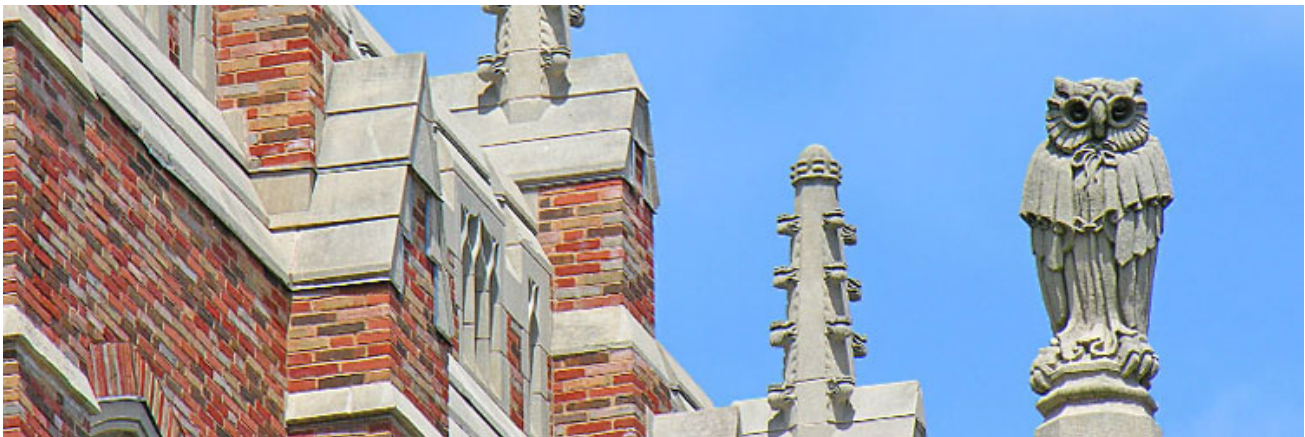


Research Administrators

NEWS & UPDATES

The [Research Administrators News & Updates](#) is a bi-weekly e-newsletter published by the Office of Sponsored Projects (OSP) at Yale University. It is a subscription-based newsletter that provides updates and reminders, quick facts, guidance and training information in all aspects of research administration. [Use this link to manage your Research Administrators News & Updates subscription.](#)



News Items Vol. 1, Iss. 4 | February 23, 2023

1. NIH R01 Deadline Reminder
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3. NCURA Agency Day: Free Registration
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1. NIH R01 Deadline Reminder

In preparation for the NIH R01 deadline on Monday, March 6th, please note the following:

Friday, March 3rd Proposal Review and Submission Activities

The Proposal Team will:

- review proposals in the order received.
- approve and submit (if no changes are required) or return the proposal for corrections, all proposals received by OSP before 2:00 p.m. on March 3rd, 2023. Proposals received after 2:00 p.m. may not be reviewed until Monday, March 6th, 2023.

Monday, March 6th Proposal Review and Submission Activities

- Proposals will continue to be reviewed in the order received. Please ensure that proposals are submitted to OSP as early as possible to allow sufficient time to resolve issues (including system issues) and make corrections. Proposals **will not be reviewed out of order for any reason**.
- If a last-minute submission is expected, let your OSP Proposal Manager know as soon as possible.

Satisfying Compliance Requirements and Other Reminders

- If there is effort/salary for personnel from departments outside of the responsible cost center, that Department Business Office must be included in the PD route to review and approve the effort in the proposal.
- All PIs/PDs (PI, Multiple PIs,) of an application must complete Sponsored Projects Administration Training for Faculty. The training and quiz can be accessed by clicking on the following link:
https://bmsweb.med.yale.edu/tms/tms_enrollments.offerings?p_crs_id=1073&p_std_id=#
- The PI and other Yale proposal personnel must complete, prior to submitting the proposal to the sponsor, the following:
 - [Patent Policy Acknowledgement and Agreement](#) (all Yale individuals listed in the proposal)
 - Current [External Interests Disclosure form](#) (only individuals identified in the proposal as being responsible for the conduct, design, or reporting of the research)
 - Current [VA MOU](#), if applicable
- The following resources may be of assistance in the preparation of a proposal:
 - Yale Institutional Information
<https://your.yale.edu/research-support/office-sponsored-projects/institutional-information>
 - NIH Page Limits
http://www.grants.nih.gov/grants/forms_page_limits.htm

On behalf of the OSP Proposal Team, we appreciate your cooperation and collaboration in facilitating the timely and accurate submission of proposals.



2. National Science Foundation (NSF) Update to Biosketch and Current & Pending Support Documents

Effective January 30, 2023, all senior personnel are required to certify that the information provided in their Biographical Sketch and Current and Pending Support documents are accurate, current, and complete. This certification will be included in both SciENcv and the NSF fillable format for proposals submitted or due on or after January 30, 2023. The use of Yale approved electronic signatures is not currently required on these forms.

Further information relating to [Senior Personnel Documents](#) should be reviewed prior to proposal submission. Full details can be found within the [NSF Proposal & Award Policies & Procedures Guide](#) (PAPPG).

- **Chapter II.D.2.h(i), Biographical Sketch(es)**, has been revised to increase standardization with the Common Disclosure Form for the Biographical Sketch that has been developed in compliance with NSPM-33 Implementation Guidance. NSF has made every effort to mirror the Common Form. Due to timing disparities between the issuance of the Common Form and the PAPPG, however, it is possible that variances may occur. This section also has been revised to require the use of SciENcv for the preparation of this document effective in October 2023.
- **Chapter II.D.2.h(ii), Current and Pending (Other) Support**, has been revised to increase standardization with the Common Form for Current and Pending (Other) Support that has been developed in compliance with NSPM-33 Implementation Guidance. NSF has made every effort to mirror the Common Form. Due to timing

disparities between the issuance of the Common Form and the PAPPG, however, it is possible that variances may occur. This section also has been revised to require the use of SciENCv for the preparation of this document effective in October 2023. Also, in accordance with NSPM-33 Implementation Guidance, NSF program officers will request updated Current and Pending (Other) Support prior to making a funding recommendation.

Senior personnel are required to update their Current and Pending Support disclosures prior to award, and at any subsequent time the agency determines appropriate during the term of the award.



3. NCURA Agency Day: Free Registration

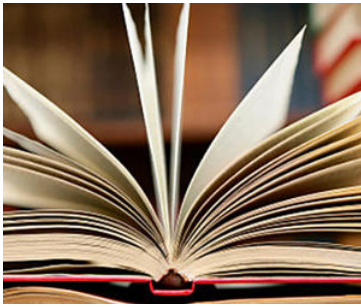
Free registration is available to members of the Yale community for the virtual **NCURA Agency Day** on March 7th. Topics include NIH Update, NSF Update, and Q&A Session with OPERA.

Registration must be made in advance to attend. Instructions from NCURA are below:

“If the person registering for the extra login doesn’t already have an NCURA Profile, please have them [go here first to create a profile](#). They can then log in using the extra login link to register. When your colleagues register themselves, they will receive a confirmation email and should log in with their own NCURA username and password for the live webinar.”

- [Register for “NCURA Agency Day”](#) taking place on 3/7 from 8:15AM - 5:15PM

For technical assistance email ncura@commpartners.com.



4. 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) Spring 2023

- March 1: Fly America Act & Open Skies Agreement
- April 4: Financial Reporting and Closeout*
- April 18: IRES Proposal Development (PD)
- May 9: Industry Sponsored Clinical Trial Budgeting
- June 7: Fly America Act & Open Skies Agreement

Fall 2023

- July 11: Financial Reporting and Closeout*
- August 2: Research Compliance Principles*
- September 13: Fly America Act & Open Skies Agreement
- September 14: Principles of Effort: Ask the Expert
- September 26: Industry Sponsored Clinical Trial Budgeting
- October 10: Financial Reporting and Closeout*

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
- Introduction to Sponsored Projects Administration (*coming soon*)
- Principles of Effort
- Export Compliance (CITI Program)
- IRES Proposal Tracking (PT) Overview
- Proposal Development (PD) for NIH RPPRs
- 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](#).

New webinar posted: National Security Presidential Memorandum 33 - Best Practices and Lessons Learned (Recorded 2/12/23)



5. 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:

Senior Administrative Assistant (79169BR)

Office of Research Administration

The Senior Administrative Assistant will be an integral part of the Office of Research Administration (ORA) team, providing a high level of confidential administrative support to the Senior Associate Provost, Research Administration, as well as the overall ORA leadership team. Manages complex calendars, prepares domestic and international travel arrangements, creates job requisitions, arranges and prepares for meetings and conferences, processes expenses and financial transactions for ORA. Must be facile with learning new data management programs, and able to work independently with minimal supervision and demonstrate excellent judgement. In all work, supports ORA's diversity and inclusion values and commitments.

Subaward Manager (79170BR)

Office of Sponsored Projects

Reporting to the Associate Director, Subaward Management, this position provides support to faculty and departmental staff regarding the drafting, administration, and execution of outgoing subawards issued under grants and contracts. These duties involve interpretation of award terms and conditions, negotiating subaward terms and conditions, keeping abreast of changes in University policy, federal regulations, and sponsor requirements, as they relate to the creation and management of subaward agreements. In the execution of this role, the position acts as the primary manager for handling outgoing subaward related issues, advising/educating departmental personnel on sponsored award management policies, and sponsoring agency terms and conditions as they relate to subawards.

Sponsored Projects Specialist (78622BR)

Office of Medical Education - YSM Student Affairs - Student Research

Under the general direction of the Associate Deans of Student Research, this position will support the Office of Student Research (OSR) mission within the Department of Medical Education. The position works closely with OSR leadership, and both internal and external colleagues to formulate and enact strategic plans related to OSR's funding sources (NIH T35 training grants, GA-sponsored stipend funds, and endowments). The position develops, implements, and maintains operational policies and procedures related to these funding sources and manages the related program communications thereof.

Grants Administrator (78954BR)

Faculty Research Management Services Pre-Award

Faculty Research Management Services (FRMS) is a Shared Services organization that provides Pre-Award Management Services to non-medical school Faculty, Departments, and Professional Schools within Yale University. Reporting to the Associate Director of Pre-Award, has active oversight of externally sponsored proposals, assuring all are prepared, negotiated, and executed properly and in an expedited manner. Leads a team of staff devoted to the pre-award function who prepare and submit grant and contract proposals on behalf of central campus departments. Use high level analytical and database skills to monitor and report on trends, identify areas for consolidations, savings, and maximization of resources in support of Pre-Award administration. Analyses and reports will inform and advise decision-making by University leadership. Reporting to the

Associate Director of the FRMS Pre-Award Unit, the Sr. Grants Administrator provides a high level of direct professional support and guidance in the administration of grants, contracts and related funds to faculty and FRMS Pre-Award staff. This position is working a remote schedule. We also have hybrid and other flexible work arrangements available.

Portfolio & Grant Accountant - BOOST (79511BR)

YSM - Central Administration Unit

This position is working a remote schedule. We also have hybrid and other flexible work arrangements available. The Portfolio & Grant Accountant, under the direction of the Yale School of Medicine (YSM) Central Administration Unit, will conduct financial analysis in support of YSM departmental needs in the areas of accounting, financial management and reporting with a primary focus on research administration activities that support faculty and staff involved in research projects across YSM, regardless of funding source. 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, including overseeing the administration of budgeting of research grant funds, ensure compliance with grant special terms and conditions as well as Yale University policies. Assignments could be short or long-term depending on the scope and work priorities and position could be covering multiple departments during the same timeframe. A successful candidate will have demonstrated business office experience, strong organizational skills, effective communication skills, be self-directed and an independent problem solver.

Portfolio & Grant Analyst - BOOST (79509BR)

YSM - Central Administration Unit

This position is working a remote schedule. We also have hybrid and other flexible work arrangements available. The Portfolio & Grant Analyst, under the direction of the Yale School of Medicine (YSM) Central Administration Unit, will support the growing YSM research portfolio and financial management of YSM grant research portfolios by providing excellent customer service and help reduce administrative burdens so our researchers can focus on their research. The Portfolio & Grant Analyst will

participate in intensive training program, working with a trainer within the Central YSM Finance Business Office, and learn or enhance their understanding about the YSM organization, Yale policies/procedures, compliance (both Yale and grant sponsor), Yale's core financial systems (for example Workday), the budget process, procurement, and human resources. At the completion of training, will conduct financial analysis in support of assigned YSM departmental needs in the areas of accounting, financial management, reporting, and assist with the day-to-day business office functions, as assigned, including the proper setup of grants, monitoring expenses, reporting requirements, and completing closeout process. 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 strong organizational skills, effective communication skills, demonstrated time management skills, be self-motivated, have strong attention to detail and accuracy, exhibits and maintains a positive attitude and works well as part of a team.

Post Award Analyst (79156BR)

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.

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.

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

Yale

Name of school or department and [Contact Email](#).

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