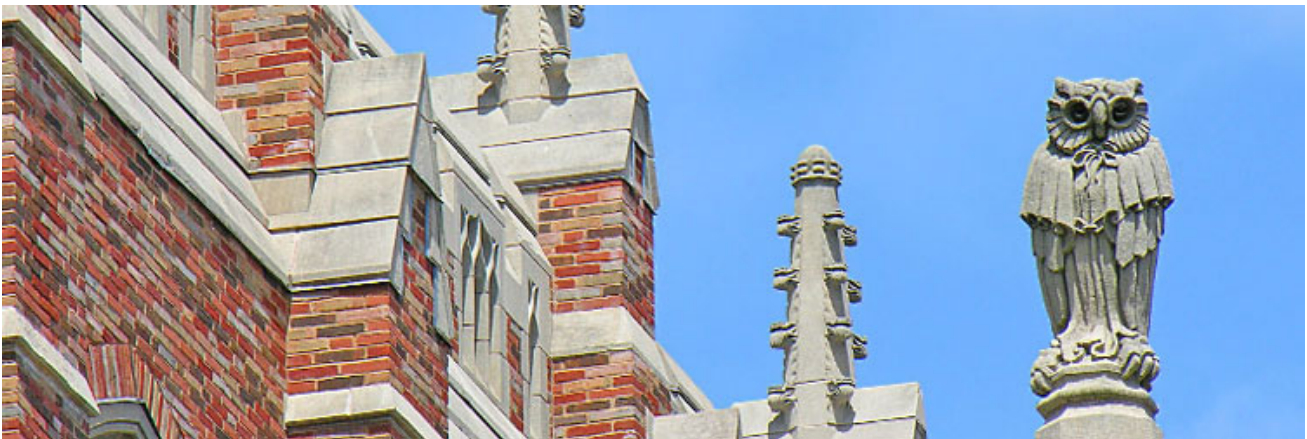


To view this email as a web page, go [here](#).

Research Administrators

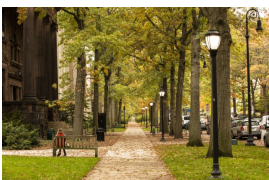
NEWS & UPDATES

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. 4, Iss. 2 | October 19, 2023

1. NIH R01 Deadline Reminders
2. Free Webinar: SAMHSA Stakeholder Meeting for Post Award Amendments
3. RA Day Slides Posted Online
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1. NIH R01 Deadline Reminders

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

Friday, November 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 November 3, 2023. Proposals received after 2:00 p.m. may not be reviewed until Monday, November 6, 2023.

Monday, November 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. Free Webinar: SAMHSA Stakeholder Meeting for Post Award Amendments

The Division of Grants Management (DGM) within the Office of Financial Resources at the Substance Abuse and Mental Health Services Administration (SAMHSA) will be conducting a webinar on SAMHSA's post award amendments process for recipients. This webinar will be most informative for recipients new to the post award amendments process. It is recommended that you join the training at least 15 minutes prior to the start of the webinar.

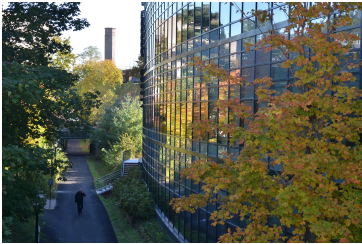
There is no need to pre-register, however, please note attendance is limited to the first 1,000 participants. If you are unable to join the webinar, a recording and the PowerPoint slides will be made available. [Sign up for SAMHSA's email updates](#) to receive real-time information and updates .

- October 24 at 1PM EST via Zoom:
<https://www.zoomgov.com/j/1602544089?pwd=akF1UTh6czNkRGJlQkwxTzFQN3d4Zz09#success>



3. RA Day Slides Posted Online

All slides presented at the Inaugural Research Administrator Day can now be found on our [training webpage](#), under the Research Administrator Day category. CAS login is required to view.



4. 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:

Contract Manager (84675BR) Remote options available
Office of Sponsored Projects

Reporting to the Office of Sponsored Projects' (OSP) Lead Contract Manager, Clinical Trials Management, the Contract Manager (CM) provides support to the Yale School of Medicine (YSM) 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 YSM. It is the responsibility of the CM to ensure that the terms and conditions of YSM awards comport with University policies and provides administrative support as appropriate, during the life of the award. The CM will provide YSM 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.

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.

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.

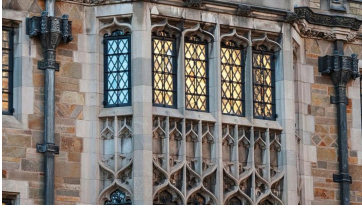
Assistant Director of Export Controls (80447BR)

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.



5. 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.



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.

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!)
- 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?

- IRES Proposal Tracking (PT) Overview
- IRES Proposal Development (PD) Training
- Clinical Trials: Create a Clinical Trial Record in PD
- IRES 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.](#)

Yale

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

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