

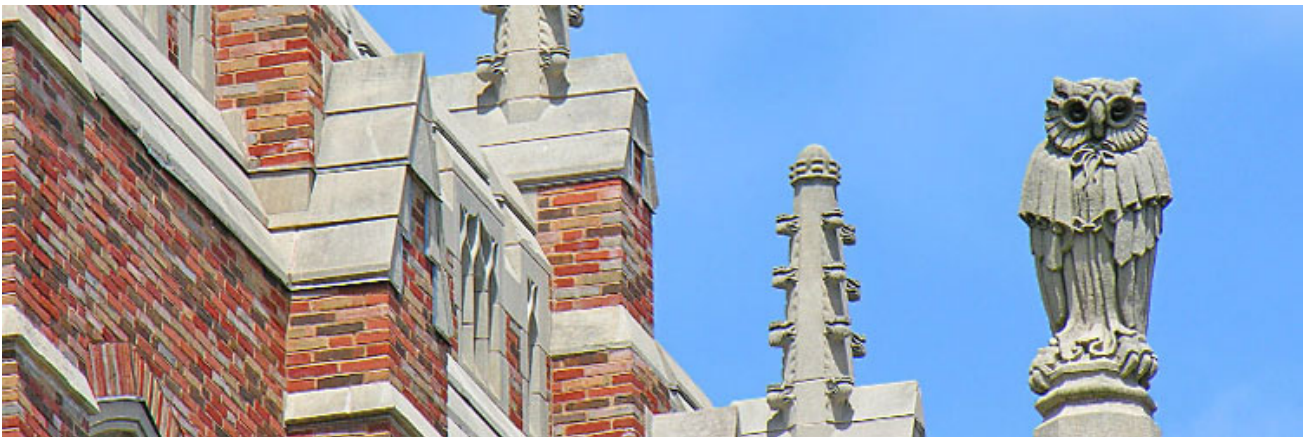
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# Research Administrators

## *NEWS & UPDATES*

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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.](#)



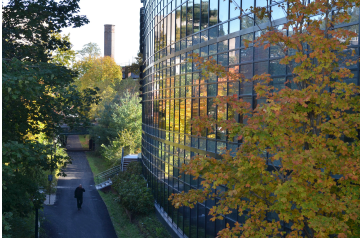
### News Items Vol. 3, Iss. 1 | July 13, 2023

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### 1. Reminder: IRES PD, PT, COI - Planned Outage for Application Upgrade

As a reminder, beginning at **5 pm 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 **7 am 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 5 pm. Please contact your Proposal Manager with any questions or concerns.



## 2. Reminder: Busy Season and Award Set-up Delay

We are re-running this article as a reminder that OSP/SPFA continue to be in our busiest season of the year; award notices and email volume remain at a high level throughout the summer. We appreciate your patience; remember to check the IRES Activity Log and/or Agreements tab section in IRES for status updates prior to reaching out to your OSP manager.

### **Award Set-up Delay**

SPFA is currently experiencing a high volume of award setup activity. This has created a backlog for the SPFA setup team of approximately ten business days in Workday after receipt from the IRES Setup and Compliance Unit (ISCU) in OSP.

Prior to contacting the SPFA Award Setup Team:

1. First check the IRES Activity Log and identify if there are any open items pending action.
2. If there are no pending actions, then check the "communication" tab to determine the date it was sent to the SPFA Award Setup Team.

3. If the award sent is older than 10 business days, and you have not received any communication from the Award Setup team, please contact [spfa.awardsetup1@yale.edu](mailto:spfa.awardsetup1@yale.edu).

Thank you for your patience, we are working hard to move things along as quickly as possible.



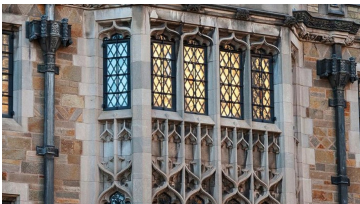
## 3. Free Registration for NCURA Webinars

Free registration is available to members of the Yale community for two NCURA events:

- “Strategies for Working with Investigators Crucial, Critical, Courageous Conversations” on July 24<sup>th</sup> from 2:00 – 4:30 PM | [Register here](#)
- “NIH Fundamentals Workshop” on August 9<sup>th</sup> from 1:00 – 4:30 PM | [Register here](#)

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.” For technical assistance email [ncura@commpartners.com](mailto:ncura@commpartners.com).



## 4. Sponsored Projects Training Request Intake Form

Requests to edit sponsored projects trainings can be made via the Sponsored Projects Training Request intake form. Both requests to edit existing trainings as well as requests to create a new training can be submitted via the intake form. All requests will be reviewed and prioritized according to need and resources. [Access the intake form](#).

The intake form can be found on our [training webpage](#) at any time.



## 5. Sponsored Projects Training

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

\*Courses with an asterisk have had recent content edits.

### **Upcoming Virtual Instructor-Led Training (vILT)**

- August 31: Export Compliance\*
- 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
- November 16: Export Compliance

### **On-Demand [eLearning](#)**

- Applying Cost Allocation Methodology
- Allocating Allowable Costs
- Clinical Trials: Create a Clinical Trial Record in PD
- Cost Sharing on Sponsored Projects
- Cost Transfer Principles
- Direct Charging of F&A Type Costs on Sponsored Awards
- Export Compliance by CITI Program
- Introduction to Sponsored Projects Administration (and refresher!)
- IRES Proposal Tracking (PT) Overview
- Managing Subaward Invoices
- NIH K Award Fundamentals
- Other Support and Third-Party Agreements Library
- Principles of Effort
- Principal Investigator Eligibility: Who Can Be a PI?
- Proposal Development (PD) for NIH RPPRs
- 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.](#)



## 6. 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) (*We're expanding the team! Now hiring for 2 positions*)**

*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.

**Compliance Coordinator (82094BR)**

*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.

**Operations and Finance Manager (82520BR)**

*YSM Financial Ops - YSM Pre Award*

This position directs, plans, and manages the Yale School of Medicine (YSM) Business Office Operations Support Team (BOOST) program along with providing support to YSM business offices upon request. This position has three distinct roles: 1) function as an operations manager or other senior financial role, embedded within a department to cover



departmental vacancies and leaves of absence on an interim basis; 2) manage the BOOST team including Portfolio & Grant Accountants (M&P P5) and the Business Operations Support and Training Manager (M5); and 3) oversee and have accountability for the YSM Finance Onboarding and Training program. The position also partners with the department lead administrators and financial managers on process review and best practices and support process redesign and documentation across YSM as needed.

**Pre-Award Administrator (81816BR)**

*YSM Financial Ops - YSM Pre Award*

This position is working a remote schedule. We also have hybrid and other flexible work arrangements available. YSM Pre Award is a team of dedicated and cross-trained Pre-Award Administrators who provide pre-award support to YSM departments. These services include support for proposal development, Letters of Intent (LOIs), Just-In-Time (JIT) requests, and assistance navigating sponsor policies and interpreting guidelines. Our staff work directly with faculty to prepare submissions that are sent to Office of Sponsored Projects for submission to external sponsors. The Pre-Award Administrator will provide professional support of proposal preparation and submission to faculty and departmental staff in an assigned portfolio of YSM departments. A successful candidate will have demonstrated research administration experience, strong organizational skills, effective communication skills, and be able to work well as part of a team.

**Subaward Manager (81798BR)**

*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.

**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.

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

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**Yale**

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

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