% of healthcare costs "lifestyle" modifiable as reported by the Centers for Disease Control. More alarmingly, the Journal of Occupational & Environmental Medicine has found the cost of presenteeism (lost productivity that occurs when a person goes to work but performs below par due to any kind of illness) is more costly than employer's healthcare costs. The key to these challenges is wellness programming in the workplace. In this session you will learn what is happening at three institutions regarding their workplace wellness program.

Session 7 – Formula Funds Track Kickoff & History of Land-Grant System/Formula Funds 101

Description:

Session 8 – CSREES Orientation II

Description: Panelists will address frequently asked questions about the application, and award process e-grants concerns/issues, and the Current Research Information System (CRIS) system. The format of the session will be devoted to a question and answer discussion where participants can engage the experts in these subject areas.

Session 9 – Civil Rights Review – State

Description: This session will cover state perspectives on training for compliance with civil rights laws and expectations as well as experiences with the review process, responding to civil rights review findings, and designing an improvement plan.

Session 10 – OMB A-21

Description: In order to be effective stewards of U.S. government funds we must understand the regulations affecting the costs that can be charged to federally sponsored projects. Additionally, as more audits seem to be occurring at many of our institutions we want to be prepared to defend our decisions on the costing issues. More importantly we want to be able to train our employees on the proper handling of sponsored funds. This session will review the federal cost principles as outlined in OMB Circular A-21 and give a very basic overview of how the Facility and Administrative (F&A) rates are calculated at universities.

Session 11 – What's New with Competitive Programs

Description: This session will provide an update on changes in the National Research Initiative, the Small Business Innovation Research program, the Community Food program and the Outreach to Socially Disadvantaged Farmers and Ranchers program. This session will include effects of the new Farm Bill (if passed into law) on these programs.

Session 12 – Using Technology to Communicate

Description: While telephones, email, and fact-to-face meetings still provide communication opportunities, other technology-based alternatives are being utilized by Extension faculty and staff that are providing significant institutional advantages. This session will demonstrate and explore web-conferencing and other related technologies that are resulting in faster decision making, increased participant involvement, reduced communication and meeting costs, and more effective collaborations.

Session 13 – Keeping It All Together Without Cracking Up

Description:

Session 14 – Formula Funds: Cradle to Grave

Session 15 – Post Award Basics 101

Description: This session will provide the attendee with a basic understanding of the post award (financial/accounting) aspects of grants management. We will review and clarify the post award role and its responsibilities at your institution. The bulk of this session will be dedicated to a review of the key elements from OMB Circulars A-21, A-110, and A-133. Further information on post award will be provided in Part II.

Session 16 – “Coaching” the Human Resource

Description: Coaching is a powerful alliance designed to forward and enhance the lifelong process of human learning, effectiveness and fulfillment. It actively involves both the coach and “client” in helping the “client” find what they want in life, and then identifying how to get there. In this session, you will learn how coaching differs from mentoring, counseling, therapy and consulting. The presenters will give you three “coaching skills” you can use in your interaction with others in your life.

Session 17 – POW Update (Repeat)

Description: In this session, State Panelists will share their approach to the Annual Report. Panelists will discuss outcomes of their research, extension, and educational activities.

Session 18 – OEP Update (Repeat)

Description: This workshop will give an overview of the most current information pertaining to various OEP functional and policy changes. In addition, the intricacies of the newest Federal Initiative, the Federal Funding Accountability and Transparency Act (FFATA) will be discussed; and how it will affect all grant sub award reporting.

Session 19 – Data Security/Privacy

Description: Much effort goes into collecting, organizing, analyzing, and routing our institutional data. But how much effort and investment is going into the preservation and protection of this core asset? Can we afford to loose what we work so hard to gather? In this session we explore data security best practices and common sense methods for balancing the ease of access with the need to protect.

Session 20 – 1890 Matching

This session will provide a thorough understanding of the state matching obligation for the 1890 Institutions. Also various states will discuss how they are developing new strategies to meet their matching requirements.

Session 21 – Appropriation vs. Grants: Administrative Provisions – Extension

Description:

Session 22 – Post Award Basics 201

This session will build on the earlier Part I segment (Session #15) and explore why the rules and regulations matter. We will specifically discuss some of the more important aspects including cost sharing, cost accounting standards, and cost transfers. Other areas to be reviewed include standard business practices and project management closeout. Attending this session (along with Part I) should provide the attendee with a basic understanding of the post award (financial/accounting) aspects of grants management.

Session 23 – Ethics

Description: Ethics – a small word, but a BIG issue. Is ethical behavior just a matter of choosing right from wrong? Or is it something more? What is your responsibility as a leader to set ethical standards? If it is your responsibility, how do you go about doing that? What are the models of ethical decision making? This workshop will explore all these topics, as well as demonstrate the use of an interactive classroom response system.

Session 24 – Formula Funds Update (Repeat)

Description:

Session 25 – eGrants Update (Repeat)

Description: This session will cover issues and updates related to Grants.gov and the submission process. Specific items of interest will include CSREES' transition to the new Adobe Grants.gov forms, the implementation plans and use of the SF-424 Mandatory form family for Formula Grants, electronic notification of award process, importance of accurate Central Contractor Registry (CCR) information, and an update on CSREES' efforts with the National Science Foundation collaboration on Research.gov. There will be an overview of policies related to the application submission process.

Session 26 – Unified Approach to Extension Programming

Description: This session will explore the impact, advantages, and disadvantages of a statewide unified approach to Extension programming based on the concept of a system as defined by a Federal mandate. The discussion will center around the administrative and programmatic structure of the Alabama Cooperative Extension System, the outreach arm of Alabama A&M and Auburn Universities.

Session 27 – Respect in the Workplace

Description: This workshop will help participants better understand how culture and preferences guide our everyday behavior and tells us how to interpret others' actions. The difficulty in diverse environments is that there are many different and sometimes confusing and incompatible ways of doing things. In these settings, the risk of miscommunication and conflict is higher and building rapport and trusting relationships becomes more difficult. The workshop will provide tips on how to minimize conflicts with people who are different from themselves and share ideas about how to develop a more inclusive climate and environment in their organization.

Session 28 – Appropriation vs. Grants: Administrative Provisions – Research

Description:

Session 29 – Grants Fiscal Operations

Description: This session will provide an overview of CSREES Funds Management Section, Fiscal Operations processes and procedures. Area of focus will be the Department of Health and Human Services' Payment Management System, how recipients are notified about authorizations, availability of funds, manual review process, the SF-269 process, and funds issued with reimbursable funding.

Session 30 – Hiring Foreign Nationals

Description: This session will serve as an excellent guide for any human resources professional who is responsible for advertising and/or hiring faculty or staff in a "foreign national" status.

Session 31 – CRIS and One Solution (Repeat)

Description: Learn how the CSREES Leadership Management Dashboard (LMD), enables CSREES staff to keep track of and make effective use of CRIS reports. The LMD is one of several One Solution initiatives designed to make reports received by CSREES from the partners more available, more useful, and aid in facilitating daily work. At the present time the LMD is available only for internal CSREES staff. CSREES would like to know how this concept may be helpful to our partners in the future.

The Research Performance Progress Report (RPPR) Standardized Reporting is a government wide change to how all Research Project Progress Reporting will be done. Learn how CSREES is changing CRIS to a new CSREES Information System in response to RPPR direction. RPPR

will include additional data however CSREES seeks to maintain the legacy data and minimize the reporting burden. Additionally, CSREES is examining how CIS or CRIS projects could integrate with Plan of Work Accomplishment Reporting to minimize burden. Additional informal follow-up discussions are encouraged during the "Meet the USDA" session.

Session 32 – Top Ten Grant Compliance /Financial Risks

Description: Financial management of sponsored programs is inherently wrought with compliance issues and with that comes "risk". Join this session for an interactive presentation and discussion of the "Top 10 Grant Compliance and Financial Risks". This session will present and discuss topics on Cost Transfers, Effort Reporting, Sub-recipient Monitoring, Direct charging of administrative costs, Fixed Price Agreements, Mandatory Cost Sharing and more.

Session 33 – Generations M.E.E.T.

Session 34 – CSREES Website

Description: Watch and learn while Anne Henderson of CSREES guides you through the CSREES Web site. She'll show you where to find everything you need to do business with CSREES. The Web site is a great resource for information, funding opportunity facts and figures (including formula!), planning and reporting information and more. You'll learn how the CSREES site has changed to help with the transition to electronic grants, and see some recent additions that will make the site more useful to you. She'll also answer questions and field comments and suggestions on how CSREES can improve the site to serve you better.

Session 35 – Use of Funds

Description:

Session 36 – CSREES Award Basics

Description: Staff members from CSREES Awards Management Branch (AMB) will give a detailed presentation on CSREES awards processing and post-award management. Discussions will be held regarding budget details, terms and conditions, and program requirements. AMB staff will be available for questions during and after the presentation.

Session 37 – Recruitment

Description: Organizational socialization, or how organizations train, teach and induct new employees, has an impact on job satisfaction. Have you ever wondered if current socialization methods used by extension impact job satisfaction in new agents? This study was conducted in the southern region to determine what key factors can affect job satisfaction in new employees and can assist human resource professionals with identifying some key components of a well rounded orientation and training program that can potentially increase job satisfaction and job retention.

Session 38 – Occupational Fraud & Abuse

Description: This session will discuss occupational fraud & abuse in higher education. Topics include red flags of fraud; how fraud typically occurs, who commits fraud, manager's role in fraud prevention, and assessing fraud risk. Session will include real fraud examples in higher education.

Session 39 – Compliance Issues Challenging Land Grant Universities

Description: Research administrators must be knowledgeable to assist our faculty with a variety of compliance issues based on their particular work scopes. In this session, we'll explore some of the more common situations that you'll face with respect to Human and Animal Subject compliance. We will also probe how or PIs must address environmental and safety issues.

Session 40 – Beginner’s Guide to Foundation Fundraising. Orientation and Resources

Description:

Session 41 – FALCON Report: 1994 Issues

Description: The 1994 TCU professional association, FALCON will be providing an interactive session on how 1994 land grant institutions can effectively reach sustainability; how to identify and form partnerships; how to increase stakeholder input and how to maximize curricula.

Session 42 – Financial Reporting

Description:

Session 43 – Legislative Overview and History of Land-grant System

Description:

Session 44 – “Coaching” the Human Resource (Repeat)

Description: Coaching is a powerful alliance designed to forward and enhance the lifelong process of human learning, effectiveness and fulfillment. It actively involves both the coach and “client” in helping the “client” find what they want in life, and then identifying how to get there. In this session, you will learn how coaching differs from mentoring, counseling, therapy and consulting. The presenters will give you three “coaching skills” you can use in your interaction with others in your life.

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Session 46 – Avoiding Common Problems with Awards

Description: This session will address common problems with awards from submission through post-award actions. After a brief presentation by CSREES Awards Management Staff, a panel of experts from CSREES and University Partners will be available to address questions.

Session 47 – OEP Update (Repeat)

Description: This workshop will give an overview of the most current information pertaining to various OEP functional and policy changes. In addition, the intricacies of the newest Federal Initiative, the Federal Funding Accountability and Transparency Act (FFATA) will be discussed; and how it will affect all grant sub award reporting.

Session 48 – Planning & Reporting Consortium

Description: This session will provide an overview and demonstration of a jointly developed web-based planning and reporting system currently used by Maine, Massachusetts, New Hampshire, and Vermont extension systems. The system is based on the logic model for educational program development and although the base system is shared by all four states, it is highly customizable to accommodate unique approach to planning and reporting by each state. Utilities have been developed for formatting plans of work and accomplishment reports for submission to CSREES, and a host of other important report generating features allowing individual staff, administrators and the general public to view information about activities/program participants, outcomes/impacts of Extension programs, and narrative impact statements. The system will soon be available for expansion to other state Research and Extension programs.

Session 49 – Matching

Description:

Session 50 – CSREES Website

Description: Watch and learn while Anne Henderson of CSREES guides you through the CSREES Web site. She'll show you where to find everything you need to do business with CSREES. The Web site is a great resource for information, funding opportunity facts and figures (including formula!), planning and reporting information and more. You'll learn how the CSREES site has changed to help with the transition to electronic grants, and see some recent additions that will make the site more useful to you. She'll also answer questions and field comments and suggestions on how CSREES can improve the site to serve you better.

Session 51 – Employment Law Update

Description: In the area of employment law, small mistakes can result in big liability. The landscape of employment law is changing constantly. This course will cover recent developments in Title VII Title IX, Americans with Disabilities Act, Section 1983, and other federal laws governing the employer-employee relationship.

Session 52 – eGrants Update (Repeat)

Description: This session will cover issues and updates related to Grants.gov and the submission process. Specific items of interest will include CSREES' transition to the new Adobe Grants.gov forms, the implementation plans and use of the SF-424 Mandatory form family for Formula Grants, electronic notification of award process, importance of accurate Central Contractor Registry (CCR) information, and an update on CSREES' efforts with the National Science Foundation collaboration on Research.gov. There will be an overview of policies related to the application submission process.

Session 53 – Motivating Faculty to Pursue External Funding

Description: How do you convince faculty to pursue extramural funding? This workshop will explore different approaches that states have implemented in terms of alternative salary plans, salary compression and other incentives for participation in sponsored programming. Details of these approaches, such as what the plan involves, the threshold requirements for participation, other requirements, incentives of the plan for the Principal Investigator and the level of participation in the plan will be addressed.

Session 54 – Workplace Professionalism

Description: This session will focus on professionalism in the workplace. The speaker will explain and demonstrate "How to not bring emotional baggage into the workplace."

Session 55 – Life Cycle of Awards for 1994's

Description: This session will provide an overview of the Lifecycle of an Award from the Request for Funding Application process through the final technical and financial reports. Areas of focus will be on issues that may prevent your award from being processed in a timely manner, and ways to prevent funds from being withheld. This session will allow time for discussions with CSREES staff and 1994 Land-grant Partners.

Session 56 – State Management of Extension Formula Funds (State)

Description:

Session 57 – Facilities Administration and Capacity Building for the 1890s.

Description: The programmatic and administrative issues relating to the 1890 Facilities and 1890 Capacity Building Programs will be discussed. Significant changes made in the FY 2008 RFAs will be the focus of discussion. Also to be discussed is the change in the administrative requirements being put in place this year. Some of the impacts of these programs will be highlighted. In-pur from the participants to further enhance these programs in FY 2009 will be solicited for consideration.

Session 58 – FMLA and Americans with Disabilities Act

Description: The FMLA and ADA impose technical requirements on employers that sometimes seem inconsistent. When is an employee entitled to leave for a serious health condition? When is reassignment appropriate as an accommodation for a disability? What do we do when the employee is not able to work? When can we request an examination or a doctor's note? In this session, we'll examine these two statutes in detail and see how they can be applied in harmony with one another.

Session 59 – Focus of Audits

Description: In past CSREES conferences we have explored many aspects of the audit function at our institutions. We have learned how to prepare for an audit and learned some of the findings from specific audits conducted by USDA/OIG. This session is intended to allow participants the opportunity to share their experiences in a round table format. Come prepared to discuss details of experiences you have had regarding audits. Internal audits as well as external audits provide an interesting opportunity for us to improve our accounting function. Some states have experienced increased scrutiny from oversight agencies within state higher education departments. Some states have reported increased accountability and scrutiny from state legislative commissions, boards, and other interested groups. The success of this session will be dependent upon participants' willingness to share their experiences.

Session 60 – Cost Share, Cost Share, Who's Got the Cost Share?

Description: This session will address a variety of issues related to Cost Sharing from both the Pre-Award and Post-Award perspective. The session will include the different types of cost share, effects of providing excess cost share, and other pertinent information in connection with the important issue of cost sharing.

Session 61 – CAS Modeling for Diversity

Description: The Change Agent States (CAS) Project is a 14 state consortium dedicated to supporting greater cultural diversity in land-grant universities. This session will present

evaluation study findings of the first five years of the project and will share successful models and strategies that can be applied throughout the system. Additionally, this session will share the process that one state used to achieve the goals of the project using a collaborative effort between an 1862 and a 1890 institution.

Session 62 – 1994 Endowment

Description:

Session 63 – State Management of Research Formula Funds (State)

Description:

Session 64 – CSREES Reporting Requirement

Description:

Session 65 – Performance Evaluation

Description: This discussion will focus on the trends in performance management systems. Find out what organizations are using and what works and doesn't work. This session will focus on best practices in performance management systems and tips to avoid some common mistakes that employers make.

Session 66 – Communicating Financial Picture to Executive Administration

Description: Description: Have you ever wondered how to get the monthly or overall financial picture across to Executive Administrators? Three Land-grant Universities will share with you how they present the financial picture and forecast to their institutional executives. This will include but not limited to examples of reports prepared at the institutions, forecasting models and discussion of how they might be effective for your institution.

Session 67 – A-133 Audit Issues (Kavalauskas)

Description: This session will give a review of the A-133 financial audit findings for the past several years and the resolution process.

Session 68 – Effort Reporting

Description:

Session 69 – Diversity and Social Justice

Description: This presentation focuses on diversity and social justice. It's will focus on you and your multiple group identities dominant and subordinate groups; institutionalized and internal oppression; tracking; intervening, impacts on you, paths to competence, and getting grounded in who you are.

Session 70 – Recap of the Formula Funds Track

Description:

Session 71 – Basic Former Schedule Appointments

Description: This session will review documenting continued employment for the Former Schedule "A" employees. The speaker will review Federal benefits forms and the retirement process and will bring Human Resources specialists up-to-date on changes and current issues on Federal benefits, including OPM early retirement authorities and TSP.

Session 72 – eXtension as a Staff Development Tool

Description: eXtension, Cooperative Extension's newest initiative and the nation's largest non-formal, online education and information system has outstanding resources and information for the public BUT it can also serve as an outstanding professional development tool for your staff members. eXtension offers weekly online "courses" on social networking, online tools, content development, collaboration, and Internet trends. These courses can be accessed directly from a staff members' desktop and can be viewed in real time or via an archive. And eXtension, using an online development tool called Moodle, offers staff the opportunity for professional development in subject matter areas as well as from communication topics to cropping, consumer science, and more.

Session 73 – Performance Management Budget

Description: Demand on resources is very high among the various colleges and departments within our university. Oversight commissions are interested in assuring funds are spend efficiently producing measurable and meaningful outputs. This session will describe one manner in w3hich a university developed a model to distribute budget for instruction and general functions based upon productivity of teaching units. The concepts of this model could be applied to allocating the research and extension budgets as well.

Session 74 – Site Visits

Description: In this session you will learn what to expect before, during and after a CSREES site visit and what is expected of the CSREES grantee.

Session 75 – POW Update (repeat)

Description: In this session, State Panelists will share their approach to the Annual Report. Panelists will discuss outcomes of their research, extension, and educational activities.

Session 76 – Multi State Agreements

Description:

Session 77 – Roundtable on Formula Funds / Q&A