



Research Administration Improvement, Strategy & Education (RAISE) Office

What Makes the School of Medicine (SOM) Track Unique?

The UNC SOM operates within a uniquely complex research environment spanning basic science discovery, translational research, clinical trials, population health, and community-engaged research. The SOM Track of the Spring UNC Symposium for Research Administrators will highlight topics and strategies **particularly relevant to SOM research administrators**. It aims to create a forum for sharing practical solutions, lessons learned, and innovative practices that support the administrative backbone of medical research teams.

Suggested Topic Areas

Proposals may address, but are not limited to, the following areas:

- **Clinical Trials:** Managing the regulatory, contractual, and operational complexities of multi-site and industry-sponsored clinical trials, including IRB processes, participant recruitment and retention, billing analysis coverage review and transactional compliance, partnering with UNC Health navigation, contract negotiations, and multi-site coordination.
- **Pre-Award Processes:** Working with NIH, industry, and foundations through specific and nuanced requirements, required scientific proposal components, federal overlap, successfully implementing sponsor specific guidance in alignment with institutional policies, identifying budgeting gaps, and working with multiple units for proposal input.
- **Post-Award Processes:** Grant management for large-scale consortia, centers, and multi-institution collaborations; transactional compliance management for human subjects and animal research, large capital asset purchases and maintenance, standing purchase orders linked to lab supply purchases, multi-award effort management, patent charges and financial considerations, cost share linked to in-kind contributions from start-ups, and recharge transactional maintenance.
- **Animal Use:** IACUA, OACU, budgetary and regulatory considerations.
- **Partnerships:** Best practices for building relationships to support research involving: persons or populations from different backgrounds, internal collaborations, UNC Health, multiple institutions, and/or community engagement.
- **Compliance:** Addressing priorities including data privacy, research security, clinical and research regulatory obligations, mitigating institutional risk, and



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effective use of UNC systems – REDCap, IRBIS, RAMSeS, RASR, OnCore, etc. – to promote a culture of ethical research and clinical practice.

- **Workforce Development in Research Administration:** Recruitment, training, professional development, and retention strategies for research administrators working in complex medical research environments. Building and strengthening communication and “soft skills” critical to strong research teams.

Guidance for Proposal Development

Submissions are encouraged from research administrators and staff who can share experiences that improve efficiency, strengthen compliance, and enhance collaboration.

Proposals should focus on **innovative approaches, practical tools, best practices, persistent challenges, or lessons learned** related to **research administration within the School of Medicine.**

Proposal Submission Questions

Below is a list of questions asked during the submission process:

1. Presenter Contact Information (Name, Position/Title, Department/Unit, UNC email)
2. Are there additional speakers for this presentation? (Yes, No, Maybe)
 - a. If yes, please list the full name and UNC email of all co-presenters.
3. Please select the categories that best capture the topic(s) of your presentation: Budgeting, Clinical Research, Contracting and Subcontracting, Financial Management, Partnerships and Collaborations, Post-Award, Pre-Award/Proposal, Regulatory Compliance (e.g., human/animal, COI, export, privacy, etc.), Sponsor-Specific Requirements, Tools (e.g., systems, technology, templates, etc.), Other
4. Proposed Presentation Title
5. Please provide a description of your presentation, including its objectives and topics you plan to cover
6. Is this presentation intended for the **School of Medicine Track?** (Yes, No, Unsure)
7. Briefly describe your qualifications to present on this topic.
8. Have you (or any of the other presenters) previously delivered this talk to a public audience?



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- a. If yes, when and for what event/purpose?
9. Please share your previously delivered presentation or a sample of your proposed talk. (Optional)
10. Preferred Session Type
 - a. 30-minute presentation (including Q&A)
 - b. 45-minute presentation (including Q&A)
 - c. 60-minute presentation (including Q&A)
 - d. 90-minute interactive workshop (teaches a skill, RAISE can provide technical support for breakout sessions and/or distributing materials in advance)
 - e. Other (requires coordination/approval from Symposium organizers) open text option
11. The 2026 Spring Symposium will be held virtually on Monday, May 18, and Tuesday, May 19, from 9:00 - 12:30 PM. Please confirm your availability to present during these time periods. (I am available during any of these time periods, I am only available during the following times:...)
12. If your presentation is not selected for the 2026 Spring Symposium, would you like us to consider this proposal for the 2026 Fall Symposium (September 23 - 24)? (Yes, No)
13. Please share any additional information you would like the organizing committee to take into consideration.

Please do not hesitate to reach out to [Allison George](#) with any questions specifically about the SOM Track.

Direct general inquiries to Symposium@unc.edu.