

**MAXIMUS 30<sup>th</sup> Annual  
Higher Education Meeting  
July 19-22, 2017  
Hilton Portland – Portland, OR**

**Agenda**

**Wednesday, July 19<sup>th</sup>**

**5:00-8:00 P.M.**

***Welcome Reception – Sponsored by HCA Asset Management LLC***

Reunite with your colleagues and friends. Drinks and heavy hors d'oeuvres will be served.

**Thursday, July 20<sup>th</sup>**

**7:30 - 8:30 A.M.**

***Continental Breakfast***

**8:30 - 9:00 A.M.**

***Welcome & Introduction***

**9:00 - 9:45 A.M.**

***Keynote speaker – Jennifer Poulakidas, Vice President, Congressional & Governmental Affairs, Association of Public & Land-grant Universities (APLU)***

Jennifer T. Poulakidas joined APLU in 2006 as Vice President for Congressional and Governmental Affairs. In this role, she works closely with the leadership of APLU's more than 230 member universities to promote public higher education's positions to Congress and the Executive Branch on science and research, student affordability and access, innovation and competitiveness, and internationalization, among other issues of importance to major public universities. Before APLU, Poulakidas was legislative director for science at the University of California's Washington, DC office. During her 11 years with UC, she enjoyed active engagement with the federal science and research advocacy community. A San Francisco native, her career in Washington began on Capitol Hill where she served her hometown as an aide to Congresswoman Nancy Pelosi. Jennifer received a B.A. in Sociology from UCLA and an MPAff from the University of Texas at Austin's LBJ School of Public Affairs.

**9:45 - 10:15 A.M.**

***Break***

**10:15 - 11:30 A.M.**

***Concurrent Sessions***

Please Note: There will be concurrent sessions on Thursday, Friday, and Saturday. For a detailed description of each session, see the attachment to this agenda.

**Session Offerings:**

- 1.1 Mid-Atlantic Regional HHS Roundtable
- 1.2 Northeast Regional HHS Roundtable
- 1.3 Central Regional HHS Roundtable
- 1.4 Western Regional HHS Roundtable
- 1.5 ONR Roundtable
- 1.6 CRIS Lab – Fundamentals of CRIS
- 1.7 CRIS Lab – Open Lab
- 1.8 Effort Reporting Audit Cases/Issues

**11:30 - 1:00 P.M.**

***Lunch at the Hotel, hosted by MAXIMUS***

**1:00 - 2:15 P.M.**

***Concurrent Sessions***

**Session Offerings:**

- 2.1 Introduction to F&A
- 2.2 Allocations & Statistics - Part 1: Overview & CRIS Defined Stats

- 2.3 What's New in the CAS BPM?
- 2.4 Core Facilities, Financial Operation of Recharge Centers
- 2.5 CRIS Lab - Reporting & Trend
- 2.6 Civil False Claims Act – What does it mean for IHEs?
- 2.7 Effort Users Forum - Version 10 Release & Features

**2:15-2:45 P.M.**

***Break***

**2:45 - 4:00 P.M.**

***General Session - New Federal Administration: Impact on Institutions of Higher Education***

Given a new administration in Washington, DC, this session will explore the outlook for Institutions of Higher Education (IHEs) in federal funding for research, regulations and oversight. We will examine potential changes in policies on reimbursement of facilities and administrative costs, impact on institutional policies on openness in research, nondiscrimination in research participation, sharing of research data and results, the potential impact on the federal budget and the status of the recommendations of the NAS with respect to reducing regulatory burden. We will discuss how research administrators can partner with university federal relations staff to help support funding and how to engage faculty in understanding what is happening at the federal level regarding research funding. As time permits, the status of the Uniform Guidance in the areas of Procurement, Project Close-outs, Internal Controls, Compensation - Personal Services and other topics will be examined.

**Speakers:** Sara Bible, Associate Vice Provost for Research at Stanford University; Terri Kinzy, Ph.D, Vice President for Research and Professor Biochemistry and Molecular Biology and Pediatrics at Rutgers University; Geoff Grant, President, Research Advocates; and Jennifer Poulakidas, Vice President, Congressional & Governmental Affairs, Association of Public & Land-grant Universities (APLU)

**6:00 - 9:00 P.M.**

***Group Dinners at Various Restaurants***

**Friday, July 21<sup>st</sup>**

**7:30 - 8:15 A.M.**

***Continental Breakfast***

**8:15 - 9:25 A.M.**

***Concurrent Sessions***

**Session Offerings:**

- 3.1 Fringe Benefit Rates - Panel
- 3.2 Optimizing the Depreciation Components: Allocations/Challenges/Best Practices
- 3.3 Affiliations and Collaborations between and among Organizations
- 3.4 Webpace Forum
- 3.5 CRIS Lab - Troubleshooting
- 3.6 Service Centers: Internal Control, Direct Costing, and Responsible Management
- 3.7 Effort Reporting System Demo

**9:25 - 9:40 A.M.**

***Break***

**9:40 - 10:50 A.M.**

***Concurrent Sessions***

**Session Offerings:**

- 4.1 Allocations & Statistics - Part 2: User Defined Stats
- 4.2 Special Considerations for ONR Institutions

- 4.3 How to Use your Previous CRIS Model for your New Base Year
- 4.4 WebSpace Demo
- 4.5 CRIS Lab - Importing of Data
- 4.6 Recent NSF OIG Cases
- 4.7 Effort Users Forum - Future Requests/Enhancements, Where do we go from here?

**10:50 - 11:05 A.M.**

***Break***

**11:05 – 12:15 P.M.**

***Concurrent Sessions***

**Session Offerings:**

- 5.1 Using the F&A Proposal for Space Strategic Planning
- 5.2 The UCA Calculation and Reports
- 5.3 Conducting Space Surveys
- 5.4 Effective Use of WebSpace on Campus
- 5.5 CRIS Lab - Allocations
- 5.6 CRIS Lab - Open Lab
- 5.7 Overview of Personal Compensation & Dilemmas
- 5.8 Costing and Regulatory Issues/Trends Impacting Medical Schools

***Lunch & Afternoon (on your own)***

**12:30 – 4:30 P.M**

**Optional Workshop - The Reality of the Uniform Guidance: 2 CFR 200, is a Grant Management Basics Workshop\***

\*additional registration fee applies, lunch included

**Saturday, July 22<sup>nd</sup>**

**7:30 - 8:30 A.M.**

***Continental Breakfast***

**8:30 - 9:45 A.M.**

***Concurrent Sessions***

**Session Offerings:**

- 6.1 The Administrative Component
- 6.2 Things to Consider when Requesting a Rate Extension
- 6.3 A Strategic Approach to F&A
- 6.4 Using the F&A Proposal for Space Strategic Planning (Repeat)
- 6.5 What's New in the CAS BPM? (Repeat)
- 6.6 CRIS Lab - Reporting & Trend (Repeat)
- 6.7 Effort Reporting and Internal Controls

**9:45 - 10:15 A.M.**

***Break***

**10:15 - 11:30 A.M.**

***Concurrent Sessions***

**Session Offerings:**

- 7.1 What Management Needs to Know about F&A Rates & Recovery
- 7.2 Project Management of the F&A Rate Development Process
- 7.3 Space Analysis and Clean up
- 7.4 Final F&A Proposal Submission and Review
- 7.5 CRIS Lab - Troubleshooting (Repeat)
- 7.6 Effort Reporting System Demo (repeat)

## **CONCURRENT SESSION DESCRIPTIONS**

**Thursday, July 20, 2017**

**10:15 - 11:30 A.M.**

### ***Regional Negotiation Roundtables (1.1, 1.2, 1.3, 1.4, 1.5)***

We will offer sessions for each of the HHS Regions, and ONR. These discussions will cover the results of the past year negotiations and the personalities, approaches and preferences of each region/agency.

Course Level: All  
Track: Costing  
Course Method: Discussion  
Course Prerequisites: None  
CPE Credit: 1.0  
Speaker: Various

### ***CRIS Lab – Fundamentals of CRIS.Net (1.6)***

In this session, users will experience CRIS hands-on using the CRIS University data model. This session will be a structured, step-by-step introduction led by an instructor, with additional time at the end of the session for questions. This lab session will cover the fundamentals of CRIS operations, including navigations, working with data, creating and reviewing rules, importing and exporting data.

Course Level: Beginner  
Track: CRIS  
Course Method: Hands-on Lab  
Course Prerequisites: None  
CPE Credit: 1.0  
Speakers: Deb Carmel, Consultant, MAXIMUS

### ***CRIS Lab – Open Lab (1.7)***

Open Lab is the opportunity for users to “play” with the latest version of CRIS, ask questions about any of the features, upcoming releases and provide recommendations for future enhancements. Users may also bring in their own models, or files, to discuss a particular issue.

Course Level: All  
Track: CRIS  
Course Method: Hands-on Lab  
Course Pre requisite: None  
CPE Credit: 1.0  
Speakers: Inna Gvozdeva, Director, MAXIMUS

### ***Effort Reporting Audit Cases/Issues (1.8)***

This session will focus on audit cases and issues related to effort reporting.

Course Level: ERS  
Track: Effort  
Course Method: Presentation & Discussion  
Course Pre requisite: None  
Client CPE Credit: 1.0  
Speaker: Doyle Smith, Director, MAXIMUS, Kris Rhodes, Director, MAXIMUS, and Jason Guilbeault, Director - Post Award Services, Augusta University

**Thursday, July 19<sup>th</sup>**  
**1:00 - 2:15 P.M.**

### ***Introduction to F&A (2.1)***

This course is intended for the individual with little to no knowledge of 2CFR Part 200. The course is a brief overview of these cost principles and the F&A process. It will cover the cost principles, direct and F&A costs, the F&A rate calculation, the F&A proposal, cost pools and the organized research direct cost base. We suggest you read through Subpart E and Appendix III of 2 CFR Part 200 and bring your questions to this session.

Course Level: Beginner  
Track: Costing  
Course Method: Presentation  
Course Prerequisites: None  
CPE Credit: 1.0  
Speakers: Mitzi Singleton, Manager, MAXIMUS, and Mariana Traetta, Manager, MAXIMUS

### ***Allocations & Statistics - Part 1: Overview & CRIS Defined Stats (2.2)***

This course is designed for the CRIS user who would like to gain an understanding of the allocation process and the associated statistics. We will give an overview of the allocation table and how it is linked to the statistics. This session show examples for creating allocations and statistics using CRIS-defined statistics.

Course Level: Beginner  
Track: CRIS  
Course Method: Presentation  
Course Prerequisites: Familiarity with CRIS  
CPE Credit: 1.0  
Speakers: Caroline Beeman, Sr. Manager, MAXIMUS, and Janusz Stepien, Manager, MAXIMUS

### ***What's New in the CAS BPM? (2.3)***

This is focused on the major revisions to the "Best Practices Manual" (BPM), issued during January 2017, by the Department of Health & Human Services (HHS), Cost Allocation Services (CAS). An understanding of the BPM is vital since it serves as a guide for Facilities & Administrative (F&A) Rate Proposals submitted by colleges and universities, as well as rate negotiations and data requests. This session will focus on the following: new section on the Utility Cost Adjustment (UCA), new section for F&A Proposal Extension Requests under the "Uniform

Guidance,” significant changes to other BPM sections, and the MAXIMUS Impact Assessment for these revisions, including CRIS.

Course Level: All  
Track: Costing  
Course Method: Presentation  
Course Prerequisites: None  
CPE Credit: 1.0  
Speakers: Anne Feuerborn, Sr. Manager, MAXIMUS, and Steve Bradley, Consultant, MAXIMUS

#### ***Core Facilities, Financial Operation of Recharge Centers (2.4)***

Service centers include specialized service facilities and recharge centers/core facilities. This session will discuss different types of service centers and costing implication. We will put special focus on the financial administration of NIH funded core facilities, including the following principles: examples of NIH support, calculation of appropriate user fees, allowability, program income, subsidy, internal vs. external revenue, and equipment depreciation. Our objectives: Understanding different types of service centers and costing implication, and Understanding costing issues and compliance implication for NIH-funded core facilities.

Course Level: All  
Track: Costing  
Course Method: Presentation & Discussion  
Course Pre requisite: None  
CPE Credit: 1.0  
Speakers: Jim Childers, Consultant, MAXIMUS, and Jonathon Jeffries, Director of Cost Accounting, Georgia Institute of Technology

#### ***CRIS Lab – Reporting and Trend (2.5)***

In this session, users will experience CRIS hands-on using the CRIS University data model. This session will be a structured step-by-step introduction led by an instructor and will focus on reporting topics, including standard, federal and custom reports as well as report batch process. In addition, this session will cover the use of Trend feature and how it can be used to conduct various analyses.

Course Level: All  
Track: CRIS  
Course Method: Hands-on Lab  
Course Prerequisites: Familiarity with CRIS  
CPE Credit: 1.0  
Speakers: Inna Gvozdeva, Director, MAXIMUS, and Deb Carmel, Consultant, MAXIMUS

#### ***Civil False Claims Act – What does it mean for IHEs? (2.6)***

You read news headlines and reports that University X has settled a case with the government for millions. This session takes you behind the curtain into the legal theories that federal investigators use when putting together false claim and fraud cases. We will also explore how Universities can limit their future liability.

Course Level: All  
Track: Pre/Post Award  
Course Method: Discussion

Course Prerequisites: None  
CPE Credit: 1.0  
Speakers: Kris Rhodes, Director, MAXIMUS and Lee Stokes, National Science Foundation (NSF)

### ***Effort Users Forum - Version 10 Release & Features (2.7)***

This session will highlight ERS Version 10 release and features.

Course Level: All  
Track: Effort  
Course Method: Presentation & Discussion  
Course Pre requisite: Current ERS Client  
CPE Credit: 1.0  
Speaker: Doyle Smith, Director, MAXIMUS, Joe Prokop, Sr. Applications Manager, MAXIMUS, and Jing Chen, Consultant, MAXIMUS

**Friday, July 21<sup>st</sup>**  
**8:15 - 9:25 A.M.**

### ***Fringe Benefit Rates - Panel (3.1)***

This session will include a panel of presenters who will discuss topics related to Fringe Benefit Rates.

Course Level: All  
Track: Costing  
Course Method: Presentation & Discussion  
Course Prerequisites: None  
CPE Credit: 1.0  
Speakers: Mira Levine, Manager, MAXIMUS, Jonathon Jeffries, Director of Cost Accounting, Georgia Institute of Technology and Janet Ianni, Manager of Research & Financial Operations, University of Denver

### ***Optimizing the Depreciation Components: Allocations/Challenges/Best Practices (3.2)***

We will discuss depreciation allocation methods and how institutions can utilize best practices to mitigate risk and optimize recovery. Topics will also include compliance, common issues and challenges, and opportunities to maximize the building and equipment depreciation components. Audience will be asked to discuss their own practices for peer review.

Course Level: All  
Track: Costing  
Course Method: Presentation  
Course Prerequisites: None  
CPE Credit: 1.0  
Speakers: Mariana Traetta, Manager, MAXIMUS, and Greg Sheahan, HCA Asset Management LLC

### ***Affiliations and Collaborations between and among Organizations (3.3)***

This session will expand on the topic of organizational affiliations and collaborations that Geoff introduced during the General Session, yesterday. There is a range of relationships from the involvement of a consultant or a technical expert from one campus serving on a project at an affiliated campus to full blown collaborations between Co-PIs at separate campuses. These involve a number of different elements of affiliations that serve as tests and/or requirements for appropriate reimbursement mechanisms. Geoff has been involved in different kinds of cases recently, and has been discussing options for streamlining treatment with various Federal policy leaders. We will examine these various options for treatment and their implications as to financial reimbursement, including the impact on F&A.

Course Level: All  
Track: Costing  
Course Method: Presentation  
Course Prerequisites: None  
CPE Credit: 1.0  
Speakers: Geoff Grant, President, Research Advocates

### ***WebSpace Forum (3.4)***

In this session, we will review the functionality available in the latest version of WebSpace as well as begin the discussion of potential improvements for future releases of WebSpace.

Course Level: WebSpace  
Track: Costing  
Course Method: Presentation  
Course Prerequisites: None  
CPE Credit: 1.0  
Speakers: Inna Gvozdeva, Director, MAXIMUS, and Pai Siwamutita, Senior Application Developer, MAXIMUS

### ***CRIS Lab - Troubleshooting (3.5)***

In this session, users will experience CRIS.Net hands-on using the CRIS University data model. This session will be a structured step-by-step introduction led by an instructor and will focus on troubleshooting various allocation-related issues.

Course Level: All  
Track: CRIS  
Course Method: Hands-on Lab  
Course Pre requisite: Familiarity with CRIS  
CPE Credit: 1.0  
Speakers: Anne Feuerborn, Sr. Manager, MAXIMUS, and Deb Carmel, Consultant, MAXIMUS



### ***Service Centers: Internal Control, Direct Costing, and Responsible Management (3.6)***

In this session, we will discuss the internal control issues that you should be mindful of when operating service centers at your institution. We will discuss the Internal Control Cube and how it applies to service centers. We will share some of the internal control problems that we have seen in real life.

Course Level: All  
Track: CRIS  
Course Method: Presentation  
Course Pre requisite: None  
CPE Credit: 1.0  
Speakers: Kris Rhodes, Director, MAXIMUS, and Caroline Beeman, Sr. Manager, MAXIMUS

### ***MAXIMUS Effort Reporting System Demo (3.7)***

A high level presentation of the MAXIMUS Effort Reporting System (ERS) will be offered as a web based solution to comply with the Uniform Guidance assist institutions in complying with the Uniform Guidance 2 CFR 200.430 for Personal Compensation.

Course Level: All  
Track: Effort  
Course Method: Presentation & Discussion  
Course Pre requisite: None  
Client CPE Credit: 1.0  
Speaker: Doyle Smith, Director, MAXIMUS, Joe Prokop, Sr. Applications Manager, MAXIMUS and Jing Chen, Consultant, MAXIMUS

**Friday, July 21<sup>st</sup>  
9:40 – 10:50 A.M.**

### ***Allocations & Statistics - Part 2: User Defined Stats (4.1)***

This course is designed for the CRIS user who would like to gain an understanding of the allocation process and the associated statistics and is a companion to Part 1 of 2. This session will have examples for creating allocations and statistics for User-defined statistics.

Course Level: All  
Track: CRIS  
Course Method: Hands-on Lab  
Course Prerequisites: Familiarity with CRIS  
CPE Credit: 1.0  
Speakers: Caroline Beeman, Senior Manager, MAXIMUS, and Janusz Stepien, Manager, MAXIMUS

### ***Special Considerations for ONR Institutions (4.2)***

This session is for institutions under ONR cognizance for their F&A rate submission. We will discuss topics particular to dealing with ONR on F&A issues.

Course Level: All  
Track: Costing

Course Method: Presentation & Discussion  
Course Prerequisites: None  
CPE Credit: 1.0  
Speakers: Mira Levine, Manager, MAXIMUS and Jim Childers, Consultant, MAXIMUS, and Jonathon Jeffries, Director of Cost Accounting, Georgia Institute of Technology

#### ***How to Use your Previous CRIS Model for your New Base Year (4.3)***

If you are still using and updating a CRIS model that was originally created many rate cycles ago, this is the session for you! We'll go over the benefits of starting with a new model, discuss tips on what to bring over from your previous model and discuss how to streamline your F&A Proposal process.

Course Level: All  
Track: CRIS  
Course Method: Presentation  
Course Prerequisites: None  
CPE Credit: 1.0  
Speakers: Anne Feuerborn, Sr. Manager, MAXIMUS, and Chuck Wuensch, Sr. Manager, MAXIMUS

#### ***WebSpace Demo (4.4)***

In this session, we will provide an in-depth demonstration of WebSpace and how it can be used at different campuses for inventory and survey as well as analysis.

Course Level: All  
Track: Costing  
Course Method: Presentation  
Course Prerequisites: None  
CPE Credit: 1.0  
Speakers: Inna Gvozdeva, Director, MAXIMUS, and Pai Siwamutita, Sr. Application Developer, MAXIMUS

#### ***CRIS Lab – Importing of Data (4.5)***

In this session, users will experience CRIS hands-on using the CRIS University data model. This lab will showcase the newest features for importing data into CRIS, including appending records, updating records, and performing a file analysis before importing data.

Course Level: All  
Track: CRIS  
Course Method: Hands-on Lab  
Course Prerequisites: None  
CPE Credit: 1.0  
Speakers: Deb Carmel, Consultant, MAXIMUS

### **Recent NSF OIG Cases (4.6)**

This session will explore some recent and discuss lessons learned. Attendees will be asked to consider their University's policies and discuss best practices for avoiding similar situations. We will also explore what do to when you are the subject of and OIG investigation.

Course Level: All  
Track: Pre/Post Award  
Course Method: Presentation & Discussion  
Course Prerequisites: None  
CPE Credit: 1.0  
Speakers: Kris Rhodes, Director, MAXIMUS and Lee Stokes, National Science Foundation (NSF)

### **Effort Users Forum - Future Requests/Enhancements, Where do we go from here? (4.7)**

This session will serve as a platform to discuss client requests/suggestions for future features and enhancements.

Course Level: All  
Track: Effort  
Course Method: Discussion  
Course Pre requisite: Current ERS Client  
CPE Credit: 1.0  
Speaker: Doyle Smith, Director, MAXIMUS, Joe Prokop, Sr. Applications Manager, MAXIMUS and Jing Chen, Consultant, MAXIMUS

**Friday, July 21<sup>st</sup>**  
**11:05 – 12:15 P.M.**

### **Using the F&A Proposal for Space Strategic Planning (5.1)**

This session is designed to help understand the relationships between research financial and space data and its effect on the University financials and strategic planning. We will demonstrate how to use the F&A financial and space data in CRIS to assess how cost effective your research space is .We will provide the methodology of our approach and sample calculations.

Course Level: All  
Track: Costing  
Course Method: Presentation & Discussion  
Course Prerequisites: None  
CPE Credit: 1.0  
Speakers: Mira Levine, Manager, MAXIMUS, and Steve Cofield, Manager, Oregon Health & Science University

### ***The UCA Calculation and Reports (5.2)***

This session will include proper methodologies, federal requirements and recent MAXIMUS experiences with the UCA since the implementation of 2 CFR Part 200. We will review and discuss the Utility Cost Allowance (UCA) as defined in OMB Uniform Guidance, 2 CFR, Part 200, Appendix III Part B.4.c and in the Updated CAS Best Practices Manual. We will discuss how CRIS® handles and calculates UCA. We will review the reports that we recommend including to support the UCA calculation.

Course Level: All  
Track: Costing  
Course Method: Presentation  
Course Prerequisites: None  
CPE Credit: 1.0  
Speakers: Caroline Beeman, Sr. Manager, MAXIMUS, and Deb Carmel, Consultant, MAXIMUS

### ***Conducting Space Surveys (5.3)***

The space survey is one of the most important supporting activities associated with preparing the F&A rate proposal. Space is used to allocate bond debt interest, building and equipment depreciation, and operations and maintenance cost pools. These are part of the uncapped facilities component and are scrutinized by the federal government from both an allowable cost and allocation standpoint. An institution must approach the space survey with careful planning and coordination. The survey process should include facilities management space planning, academic departments that will be surveyed, office of sponsored programs and payroll. Mandatory training sessions should be conducted for those people performing the space functional survey.

Course Level: All  
Track: Costing  
Course Method: Presentation  
Course Prerequisites: None  
CPE Credit: 1.0  
Speakers: Mitzi Singleton, Manager, MAXIMUS, and Steve Bradley, Consultant, MAXIMUS

### ***Effective Use of WebSpace on Campus (5.4)***

In this session, we will discuss how to use WebSpace to effectively and efficiently inventory and survey the space, as well as meeting specific university objectives.

Course Level: All  
Track: Costing  
Course Method: Presentation & Discussion  
Course Pre requisite: Open to All  
CPE Credit: 1.0  
Speakers: Mariana Traetta, Manager, MAXIMUS, and Janusz Stepien, Manager MAXIMUS

### ***CRIS Lab - Allocations (5.5)***

In this session, users will experience CRIS hands-on by setting up allocations and statistics using the CRIS University data model. We will also briefly cover verifying the results of allocations and identifying stepdown issues. This session will be a structured step-by-step introduction led by an instructor.

Course Level: All

Track: CRIS  
Course Method: Hands-on Lab  
Course Prerequisites: None  
CPE Credit: 1.0  
Speakers: Anne Feuerborn, Sr. Manager, MAXIMUS

### ***CRIS Lab – Open Lab (5.6)***

Open Lab is the opportunity for users to “play” with the latest version of CRIS, ask questions about any of the features, upcoming releases and provide recommendations for future enhancements. Users may also bring in their own models, or files, to discuss a particular issue.

Course Level: All  
Track: CRIS  
Course Method: Hands-on Lab  
Course Pre requisite: None  
CPE Credit: 1.0  
Speakers: Inna Gvozdeva, Director, MAXIMUS

### ***Overview of Personal Compensation & Dilemmas (5.7)***

This session will provide an overview of personal compensation and dilemmas.

Course Level: All  
Track: Effort  
Course Method: Presentation  
Course Pre requisite: None  
CPE Credit: 1.0  
Speakers: Doyle Smith, Director, MAXIMUS

### ***Costing and Regulatory Issues/Trends Impacting Medical Schools (5.8)***

This session will focus on costing and regulatory issues and trends that impact medical schools.

Course Level: All  
Track: Costing  
Course Method: Presentation  
Course Pre requisite: None  
CPE Credit: 1.0  
Speakers: Sara Bible, Associate Vice Provost for Research, Stanford University, Terri Kinzy, Vice President for Research, Rutgers, The State University of New Jersey, and Chuck Wuensch, Sr. Manager, MAXIMUS

### ***Optional Workshop - The Reality of the Uniform Guidance: 2 CFR 200, is a Grant Management Basics Workshop\****

The workshop will begin with a discussion of the federal cost principles and the foundational requirements for allowability, allocability, and reasonableness; we will also address documentation expectations and costing specific requirements under 2 CFR 200. The workshop will provide you with a foundational understanding of direct and indirect costs, cost sharing, program income, and cost share. We'll look at the steps required to build

a responsible proposal budget that meets federal requirements for consistency in estimating, accumulating, and reporting costs on federal awards. Additional topics this workshop will cover include:

- Compensation, Fringe Benefits and Effort Certification,
- Consultants and Subcontractors,
- Travel and Equipment, and
- Costs Requiring Prior Approval

The workshop will also touch on award cash management, no cost extensions, financial reporting, award closeout and audit requirements. \*The Optional Workshop price is a \$225 and includes lunch.

Course Level: All  
Track: Pre/Post Award  
Course Method: Presentation  
Course Prerequisites: None  
CPE Credit: 3.0  
Speakers: Kris Rhodes, Director, MAXIMUS and Lee Stokes, National Science Foundation (NSF)

**Saturday, July 22<sup>nd</sup>**  
**8:30 – 9:45 A.M.**

### ***The Administrative Component (6.1)***

As institutional budgets get tighter you may be finding that you are no longer comfortably over the 26% administrative cap. This session will include topics related to maximizing the General Administration, Departmental Administration, and Sponsored Projects Administration components.

Course Level: All  
Track: Costing  
Course Method: Presentation  
Course Prerequisites: None  
CPE Credit: 1.0  
Speakers: Chuck Wuensch, Sr. Manager, MAXIMUS, and Janusz Stepien, Manager, MAXIMUS

### ***Things to Consider when Requesting a Rate Extension (6.2)***

When does it make sense to request a rate extension and when does it not make sense? What factors should you consider in making this decision? How many years should you request? What is the process for requesting a rate extension? These are the questions that will be answered in this session.

Course Level: All  
Track: Costing  
Course Method: Presentation  
Course Prerequisites: None  
CPE Credit: 1.0  
Speakers: Mitzi Singleton, Manager, MAXIMUS, and Jim Childers, Consultant, MAXIMUS

### ***A Strategic Approach to F&A (6.3)***

Other sessions have covered how to maximize your F&A rate through specific techniques and decisions concerning specific components of the F&A rate. This session will concentrate on long-term and over-arching strategies that can be used to maximize your F&A dollar recovery. Topics covered will include timing your next base year, hiring dedicated F&A staff, running mock rates between submission years, tracking and analyzing the profile of your sponsored awards, understanding spending patterns on your campus, dealing with F&A waivers, the effect of the F&A recovery distribution, the effect of cost sharing, the impact that other institutional decisions may have on F&A.

Course Level: All  
Track: Costing  
Course Method: Presentation  
Course Prerequisites: None  
CPE Credit: 1.0  
Speakers: Caroline Beeman, Senior Manager, MAXIMUS, and Darryl Lim, Asst. Director, Costing & Cost Recovery Policy and Analysis, University of California, San Francisco

### ***Using the F&A Proposal for Space Strategic Planning (6.4)***

This session is designed to help understand the relationships between research financial and space data and its effect on the University financials and strategic planning. We will demonstrate how to use the F&A financial and space data in CRIS to assess how cost effective your research space is. We will provide the methodology of our approach and sample calculations.

Course Level: All  
Track: Costing  
Course Method: Presentation & Discussion  
Course Prerequisites: None  
CPE Credit: 1.0  
Speakers: Mira Levine, Manager, MAXIMUS

### ***What's New in the CAS BPM? (6.5)***

This is focused on the major revisions to the "Best Practices Manual" (BPM), issued during January 2017, by the Department of Health & Human Services (HHS), Cost Allocation Services (CAS). An understanding of the BPM is vital since it serves as a guide for Facilities & Administrative (F&A) Rate Proposals submitted by colleges and universities, as well as rate negotiations and data requests. This session will focus on the following: new section on the Utility Cost Adjustment (UCA), new section for F&A Proposal Extension Requests under the "Uniform Guidance," significant changes to other BPM sections, and the MAXIMUS Impact Assessment for these revisions, including CRIS.

Course Level: All  
Track: Costing  
Course Method: Presentation  
Course Prerequisites: None  
CPE Credit: 1.0  
Speakers: Anne Feuerborn, Sr. Manager, MAXIMUS, and Steve Bradley, Consultant, MAXIMUS

### ***CRIS Lab – Reporting and Trend (6.6)***

In this session, users will experience CRIS hands-on using the CRIS University data model. This session will be a structured step-by-step introduction led by an instructor and will focus on reporting topics, including standard, federal and custom reports as well as report batch process. In addition, this session will cover the use of Trend feature and how it can be used to conduct various analyses.

Course Level: All  
Track: CRIS  
Course Method: Hands-on Lab  
Course Prerequisites: Familiarity with CRIS  
CPE Credit: 1.0  
Speakers: Inna Gvozdeva, Director, MAXIMUS, and Deb Carmel, Consultant, MAXIMUS

### ***Effort Reporting and Internal Controls (6.7)***

This session will focus on effort reporting and internal controls.

Course Level: ERS  
Track: Effort  
Course Method: Discussion  
Course Prerequisites: None  
CPE Credit: 1.0  
Speakers: Doyle Smith, Director, MAXIMUS, and Kris Rhodes, Director, MAXIMUS

**Saturday, July 22<sup>nd</sup>**  
**10:15 – 11:30 A.M.**

### ***What Executive Management Needs to Know About the F&A Proposal and Negotiation Process (7.1)***

This session is intended for all persons involved in the F&A process, as communicating to and working with senior management is one of the key elements of a successful F&A proposal submission. We will break the submission and negotiation process into different parts, providing participants with common sense and practical strategies for both managing your project, and expectations at the senior manager level. We'll address important questions like: "What were the known issues from the last F&A cycle and how do we address those now before the next F&A cycle turns hot?" And, "When is the right time to provide management with final draft results, and, how do we present the results?" We will touch on techniques you can use to inform senior management about the basics of F&A. Finally, we will discuss different strategies for managing expectations for the final negotiated F&A rates.

Course Level: All  
Track: Costing  
Course Method: Discussion  
Course Prerequisites: None  
CPE Credit: 1.0  
Speakers: Chuck Wuensch, Sr. Manager, MAXIMUS, Deb Carmel, Consultant, MAXIMUS, and Jim Childers, Consultant, MAXIMUS



### ***Project Management of the F&A Rate Development Process (7.2)***

This session will review ideas to organize the many tasks that are a part of the proposal process.

Course Level: All  
Track: Costing  
Course Method: Presentation  
Course Prerequisites: None  
CPE Credit: 1.0  
Speakers: Mira Levine, Manger, MAXIMUS, and Risa Gleichenhaus, Coordinator of Institutional Analysis, University of California San Francisco

### ***Space Analysis and Clean up (7.3)***

In this session, we will use CRIS reports in a hands-on exercise to identify issues that may be questionable to the government. The majority of the errors appearing during the full system run are space related. We will discuss the multiple methods to identify the problems and clean the errors. We will demonstrate some of the issues that may come up during a space walkthrough.

Course Level: All  
Track: Costing  
Course Method: Presentation  
Course Prerequisites: None  
CPE Credit: 1.0  
Speaker: Caroline Beeman, Sr. Manager, MAXIMUS, and Mariana Traetta, Manager, MAXIMUS

### ***Final F&A Proposal Submission Review (7.4)***

In this session we will explain the diagnostic review step used by MAXIMUS. The diagnostic tests include data consistency tests using CRIS reports to identify “red flags” and ensure all proposal components have been included.

Course Level: All  
Track: Costing  
Course Method: Discussion  
Course Prerequisites: None  
CPE Credit: 1.0  
Speakers: Mitzi Singleton, Manager, MAXIMUS and Janusz Stepień, Manager, MAXIMUS

### ***CRIS Lab - Troubleshooting (7.5)***

In this session, users will experience CRIS.Net hands-on using the CRIS University data model. This session will be a structured step-by-step introduction led by an instructor and will focus on troubleshooting various allocation-related issues.

Course Level: All  
Track: CRIS  
Course Method: Hands-on Lab  
Course Pre requisite: Familiarity with CRIS

CPE Credit: 1.0  
Speakers: Anne Feuerborn, Sr. Manager, MAXIMUS

***MAXIMUS Effort Reporting System Demo (7.6)***

A high level presentation of the MAXIMUS Effort Reporting System (ERS) will be offered as a web based solution to comply with the Uniform Guidance assist institutions in complying with the Uniform Guidance 2 CFR 200.430 for Personal Compensation.

Course Level: All  
Track: Effort  
Course Method: Presentation & Discussion  
Course Pre requisite: None  
Client CPE Credit: 1.0  
Speaker: Doyle Smith, Director, MAXIMUS, Joe Prokop, Sr. Applications Manager, MAXIMUS and Jing Chen, Consultant, MAXIMUS