Northwestern University Research Administration Professionals (NURAP)

An organization to support research administration professionals
Mission

NURAP strives for a diverse membership of research administration and support professionals in departments, divisions, centers, schools and central administration units. With an emphasis on operations and organizational management, NURAP provides an educational forum to discuss current policies, exchange best practices/ideas and network.
Grassroots Leadership

Katherine Mustea, President, ASRSP, CH
Jody K. Hirsh, Vice President, OR, Chemistry of Life Processes Institute, EV
Juleen Morford Secretary, MEAS, Materials Science & Engineering, EV
Joseph Boes, FSM, Basic Sciences Administration, CH
Eugenie Chao, Office for Sponsored Research, CH
Aaron DeLee, MEAS, Research Administration, EV
Susan Hall-Perdomo, OR, Center for Sleep & Circadian Biology, EV
Andrew Mark, MEAS, Research Administration, EV
Chris Moores, WCAS, Chemistry, EV
Melanie Mkrdichian, FSM, Surgery, CH
Darlene Peterson, Audit and Advisory Services, EV
Michelle Suran, OR, Chemistry of Life Processes Institute, EV
Nathan Youngblood, MEAS, Research Administration, EV
Education and Information

NURAP Newsletter (Information)
Member recognition, advice column, organizational news

NURAP Listserv (Information)
Job opportunities, event announcements, internal training

NURAP Website (Information)
Organizational information, list of previous events, membership information, resources for research administrators
http://research.northwestern.edu/nurap

NURAP at Noon and NURAP Presents (Programming)
Informal information sessions

Continuing Education
CRA other training opportunities

Central Admin

Depts. & Schools

External Groups
Post Award Management:
Tools You Can Use to Help You Monitor Your Award
A NURAP AT NOON EVENT

Eugenie Chao
Grants Officer, OSR Chicago

Kathy Mustea
Grant and Contract Financial Administrator
ASRSP Chicago

Please join us as both OSR and ASRSP talk about post-award activities to help you monitor your award throughout the grant period. We will cover how to reconcile a PAS and budget statements, prepare for reports, and keep a grant in good health. We will discuss Cognos reports you can use and provide any advice we can give. Fifteen minutes will be left open for discussion on what other departments are doing so we can learn from one another.

Chicago
Friday, January 16, 2015
Hughes Auditorium
Lurie Building, 303 E. Superior
Noon—1:00 PM

Evanston
Thursday, January 22, 2015
Ruan Conference Room, Chambers Hall
600 Foster Street (Foster & Sheridan)
Noon—1:00 PM

Northwestern University Research Administration Professionals
http://research.northwestern.edu/nurap
The NIH Public Access Policy: Compliance & FAQs
A NURAP AT NOON EVENT

Pamela Shaw, MSLIS, MS
Biosciences & Bioinformatics Librarian

“How do I get a PMCID for my (or my PI’s) paper? Why didn't the journal take care of this for me? What is MyNCBI?” If you have questions like these, or any other questions related to the NIH Public Access Policy, this session will help answer those questions. We will discuss the ways in which papers receive PMCIDs, who is responsible for compliance, what consequences can arise from non-compliance, and how to generate biosketches using the new ScienCV tool from MyNCBI.

Chicago
Wednesday, February 11, 2015
Hughes Auditorium
Lurie Building, 303 E. Superior
Noon—1:00 PM

Evanston
Tuesday, February 17, 2015
Ruan Conference Room, Chambers Hall
600 Foster Street (Foster & Sheridan)
Noon—1:00 PM
Necessary Changes to Meet the New Federal Closeout Policies
How to prepare for the new policies and avoid pitfalls
A NURAP AT NOON EVENT

Kathy Mustea
Grant & Contract Financial Administrator
ASRSP Chicago

Join us to discuss changes to federal award closeout policies and how those changes affect NU. We will specifically discuss how the changes affect Research Administrators and ASRSP GCFAs. Closeout policy changes are not going to be easy to adapt to, but we can be successful if we take proactive measures to prepare and coordinate as a team for a smooth closeout.

Chicago
Wednesday, March 18, 2015
Hughes Auditorium
Lurie Building, 303 E. Superior
Noon—1:00 PM

Evanston
Tuesday, March 17, 2015
Ruan Conference Room, Chambers Hall
600 Foster Street (Foster & Sheridan)
Noon—1:00 PM

Northwestern University Research Administration Professionals
http://research.northwestern.edu/nurap
UPCOMING PRESENTATIONS

• APRIL – Affordable Care Act, Payroll, and Vendors - by Chris Tondini
• May – NU Financials Tips & Tricks for Reconciliation – by Aurelio Damiani

Other future talks:
• Fixed Price Agreements
• Best Practices for working on interdepartmental额外-institutional proposals
Joining NURAP

✓ To become a member, simply join the NURAP listserv

✓ Contact steering committee member, Susan Hall-Perdomo to be added to the NURAP listserv: s-hall4@northwestern.edu

✓ Membership in NURAP is free!

✓ Membership in NURAP is completely open to any member of the Northwestern University community involved in any aspect of research

Also Please Join us on Twitter, Facebook or LinkedIn

![Twitter](https://via.placeholder.com/50)
![Facebook](https://via.placeholder.com/50)
![LinkedIn](https://via.placeholder.com/50)
Questions?