

**What:** NCURA “Daily Management of Awards” Webinar

**When:** Thursday, September 6, 2012 at 1:30 pm

**Where:** CalIT2 Building Auditorium

**Learning Objectives:**

- Participants will learn best practices in the daily management of awards.
- Participants will gain a better understanding of compliance issues.

**Prerequisites:** Basic knowledge of OMB Circulars A-21 and A-110 and at least one year of experience in research administration.

**Program Level:** Intermediate

**Target Audience:** Pre-award, post-award, and departmental administrators, as well as those administrators at Predominantly Undergraduate Institutions and Academic Medical Centers

**Presented by:**



**David Lynch**  
**Director, Office of Sponsored Projects Administration,**  
**Mayo Clinic**

David Lynch has a B.S. in Geography (Indiana University) and a M.S. in Administration (Indiana University). His professional experience started as a grants coordinator in a state agency that administered a federal grant program. During this 7 year span, he also participated in the creation of two new similar programs which utilized state funding for related state and local assistance.

Dave began working at Mayo Clinic in 2000 and has been assigned to departmental administrator, committee, research center, and sponsored projects administration roles. Most recently, he moved from the institutional industry-sponsored research administrator into the directorship of the Office of Sponsored Projects Administration, a system-wide assignment, including overseeing locations in Minnesota, Arizona and Florida. In this role, he also serves as the Institutional Official.



**Heather Offhaus**  
**Director, Medical School Grant Review & Analysis,**  
**University of Michigan - Ann Arbor**

Heather Offhaus currently serves as Director, Grant Review & Analysis, Office of Research, University of Michigan Medical School. Heather has been in research administration since 1994. Since that time, she has moved through various roles in the review office and become the Director with responsibilities that include overseeing proposal compliance, providing training in grant administration, serving on project lead teams for improvements in the research administration processes, crafting school policy, serving on governance of the university electronic system, and leading the initiative to develop research metrics within the school.

Although at the school level, she serves as the main liaison with the departments for research administration situations that go beyond the ordinary and require "creative solutions." Her favorite answer is always "It depends."

Heather joined NCURA in 1995 and since has been active in both region and national activities. She has been a regular workshop and session presenter at many NCURA conferences. Her presentations are primarily on pre-award topics, but also include post-award, research metrics, staff hiring/training issues, and telecommuting.

In addition to serving on program committees for the region, Pre-Award, and National meetings, she also served on the National Board of Directors. She was Chair of the Mid-America Region in 2005 and has been a member of the Regional Board of Directors since 2004. Heather is proud to have received Region IV's Distinguished Service Award in 2008 and the Kevin Reed Outstanding New Professional Award in 1998. In 2011 she was a National Distinguished Service Award recipient.



**Amanda Snyder**  
**Assistant Director, Sponsored Programs Administration,**  
**University of Maryland, Baltimore**

Amanda Snyder is currently the Assistant Director for Sponsored Programs Administration in the Office of Research and Development at the University of Maryland, Baltimore where she manages the day-to-day operations of UMB's central pre-award and non-financial post award office. She has been working in the field of Research Administration since 2003, with prior experience in local and federal government contracts and grants. An NCURA member since 2004, she is a 2010 graduate of the Leadership Development Institute program and has presented at regional and national NCURA meetings on various topics. Most recently, Amanda was an NCURA international fellow, spending time at the Karolinska Institute in Stockholm, Sweden.