

THE RAP UP

NURAP's Quarterly Newsletter

Volume 10, Issue 3: Summer 2019

INSIDE THIS ISSUE:

Reflections from the President - Page 01

From the Editor - Page 02

Foreign Influence & Impact - Page 03

SciENCv: Online Bio Sketch Tool - Page 04

NURAP Star: Sanaiya Khatwani - Page 05

New Research Facility Opens - Page 07

Upcoming Events - Page 11

Apply to the NURAP Steering Committee - Page 12



REFLECTIONS FROM THE PRESIDENT OF NURAP



When The RAPUp asked me to reflect on my time in NURAP, I jumped at the opportunity. NURAP has been a huge part of my professional life and I was grateful to have the chance to give my thoughts on the last 6 years. However, once I started thinking about what I was going to write, the more difficult it became. What aspect of my NURAP experience do I focus on? Should I center on the friendships that I made and the professional relationships that were forged? Should I highlight the growth of the NURAP community or the new ideas and innovations that NURAP has helped to introduce? Perhaps I should reflect on the increasing workload and responsibilities that the RA community has grappled with over the last few years and how that same community has met that challenge head on.

Continued on Page 2

Deadline for FY20 NURAP Steering Committee Applications Due JULY 12TH!

See pages 12-13 for more details and to complete the form.



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From the Editor

Greetings NURAP members.

We are pleased to present the Summer Edition of the RAP Up.

As this marks the last Rap Up of Fiscal Year 2019, you'll find a few call backs of formatting styles and articles in this issue as a tribute to past NURAP members involved with assembling these newsletters since 2009.

We thank everyone named in this issue for their diligence and effort and wish the RAP Up continued success and the best of luck for the future.

The Communications and Outreach Subcommittee

OUR MISSION

NURAP brings together staff from across the university with the aim of improving institutional cohesiveness in research administration and fostering professional excellence by providing forums to discuss current policies, exchange best practices, and network.

REFLECTIONS FROM THE PRESIDENT OF NURAP

Continued from Page 1

I certainly could brag about unbelievable quality of the RAs, GOs, GCFAs, FAs, and all the other dedicated individuals who work tirelessly towards the shared goal of facilitating the exceptional research, innovation, and education that defines Northwestern. I would want to say how proud I am of NURAP, its members, and the service that it provides. Finding the right words would be difficult though. Of course, I would have no problem expressing my excitement for the future of NURAP. How could I not? The group that will continue serving is truly exceptional.

Perhaps at the very least, I should say how thankful I am to have been a part of it all. So with that in mind, thank you to the Steering Committee, the ad hoc members, and the all the countless individuals who have put their time, effort, and creativity into making NURAP what is today. I will always be grateful for all that NURAP has given me and I am so thrilled to see what NURAP and its leaders come up with next.

W. Nathan Youngblood
NURAP president: 2017– 2019



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FOREIGN INFLUENCE AND ITS IMPACT ON NORTHWESTERN'S RESEARCH COMMUNITY

Concerns about foreign influence have come to the forefront in recent months, dating back to the issuance of a letter drafted by NIH Director Francis Collins, which outlined specific concerns in several areas related to university research. Specifically, these concerns fall into three key areas: (1) diversion of intellectual property; (2) sharing of confidential information during the peer review process; and (3) failure to disclose "other support" in grant applications. This letter has led to a wide range of additional guidance from the federal government, and Northwestern's Office for Research issued its Guidance Regarding Foreign Influence and Involvement in University Research in response. Additionally, the Provost's Office recently issued a Message to International Students, reassuring Chinese students of their importance to Northwestern's mission and Northwestern's ongoing commitment to being an inclusive and welcoming place for all international students.



This recent activity is part of an emerging trend in which universities may encounter heightened barriers to engaging internationally, either through research collaborations, hosting international visitors, or even accepting gifts from foreign entities. Researchers are reminded to be fully transparent in their relationships, meeting all requirements regarding the disclosure of foreign support and any foreign components to their research activities.

Northwestern is working carefully to keep the community informed of developments in the area. Both the Office for Export Controls Compliance and the Conflict of Interest Office have been developing guidance with plans to share an FAQ on the various issues impacting university activity. Always feel free to contact those offices with any questions.

Lane G. Campbell, JD, MBA

Director, Office for Export Controls Compliance



CALL FOR APPLICATIONS FY20 NURAP STEERING COMMITTEE

For more information and about the Steering Committee and to complete the FY20 membership application form, please go to pages 12-13.



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SCIENCv: ONLINE BIOSKETCH TOOL

The National Science Foundation (NSF) has designated the National Institutes of Health's [SciENCv](#) (Science Experts Network Curriculum Vitae) as an NSF-approved format for submission of biographical sketch(es) and is encouraging investigators to use it to prepare biographical sketches for inclusion in proposals to NSF.



In adopting SciENCv as a standard tool, NSF aims to reduce administrative burden -- SciENCv offers investigators a convenient tool to edit and maintain their bio sketch information and at the same time provide the data in a more streamlined and useful way to the agency.

Beginning with the next version of the [Proposal & Award Policies & Procedures Guide \(PAPPG\)](#) that will go into effect January 2020, NSF will require investigators to use one of the NSF-approved formats, such as SciENCv. (The 2020 version of the PAPPG will include more details about the NSF-approved formats.)

If you haven't already, check out the SciENCv tool and discuss the potential benefits with your investigators! Additional information about SciENCv is available from these links:

- [SciENCv Background](#)
- [YouTube Video: SciENCv Tutorial](#)
- [YouTube Video: Integrating with ORCID](#)
- [SciENCv Help](#)

Kim Griffin

Director, Electronic Research Administration
Office for Sponsored Research



NEW CERTIFIED RESEARCH ADMINISTRATORS (CRAS)

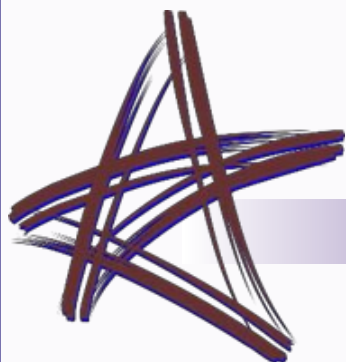
The NURAP Continuing Education Subcommittee completed its 17-week CRA study session program this past spring. Brent Bell coordinated the program on the Chicago campus, and Toby Singer, Yael Mayer, and Katie Wu coordinated it on the Evanston campus. The number of attendees averaged about 7 on the Evanston campus and 14 on the Chicago campus. The sessions covered a broad range of research administration issues, providing content expert presentations, and reading materials that address our profession beyond the scope of any one institution. While some attendees were studying with the intention of taking the test, others frequently joined for their own personal and professional development.

Area experts presented hour-long topics to the groups, including Nathan Youngblood on Acts of Congress, Karen Spina on Audits, Jennifer Mitchell on Uniform Guidance (OMB), Kathy Mustea on Post-Award Financial Administration, and many more. And, between the weekly sessions, attendees read through hundreds of pages of the Guide to Managing Federal Grants for Colleges and Universities, an online source secured by NURAP, and shared with the community to support studying for the test as well as general professional development. **Continued on Page 6.**



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NURAP STAR

Sanaiya Khatwani



Sanaiya Khatwani is a Manager of Research Administration in the Basic Science Administration (BSA), Feinberg School of Medicine. Recently, RAP Up Co-Editor, Den Gonzales, got together with Sanaiya to reflect on her time here at Northwestern.

DG: Tell us about your professional background?

SK: I am a dedicated, high performing and strategic thinking professional with more than eight years of research administration experience coupled with more than four years of payroll management experience. I have a proven track record in working with difficult situations, establishing rapport and building trust in the students, faculty and staff from a variety of backgrounds. I possess strong written and verbal communication skills and have the ability to partner across departments and schools to meet the needs of all faculty and staff. I have extensive experience in managing large scale projects from pre-award to post-award administration. I am highly skilled in tracking details, communicating deadlines, and following-up with internal and external research sites to ensure smooth collaboration between projects is met along with keeping them in compliance. I am always finding the need to simplify existing processes so that administrative burdens are reduced which in turn increases overall productivity in the workplace. As a manager, I strive to make sure my team is working collaboratively, producing high quality work, meetings deadlines while having a good work life balance.

DG: Tell us about your professional background?

SK: My NU career track started in the Office of Administration, Finance and Planning in the McCormick School of Engineering where I was a Financial Assistant. I was responsible for the school's entire monthly payroll reconciliation statements - calling attention to errors and developing solutions for them. I developed and maintained spreadsheets that would help track day to day paper traffic since everything that came into the office required signatures of the Dean - and things would often get "lost". I was the first pair of eyes in reviewing all 90-day exception requests, summer salary forms, HR appointment forms - anything really that came to our office for review. This required me to become well versed with interpreting and communicating NU policies.

Over time I became the expert and my peers relied on me for this information. As my role grew more and more, I was tasked with helping the Research Administration side of things during staff transition periods. This sparked my interest even more as I got to learn more about the sponsored world along with the non-sponsored world. Taking a leap of faith, I decided to venture out into the sponsored world and took up a position as an Associate Research Administrator with the Department of Chemistry, Weinberg. I had some great mentors there and continued on the Research Administration path knowing one day that I wanted to grow and challenge myself into a leadership role. I currently manage a team of four Research Administrators. I enjoy every aspect of Research Administration - it really does keep you on your toes and there's never a dull moment. More importantly, I learn something new every day!

DG: What are some of the good experiences you've had working with your team/department?

SK: I recently joined Basic Sciences Administration as their Manager for Research Administration - it's been about six months now. I have to say, by far, this is one department that is so well organized structurally on top of being so huge. We are a roll-up of five departments and one center. We have twelve Research Administrators and three Managers that oversee the sponsored portfolio. The other areas of BSA include Financial Administration, Professional Affairs, Space & Facilities and Communications & Outreach. There is a tremendous amount of support lent to the staff in BSA - they really want to see you grow and learn continuously. The tools and processes offered here make getting tasks done a breeze. In addition, I love the high spirit and energy of working collaboratively with one another - a lot of it partly stems from the GREAT leadership we have - and I am truly grateful for working alongside such great people. Everyone here is respectful of each other's viewpoints and everyone demonstrates such good work ethic, which is important to have in any workplace. "We like to keep things moving!" is what my Manager likes to say.

Continued on Page 6



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NURAP STAR: SANAIYA KHATWANI

Continued from Page 5

DG: What is the most challenging part of your job?

SK: Other than being a mom to three little ones, one of the most challenging part of my job has been trying to get my own work done on to of managing four reports. I have five PIs that I oversee a sponsored portfolio for too, so some days it does get challenging to track that along with making sure my team is tracking theirs and getting all their work done on time. My calendar fills up so quickly with meetings throughout the week and often that does set things back a little for me when I am trying to manage my workload.

As a new Manager, I create a handy checklist of tasks for each day, add/set reminders on Outlook so I don't forget what I need to accomplish in the coming days/weeks and setup follow-ups as needed. Some days I even set time for lunch just so that I can remind myself to take a break because I get so consumed in trying to finish a task. I am also a big proponent of setting the right expectations so for example if I know I am unable to complete something on time or am experiencing delays, I communicate effectively to let the other person know. I also like to make sure I am answering all emails within 24-48 hours. Doing so has allowed for me to become the high performer that I am today.

DG: Do you have any advice for research administrators wanting to advance as managers and beyond?

SK: I highly encourage anyone who is interested in pursuing a career in Research Administration as Managers or beyond. I love seeing people grow into higher roles. To me, it is the mark of great determination and speaks to one's ability to excel. It is also greatly satisfying for me as a Manager to help my team members grow. Their personal and professional development is my challenge and if I am able to motivate someone to do better than that's my reward. In addition, I highly recommend taking on more challenging portfolios as Research Administrators so as to receive maximum exposure in dealing with different award types and sharing your knowledge with others as a means of providing mentorship after. Learning the ground-work is very important because ultimately as a Manager you become the expert your team seeks. Being mindful and respectful of others thoughts is fundamental too; and especially keeping biases at bay. This does not come intuitively to everyone but attending a Root Compass Manager Development Program last year in Fall taught me just how to deal with that subconsciously. I love all the variety of responsibilities my role brings and would recommend it to anyone who seeks a similar challenge.

NEW CERTIFIED RESEARCH ADMINISTRATORS (CRAS)

Continued from Page 4

With this successful past season, NU has added 7 more certified research administrators among the ranks! Our newest certified within the workforce include:



- **Sheri Carsello, School of Communications**
- **Catherine Cotter, Engineering Sciences and Applied Mathematics**
- **Ralph Federspiel, Center for Cognitive Neurology and Alzheimers Disease**
- **John Greenwood, Feinberg Cardiovascular Research Institute**
- **Marzena Nowicka, Life Sciences**
- **Lauren Rudolph, Dept. of Medicine - Division of Allergy and Immunology**
- **Katie Stastny, FSM—Basic Science Administration**

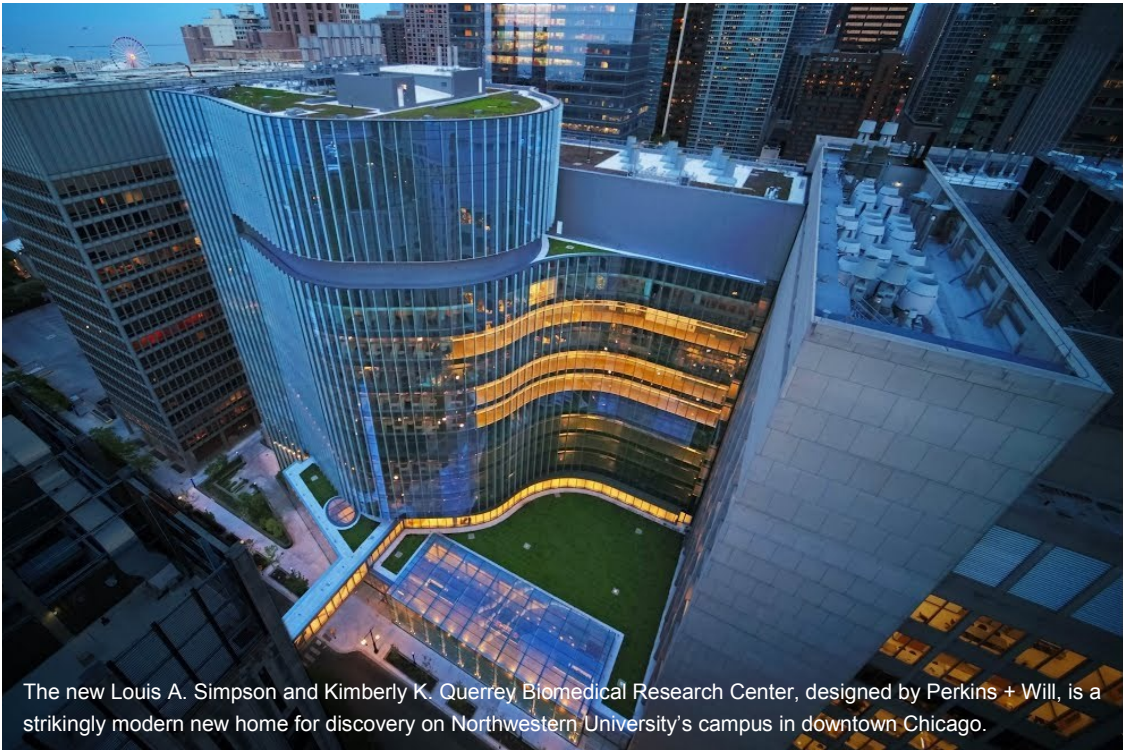
We applaud all those that participated in the study sessions throughout the season, and we congratulate those that took this difficult exam! The NURAP Continuing Education Subcommittee will assist in forming study groups in the Fall of 2019 for those interested in taking the CRA exam in November 2019. If you are interested in joining a study group please reach out to the Subcommittee. The next full cycle of study sessions will be January-April of 2021. Until then, please feel free to contact the [subcommittee](#) with any interest, questions, or concerns you might have about taking the CRA to obtain resources and support.



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NEW RESEARCH FACILITY OPENS ON CHICAGO CAMPUS: A COLLABORATIVE RESEARCH ENVIRONMENT



The new Louis A. Simpson and Kimberly K. Querrey Biomedical Research Center, designed by Perkins + Will, is a strikingly modern new home for discovery on Northwestern University's campus in downtown Chicago.

The Simpson Querrey Biomedical Research Center opened in April 2019. Four floors belong to FSM, four to Lurie Children's Hospital, and one to NU; hence it is considered a condominium style building. The 12-story building adds 625,955 sf of research space to the Chicago campus. Each floor is 42,000 sf gross, and approximately 27,000 sf net and consist of three research neighborhoods. There is provision to add an additional 16 floor tower to the existing building, and it is on track to be LEED Gold Certified for energy efficiency. The new chair of Cell and Developmental Biology will be moving to the west neighborhood on the 8th floor in early October. The chair will also recruit faculty into that space.

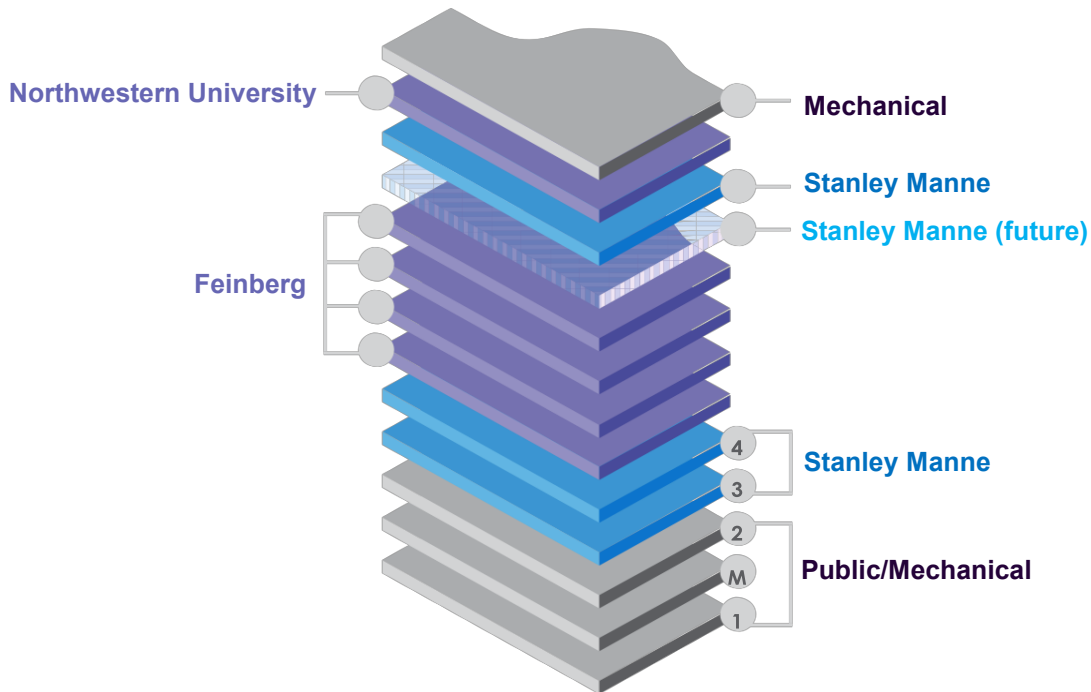
The first unit to move in was the Feinberg Cardiovascular and Renal Research Institute on April 15th. They occupy the portion of the 8th floor in the northeast neighborhood. They were followed by Dr. Elizabeth McNally's group in the Center for Genetic Medicine, who occupy the northeast neighborhood on the 5th floor. Biochemistry and Molecular Genetics then moved from Searle 6 on May 13th, and Searle 7 on May 20th. They occupy most of the 7th floor. The Pulmonary Division then moved to the south/west neighborhood of the 5th floor starting June 3rd. Finally, the new chair of Cell and Developmental Biology will be moving to the west neighborhood on the 8th floor in early October. The chair will also recruit faculty into that space.



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A COLLABORATIVE RESEARCH ENVIRONMENT



The Simpson Querrey Biomedical Research Center houses 12 floors of scientific activity among Northwestern University, Northwestern University Feinberg School of Medicine, and the Stanley Manne Children’s Research Institute at Ann & Robert H. Lurie Children’s Hospital of Chicago.

FORMING NEW CONNECTIONS ACCELERATING DISCOVERY

Inside the **Simpson Querrey Biomedical Research Center**, investigators will take advantage of 12 floors of new space dedicated to scientific inquiry. Interconnected floors have been designed to maximize scientific interactions, particularly in two-story collaboration spaces. Scientists from the Stanley Manne Children’s Research Institute at Ann & Robert H. Lurie Children’s Hospital of Chicago will be co-located on the Streeterville campus for the first time, in the same building, increasing collaborations in developmental biology and other research areas in ways never before possible. The Center is designed with the ability to add up to 16 additional lab floors at a later date without interrupting scientists in the building.



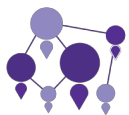
Laboratory view, interior wall



Corridor view of exterior workstations

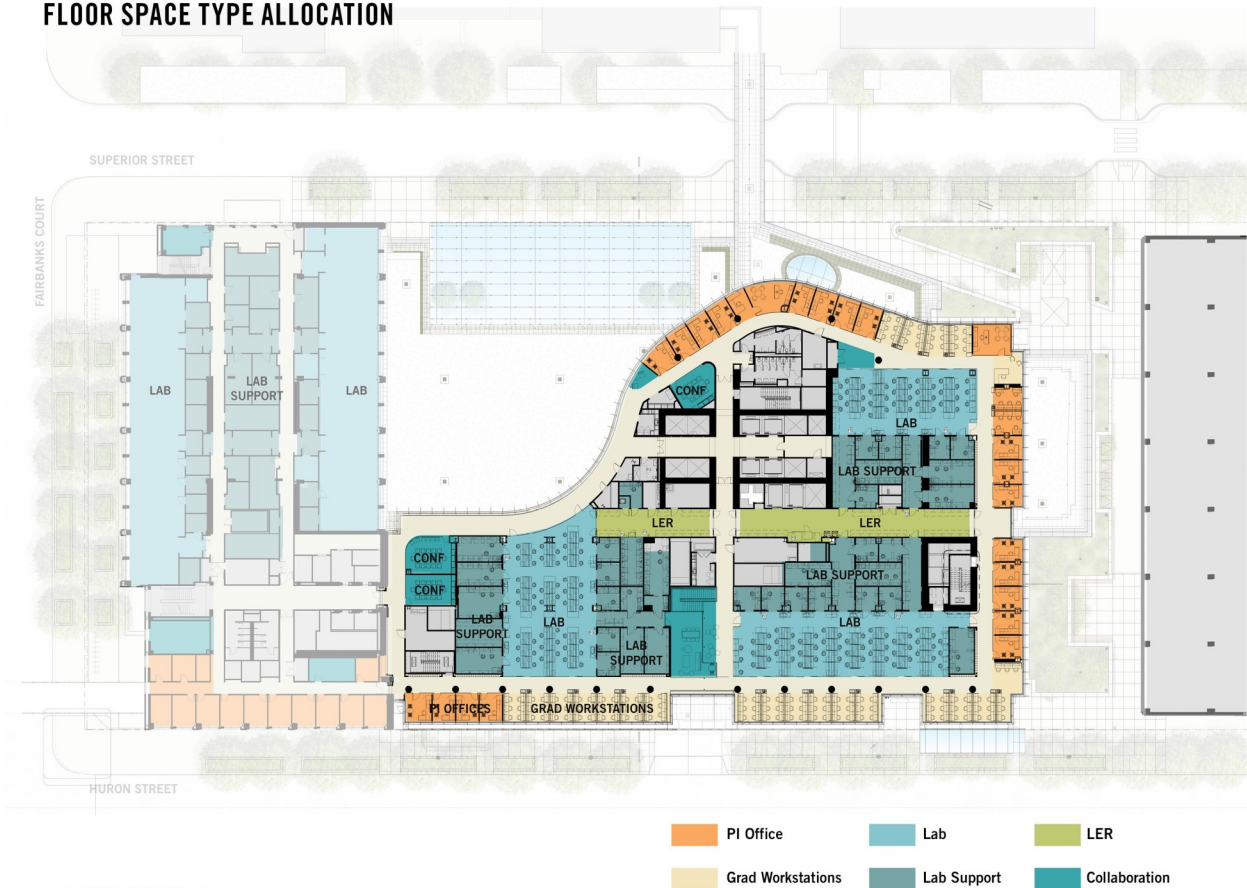


Two-story collaboration space



TRANSFORMING THE LAB ENVIRONMENT

FLOOR SPACE TYPE ALLOCATION



PERKINS+WILL

This sample floor plan illustrates key features of the Simpson Querrey Biomedical Research Center. On each floor, three scientific “neighborhoods” keep large floor plates from being overwhelming. Workstations and offices have been built on the exterior to maximize natural daylight for research staff, while glass walls bring daylight into interior labs.

On the south facade, double glass curtain walls have been installed for energy efficiency, reduced glare, and heat gain within. The design and floor plan will reduce energy consumption by one-third compared to the 2004-era adjacent building.



SIMPSON QUERREY BIOMEDICAL RESEARCH CENTER FACTS

The Simpson Querrey Biomedical Research Center provides critical space for scientists working in the areas of cancer, heart disease, neurodegenerative disorders like Alzheimer's, diabetes and other areas of study where we need more knowledge and answers to inform medical treatment.

The building brings together physicians and scientists from Northwestern University Feinberg School of Medicine and McCormick School of Engineering and the Stanley Manne Children's Research Institute with top-ranked clinical affiliates Northwestern Memorial Hospital, Ann & Robert H. Lurie Children's Hospital of Chicago and the Shirley Ryan AbilityLab, in one powerhouse academic medical district.

The 12-story building adds 625,955 square feet of research space to the Chicago academic medical campus.

At full capacity, the first phase of the Simpson Querrey Biomedical Research Center will house 23 research groups per lab floor, or 200 principal investigators in total.

The lab plan is organized around flexible "research neighborhoods," with the goal of creating a vibrant hub that attracts the best minds in research worldwide.

Northwestern brings in more than \$700 million in federal research funding annually; the new facility enables us to increase that by \$150 million annually, or \$1.5 billion in the next 10 years.

With the new research center, the University will create 2,000 new full-time jobs and generate an additional \$390 million a year in economic activity in Chicago.

In its first phase, the building created more than 2,500 construction jobs.



Northwestern University broke ground on its Simpson Querrey Biomedical Research Center on May 8, 2015. Pictured, leaders from Northwestern University, Northwestern Medicine, Ann & Robert H. Lurie Children's Hospital of Chicago and the city of Chicago.

Sustainability features in the Simpson Querrey Biomedical Research Center

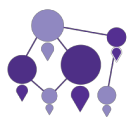
The building is on track to be LEED Gold Certified, and is projected to be 33.22 percent more efficient than ASHRAE 90.1-2007 baseline code-compliant.

The lab floor efficiency of net to gross square footage is 70%.

A "blue roof," located beneath the grass-covered "green roof," can retain up to 6 inches of storm water — 123,420 gallons — for a total of 48 hours.

The building has green roofs for reduced heat absorption.

For more information, please contact Eric Boberg, Northwestern University, at [e-boberg@northwestern.edu](mailto:boberg@northwestern.edu)



UPCOMING EVENTS

NURAP Ice Cream Social

Chicago Campus: July 16 @ 12:00pm, Rubloff Building, 750 N. Lake Shore Drive.

Growing Your Career Workshop

Evanston Campus: July 24th, Norris University Center, 1999 Campus Drive

Chicago Campus: July 31st, Rubloff Building, 375 E Chicago Avenue

[Register Here](#)

Open Lab Session with OSR Info Team

Evanston Campus: July 20, Mudd Library, 2233 Tech Drive, 2nd Floor, Room 216

Chicago Campus: July 14 & 18, Tarry Building, 300 E. Superior Street, Room 1-731

⇒ For more information, go to <https://osr.northwestern.edu/events/open-lab-evanston0720>

OSR Monthly Meetings

Evanston Campus: August 13 & September 24, Chambers Hall, 600 Foster Street

Chicago Campus: August 15 & September 19, Arkes Family Pavilion, 676 N. Saint Clair, 6th floor

⇒ For more information on upcoming meetings, go to osr.northwestern.edu/events

Summer 2019 Research Administration Training Seminar

August 13, 15, 20, and 22

Chicago Campus: Lurie Medical Research Center, Searle Seminar Room, 303 E. Superior Street

[Register Here](#)

NURAP at Noon

NURAP hosts monthly afternoon brown bag sessions to introduce and discuss important topics related to Research Administration. Please contact Susan Hall-Perdomo at s-hall4@northwestern.edu and cc nu-rap@northwestern.edu to join the NURAP listserv and receive the NURAP at Noon meeting announcements.

⇒ For more information on upcoming events, go to nurap.northwestern.edu/programs-and-events/

NCURA 61st Annual Meeting, August 4-7, Washington, D.C.

[Register Here](#)

NCURA Traveling Workshops, September 4-6, Chicago, IL

- [Financial Research Administration](#)
- [Level I: Fundamentals of Sponsored Project Administration](#)
- [Level II: Sponsored Project Administration](#)



SRA International 2019 Annual Meeting, October 19-23, 2019

San Francisco, CA

[Register Here](#)



Contact Us

To suggest or contribute content for future issues of The Rap Up, contact us by email at nu-rap@northwestern.edu.

Visit us on the web at nurap.northwestern.edu.



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CALL FOR APPLICATIONS FOR THE FY20 NURAP STEERING COMMITTEE

DEADLINE JULY 12, 2019

Dear NURAP Members,

Do you enjoy the NURAP programming, newsletter and opportunities to study for the CRA exam? Are you interested in helping shape the research administration environment at Northwestern? Then come join us! We are currently seeking new members to join the NURAP steering committee for FY20. The steering committee is NURAP's decision making body. It meets bimonthly, with meeting locations alternating between the Evanston and Chicago campuses along with the option to teleconference. We strive to maintain a roster with diversity of experience, departmental affiliations and roles in research administration.

*****Attention CRAs: your participation in the NURAP Steering Committee will earn CE credit hours towards recertification.*****

Qualifications:

Involvement with Sponsored Research in any capacity/role/job title

Must have been a full or part-time employee at Northwestern for one year on or before September 1st, 2019

Have permission from supervisor to participate prior to submitting application

To Apply:

Please email the application form on Page 13 with your resume/CV as a single pdf file to NU-RAP@Northwestern.edu with "Steering Committee Application" in the subject line.

Applications are due on or before FRIDAY, JULY 12, 2019

Selection Process:

New members will be selected by the current steering committee.

Invitations to join will be sent out by July 31st, 2019.

Not sure if you are ready to make a full commitment? Then you can also get involved as an ad hoc member to help out on the subcommittees or to contribute an article to the Rap UP. Please contact the subcommittee chairs listed on the "Get Involved" page (above). <http://www.nurap.northwestern.edu/get-involved/>

Sincerely,

The NURAP Steering Committee



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NURAP Steering Committee Membership Application

Date:

Name:

Title:

School or Major Unit:

Building/Room/Campus:

Phone Extension:

E-mail:

Notes about Steering Committee Membership:

- Terms on the Steering Committee are for two years, renewable for up to three consecutive terms.
- Candidates must have been Northwestern University employees for at least one year at the time of application and should have approval from their supervisor before applying for Steering Committee membership.
- Members are expected to attend quarterly Steering Committee meetings and serve on at least one subcommittee. The anticipated time commitment for subcommittee meetings and related tasks is 2 to 5 hours per month. Steering Committee meetings are no more than 2 hours long, alternate between the Chicago and Evanston campuses, and can be attended in person or by phone.
- Members are expected to develop, take the lead on, and execute tasks to the best of their ability for their own subcommittee and for NURAP tasks as needed.

Briefly describe why you would like to join the NURAP Steering Committee (about 1-2 paragraphs).

New committee members are expected to join at least one of four subcommittees: **Continuing Education, Communication and Outreach, Membership, and Programming**. If you were accepted as a new member, which subcommittee(s) would you select and why? Briefly describe (about 1 paragraph).

Please visit the NURAP website (<http://research.northwestern.edu/nurap>) for more information on the four subcommittees.

By selecting this box, I certify that I have been a **full- or part-time employee of Northwestern University for at least 1 year**.

Name and Title of Supervisor:

Please email **this form AND your resume** to NURAP (NURAP@northwestern.edu). Thank you!