# Research Administrators
NEWS & UPDATE

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.](#)
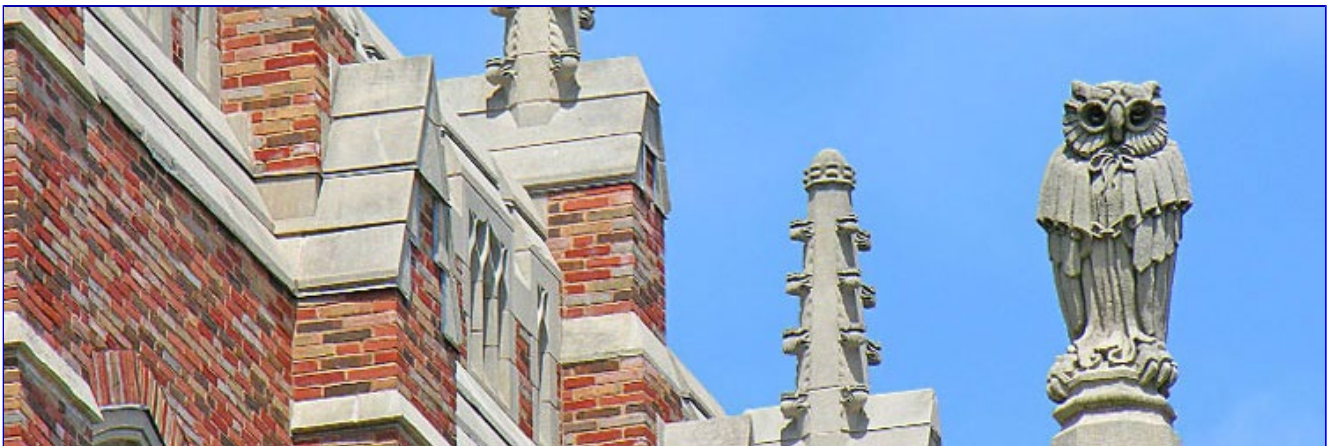
News Items Vol. 1, Iss. 4 | February 22, 2024

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1. Institutional Information

Update - SAM.gov Registration Renewal

The SAM.gov annual registration for Yale University | FL6GV84CKN57 has been renewed and **now expires February 6, 2025**. OSP's Institutional Information page has been updated to reflect this change.

2. NIH Guidance on Marking Changes in Resubmission Applications

Effective May 25, 2024, the NIH is changing the guidance related to marking changes on Resubmission applications. The use of markups such as bracketing, indenting, highlighting, bolding, italicizing, underlining, margin lines, change in typography, font, or font color, or any other type of markup will no longer be allowed to identify changes in Resubmission applications.

Changes made to a Resubmission application should only be outlined in the Introduction attachment. The Introduction must include a summary of substantial additions, deletions, and changes to the application. It must also include a response to weaknesses raised in the Summary Statement. Unless otherwise indicated in the Table of Page Limits, the Introduction may not exceed one page.

NOT-OD-24-061: NIH Guidance on Marking Changes in Resubmission Applications

3. Consolidation of Travel Booking Solutions

As previously announced in the [February 14 Business Update](#), Yale is consolidating its travel service providers, and World Travel is now the preferred provider.

On-demand training is available for:

- ### *[Booking federally sponsored travel](#)*

  Covering basic policies, profile set-up, booking on World Travel, preparing expense reports, and approving expense reports.

- ### *[Booking non-sponsored travel](#)*

  Covering profile set-up and booking on World Travel.

[View the February 14 Business Update](#) for more details regarding Yale's switch from Egencia to World Travel.

4. Workday Learning: Yale's Learning Management System

Yale replaced their Training Management System (TMS) with Workday Learning. Find out more about Workday Learning by accessing resources below:

- [Workday Learning Training](#) page
- View the [Workday Learning FAQs](#)

You can learn how to navigate the new Workday Learning based on your role by enrolling in the **self-paced online courses**:

Workday Learning Learner's Guide provides step-by-step guidance on locating, accessing, and enrolling in learning content within the new Workday Learning.

- Workday Learning Manager's Guide provides steps how to recommend courses, and track training for your direct reports.
- Workday Learning Instructor's Guide guides instructors through navigating their dashboard, schedule, and ability to manage waitlists, grades, attendance, and course offerings in the new Workday Learning.

5. Free Registration for Upcoming NCURA Webinar

Free registration is available to members of the Yale community for upcoming NCURA webinar: "Get Control over Subrecipient Monitoring Controls."

Registration must be made in advance to attend the webinar. Registration 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."

- Register for "NSF Fundamentals Workshop" taking place on March 20, 2024, from 2:15-5:45 pm ET

For technical assistance email ncura@commpartners.com

6. RA Webinar: Cost Transfer Phase 2

As previously announced in the January 10 Business Update,

effective Wednesday, January 24, 2024, there there will be changes to the Cost Transfer policy and procedures.

The Cost Transfer Phase 2 project will simplify and clarify the the Cost Transfer policy, update related Workday processes, reason codes, and questionnaire, and consolidate the review process to the SPFA compliance team, resulting in enhanced efficiencies and compliance, strengthening controls, decrease in audit findings, and minimizing potential funding losses.

We invite you to attend the Cost Transfer Phase 2 Information Sessions scheduled for **February** to learn more.

Register now for one of the following information sessions:

- [Thurs. Feb. 22, 2024 via Zoom, 10 a.m. – 11 a.m. ET](#)

- [Wed. Feb. 28, 2024 via Zoom, 2 p.m. - 3 p.m. ET](#)

These sessions offer an excellent opportunity to gain insights into the key changes within the Cost Transfer policy, procedures, forms and the Workday systems. Additionally, we will cover reason codes, usage scenarios, and conduct a system demo.

Should you have any questions or concerns, please reach out to Sharmell Williams at sharmell.williams@yale.edu. Your attendance and input/questions are greatly appreciated.

[Read More](#)

7. NCURA February Campus Liaison Newsletter

View the [February 2024 NCURA Campus Liaison Newsletter](#) with information regarding upcoming NCURA events, resources, and content.

8. 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 (*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.

Conflict of Interest Specialist (*86706BR*)
AVP Research Administration
Under the direction of the Associate Director, Conflict of Interest Office, and with considerable latitude for discretion and independent judgment, this position will be responsible for ensuring institutional compliance with regulatory requirements and institutional policies related to Conflict of Interest (COI). In addition to providing advice as to the interpretation and application of COI regulations and policies, this position will ensure conflicts of interest have been identified and then managed, reduced or eliminated in accordance with regulatory requirements and University policies.

Financial Analyst 2, Post Award (*86182BR*)
Faculty Research Management Services Post Award
Reporting to a Manager of FRMS Post-Award, 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 departments. Provides high levels of client satisfaction through strong relationship management efforts. Lead quality assurance initiative while supporting the development of resources for training and best practices. Responsible for financial and budgetary management of a primary portfolio as well as support for secondary portfolios comprised of multiple departments, federal and non-federal sponsors. Conducts complex modeling for a PI's portfolio of accounts to develop long and short-term resource plans. Creates

and updates financial plan(s). Adjusts reporting and analysis to accommodate sponsor requirements. Cultivates working partnerships and communications with faculty, PIs, OSP and department administrators. Mitigates risks with sponsor noncompliance.

Subaward Manager *(85943BR)*
Office of Sponsored Projects
Reporting to the Associate Director, Subaward Management, this position provides support to Yale's cutting-edge research by drafting, administrating, and executing outgoing subawards issued under grants and contracts. These duties involve interpretation of award terms and conditions, negotiation, and adjusting to changes in a fast-paced industry. This position acts as the primary manager for handling outgoing subaward related issues, advising/educating departmental personnel, and contributing to process improvement. The Subaward Team is a fun, dynamic group of people who love to learn and have a passion for supporting Yale's vast research enterprise. This position is offering on-site, hybrid or largely remote work schedules.

Visit [Yale Careers Homepage](#) for more information.
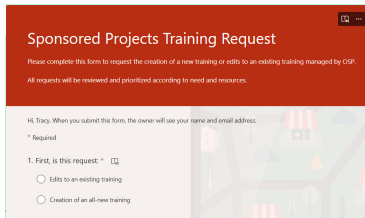
9. Sponsored Projects Training Request Intake Form

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.
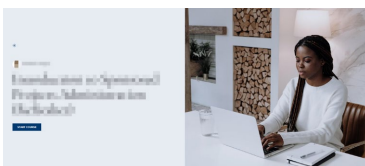
10. Sponsored Projects Training

[Visit Yale's Workday Learning](#) for course descriptions and registration *(VPN required)*.

*Courses with an asterisk have had recent content edits.

On-Demand eLearning

- Allocating Allowable Costs
- Applying Cost Allocation Methodology *(previously: Cost Allocation Methodology)*
- 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 *(previously: Subaward Management Overview)*
- Principal Investigator Eligibility: Who Can Be a PI?
- IRES Agreements for Clinical Trials
- IRES Proposal Development (PD) for Contracts
- IRES Proposal Development (PD) for NIH RPPRs
- IRES Proposal Development (PD) Training
- IRES Proposal Tracking (PT) Overview
- NIH K Award Fundamentals
- Other Support and Third-Party Agreements Library
- Principles of Effort
- 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: *Better Together: When Pre-Award Becomes a Post-Award Activity (Recorded 2/7/2024)*

Yale

Office of Sponsored Projects and Contact Email.

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