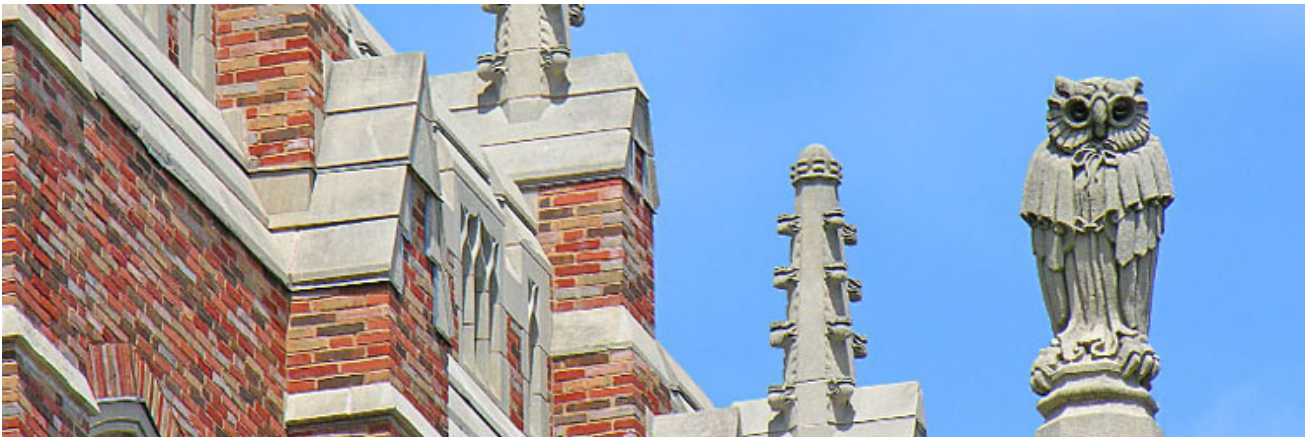# Research Administrators
## *NEWS & UPDATES*

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. 3 | November 2, 2023

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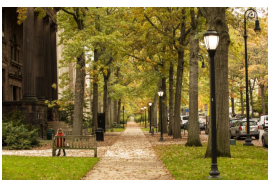
1. NIH R01 Deadline Reminders

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.

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2. RA Webinar: Managing Subawards at Yale Lesson

We are hosting a webinar on Thursday, December 7, from 3-4:30PM via Zoom about managing subawards. Amid systems, processes, and federal regulations, managing subawards can be a challenge. Yale provides a breadth of resources to navigate potential obstacles and assist DBOs. In this webinar, we will discuss current hot topics in subaward management, as well as review common issues. Participants will 1) Learn how Yale is addressing the forthcoming NIH regulations on foreign subrecipients, 2) Discover common errors in subrecipient invoices and processing, and 3) Review the tools available to Yale DBOs to assist with subaward management and compliance. This session

will be recorded.

- [Register for the Zoom in advance to attend](#).

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3. Reminder - NIH Loan Repayment Program Deadline November 16, 2023

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.
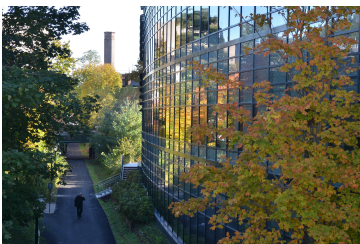
Institutional Business Official (IBO) - Adrienne Marable

Commons ID - AMARABLE

Email Address - osp@yale.edu

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

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

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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:

Training Manager *(84919BR)*
Office of Research Compliance

Reporting to the Assistant Director, Training and Compliance, the Training Manager is responsible for the development of new, as well as the review/updating of existing training content for sponsored projects administration. This position will develop, collaborate, coordinate, and facilitate complex trainings with other University stakeholders and Subject Matter Experts (SMEs) including OSP, Finance, and Business Operations. The Training Manager will also create content for training/education programs for faculty and the business community in the field of sponsored projects administration. Training Manager will stay current on Yale Learn & Grow best practices involving content creation, design, and accessibility. They will collaborate with staff across learning authorities at Yale to stay up to date and/or consult and contribute to content involving sponsored projects. This position will be responsible for the review and maintenance of training files to ensure content is accurate and current. Flexible work arrangements are available.

Accounting Supervisor *(84751BR)*
Sponsored Projects Financial Administration
Reporting to the Manager of Financial Reporting in the Office of Sponsored Projects Financial Administration, the Accounting Supervisor is responsible for supervising a team of individuals within the financial and reporting services group for all sponsored projects at the University. Manage all aspects of work activities to ensure the highest quality of customer service, financial reporting, award set up, award closeouts and compliance with accounting principles, sponsor requirements, state and federal guidelines as well as University policies and procedures.

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.

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.

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 EEIs 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) and Lessons

- November 16: Export Compliance

- December 7: [Managing Subawards at Yale Lesson (register here)](register here)

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.