OSP News & Updates

Office of Sponsored Projects   **11/17/2022**   2022 Volume 4, Issue 4

*The **OSP News & Updates**, published by the Office of Sponsored Projects, is a bi-weekly subscription-based newsletter that provides OSP and sponsor updates and reminders, quick facts, guidance and training in all aspects of sponsored projects administration. [Subscribe to OSP News & Updates](i)*

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1   THANKSGIVING RECESS

The Office of Sponsored Projects will be closed Thursday, November 24 through Friday, November 25 in observance of the Thanksgiving holiday. Any proposals due to sponsors during this time must be submitted to OSP for final review **before noon**, Wednesday, November 23, 2022. No proposals will be submitted during the Thanksgiving break. We will resume our regular hours of operation on Monday, November 28, 2022.

2   REMINDER: UNFUNDED PROPOSAL NOTIFICATIONS

Following any proposal submission, if the PI/DBO receives notification from the sponsor that the application was unsuccessful in securing funding, please forward a copy of the notification to your GCAT email box along with the associated IRES record number. The OSP Team Assistant will update the IRES record to show a status of 'Not Funded'. This will ensure the Other Support reports are providing accurate results.

In response to a question received during the November 8th Brown Bag, we are confirming that the system will automatically update the status of proposal records to 'Not Funded' according to the following rule:

Grant records in Pending status – 120 days after requested project start date

Grant records in JIT status – 180 days after requested project start date

Subaward records in Pending status – 180 days after requested project start date

Contract records **do not** automatically flip to a 'Not Funded' status.

3 NIH DATA MANAGEMENT & SHARING POLICY – QUESTIONS AND INPUT WELCOME

On January 25, 2023, all proposals for NIH-funded grants must include a plan for Data Management & Sharing. The details of this directive were communicated in the October 13, 2022 OSP Brown Bag. Additional information can be found on the NIH website. OSP will share updates as they become available and is developing an online resource to help with the planning process. Questions and feedback are welcome. Please email osphelp@yale.edu and use the subject line, NIH Data Mandate/DMP.

4 RESTRICTIONS ON CHARGING/MOVING CHARGES BY UNIVERSITY SERVICE PROVIDERS

Certain University Service Providers (USPs) are restricted from charging sponsored awards for policy and regulatory reasons. In the event of a charge from such a USP to a non-sponsored account, it is not permitted to move that charge after-the-fact onto a sponsored award. Full details are in the November 9th Business Update.

5 UPDATE TO NIH NOTIFICATION OF REMOVAL OR DISCIPLINARY ACTION INVOLVING PROGRAM DIRECTORS/PRINCIPAL INVESTIGATORS OR OTHER SENIOR/KEY PERSONNEL

NIH has updated NOT-OD-22-129 regarding requirements for NIH notification when a Program Director/Principal Investigator (PD/PI) or other Senior/Key personnel on an NIH grant or cooperative agreement notice of award is removed or otherwise disciplined due to concerns about harassment, bullying, retaliation, or hostile working conditions.

6   OSP WEBSITE UPDATE: NIH CHANGE IN SCOPE OF WORK TEMPLATE

Our site has been updated to include NIH-specific information when using Change in Letter templates. The updated template can be found on our [Prior Approvals page](#).

7   NCURA NOVEMBER CAMPUS LIAISON NEWSLETTER

View the [November 2022 NCURA Campus Liaison Newsletter](#) with information regarding upcoming NCURA events, resources, and content.

If you have any questions about NCURA, please feel free to contact Lisa Mosley at lisa.mosley@yale.edu.

8   CAREERS RELATED TO RESEARCH ADMINISTRATION

There are currently several job openings related to research administration across Yale. Please feel free to share the below opportunities with eligible candidates. Referral awards of $1,500 - $2,000 are available for eligible staff. *Please visit the [Employee Referral Program website](#) for details.*

Openings:

- **Accountant 2** *(76822BR)*
  Sponsored Projects Financial Administration
  The Accountant II is responsible for the post award accounting duties in managing a high-volume portfolio of sponsored awards. The focus of this role will be primarily with invoicing and A/R.

- **Financial Analyst 2 – BOOST** (77019BR)
  YSM - Financial Operations
  Under the direction of Yale School of Medicine (YSM) Central Administration Unit, conduct financial analysis in support of YSM departmental needs in the areas of accounting, financial management and reporting. Assist YSM business offices and YSM Central, as BOOST (Business Office Operational Support Team) support, with sponsored research administration, accounting, internal controls, clinical, other financial reporting needs and day-to-day business office functions as assigned. Assignments could be short or long-term depending on scope and work priorities and position could be covering multiple departments during the same timeframe. A successful candidate will have demonstrated business office experience, be self-directed and an independent problem solver.

- **Post Award Analyst** *(76542BR)*
  Sponsored Projects Financial Administration

The Post Award Analyst provides seasoned experience and service to University departments, as well as, guidance and second tier review of specific tasks to new and less experienced accountants within their respective team.

- **Proposal Manager** *(77570BR)*
  Office of Sponsored Projects
  Reporting to the Assistant Director for Proposal Management in OSP, the Proposal Manager position has primary responsibility for review, approval, and processing of all grant proposals to federal and non-federal sponsors. The successful candidate for this position will provide assistance to investigators and departmental staff with funding opportunity announcements, sponsor guidelines and federal and university policy as it relates to grant proposal submissions. The role has delegated signature authority for official documents related to grants and contracts. This position is offering on-site, hybrid or largely remote work schedules.

- **Lead Contract Manager** *(77080BR)*
  Office of Sponsored Projects
  Reporting to one of the Office of Sponsored Projects (OSP) Directors, the Lead Contract Manager (CM) provides support to faculty and administrators regarding the review and development of proposals as well as the negotiation, execution and administration of contracts, including research agreements, federal contracts / agreements, confidentiality agreements and material transfer agreements, and liaise with the Awards Team over the negotiation and execution of grant awards from private foundations.

- **Assistant Director, Research Integrity** *(77537BR)*
  Research Integrity Office
  Reporting to the Director, Research Integrity, this position will provide high-level support to faculty committees and senior institutional leadership related to the review and handling of allegations of research misconduct and other data integrity related inquiries and investigations, and will provide guidance and make recommendations to a variety of stakeholders regarding research integrity policies and processes.

- **Institutional Animal Care and Use Committee (IACUC) Coordinator** *(76729BR)*
  Office of Animal Research Support
  The IACUC Coordinator position serves as a resource to the animal research community for IACUC-associated activities and maintaining animal care and use compliance. Primary responsibilities include, but are not limited to, quality assurance of IACUC information, coordinating facility tours and access, maintaining office standard operating procedures, and grant-protocol congruency reviews. This position also focuses on providing support to the IACUC and serving as a liaison between the Office of Sponsored Projects, investigators, business managers and the Yale Animal Resource Center.

- **Director, Research Compliance Data Analytics** *(75291BR)*
  Office of Research Compliance
  The Director, Research Compliance Data Analytics is responsible for the development and implementation

of a compliance monitoring program related to the administration of sponsored projects.

- **Accounting Supervisor** *(74266BR)*
  Sponsored Projects Financial Administration
  The Accounting Supervisor is responsible for supervising a team of individuals within the financial and reporting services group for all sponsored projects at the University.

- **Financial Analyst 1, Post Award** *(75315BR)*
  Faculty Research Management Services (FRMS)
  Reporting to the FRMS Associate Director who provides general direction, provide analytical and financial services, guidance and consultation to faculty and staff optimizing a PI's use of research funds for awards within assigned portfolios across multiple departments. This position is an early career research administration position that focuses on accelerating the development of Grant Accountants while creating a pipeline of high-performing talent.

  Visit [Yale Careers Homepage](#) for more information.

9   SPONSORED PROJECTS TRAINING

[Visit Yale's TMS site](#) for course descriptions and registration *(VPN required)*.

*Courses with an asterisk have had recent content edits.

Virtual Instructor-Led Training (vILT)

Fall 2022

- December 1: Financial Reporting and Closeout*
- December 6: IRES Proposal Development (PD)
- December 7: Industry Sponsored Clinical Trial Budgeting
- December 12: Intro to Sponsored Projects Administration (SPA)

Spring 2023

- January 10: IRES Proposal Development (PD)
- January 30: Intro to Sponsored Projects Administration (SPA)
- February 8: Research Compliance Principles*
- February 23: Principles of Effort: Ask the Expert
- March 1: Fly America Act & Open Skies Agreement
- March 20: Intro to Sponsored Projects Administration (SPA)
- April 4: Financial Reporting and Closeout*

- April 18: IRES Proposal Development (PD)
- May 1: Intro to Sponsored Projects Administration (SPA)
- May 9: Industry Sponsored Clinical Trial Budgeting
- June 7: Fly America Act & Open Skies Agreement

On-Demand [eLearning via TMS](#)

- Allocating Allowable Costs
- Clinical Trials: Create a Clinical Trial Record in PD
- Cost Transfer Principles
- Direct Charging of F&A Type Costs on Sponsored Awards
- Principles of Effort
- Export Compliance (CITI Program)
- IRES Proposal Tracking (PT) Overview
- NIH K Award Fundamentals
- Other Support and Third-Party Agreements Library
- Subrecipient Basics and Monitoring
- What Research Staff Need to Know About Spending Sponsored Projects Funds*

NCURA Webinars

View videos of recent National Council of University Research Administrators (NCURA) webinars by visiting the [Sponsored Projects Research Administrator Training webpage](#).