



FOSTERING  
PROFESSIONAL  
EXCELLENCE

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**UPCOMING  
EVENTS:**

**November**

16-Account Close-out Brownbag, Noon, Norris 203

20-Account Close-out Brownbag, Noon, Hughes Auditorium, Lurie

**December**

2-Finding Funding Opportunities, Noon, Norris 202B

15-Finding Funding Opportunities, Noon, Hughes Auditorium, Lurie



NURAP  
NORTHWESTERN UNIVERSITY  
RESEARCH ADMINISTRATION PROFESSIONALS

# NURAP

# Newsletter

VOLUME I, ISSUE I

FALL 2009

## From the President of NURAP

It is with great pleasure that I greet each and every one of you in the inaugural issue of the *NURAP Newsletter*! NURAP is still a relatively new organization, having just hosted our first programmatic events last month. But the journey has been a bit longer. After months of discussions, the Steering Committee was convened in November of 2008. By January we had elected our leadership and in February we ratified our By-Laws. In April we were delighted to receive start-up funding and immediately set to work to create the framework for the organization that we had envisioned.

Our first NURAP networking events were held in June and July on both campuses and were very well-attended. In fact, the feedback on these “coffee breaks” was so positive that we plan to hold similar events on a quarterly basis. This will give us all a chance to gather in a relaxed setting and get to know each other in ways more personal than our everyday emails and phone conversations. The next events will be held in December and we plan make them holiday affairs.

The Programming Subcommittee has picked up steam and is currently mapping out the next several months worth of programmatic events. Look for a Brown Bag Session each month on both campuses, supplemented by the occasional campus-specific special event. We are hopeful that offering each month’s session on both campuses not only gives everyone two dates to choose from but also encourages some of our membership to visit their respective “other campus.”

And that brings me to One Northwestern! We were delighted to be specifically mentioned in Provost Daniel Linzer’s *One Northwestern Update* as “a staff initiative that embodies the One Northwestern spirit.”

And did I forget to mention the Travel Awards? An announcement recently went out about two \$2,000 travel awards to attend a professional conference. See the NURAP website for further details.

All in all, we are very happy with NURAP’s progress so far. In one short year, we have come a long, long way. The enthusiasm of our membership for this organization is infectious. Before we even held our first networking event, over 200 people had already registered as members! We want to maintain that enthusiasm and momentum. Your participation, feedback and input are vital to keeping NURAP relevant to everyone’s needs. Please help us make NURAP everything you want it to be!

## Recent Brown Bags

NURAP held its first two Brown Bag Sessions in October. The sessions were comprised of an overview of the IRB and ACUC processes at NU followed by the presenters answering questions which had been solicited from NURAP membership prior to the event. This format proved to be very successful. The presenters were able to tailor their slides to address some of the more common questions posed. Additionally, when the presenters and some special guests tackled more complex scenarios that had been presented by our membership, one attendee commented that it was a great learning experience because she was hearing issues discussed that she wouldn’t even know to ask about. Don Workman has indicated that all of the questions submitted will be added to the appropriate FAQ sections on the OPRS, IRB and ACUC websites. NURAP definitely plans to use this format again in the future. Special thanks to Don Workman, Erica Armstrong, Keren Dimah and Debra Gibson Tice for presenting and tackling our questions!

# Meet Your Steering Committee



The Steering Committee has been working together since November 2008 to build the NURAP organization and plan the membership and programming events. After working so closely together during the past year, the Steering Committee members have gotten to know each other despite working in different offices and campuses. Now we'd like to get to know the NURAP membership! In future issues of the *NURAP Newsletter* we'll be profiling a NURAP member. To get started, we are introducing ourselves to the NURAP community...

**Lori Palfalvi** has been with Northwestern University for over ten years. Seven of those years were spent as a Business Administrator in the Division of Hematology/Oncology in the Department of Medicine, NU Feinberg School of Medicine. For the past three years, she has been the Research Administrator for the Department of Medicine's Central Administration. In her current role, Lori reviews pre-award documents, manages a monthly meeting for DOM Research Administrators, maintains Department listservs and web pages related to Research Administration, and leads training sessions for both faculty and staff. Lori is the NURAP President and serves as co-chair of the Programming Subcommittee.

**Katherine O'Donnell** began her career in research administration five years ago as a Department Assistant in the Office for Sponsored Research (OSR) and has been an Assistant Grant and Contract Officer for the last

three. Katherine serves a diverse group of University research centers and departments within the Weinberg College of Art and Sciences and McCormick School of Engineering. Katherine enjoys the varied nature of her job's pre-award, post-award, various sponsors, funding mechanisms, and working with all the people who keep the NU research enterprise running strong. She is honored to serve as the Vice President of the NURAP Steering Committee and excited to be part of this new organization that will empower and unite research administration professionals across both campuses. Katherine is also co-chair of the Programming Subcommittee.

**Alden Chang** is the Senior Research Administrator for the Office of Research Development. In that role, he manages the submission of large and complex interdisciplinary grants of strategic value to the institution. He also manages the limited submission process for the university. Prior to arriving at Northwestern, Alden was the Grants and Awards administrator for the Center for Health and the Social Sciences at the University of Chicago. Alden has a degree in International Relations from The George Washington University in Washington, DC. Alden is the Secretary of NURAP.

**Elizabeth Adams** directs the McCormick School of Engineering and Applied Sciences' research administration, ensuring cohesive sponsored research operations among the school's

departments and numerous research centers. Her responsibilities also include the development and coordination of large-scale and interdisciplinary research at McCormick, as well as strategic planning to fuel the School's continuous growth in sponsored research. Before coming to McCormick, Elizabeth was a grant and contract officer in the Northwestern Office for Sponsored Research and the administrative director of a large, multi-institutional bio-defense research center at the University of Chicago. She has degrees in English and Psychology from Emory University.

**Sheri Carsello** is a Research Administrator for the School of Communication and has served in that capacity for the past four years. Prior to joining the School of Communication, she was the grants administrator for the McCormick School of Engineering's Computer Science Department. Before that she worked in an accounting role in the Center for Advanced Cement Based Materials and the Program of African Studies. Sheri's first position at Northwestern was with ASRSP, where she reviewed and approved all travel, consulting, and equipment purchases on grants. She also worked in OSR (when it was called "ORSP"), where she oversaw new funding and appropriations operations.

**Frank Cutting** is a Grant and Contract Financial Administrator in the Accounting Services for Research and Sponsored Programs (ASRSP), for the past

4+ years, and currently reports and monitors cost sharing on NIH, DOE, FAA and DOT awards. He has worked for Northwestern since earning his Master's of Science in Behavioral Neuroscience from Northwestern in 1991. Frank has experience in research labs, department administration, and central accounting. He has written grants, conducted sponsored research, and managed daily departmental business. He was a research tech and a lab manager, having several articles published in peer-reviewed journals over 8+ years. Frank was also the Business Administrator for the Center for Comparative Medicine for four years. Frank is co-chair of the Membership Subcommittee.

**Eliza Earle** is the Grant Coordinator for the Weinberg College of Arts and Sciences, and in this role she aids faculty and graduate students in the Social Sciences and Humanities with research and fellowship funding proposals. Before joining the WCAS Dean's Office, she was a program administrator for a community organizing research project at the Institute for Policy Research. And prior to Northwestern, she lived in Southern California, working in the landscape design industry and serving as Treasurer for a non-profit foundation.

**Krista Galvin** is a Research Administrator in the McCormick School of Engineering and Applied

Science's Department of Materials Science and Engineering. Prior to moving to McCormick, Krista was an Assistant Grant and Contract Officer in the Evanston campus Office for Sponsored Research. Before joining Northwestern, Krista served as a Grant Support Specialist in the Research Administration Office of the Department of Medicine at The University of Chicago. Krista graduated from the University of Illinois at Urbana-Champaign with a bachelor's degree in political science and is currently pursuing a Masters degree in Public Policy and Administration at Northwestern University. Krista is co-chair of the Information Subcommittee.

**Daniel S. Rademacher** joined Northwestern University in 1998 at the Office of Clinical Research and Training. In 2000 he moved to The Robert H. Lurie Comprehensive Cancer Center in the newly created position of Grants and Contracts Administrator. During that time he has worked on several multi-million grant applications and contracts. Dan also serves as the Community Volunteer on the Institutional BioSafety Committee at Children's Memorial Research Center. Dan is co-chair of the Membership Subcommittee.

**Rebecca A. Weaver-Gill** is Research Coordinator for the Transportation Center, providing contracts and grants administration as well as research support for faculty

affiliates of the Center. Along with this role, she is the primary administrative staff for Center director, Hani Mahmassani. Rebecca draws from over 12 years of administrative experience, with a primary focus on higher education and academic research. She has provided full cycle contract and grants administration at the University of Maryland as well as with the University of California system. Her professional history includes coordinating development of operation and strategic plans, along with management of graduate student support, executive assisting, event planning, and program development. The combination of her professional world and community focused volunteer work provides an open perspective and ability to think critically when considering new tasks and ideas. Rebecca serves as co-chair of the Information Subcommittee.

**Jamie Young** is the Associate Director for the Chicago Office for Sponsored Research where he supports a multifaceted constituency in the Feinberg School of Medicine and provides oversight to office operations. He has been with Northwestern for over 10 years and started out in Evanston OSR 4 years prior to his move to the Chicago OSR office in 2000.



## 2009-2010 Travel Awards: Request for Applications

NURAP is pleased to announce that it will be awarding two of its members with resources to attend a research administration professional society meeting or training seminar in the winter of 2009 or spring of 2010.

The travel award program will provide up to \$2,000 in support of travel related expenses for the awardees to attend selected

professional society meetings and training seminars.

A request for applications (RFA) was released via the NURAP listserv on Tuesday, October 27, 2009.

Applicants are kindly asked to turn in their completed applications, following the directions in the RFA by November 13, 2009.

More instructions can be found on the NURAP website at: <http://research.northwestern.edu/nurap>



# Dear Dan...

(Please note that this edition of Dear Dan was written by Krista Galvin. Any opinions expressed herein do not necessarily reflect the views of the real Dear Dan.)

Dear Dan,

*I'm looking for a way to connect in real time with my research administrator colleagues at NU. I would love to be able to pose questions about a budget format or funding agency that I've never encountered before to the collective expertise on both campuses. Listservs are great but they clog up my email in-box. Do you have a solution for me?*

*-Lonely  
Evanston Campus*



To contact Daniel Rademacher of "Dear Dan" please send an email to: [d-rademacher2@northwestern.edu](mailto:d-rademacher2@northwestern.edu) with "Dear Dan" in the subject line.

Questions of the most general interest to members, as determined by the NURAP Newsletter editorial staff, will be published.

Dear Lonely, NURAP has formed a group on Yammer, a "Twitter for the office." Yammer allows you to post to your group what you are doing and group members can reply to your posting. It's free to join and if you join the NURAP group within the Northwestern network, your posts will be private to NURAP group members.

To join the Northwestern network on Yammer, go to [yammer.com](http://yammer.com) and enter your NU email address. Click on "groups" once you've registered and request to join the NURAP group.

In the future, NURAP intends to create an "expertise database" based on self-identified data from membership forms, but, in the meantime, Yammer is a great way to connect informally with your fellow NURAP colleagues.



## Call for Ad Hoc Members

Interested in becoming more involved in NURAP?

The Steering Committee invites you to consider becoming an ad hoc member of the Programming, Membership, or Information subcommittee. The following Steering Committee Members can be contacted about ad hoc membership:

Programming (Lori Palfalvi, Katherine O'Donnell)  
Membership (Daniel Rademacher, Frank Cutting)  
Information (Krista Galvin, Rebecca Weaver Gill)

We look forward to having you join us!



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