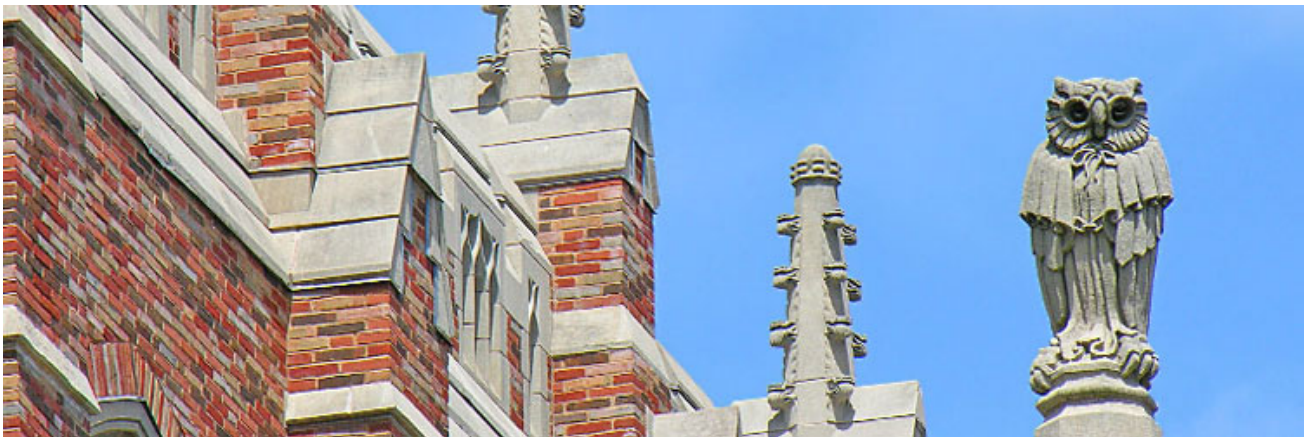


To view this email as a web page, go [here](#).

Research Administrators

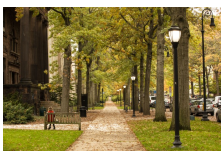
NEWS & UPDATES

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. 2, Iss. 5 | May 18, 2023

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1. NIH R01 Deadline - Activities and Reminders

In preparation for the NIH R01 deadline on Monday, June 5th, please note the following:

Friday, June 2nd 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 June 2, 2022. Proposals received after 2:00 p.m. may not be reviewed until Monday, June 5, 2022.

June 5th 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=#

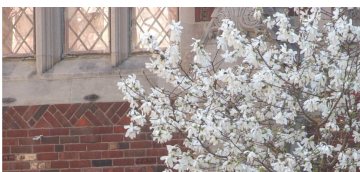
- The PI and other Yale proposal personnel must complete, prior to submitting the proposal to the sponsor, the following:
 - [Patent Policy Acknowledgement and Agreement](#) (all Yale individuals listed in the proposal)
 - Current [External Interests Disclosure form](#) (only individuals identified in the proposal as being responsible for the design, conduct 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. NCURA May Campus Liaison Newsletter

View the [May 2023 NCURA Campus Liaison Newsletter](#) with information regarding upcoming NCURA events, resources, and content.



3. REMINDER: IRES PD, PT, COI - Planned Outage for Application Upgrade

As a reminder, beginning at **5pm on Thursday August 17, 2023**, IRES-PD, PT and COI will be unavailable due to an application upgrade for standard maintenance. All systems will be available again for use at **7am on Monday August 21, 2023**. Any proposals that are due either Thursday, August 17th or Friday, August 18th must be received by OSP prior to noon on Thursday, August 17th to be reviewed and submitted before the system shuts down at 5pm. Please contact your Proposal Manager with any questions or concerns.



4. New SPFA Intake Portal and Support Model Information Sessions

On May 31, 2023, Sponsored Projects Financial Administration (SPFA) will transition from a department-based service model to a sponsor-based service model. In addition, a new SPFA Intake Portal will be available for departments to request SPFA support.

The new service model means that questions will be routed to SPFA staff members with specialized expertise in specific sponsors or funding mechanisms. This will allow for:

- Better customer service for faculty and departments
- Timely responses to questions. Responses will no longer be dependent on one individual and will allow for coverage when individuals are out of office.

The new SPFA Intake Portal will:

- Formalize the process for university departments and business units to request support.
- Drive simplicity and clarity in engaging with the SPFA team.
- Provide an intuitive, user-friendly interface for the Yale Community to engage with SPFA.

- Operationalize the shift from a departmental service model to a sponsor-based service model that will route the support request to a subject matter expert, driving greater efficiency and value for the community.

The SPFA portal is not meant to replace direct conversations or relationships you have built with SPFA team members. You may reach out to an SPFA team member at any time with your questions about your sponsored award or about the portal. The portal is a tool that will:

- Streamline and simplify the process for requesting support.
- Create a case file with all relevant documentation to track support workflow status.
- Increase workflow efficiencies. For example, the case may be accessed by any member of the SPFA team with expertise in the sponsor or funding mechanism resulting in faster response time.

Information sessions will be held in June and will:

- Help users understand the purpose, impact, and benefits of the Sponsor-Based Model.
- Provide the information you need to successfully use the SPFA Portal to engage with the SPFA team for support.
- Demonstrate how to access the SPFA Intake Portal and its ease of use.
- Highlight best practices and changes to related processes and procedures.

[Register via TMS](#) for one of the information sessions listed below (*VPN may be required*)

- Tuesday, June 6 from 1:00PM – 2:00PM
- Tuesday, June 13 from 1:00PM – 2:00PM
- Wednesday, June 14 from 10:00AM – 11:00AM

For questions about the updates, please contact [Krystina Gross](#).



5. Free NCURA Webinar: Cost Transfers: Evaluating your Current Procedures to Mitigate Risk

Free registration is available to members of the Yale community for the "NCURA Webinar "Cost Transfers: Evaluating your Current Procedures to Mitigate Risk" on May 22nd.

Free registration is available to members of the Yale community for the **NCURA Webinar "Cost Transfers: Evaluating your Current Procedures to Mitigate Risk"** on May 22nd.

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 "Cost Transfers Webinar"](#) taking place on 5/22 from 2:00 – 4:30PM

For technical assistance email ncura@commpartners.com.



6. 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

- June 7: Fly America Act & Open Skies Agreement

- June 13: IRES Proposal Development (PD)

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](#)

- 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*
- 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

Have a training need? [Request edits to an existing training or request the creation of a new sponsored projects training.](#)

NCURA Webinars

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



7. 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:

Central Office, PreAward Manager (81512BR)

Office of Sponsored Projects

Proposal Manager - Reporting to the Assistant Director for Proposal Management in the Office of Sponsored Projects (OSP), this 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 (AOR) for official documents related to grants and contracts. Offering on-site, hybrid or largely remote work schedules.

Sponsored Projects Coordinator/IRES Setup (81275BR)

Office of Sponsored Projects

Reporting to the Assistant Director, Business Operations, the Sponsored Projects Coordinator (SPC) provides professional support for the accurate set up or modification of Sponsored Awards within the Office of Sponsored Projects' pre-award system for federal and non-federal awards and post award system for clinical trials. The SPC is responsible for providing professional, high level of compliance support to the Office of Sponsored Projects Grants, Contracts and Clinical Trials teams, ensuring process compliance across a wide range of sponsor agencies and award types. The SPC will review sponsored projects documents for accuracy, appropriateness, and compliance and consult with appropriate staff on any exceptions to University policy. The SPC will conduct full compliance checks as required by the University and sponsors; work collaboratively with OSP Contract Managers and other University Personnel (Business Managers, University Compliance offices such as HRPP, OARS & COI) to ensure that all requirements have been met prior to award setup. The SPC will manage an effective and consistent compliance follow up process to ensure that all awards received are funded. This position may be eligible to work largely remote.

Contract Manager (80861BR)

Office of Sponsored Projects

Reporting to one of the Office of Sponsored Projects' (OSP) Lead Contract Manager, Contract Manager (CM) provides support to the Yale Cancer Center's (YCC) faculty and administrators regarding the successful negotiation of corporate clinical trial agreements (CTAs) and other related agreements. The CM is responsible for the

negotiation/acceptance of awards on behalf of Yale University that support the activities of YCC. It is the responsibility of the CM to ensure that the terms and conditions of YCC awards comport with University policies and provides administrative support as appropriate, during the life of the award. The CM will provide YCC faculty and administrators guidance regarding interpretation of award terms and conditions, keep abreast of changes in University policy, federal regulations, sponsor requirements, and be a valuable and reliable resource to OSP and the community overall. This position may be eligible to work largely remote.

Associate Director, Post Award (80805BR)

Yale School of Public Health

Reporting to the Assistant Dean for Finance and Administration, the Associate Director leads the Yale School of Public Health (YSPH) Post-Award Unit in the delivery and effectiveness of the services and processes pertaining to the school's research portfolio, which consists of approximately \$60+ million in expenditures annually, with international research projects spanning 20+ countries. Ensures high levels of client satisfaction and leverages unit-specific metrics to ensure continuous improvement within the unit. Ensures a homogeneous and effective partnership with the school's pre-award team, six academic department chairs, Associate Dean for Research, and the university's Office of Sponsored Projects (OSP) to leverage and strengthen the pivotal responsibilities associated with the school's research portfolio.

Assistant Director of Export Controls (80447BR)

Export Controls

The Assistant Director of Export Controls works with the Director to ensure Yale's compliance with laws related to international trade, restricted party screening, and technology transfers.; The person in this position is responsible for working with internal clients in determining the proper course of action to comply with regulations regarding exports, deemed exports, proposal and contract reviews, reimbursements, international travel, and restricted party screening. Specific Responsibilities of this role include: Approve certain physical export shipments by assigning appropriate Export Control Classification Numbers (ECCNs), making license determinations, and filing EEs when required through eShipGlobal. Review regulatory issues related to proposal submission to identify potential export control concerns. Review the terms and conditions of awards and agreements, including awards, grants, NDAs, CDAs, and other agreements as they relate to export controls, particularly the Fundamental Research Exclusion. Manage interactions with faculty, staff, and outside parties in relation to the Yale's export control compliance obligations and facilitate the ability

of these individuals to successfully perform the functions of their position while maintaining compliance with export control laws, including Technology Control Plans when required. Advise the Office of International Students and Scholars on the export control attestation determination of certain visa applications. Work with Procurement and Accounts Payable through Workday to resolve supplier and payment concerns related to export controls. Track the submittal of general correspondence and license applications. Review restricted party hits across Yale's campus, resolve escalated hits, and oversee the auditing of campus-wide restricted party screening activity. Conduct awareness training throughout campus. Work with the Office of General Counsel, as well as other departments, on Yale programs with export control implications. Document specific situations and international transactions in accordance with export control laws. Assist with the writing of policies and procedures related to export controls. Assist with updating an internal website to maintain current information accuracy. Committee service and other duties as needed.

Compliance Coordinator (79452BR)

Conflict of Interest Office

Under the direction of the Director of the Conflict of Interest Office, and with broad latitude for discretion and independent judgment, the Compliance Coordinator is responsible for the day-to-day activities associated with reviewing financial interests disclosed by faculty and other individuals who are responsible for the design, conduct or reporting of research, and for evaluating such interests in accordance with University policy and federal or other sponsoring agencies' Conflict of Interest (COI) regulations and/or policies.

Award Setup Analyst (79953BR)

Sponsored Projects Financial Administration

Reporting to the Accounting supervisor, the Award Setup Analyst is responsible for creating and modifying all University sponsored research accounts in the financial system. This individual will be responsible for a portfolio of departments within the University and will create and/or manage all set up related activities throughout the life of the sponsored award. These duties require a high level of analytical review and attention to detail. The Award Setup Analyst will be required to read and interpret sponsored award documents, analyze the data to determine the appropriate way to setup the awards in the University's financial system. He/she will be responsible for extracting all pertinent information to ensure timely and accurate award setup activities; This analysis

includes the identification of all terms and conditions of the award, invoicing and financial reporting terms and conditions, creating billing schedules and grant lines for charging as well as establishing budget templates in the Workday Financial system. The Award Setup Analyst will collaborate with the Award Setup Unit (ASU) of Office of Sponsored Projects (OSP), Departmental Business Offices/Business Support Units and SPFA Accountants to resolve issues and provide guidance on inquiries relating to the award setup process.

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.



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

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