

Time	Administrator's Agenda
Tuesday Oct 15th	
5:00 - 7:30-9:30 pm	Registration Opening Reception etc for all, Riverview Ballroom
Wednesday Oct 16th	
7:30 am 7:30-10:00 am 9:00- 9:45 am	Registration Continental Breakfast Opening Session, Riverview Ballroom Dr. Stephania Cormier, Co-Director, LSU Superfund Research Center Dr. King Alexander, President and Chancellor, LSU
10:00-10:15 am	BREAK
10:15-12:30 pm Capitol Room	Opening Remarks – Pat Ramstad Buettner, University of Iowa Introductions around the room SRP Center Grant Management and Administration Workshop <ul style="list-style-type: none"> • Eve Marion, Duke University, <i>Admin 101: Administrative Timeline and Overview</i> <ul style="list-style-type: none"> ➤ Q & A • Jennifer Moore, University of Kentucky, <i>Experience with competitive renewal application using ASSIST</i> <ul style="list-style-type: none"> ➤ Q&A • Possibility of conference call with NIEHS Lisa Edwards and Michelle Victalino at 10:30 if back from furlough
12:30-2:00 pm	LUNCH
2:00-3:15 pm	<ul style="list-style-type: none"> • Linda Covington, Brown University, <i>Budget Preparation</i> <ul style="list-style-type: none"> ➤ Q & A • Possibility of conference call with NIEHS Danielle Carlin and Heather Henry at 2:00 if back from furlough
3:15-3:30 pm	BREAK
3:30-4:30 pm	<ul style="list-style-type: none"> • Workshop exercise: Break into groups of 3-4 for discussion and clarification of management and administrative topics
4:30-6:30	Poster Session
7:00-9:00 pm	Administrators Dinner (on your own)

Thursday Oct 17th	
8:30-10 am	Continental Breakfast and posters
10:00 am-12:00 Capitol Room	<p>Workshop: Promoting SRP Center Research Achievements - Enhancing RTC Goals</p> <ul style="list-style-type: none"> • Cindy McReynolds, University of California, Davis, <i>Development and implementation of a search engine for SRP Center publications</i> <ul style="list-style-type: none"> ➤ Q & A • Sarah Wilkinson, University of Arizona, RTC Coordinator, <i>Identifying gaps in promotion and communication; creating and distributing a compelling newsletter</i> <ul style="list-style-type: none"> ➤ Q & A • Workshop exercise: Sharing SRP Center news and achievements among SRP Centers, with NIEHS SRP and other stakeholders - roundtable discussion of how SRP Center administrators can effectively enhance RTC efforts to promote SRP research achievements, including E-newsletters, websites, social media etc., Pat Ramstad Buettner, University of Iowa
12:00-1:15 pm	LUNCH Poster Session
1:15-2:45	<ul style="list-style-type: none"> • Justin Crane and Sara Mishamandani, MDB Contractors to NIEHS, <i>MDB SRP updates</i> <ul style="list-style-type: none"> ➤ Q & A • Pat Ramstad Buettner, Moderated discussion – <i>All administrators please attend</i> <ul style="list-style-type: none"> ➤ Closing recap of previous year-what worked and what didn't work. ➤ Administrators will discuss the previous year communications with SRP Staff– e.g., conference calls, including Type 5 PowerPoint, other administrator communications – how did it go? ➤ Discussion – plans for coming year. • 2014 Chair moderates a brief discussion – next annual meeting planning
2:45 -3:00 pm	BREAK
3:00- 5:00 pm	<p>Wetterhahn Award Seminar Presentations</p> <p>K C Donnelly Award Presentations</p> <p>Announcements of Poster Awards and Photos</p> <p>Closing comments</p>