

# Research Administration Brown Bag Series

April 9, 2024



**Northeastern  
University**

# Agenda

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- NU-RES Admin Updates
- Data/Systems Updates
- NU-RES Finance Updates
- NU-RES Compliance Updates
- Upcoming Events

# NU-RES Admin Updates

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**NSF Updates:** [Award Terms and Conditions](#) have been revised for consistency with the updated [NSF Proposal and Award Policies and Procedures Guide \(NSF 24-1\)](#).

- The updated suite of award terms and conditions includes the:
  - NSF Agency Specific Requirements to the Research Terms and Conditions (ASR);
  - Grant General Conditions (GC-1);
  - Cooperative Agreement Financial & Administrative Terms and Conditions (CA-FATC);
  - Cooperative Agreement Modifications and Supplemental Financial and Administrative Terms and Conditions for Major Multi-User Research Facility Projects and Federally Funded Research and Development Centers;
  - Cooperative Agreement Modifications and Supplemental Financial and Administrative Terms and Conditions for Mid-Scale Research Infrastructure Projects;
  - International Research Terms and Conditions (IRTC);
  - Special Terms and Conditions for Administration of NSF Conference or Travel Grants (FL 26); and
  - Special Terms and Conditions for Administration of NSF Conference or Travel Grants Made to International Organizations (FL 26 for IRTC).

The revised award terms and conditions will apply to new NSF awards and funding amendments to existing NSF awards made on or after May 20, 2024.

# NU-RES Admin Updates

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**NSF Updates:** [Award Terms and Conditions](#) - Chapter specific updates

- Chapter III, Section 1: NSF's Implementation of Grants.gov
  - Updated to identify the types of submissions that must be submitted via Research.gov.
  - Following submissions must be submitted in Research.gov, as Grants.gov does not support the functionality.
    - Separately submitted collaborative applications from multiple organizations;
    - Letters of intent;
    - Planning Applications;
    - Pre-applications (preliminary proposals);
    - SBIR and STTR applications; and
    - Postdoctoral fellowship applications with reference letter requirements.
  - Some applications can be submitted in Grants.gov but must be completed or updated in Research.gov.
    - Applications with project data forms for the Directorate for STEM Education (EDU)/Division of Undergraduate Education (DUE));
    - Postdoctoral fellowship applications without reference letter requirements;
    - Grant Opportunities for Academic Liaison with Industry (GOALI) applications;
    - Applications with subawards; and
    - Applications with budgets of six years or more.

# NU-RES Admin Updates

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## NSF Updates: [Award Terms and Conditions](#) - Chapter specific updates

- Chapter VI, Section 1.7: Mentoring Plan.
  - Updated for consistency with PAPPG to state that plan must now cover postdoctoral scholars and graduate students supported by the project.
  - Page limit remains one (1) page.
- Chapter VI, Sections 2.2 and 2.7: Biographical Sketch.
  - Updated for consistency with PAPPG.
  - Page limit removed.
- Chapter VI, Sections 2.5 and 2.10: Synergistic Activities.
  - New Section to be consistent with the new requirements in the PAPPG.
  - One-page document for the PD/PI that includes a list of up to five distinct examples that demonstrates the broader impact of the individual's professional and scholarly activities that focus on the integration and transfer of knowledge as well as its creation.

# NU-RES Admin Updates

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## NIH Updates: [Changes Coming to Applications and Peer Review in January 2025](#)

- Changes include:
  - Simplified review criteria for most research project grants ([NOT-OD-24-010](#))
    - [Recorded webinar](#) from November 3, 2023
    - Upcoming webinar April 17, 2024 ([Free to register and attend](#))
  - Revisions to the fellowship application and review process
    - Changes will be announced soon
    - Webinar on September 19, 2024 ([Free to register and attend](#))
  - Updates to reference letter guidance
    - Updated instructions will be posted later this fall.
  - Updates to NRSA training grant applications
    - NIH Guide notice will be published in late spring
    - Webinar on June 5, 2024 ([Free to register and attend](#))
  - Updated application forms (FORMS-I)
    - Specifics follow on next slide
  - Common Forms for biographical sketch and current and pending (other) support

# NU-RES Admin Updates

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**NIH Updates:** [NOT-OD-24-086](#) - New NIH "FORMS-I" Grant Application Forms and Instructions Coming for Due Dates on or after January 25, 2025.

- The following application forms include substantive form changes (i.e., new/deleted/modified fields).
  - PHS 398 Research Training Program Plan.
    - New attachment field for the Recruitment Plan to Enhance Diversity.
    - Additional changes for institutional training grants detailed via NIH Guide notice by late spring 2024.
  - PHS Fellowship Supplemental Form.
    - Changes address efforts to improve the peer review process for NRSA Fellowship applications.
    - Additional details will be provided via an NIH Guide notice by late spring 2024.
  - PHS Assignment Request Form.
  - PHS 398 Cover Page Supplement Form.
- All other forms include only an OMB expiration date change.

# Data/Systems Updates

## UPDATES:

- Locking ePAWs 1.0 documents functionality; awaiting NU-RES Admin process completion
- Compliance Review function in eCLAWs; after review, determined some enhancements are required before launch
- Data Quality & Research Administration Analytics Manager...interviews underway
- In Proposal reports in the Data Warehouse, FY Funds counted calculation will be amended as follows:
  - If the proposal is ORS, use the Start Date of the project period (currently part of calculation)
  - *\*NEW\** If there is a Date Submitted to Agency date in ePAWs, use the Date Submitted to Agency
  - Otherwise, use Institute Proposal Create Date (currently part of calculation)
- Creating a webpage for college local grant admins to take the place of the PDF; different iterations under review by Website Refresh/Reimagine team
- Sharepoint Excel Tracker...working on migrating to Microsoft List platform for additional functionality
  - e.g. all FYs in one file; dropdown selections minimize data input differences; use of NU directory for names; ability to notify from within the record, or as a scheduled notification, etc.
  - List can be exported to Excel format for any users who utilize the tracking log for internal reporting purposes

Tracking ID	Type of Transac...	Action	Received	Due Date	FY Count	Agency Award #	INV	Department
A-240011044	Obligation	Increment	03/28/2024	Friday at 12:00 AM	2024	123-456-789	Luzzi, David	Provost Research
U-240011043	UPAF	Increment	03/28/2024	Friday at 12:00 AM	2024	123-456-789	Luzzi, David	Provost Research

# Data/Systems Updates

- **\*NEW\*** Tableau LIVE dashboards for each college/HUB to review the ePAWs records submitted to Sponsor and still routing through ePAWs
  - Access to these dashboards are the same as the NSF Programmatic Reports Tableau dashboard
  - Links will be sent to colleges...please review and help facilitate completions!

Detail Report | College of Arts, Media and Design

Choose column to sort: Submit to Sponsor Date  
Sort order selection: Descending

#	ePAWs #	GO	Create Date	Current Stop Person	Current Stop Role	Status	Current Organization	College	Lead Organization	Start Date	End Date	Deadline Date	Submit to Sponsor Date
1	10012628	Szulc, Natalia	02/21/2024	Vidrin, Ilya Daniel	Investigator	Awaiting Certification	Theater	College of Arts, Media and Design	Theater	1/1/2025	12/31/2026	4/4/2024	4/4/2024
2	10012901	Szulc, Natalia	04/04/2024	Welles, Brooke Foucault	Investigator	Awaiting Certification	Communication Studies	College of Arts, Media and Design	Communication Studies	1/1/2024	12/31/2024	4/5/2024	4/4/2024

Source: ePAWs Database  
\*Report includes ePAWs records that have been submitted to sponsor but still pending action in the workflow  
Run Date: 4/9/2024 9:50:14 AM

# NU-RES Finance Updates

## • New Grant Rebudget Form

- To accompany T-Form, not replace
- Will be posted to the [NU-RES Resources](#) page
- Separate tab for new Child Account requests

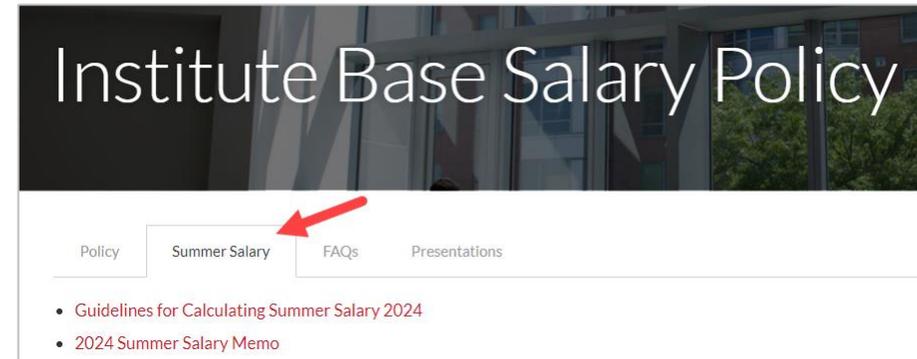
Grant Rebudget Request Form					
To be prepared by the Department to be submitted alongside the Transaction Request Form to NU-RES for existing active grants					
Enter Existing Cumulative Budget for the Fund# in the Yellow Cells and enter requested changes in the Pink Cells. Orange Cells are Formulas, and Blue Categories are excluded from MDTC. Current Budget should match what is entered in Banner as of the date prepared.					
Awarding Agency: <b>PI:</b>		Award #: G-0000			
RA Log#:		Fund/Account #:			
Research Admin. Contact:		Start Date: 10/1900		End Date: 10/1900	
Research Finance Contact:		Obligation Period:		Rebudget Request Date: 10/1900	
Expense Account Code	Code #	Current Budget	Changes	New Budget	
<b>Salary</b>					
Academic Months	61010	\$ -	\$ -	\$ -	
Summer Months	61013	\$ -	\$ -	\$ -	
Calendar Months	61016	\$ -	\$ -	\$ -	
SGA/Graduate	61050	\$ -	\$ -	\$ -	
Post Doc	61055	\$ -	\$ -	\$ -	
Other	61130	\$ -	\$ -	\$ -	
Undergrad	61530	\$ -	\$ -	\$ -	
Fringe Benefits	62113	\$ -	\$ -	\$ -	
Consultant Costs	74800	\$ -	\$ -	\$ -	
<b>Capital equipment (over \$5k)</b>					
Capital Equipment-Laboratory	73003	\$ -	\$ -	\$ -	
Capital Equipment-Computers	73005	\$ -	\$ -	\$ -	
Capital Fabricated Equipment	73006	\$ -	\$ -	\$ -	
<b>Other Direct Costs</b>					
Sponsored Program Tuition	74517	\$ -	\$ -	\$ -	
Scientific Supplies	73304	\$ -	\$ -	\$ -	
Publications-Printing	73487	\$ -	\$ -	\$ -	
Lab Recharge Fee	74233	\$ -	\$ -	\$ -	
Special Services	78001	\$ -	\$ -	\$ -	
Subject Money	78010	\$ -	\$ -	\$ -	
Telephone Charges	73041	\$ -	\$ -	\$ -	
Computer Software	73066	\$ -	\$ -	\$ -	
(Blank - Fill-In if Needed)		\$ -	\$ -	\$ -	
(Blank - Fill-In if Needed)		\$ -	\$ -	\$ -	
<b>Travel</b>					
Domestic Travel	73021	\$ -	\$ -	\$ -	
Foreign Travel	73030	\$ -	\$ -	\$ -	
<b>Participant Support Costs</b>					
Stipends	74600	\$ -	\$ -	\$ -	
Other	74601	\$ -	\$ -	\$ -	
<b>Subaward Costs (IDC on first \$25k only)</b>					
Sub Institute 1	78050	\$ -	\$ -	\$ -	
Sub Institute 2	78051	\$ -	\$ -	\$ -	
Sub Institute 3	78052	\$ -	\$ -	\$ -	
Sub Institute 4	78053	\$ -	\$ -	\$ -	
Sub Institute 5	78054	\$ -	\$ -	\$ -	
Indirect Costs	78995	\$ -	\$ -	\$ -	
Indirect Cost Rate: 50.50%					
Total Cost		\$ -	\$ -	\$ -	
Total Direct Cost		\$ -	\$ -	\$ -	
Modified Total Direct Cost (MTDC)		\$ -	\$ -	\$ -	
IDC Check	#DIV/0!			#DIV/0!	

Grant Rebudget Form: New Child Account Request									
To be prepared by the Department to be submitted alongside the Transaction Request Form to NU-RES to request new child account(s) for existing active grants.									
Enter Existing Cumulative Budget for the Fund# in the Yellow Cells and enter requested changes in the Pink Cells. Orange Cells are Formulas, and Blue Categories are excluded from MDTC. Current Budget should match what is entered in Banner as of the date prepared.									
Awarding Agency: <b>PI:</b>		Award #: G-0000							
RA Log#:		Parent Fund #:							
Research Admin. Contact:		Start Date: 10/1900		End Date: 10/1900					
Research Finance Contact:		Obligation Period:		Child Account PI:		Child Account PI NUID:		Child Account Org #:	
Rebudget Request Date: 10/1900									
Expense Account Code	Code #	Parent Fund Current Budget	Parent Fund Changes	New Parent Fund Budget	New Child Account 1	New Child Account 2	New Child Account 3		
<b>Salary</b>									
Academic Months	61010	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Summer Months	61013	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Calendar Months	61016	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
SGA/Graduate	61050	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Post Doc	61055	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other	61130	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Undergrad	61530	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Fringe Benefits	62113	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
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<b>Other Direct Costs</b>									
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Publications-Printing	73487	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Lab Recharge Fee	74233	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Special Services	78001	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Subject Money	78010	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Telephone Charges	73041	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Computer Software	73066	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
(Blank - Fill-In if Needed)		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
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<b>Travel</b>									
Domestic Travel	73021	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Foreign Travel	73030	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Participant Support Costs</b>									
Stipends	74600	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other	74601	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
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Sub Institute 3	78052	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Sub Institute 4	78053	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Sub Institute 5	78054	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Indirect Costs	78995	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Parent Fund Indirect Cost Rate: 1.00%									
Total Cost		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Direct Cost		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Modified Total Direct Cost (MTDC)		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

# Summer Salary (Period Activity Pay)

Resources are linked to Institute Base Salary Policy page:

- [2024 Summer Salary Memo](#)
- [Guidelines for Calculating Summer Salary](#)
- [PAP QuickCard](#)



## NURES & Payroll Deadlines:

- PAPs must be received 5 business days prior to the HRM deadlines listed below.
- **Be sure to add IBS calculation and brief description of work on grant(s). PAPs lacking this justification will be returned to submitter.**

Pay ID	Pay No.	NURES Deadline	HRM Deadline	Payroll Start Date	Pay Date
SM	9	05/01/24	05/08/24	05/01/24	05/15/24
SM	10	05/16/24	05/23/24	05/16/24	05/31/24
SM	11	05/31/24	06/07/24	06/01/24	06/14/24
SM	12	06/14/24	06/21/24	06/16/24	06/28/24
SM	13	06/30/24	07/08/24	07/01/24	07/15/24
SM	14	07/17/24	07/24/24	07/16/24	07/29/24
SM	15	08/01/24	08/08/24	08/01/24	08/15/24
SM	16	08/16/24	08/23/24	08/16/24	08/31/24

# NU-RES Finance Updates

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## We're Hiring!

### **Data Specialist - Sponsored Award**

Core functions include management of new incoming award setups, modifications and rebudgets; recording new setups and transactions in tracking logs; reviewing award notices, account information and file documentation; verifying that all necessary internal approvals have been obtained; reviewing and adjusting budgets for set-up; recording appropriate data into the info sheets, etc.

*Reach out to Christa Gonsalves with questions or referrals*

### **Compliance Specialist - Research Finance**

Responsible for assisting with Effort Reporting functions, reviewing Payroll Distribution Change (PDC) forms, and monitoring other research compensation processes for the portfolio.

*Reach out to Fred Crompt and Fiorella Chavez with questions or referrals*

### **Accounts Receivable Coordinator**

The ARC supports processing of electronic payments and check deposits, and identifying, assigning, and applying incoming research payments in Banner Finance. Reviews payment discrepancies and reconciles payments for grant closeout; maintains the payment log and assists in the reconciliation of the log, research clearing accounts, and research Bank account.

*Reach out to Kalina Mathurin with questions or referrals*

### **Manager, Cash Accounting (pending posting)**

The Manager supports overall management of the Cash team and operations including payment processing, reconciliation of grant payments, payment logs, bank and clearing accounts, collection efforts and Open AR; develops SOPs and best practices for the cash management; supports ACH enrollment and vendor registrations for NU in sponsor systems.

*Reach out to Kalina Mathurin with questions or referrals*

# NU-RES Compliance Updates

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- NU-RES Summer 2024 Conference has been moved to virtual
- Will occur over 3 days rather than 2 days
  - Tuesday, June 11; Wednesday, June 12; and Thursday, June 13
  - Day 1 and 2: 10:30 AM EST – 5:00 PM EST
  - Day 3: 11:30 AM EST – 4:30 PM EST
- Reducing number of concurrent sessions to only 2 per time slot
  - Total of 18 concurrent session; 4 group sessions; 3 faculty speaking sessions
- Schedule will be shared after Brown Bag
- Additional information regarding the sessions will be made available by the end of April.
- Some type of registration will be made available for the beginning of May

# NU-RES Compliance Updates

	Start Time (EDT)	End Time (EDT)		
<b>11-Jun</b>	10:30 AM	11:30 AM	Opening Remarks/Keynote Address from Robin Cyr and Faculty Speaker: Professor Alessandro Vespignani	
	11:30 AM	11:45 AM	15 Minute BREAK	
	11:45 AM	12:30 PM	The NU-RES Umbrella: How to Make Sure You Are Covered Presenters: Michael Marino, Julie Renkas, Christa Gonsalves, Dziyana Aydin	IRB 101 for Research Administrators Presenters: Anita Balgopal and Erik Williams
	12:30 PM	1:15 PM	Lunch	
	1:15 PM	2:00 PM	Uniform Guidance Revisions Joint Session (NU-RES Management/Leadership)	
	2:00 PM	2:15 PM	15 Minute BREAK	
	2:15 PM	3:00 PM	Other Support Documents: What Should Be Included and Where Can I Find It? Presenters: Kayla Portillo, Linda Gladu-Ennis, Joan Cyr, Natalia Szulc	Reflecting on Recent Audit Risk Areas Presenters: Nicole Malzone and Fiorella Chavez
	3:00 PM	3:15 PM	15 Minute BREAK	
	3:15 PM	4:00 PM	Proposal Budget Basics Presenters: Kelly Basner, Bridget Carney, Dana Chyung, Tessa Dinnie	Strengthening Financial Compliance: Audit-Ready Practices and Effective Management of Cost Transfers Presenters: Tina Mazuzan (HUB), Research Finance (TBD)
	4:00 PM	4:15 PM	15 Minute BREAK	
4:15 PM	5:00 PM	Strategic Initiatives (NU-RES Leadership)		

# NU-RES Compliance Updates

<b>12-Jun</b>	10:30 AM	11:30 AM	Faculty/Guest Speaker (TBD)	
	11:30 AM	11:45 AM	15 Minute BREAK	
	11:45 AM	12:30 PM	<b>A Fork in the Road</b> Presenters: Rick Alves, John Crowley, Gatekeeper (TBD)	<b>Subrecipient Monitoring and Audit Best Practices</b> Presenters: Julie Renkas and LeAnh Wong
	12:30 PM	1:15 PM	Lunch	
	1:15 PM	2:00 PM	Jeopardy Game	
	2:00 PM	2:15 PM	15 Minute BREAK	
	2:15 PM	3:00 PM	<b>Mitigating and Managing the Risks of International Travel and Collaboration</b> Presenters: Tessa Seales	<b>Reimaging Faculty Onboarding: Community Update &amp; Feedback Session</b> Presenters: Curtis Van Slyck and Wilson Mazile
	3:00 PM	3:15 PM	15 Minute BREAK	
	3:15 PM	4:00 PM	<b>What You Should Know About the NIH DMSP, Compliance, Monitoring, Prior Approvals, and Associated Costs</b> Presenters: Juan Carlos Hincapie and Amanda Humphrey	<b>Billing and Cash Management Compliance &amp; Audit Risks</b> Presenters: Sami Reed and Kalina Mathurin
	4:00 PM	4:15 PM	15 Minute BREAK	
4:15 PM	5:00 PM	Professional Pathways Plenary Session (Paula Robinson, Nicole Magni, Heidi Copeland, Dana Chyung, Tessa Dinnie, Dziyana Aydin)		

# NU-RES Compliance Updates

13-Jun	11:30 AM	12:30 PM	Faculty Speaker: Professor Darin Detwiler	
	12:30 PM	1:30 PM	Lunch (Discussion Groups) 1 Hour	
	1:30 PM	2:15 PM	Best Practices: How to Effectively Reconcile and Closeout Research Awards Presenters: Amy Gill, Chris Tiller, Dan Dapkas	IRB Reliance: Conducting Multi-Site Research Presenters: Erik Williams
	2:15 PM	2:30 PM	15 Minute BREAK	
	2:30 PM	3:15 PM	The Roux Institute: A Case Study in Satellite Campus Support Presenters: Eric Jones/Nicole Magni, Jamie Tessler, Jacque Avery	Creating Transparency Within the Disclosure Process Presenters: Paula Robinson, TBD
	3:15 PM	3:30 PM	15 Minute BREAK	
	3:30 PM	4:15 PM	Data Analytics: How Analyzing Research Administrative, Compliance, and Financial Data Can Improve the Management of Your Research Portfolio Presenters: Dana Carroll and Hamit Hamutcu	Research Finance Beyond Post-Award: Space & F&A Presenters: Peggy Mui
	4:15 PM	4:30 PM	Closing Address from Robin Cyr	

# Upcoming Events

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- [Virtual Satellite Office Hours](#), Thursdays 1:30 - 2:30 PM EST
- [NYU's Research Administration Demonstration series \(RAD\) registration](#)
  - [NYU RAD Website](#)
  - [RCR Workshop Calendar and Registration](#)
  - RCR Workshop: Managing Conflict and Strengthening Professional Relationships in Research
    - Wednesday, April 9 at 12:00 PM EST
    - Presenter: Kimberly Wong, PhD – Ombuds for Graduate Students
  - NU-RES Virtual Summer 2024 Research Administration Conference
    - Dates: Tuesday, June 11; Wednesday, June 12; and Thursday, June 13
    - Agenda, session information, and registration to come this month

NU-RES and You!

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Thank You!

See you in May!

