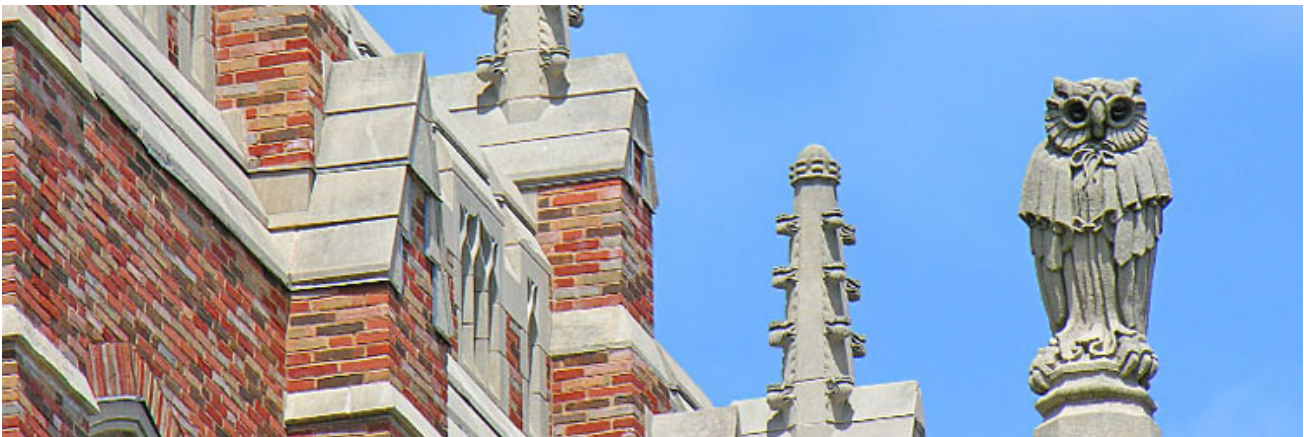


To view this email as a web page, go [here](#).

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. 3, Iss. 5 | September 7, 2023

1. Sponsored Projects Training Intake Form
2. Sponsored Projects Training
3. Careers related to Research Administration



1. Sponsored Projects Training 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.



2. 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)

- September 14: Principles of Effort: Ask the Expert*
- September 26: Industry Sponsored Clinical Trial Budgeting
- September 28: Fly America Act & Open Skies Agreement
- 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) Training (*new*)
- 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.](#)

NCURA Webinars

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



3. 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:

Associate Director of SPFA (83471BR)

Sponsored Projects Financial Administration

The Associate Director of SPFA is responsible for overseeing the financial management and administration of sponsored projects within the organization. This position plays a critical role in ensuring compliance with financial regulations, optimizing financial performance, and providing strategic financial guidance for SPFA. The Associate Director collaborates closely with internal stakeholders, principal investigators, sponsors, and external partners to support successful financial management. Additionally, the Associate Director will manage post-award financial analysts, oversee Letter of Credit drawdowns for federal agencies, accounts receivable for Sponsored awards, and assist with finance projects related to grants.

Accountant II (82855BR)

Sponsored Projects Financial Administration

Reporting to the Invoicing and Accounts Receivable Manager, the Accountant II is responsible for the post award accounting duties in managing a high-volume portfolio of sponsored awards. These duties include reading and interpreting sponsored award documents and extracting all pertinent information to identify invoicing terms and conditions, create and/or amend award billing schedules in the Workday Financial system, review special billing terms, frequency, and type. Responsible for the accurate and timely invoicing of non-LOC awards and serve as a point of contact for related billing inquiries. Provide institutional level financial review, analysis and compliance related activities for all non-LOC grant and

contract awards and be able to independently research policies, federal regulations and university policies and procedures. Perform account reconciliations and make well thought out response in resolving billing inquiries. This individual will be responsible for A/R related activities and will work closely with the Senior Accountant in researching collection issues, unapplied payments, and collaborate with external sponsors and internal Departmental Business Offices/Units to seek effective resolution for a wide variety of billing and A/R issues.

Senior Manager, FRMS Post-Award (82941BR)

Faculty Research management Services

Reporting to the FRMS Associate Director manages a team of Senior, Junior and Mid-Level Portfolio Analysts and C&T Staff. The Sr. Manager will oversee support for the Yale School of Engineering & Applied Science. The Sr. Manager will align their team and facilitate the school's growth from a research administration perspective. They will hold their team responsible for high analytical and financial services standards, compliance and stewardship of sponsored awards. This position provides high levels of client satisfaction through strong relationship management efforts.

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.

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 EEl's 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.

Yale

Office of Sponsored Projects and [Contact Email](#).

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