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.
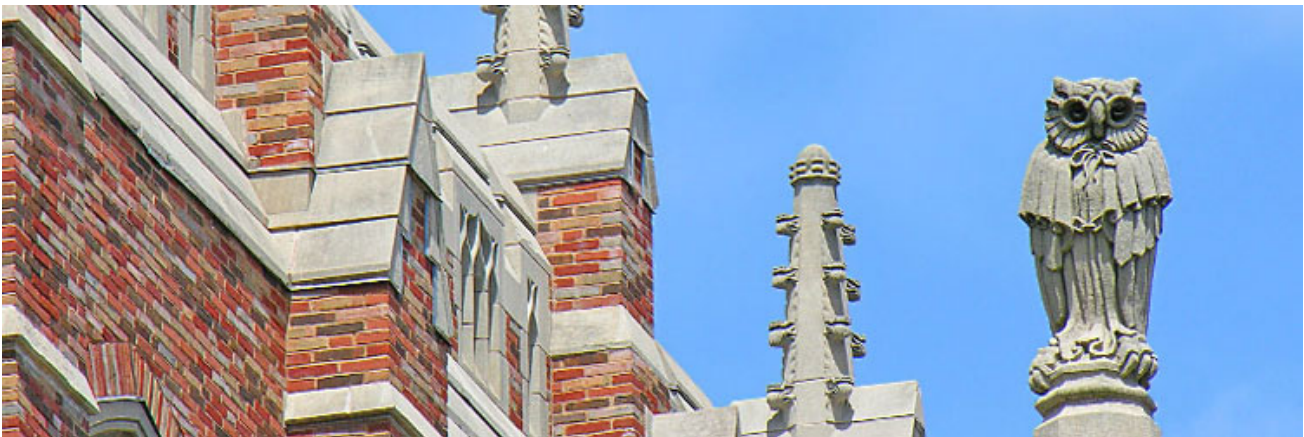
News Items Vol. 3, Iss. 2 | August 1, 2023 CORRECTED

1. Reminder: IRES PD, PT, COI - Planned Outage for Application Upgrade
2. Responsive and Ethical Conduct of Research (RECR/RCR) Training - corrected
3. Free Registration for NCURA Workshop
4. Sponsored Projects Training Request Intake Form
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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.
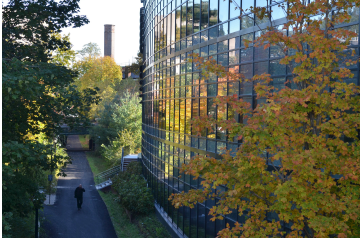
2. Responsible and Ethical Conduct of Research (RECR/RCR) Training

Prior to July 31, 2023, RECR / RCR training was required for undergraduate and graduate students and postdoctoral researchers supported by the NSF or NIH*. However, the current NSF PAPPG **requires that for proposals submitted on or after July 31, 2023**, "an institution must have a plan in place to provide appropriate training and oversight in the responsible and ethical conduct of research to undergraduates, graduate students, postdoctoral researchers, **faculty, and other senior personnel** who will be supported by NSF to conduct research."   Faculty will be notified of this requirement at the time of award and provided training instructions.

Helpful links include: The Yale RCR/RECR webpage, NSF site, and NIH site.

* This applies to the following programs: D43, D71, F05, F30, F31, F32, F33, F34, F37, F38, K01, K02, K05, K07, K08, K12, K18, K22, K23, K24, K25, K26, K30, K99/R00, KL1, KL2, R25, R36, T15, T32, T34, T35, T36, T37, T90/R90, TL1, TU2, and U2R. This policy also applies to any other NIH-funded programs stating the requirement in the funding opportunity announcements.

3. Free Registration for NCURA Workshop

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

- "NIH Fundamentals Workshop" on August 9th 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.
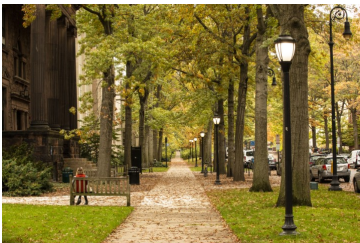
4. Sponsored Projects Training Request Intake Form

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.](#)

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

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 h*iring *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.

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 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.

Yale

Office of Sponsored Projects and [Contact Email](#).
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This email was sent by: Yale University
P.O. Box 208327, New Haven, CT, 06520-8327 USA

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