

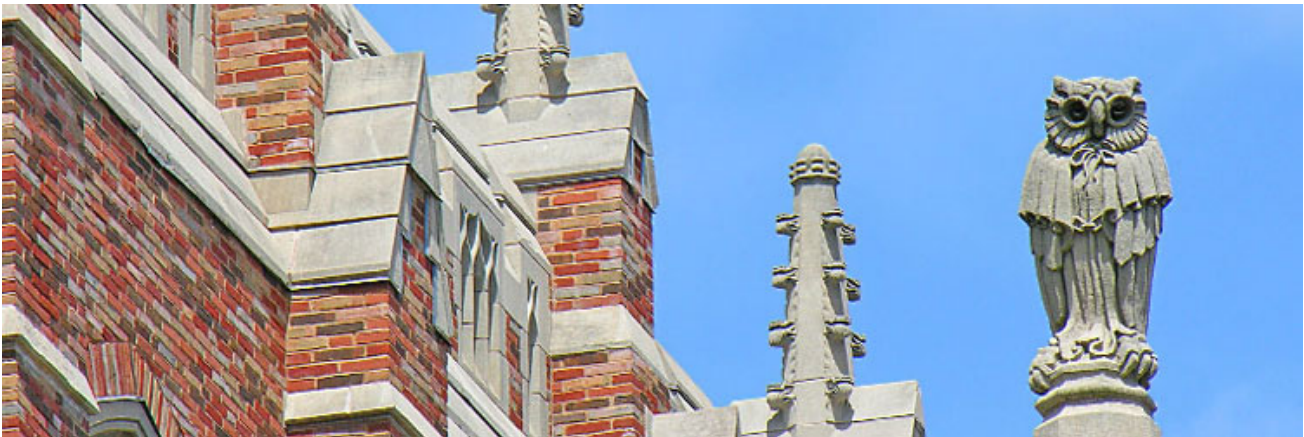
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# Research Administrators

## *NEWS & UPDATES*

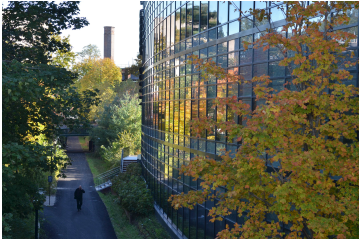
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The [Research Administrators News & Updates](#) is a bi-weekly e-newsletter published by the Office of Sponsored Projects (OSP) at Yale University. It is a subscription-based newsletter that provides updates and reminders, quick facts, guidance and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



### News Items Vol. 4, Iss. 1 | October 5, 2023

1. NIH Loan Repayment Program
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# 1. NIH Loan Repayment Program

The NIH Loan Repayment Program (LRP) started another cycle. Applicants can apply through ASSIST, the Application Submission System & Interface for Submission Tracking system. The submission window opened September 1, 2023, and the deadline is November 16, 2023.

**Adrienne Marable** is the Institutional Business Official (IBO) for Yale University. The Commons ID is **AMARABLE**, and the email address is [osp@yale.edu](mailto:osp@yale.edu).

Before starting an application, prospective applicants must [obtain an eRA Commons account](#) with the role of PD/PI.

For more information about the program, please visit the [LRP website](#).

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# 2. RA Webinar: Cost Share Lesson

We are hosting a webinar on Thursday, October 12, from 9-10:30am via Zoom to expand upon the RA Day Cost Share presentation. This webinar will focus on the process of proposing, tracking and reporting of cost share. [Register for the Zoom in advance to attend](#). This session will be recorded.

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# 3. Revised MTA Incoming Form

The Incoming MTA online form has been revised to streamline the intake process. The form can be found on our [MTAs webpage](#).

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## 4. NCURA September Campus Liaison Newsletter

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

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## 5. Free Registration for NCURA Webinar

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

- **“NIH Data Management & Sharing Policy \* Budgeting and Application Tips and Tricks (or Treat?)”** on October 30<sup>th</sup> from 2:00 – 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).

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## 6. Workday Learning: Yale's Future Learning Management System

Yale is replacing the university’s current Training Management System (TMS) with Workday Learning on January 2, 2024.

- Register for Workday Learning instructor-led training for [Learners](#) and/or [Managers](#)
- View the [Workday Learning FAQs](#)

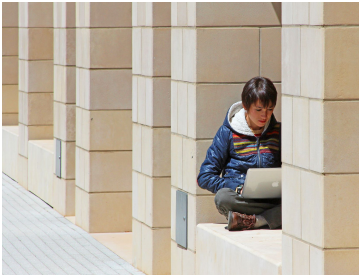
- Access self-paced training and resources via the [Workday Learning Training](#) page



## 7. 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.



## 8. 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)

- November 16: Export Compliance

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

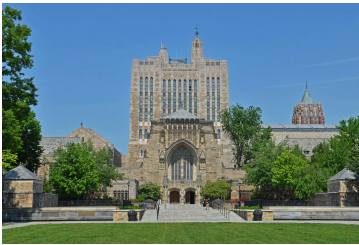
- Applying Cost Allocation Methodology
- Allocating Allowable Costs
- Cost Sharing on Sponsored Projects
- Cost Transfer Principles
- Direct Charging of F&A Type Costs on Sponsored Awards
- Export Compliance by CITI Program
- Introduction to Sponsored Projects Administration (and refresher!)
- IRES Proposal 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

- Clinical Trials: Create a Clinical Trial Record in PD
- 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](#).



## 9. 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:

### **Award Setup Analyst (84255BR)**

#### *Sponsored Projects Financial Administration*

Reporting to the Associate Director, 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.

**Pre Award Grants Administrator (84537BR)**

*Faculty Research Management Services*

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 consolidation, 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.

**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.

**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.

**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.

**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**

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

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