

# OSP News & Updates

Office of Sponsored Projects

12/1/2022

2022 Volume 4, Issue 5

The [OSP News & Updates](#), published by the Office of Sponsored Projects, is a bi-weekly subscription-based newsletter that provides OSP and sponsor updates and reminders, quick facts, guidance and training in all aspects of sponsored projects administration. [Subscribe to OSP News & Updates](#)<sup>i</sup>

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## 1 WINTER RECESS SUBMISSION SCHEDULE

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The Office of Sponsored Projects will be **closed for the winter recess from December 23<sup>rd</sup> through January 2<sup>nd</sup>**. All action items sent to the GCAT mailboxes or any individual during this time will be responded to when the **office reopens on Tuesday, January 3<sup>rd</sup>**.

**Proposals, or any other actionable items with deadlines between December 23<sup>rd</sup> and January 2<sup>nd</sup> must be received in OSP no later than 12pm on Tuesday, December 20<sup>th</sup>** to ensure submission prior to recess or an extension must be obtained from the sponsor to submit the application or prior approval request on Tuesday, January 3<sup>rd</sup>. Please contact your [OSP Manager](#) with any questions about this process.

## 2 FORM 1403 FR.02 JUSTIFICATION TO DIRECT CHARGE F&A TYPE COSTS TO A FEDERAL AWARD

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A reminder to all research support staff that Form 1403 FR.02 must be filled out to support the direct charging of any F&A type costs to federal and federal pass-through awards. This form covers expenses such as administrative and clerical salaries, office supplies, postage, office furniture, books and subscriptions. Communication expenses (network charges, cell phones and telephones costs) require an additional layer of review and approval by the OSP award manager. If sponsor prior approval is needed, then Form 1403 FR.02 is not required, **except** in the case of ITS Bundle and ITS FTE billing charging. In all instances of ITS charging, both prior approval (when indicated) *and* Form 1403 FR.02 will be required. All

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completed forms must be kept on file by the department business office in accordance with University record retention policy.

## 3 SALESFORCE PILOT CONCLUDED FOR GCAT3 AND GCAT5

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To all GCAT3 and GCAT5 Departments: Thank you for participating in our 3-week pilot (November 7 – 25) in which the OSP Business Operations unit utilized Salesforce as a management tool when logging actionable work requests sent to the GCAT3 and GCAT5 email boxes. Although Salesforce may not be the best vehicle for us to manage the intricacies of our intake process, we did gain some valuable insight as to what worked well and will begin to incorporate these into our current operations. You will no longer receive auto-generated email confirmations with case numbers when sending actionable items to the GCAT3 and GCAT5 email boxes.

## 4 2023 OSP BROWN BAG SCHEDULE

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Beginning in the new year, the monthly OSP Brown Bag webinar will take place on a recurring schedule: every third Wednesday of the month from 11am-12:15pm.

The webinar link is: <https://yale.zoom.us/j/99141490510>

*Please note there is one exception to this schedule: the December 2023 webinar is on 12/13/23.*

## 5 UPCOMING NCURA WEBINAR: ALLOCATING COSTS EFFECTIVELY: HOW TO DIVIDE THE PIE

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There is an upcoming NCURA Webinar titled “Allocating Costs Effectively: How to Divide the Pie” that may be of interest. Registration can be found on the [NCURA website](#).

## 6 CAREERS RELATED TO RESEARCH ADMINISTRATION

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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.*

- **Award Manager (77910BR)**  
*Office of Sponsored Projects*  
Reporting to the Office of Sponsored Project's (OSP) Director of Proposal and Award Management, the Award Manager (AM) provides support to faculty and administrators regarding the administration of grants at Yale. The AM has an assigned portfolio and is responsible for the

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review and processing of grants and incoming subawards to Yale. In addition, the AM will review and approve At-Risk, prior approval, and No Cost Extension requests. The AM is instrumental in providing faculty and departmental staff expert support and guidance regarding the interpretation of terms and conditions on awards, negotiates terms and conditions as necessary, administers awards, and will keep abreast of changes in University policy, federal regulations, and sponsor requirements, to be a valuable resource to the research community. On-campus, hybrid or largely remote work options available.

- **Operations Manager, Research Support Admin (77617BR)**

*Vice Provost for Research*

The Vice Provost for Research (VPR) has University-wide oversight over research strategy, planning, policies, infrastructure and facilities, technology transfer and engagement with public and private sponsors of research. The office works to encourage and broadly support research at Yale, innovative interdisciplinary scholarship, entrepreneurship, innovation, and enable groundbreaking discoveries across all schools and departments at the university.

Under the general direction of the VPRs Lead Administrator, with latitude for exercising discretion and independent judgment, the Operations Manager provides a high level of administrative services, financial reporting and analysis, and business and program operations support for the units included in the VPR's diverse portfolio, including the [Institute for Foundations of Data Science](#), the [Wu Tsai Institute](#) and the [Yale Center for Natural Carbon Capture](#).

To learn more about this new and exciting opportunity, potential applicants are encouraged to [contact the hiring supervisor](#).

- **Financial Analyst 2 – BOOST (77019BR)**

*YSM - Financial Operations*

Under the direction of Yale School of Medicine (YSM) Central Administration Unit, conduct financial analysis in support of YSM departmental needs in the areas of accounting, financial management and reporting. 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. 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 demonstrated business office experience, be self-directed and an independent problem solver.

- **Accountant 2 (76822BR)**

*Sponsored Projects Financial Administration*

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The Accountant II is responsible for the post award accounting duties in managing a high-volume portfolio of sponsored awards. The focus of this role will be primarily with invoicing and A/R.

- **Post Award Analyst (76542BR)**

*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.

- **Proposal Manager (77570BR)**

*Office of Sponsored Projects*

Reporting to the Assistant Director for Proposal Management in OSP, the Proposal Manager 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 for official documents related to grants and contracts. This position is offering on-site, hybrid or largely remote work schedules.

- **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.

- **Assistant Director, Research Integrity (77537BR)**

*Research Integrity Office*

Reporting to the Director, Research Integrity, this position will provide high-level support to faculty committees and senior institutional leadership related to the review and handling of allegations of research misconduct and other data integrity related inquiries and investigations, and will provide guidance and make recommendations to a variety of stakeholders regarding research integrity policies and processes.

- **Director, Research Compliance Data Analytics (75291BR)**

*Office of Research Compliance*

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The Director, Research Compliance Data Analytics is responsible for the development and implementation of a compliance monitoring program related to the administration of sponsored projects.

- **Accounting Supervisor (77694BR)**

*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.

- **Financial Analyst 1, Post Award (77733BR)**

*Faculty Research Management Services (FRMS)*

Reporting to the FRMS Associate Director who provides general direction, provide analytical and financial services, guidance and consultation to faculty and staff optimizing a PI's use of research funds for awards within assigned portfolios across multiple departments. Provides high levels of client satisfaction through strong relationship management efforts. Responsible for financial and budgetary management of a primary portfolio comprised of multiple departments, federal and non-federal sponsors. Creates and updates financial plan(s). Adjusts reporting and analysis to accommodate sponsor requirements. Cultivates working partnerships and communications with PIs, OSP and Department Administrators. Mitigates risks with sponsor non-compliance. Identifies and addresses internal control issues. Collaborates across organizational boundaries maximizing support to clients. This position is an early career research administration position that focuses on accelerating the development of Grant Accountants while creating a pipeline of high-performing talent. Remote Position.

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

## 7 SPONSORED PROJECTS TRAINING

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[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)

Fall 2022

- December 7: Industry Sponsored Clinical Trial Budgeting
- December 12: Intro to Sponsored Projects Administration (SPA)

Spring 2023

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- January 10: IRES Proposal Development (PD)
- January 30: Intro to Sponsored Projects Administration (SPA)
- February 8: Research Compliance Principles\*
- February 23: Principles of Effort: Ask the Expert
- March 1: Fly America Act & Open Skies Agreement
- March 20: Intro to Sponsored Projects Administration (SPA)
- April 4: Financial Reporting and Closeout\*
- April 18: IRES Proposal Development (PD)
- May 1: Intro to Sponsored Projects Administration (SPA)
- May 9: Industry Sponsored Clinical Trial Budgeting
- June 7: Fly America Act & Open Skies Agreement

## 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
- Principles of Effort
- Export Compliance (CITI Program)
- IRES Proposal Tracking (PT) Overview
- 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](#).

<sup>1</sup> Thank you to all who have contributed to this newsletter. Please direct questions or suggestions regarding newsletter content to Tracy Coston at [osp.communications@yale.edu](mailto:osp.communications@yale.edu) or [tracy.coston@yale.edu](mailto:tracy.coston@yale.edu). Use the following link to [unsubscribe to OSP News & Updates](#). For archived issues, please email [osp.communications@yale.edu](mailto:osp.communications@yale.edu).