I. Overview of the Agenda and Intent of creating the GRANT-Forum
   Distribute sign-in sheet and list of administrators
   Slide: I-GRANT-Forum Overview and Introduction, ORSP Staff in Attendance, ...
   • Introduction and background on why ORSP wants to bring this group together.
   • Brief description of an initiative ORSP will be embarking on in the next fiscal year (ERA-Kuali Research)
   • Purpose of the forum:
     o Developing and communicating initiatives and priorities
     o Identifying and presenting training and education opportunities
     o Building the Research Administrator community and culture at UMB
     o Sharing concerns and solutions to issues, pitfalls needs and experiences
   • Introduce ORSP staff in attendance

II. Audience Questions: “Show of Hands”
   Slides: II-Audience Questions, Grant Lifecycle, ...
   • How many individuals work with pre-award only? Post-award only?
   • How many do both pre and post-award?
   • How many estimate they work with grants more than 10% of their time?
   • How many estimate they work with grants more than 50% of their time?

III. Roles and Responsibilities within Department Level Research Administration
   Slides: III-Research Administrators Roles and Responsibilities, Definitions of Prop Development, Award Management, Program Coordination, ...
   Distribute suggested topics
   • What are the general roles and responsibilities of a grant administrator and briefly define each:
     o Proposal Development
     o Award management
     o Program coordination
• Brief discussion on top issues or needs of research administrators in terms of resources, tools, training and education.

<table>
<thead>
<tr>
<th>Research Administration Roles</th>
<th>Proposal Development</th>
<th>Award Management</th>
<th>Program Coordination</th>
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<tbody>
<tr>
<td>Top issue and concerns</td>
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<tr>
<td>Top resources and tools the community would like to access</td>
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• Brief brainstorming discussion on future GRANT-Forum topics, agendas, objectives and outcomes.