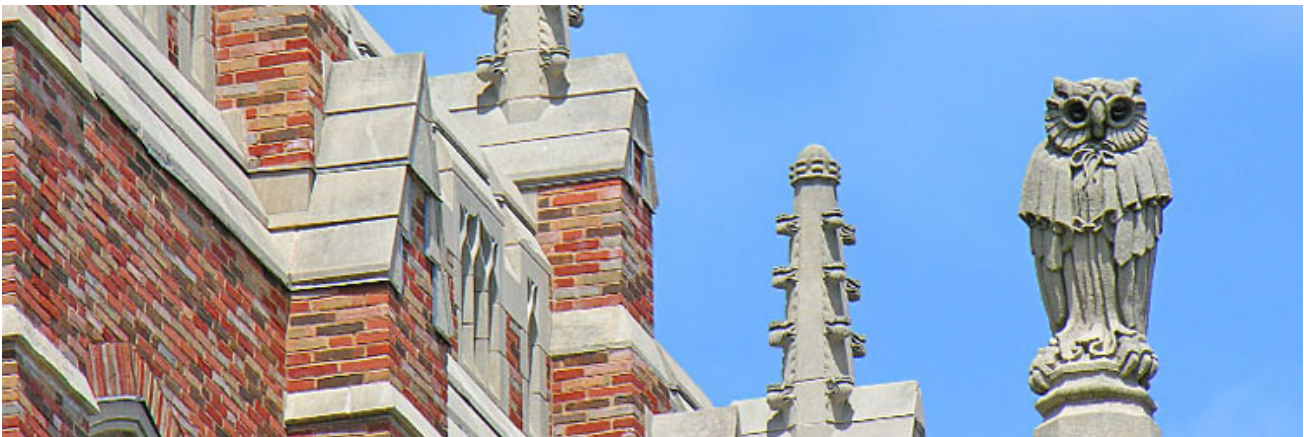


To view this email as a web page, go [here](#).

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. 1, Iss. 5 | March 9, 2023

1. Institutional Information - SAM.gov Registration Renewal
2. Sponsored Projects Training
3. Careers related to Research Administration



1. Institutional Information Update - SAM.gov Registration Renewal

The SAM.gov annual registration for Yale University | FL6GV84CKN57 has been renewed and will expire on

March 1, 2024. OSP's Institutional Information page has been updated to reflect this change.



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.

Virtual Instructor-Led Training (vILT) Spring 2023

- April 4: Financial Reporting and Closeout*
- April 18: IRES Proposal Development (PD)
- May 9: Industry Sponsored Clinical Trial Budgeting
- June 7: Fly America Act & Open Skies Agreement

Fall 2023

- July 11: Financial Reporting and Closeout*
- August 2: Research Compliance Principles*
- 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*

On-Demand [eLearning via TMS](#)

- Allocating Allowable Costs
- Clinical Trials: Create a Clinical Trial Record in PD
- Cost Transfer Principles
- Direct Charging of F&A Type Costs on Sponsored Awards
- Introduction to Sponsored Projects Administration (*coming soon*)
- Principles of Effort
- Export Compliance (CITI Program)
- IRES Proposal Tracking (PT) Overview
- Proposal Development (PD) for NIH RPPRs
- NIH K Award Fundamentals

- Other Support and Third-Party Agreements Library
- Subrecipient Basics and Monitoring
- What Research Staff Need to Know About Spending Sponsored Projects Funds*

NCURA Webinars

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

New webinar posted: Subawards: Sense and Sensibility (Recorded 2/16/23)



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:

Compliance Coordinator (79452BR)

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.

Senior Administrative Assistant (79169BR)

Office of Research Administration

The Senior Administrative Assistant will be an integral part of the Office of Research Administration (ORA) team, providing a high level of confidential

administrative support to the Senior Associate Provost, Research Administration, as well as the overall ORA leadership team. Manages complex calendars, prepares domestic and international travel arrangements, creates job requisitions, arranges and prepares for meetings and conferences, processes expenses and financial transactions for ORA. Must be facile with learning new data management programs, and able to work independently with minimal supervision and demonstrate excellent judgement. In all work, supports ORA's diversity and inclusion values and commitments.

Subaward Manager (79170BR)

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.

Sponsored Projects Specialist (78622BR)

Office of Medical Education - YSM Student Affairs - Student Research

Under the general direction of the Associate Deans of Student Research, this position will support the Office of Student Research (OSR) mission within the Department of Medical Education. The position works closely with OSR leadership, and both internal and external colleagues to formulate and enact strategic plans related to OSR's funding sources (NIH T35 training grants, GA-sponsored stipend funds, and endowments). The position develops, implements, and maintains operational policies and procedures related to these funding sources and manages the related program communications thereof.

Portfolio & Grant Accountant - BOOST (79511BR)

YSM - Central Administration Unit

This position is working a remote schedule. We also have hybrid and other flexible work arrangements available. The Portfolio & Grant Accountant, under the direction of the Yale School of Medicine (YSM) Central Administration Unit, will conduct financial analysis in support of YSM departmental needs in the areas of accounting, financial management and reporting with a primary focus on research administration activities that support faculty and staff involved in research projects across YSM, regardless of funding source. Assist YSM business offices and YSM Central, as BOOST (Business Office Operational Support Team) support, with sponsored research administration, accounting, internal controls, clinical, other financial reporting needs, and day-to-day business office functions as assigned, including overseeing the administration of budgeting of research grant funds, ensure compliance with grant special terms and conditions as well as Yale University policies. Assignments could be short or long-term depending on the scope and work priorities and position could be covering multiple departments during the same timeframe. A successful candidate will have demonstrated business office experience, strong organizational skills, effective communication skills, be self-directed and an independent problem solver.

Portfolio & Grant Analyst - BOOST (79509BR)

YSM - Central Administration Unit

This position is working a remote schedule. We also have hybrid and other flexible work arrangements available. The Portfolio & Grant Analyst, under the direction of the Yale School of Medicine (YSM) Central Administration Unit, will support the growing YSM research portfolio and financial management of YSM grant research portfolios by providing excellent customer service and help reduce administrative burdens so our researchers can focus on their research. The Portfolio & Grant Analyst will participate in intensive training program, working with a trainer within the Central YSM Finance Business Office, and learn or enhance their understanding about the YSM organization, Yale policies/procedures, compliance (both Yale and grant sponsor), Yale's core financial systems (for example Workday), the budget process, procurement, and human resources. At the completion of training, will conduct financial analysis in support of assigned YSM departmental needs in the areas of accounting,

financial management, reporting, and assist with the day-to-day business office functions, as assigned, including the proper setup of grants, monitoring expenses, reporting requirements, and completing closeout process. Assignments could be short or long-term depending on scope and work priorities and position could be covering multiple departments during the same timeframe. A successful candidate will have strong organizational skills, effective communication skills, demonstrated time management skills, be self-motivated, have strong attention to detail and accuracy, exhibits and maintains a positive attitude and works well as part of a team.

Post Award Analyst (79156BR)

Sponsored Projects Financial Administration

The Post Award Analyst provides seasoned experience and service to University departments, as well as, guidance and second tier review of specific tasks to new and less experienced accountants within their respective team.

Lead Contract Manager (77080BR)

Office of Sponsored Projects

Reporting to one of the Office of Sponsored Projects (OSP) Directors, the Lead Contract Manager (CM) provides support to faculty and administrators regarding the review and development of proposals as well as the negotiation, execution and administration of contracts, including research agreements, federal contracts/agreements, confidentiality agreements and material transfer agreements, and liaise with the Awards Team over the negotiation and execution of grant awards from private foundations.

Visit [Yale Careers Homepage](#) for more information.



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