

# Welcome!

## Please:

- Take a seat at any table
- Ensure you have your nametag & your handout
- Grab a pen if you don't have one
- Put your device(s) on silent

Workshop #10

**STAR Networking Event**

# **Sharing Perspectives & Strategies in Research Administration**

Thursday, June 20, 2024, 10:00 am – 1:00 pm

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**Ely Lyonblum**, Strategic Research Development Officer, Faculty of Music

**Lisa Leung**, Executive Director, NFRF CANSTOREnergy

**Marilou Barbero**, Senior Research Accountant, Financial Services, UTSC

**Emi Yano**, Training & Projects Officer, Division of the Vice-President, Research & Innovation

# Land Acknowledgement

"I (we) wish to acknowledge this land on which the University of Toronto operates. For thousands of years it has been the traditional land of the Huron-Wendat, the Seneca, and the Mississaugas of the Credit. Today, this meeting place is still the home to many Indigenous people from across Turtle Island and we are grateful to have the opportunity to work on this land."

# Access Check

- Access is a shared responsibility between everyone in this workshop
- If there is any access issue that may affect your participation in this session, please approach Emma or I for help

# THANK YOU!

## Networking Event Development Group

- **Danielle Carranza**, Manager, Teaching Laboratories Operation, UTM Chemical & Physical Sciences
- **Lia Cardarelli**, Strategic Research Development Officer, Faculty of Pharmacy
- **Lisa Leung**, Executive Director, NFRF CANSTOREnergy

# AGENDA

*(Times are approximate)*

<b>10:00 am</b>	Welcome & Networking Code of Conduct
<b>10:15 am</b>	STAR Talk Show
<b>11:00 am</b>	- Break –
<b>11:10 am</b>	Scenario Spotlight
<b>11:40 am</b>	Speed Interviews
<b>12:10 pm</b>	Wrap-Up
<b>12:15 pm</b>	Informal Networking Lunch
<b>1:00 pm</b>	Event Ends

# NETWORKING CODE OF CONDUCT



- Take turns
- Listen well
- Respect confidentiality
- Speak supportively
- Safe space

# CONVERSATION CATALYST 1

If you could be one of these animals for one week, which one would you be and why?



Credit: Avonturia.com

**A. Axolotl**



Credit: Earth.com

**B. Blue Whale**



Credit: npr.org

**C. Squirrel**



Credit: Wikipedia.com

**D.  
Elephant**





**STAR** |

**STRENGTHENING  
ADMINISTRATION  
OF RESEARCH**

The Talk Show!

# What was your first paid job?

**Tell us about the kind of research administration that you do...**

- 1. Which awards/programs do you administer?**
- 2. What is the size of your faculty/department/office?**
- 3. How many Principal Investigators/researchers do you support?**

**What is one piece of advice you would give to someone starting out in research administration?**

**What is a habit, routine or belief that has contributed to your success in your job?**

**What is the most important lesson you have learned over your career in research administration?**

**Have you ever had a mentor in research administration? What did you learn from them? How did you find them?**

**What is a useful resource or tool that you routinely use in your day-to-day activities?**

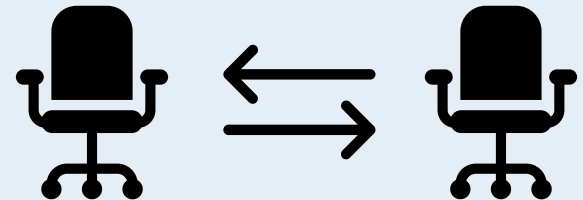


**How have you grown your professional network in research administration? What do you find to be the greatest benefits of networking? ?**

# AUDIENCE QUESTIONS

# BREAK TIME

After this break, make sure you are seated at a different table.



# CONVERSATION CATALYST 2

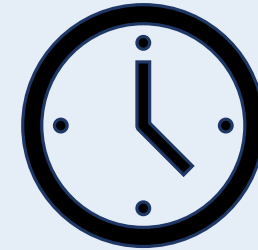
What is something you are looking forward to doing this summer?



# SCENARIO SPOTLIGHT

## Small Group Discussion

1. At your table, appoint a:
  - **Note-taker**
  - **Speaker**
2. Discuss the 'Scenario' provided in your handout
3. Discuss possible solutions by answering all three questions posed in the handout



**~15 minutes**

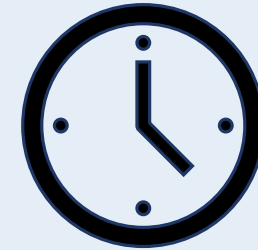
# SCENARIO SPOTLIGHT – SUPPORT STAFF

- **Annaliza Co**, Research Financial Systems Specialist, VPRI
- **Mark Bold**, Research Funding Manager, VPRI
- **Peter Schwarz-Lam**, Manager, Projects & Process Optimization, VPRI
- **Rames Paramsothy**, Senior Business Analyst, Financial Services
- **Renee Cheng**, Senior Procurement Officer, Procurement (*via Teams*)
- **Wendy Ng**, Audit Manager, Internal Audit

# SCENARIO SPOTLIGHT

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**~15 minutes**

# SCENARIO SPOTLIGHT

You are performing your regular review of financial transactions. It appears that your Principal Investigator (PI) has transactions that include inappropriate expenses. The PI has asked you to charge the following expenses to a SSHRC (Social Sciences and Humanities Research Council) award fund:

- Flight to research location
- 10 iPads delivered to the PI's home address
- Grocery store purchase of 10 bottles of wine (purchased with a PCard)
- Grocery store purchase of baby diapers and infant formula (purchased with a PCard)

You have just started working with this PI, who is new to the University of Toronto. They have felt overwhelmed and stressed with the complexity of the University's research administration landscape.

## Questions

- How do you identify which expenses are eligible?
- What do you do about the expenses that you suspect are ineligible or personal?
- How can you work with your PI to prevent a similar situation in the future?



# SCENARIO SPOTLIGHT

## Large Group Share

Each group's speaker shares **one possible approach to one of the three questions.**



# SPEED INTERVIEWS

1. Grab your handout and turn to the Speed Interview Question menu (Page 2)
2. Find a partner
3. Within the partnership, each person gets a turn to
  - Ask a question
  - Answer a question
4. At the **4-minute** signal, find a new partner and start a new speed interview

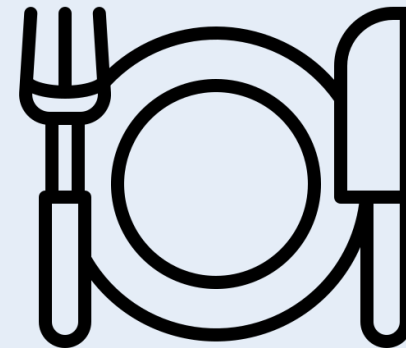
# Feedback, please!



# Networking Lunch

- Mingle with new people or continue a previous conversation
- Option: Ask more of the 'Speed Interview' questions

Event end time **1:00 pm**



Meal icons created by  
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**THANK  
YOU!**