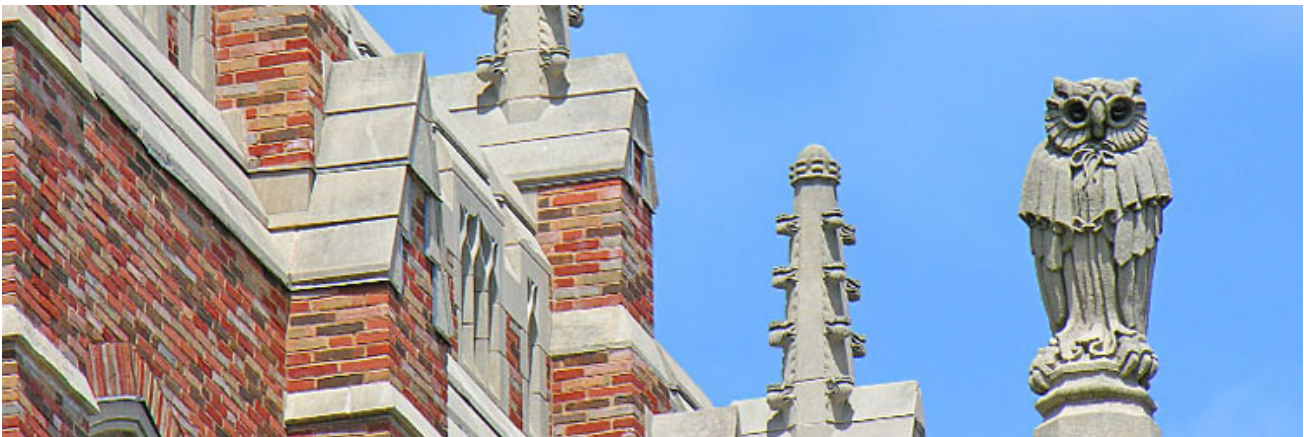


To view this email as a web page, go [here](#).

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. 2, Iss. 1 | April 6, 2023

1. UPDATED - Institutional Information - SAM.gov
2. Free NCURA Webinar Login: Current and Pending/Other Support
3. Sponsored Projects Training
4. Careers related to Research Administration



1. UPDATED - Institutional Information - SAM.gov

We've updated Yale's SAM.gov banking information. The new expiration date is March 30, 2024.



2. Free NCURA Webinar Login: Current and Pending/Other Support

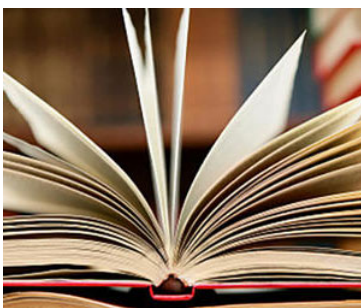
Free registration is available to members of the Yale community for the upcoming NCURA webinar: **"Current and Pending/Other Support: Updates to NIH and NSF Requirements and Institutional Approaches."**

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."

- [Register for "Current and Pending/Other Support"](#) taking place on 4/25 from 2-4:30pm

For technical assistance, email ncura@commpartners.com.



3. 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

- May 9: Industry Sponsored Clinical Trial Budgeting
- June 7: Fly America Act & Open Skies Agreement
- June 13: IRES Proposal Development (PD)

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*
- 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](#).



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:

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 EEs 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.

Research Compliance Coordinator (80610BR)

Sponsored Projects Financial Administration

Reporting to the Director Sponsored Projects Financial Administration (SPFA), this position is responsible for planning, coordination, analysis, and performance of SPFA quality assurance reviews in accordance with University Policies and Procedures, sponsored requirements and federal and state regulation and policies. The coordinator will perform daily review of select transactions posting to grants to ensure compliance with university and sponsor guidelines. The coordinator will assist the director and manager with the annual Uniform Guidance audit. This position is required to interact with internal contacts, faculty, and staff from administrative and financial departments to obtain documentation and exchange information. Manage exempt or non-exempt staff.

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.

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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