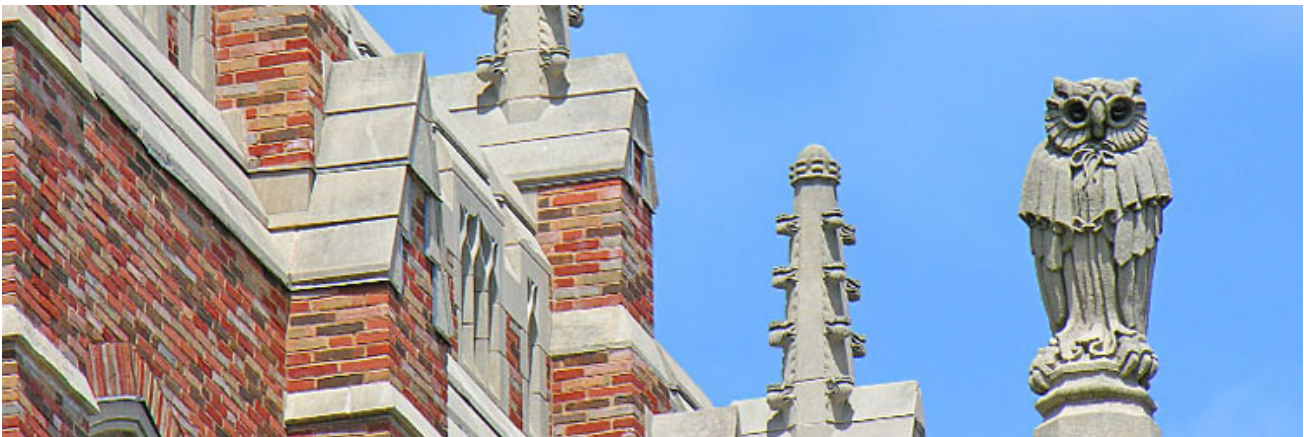


Research Administrators

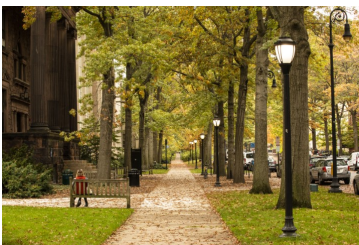
NEWS & UPDATES

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. 6 | June 1, 2023

1. Reminder: *New* SPFA Intake Portal and Support Model Information Sessions
2. Reminder: IRES PD, PT, COI - Planned Outage for Application Upgrade
3. Sponsored Projects Training
4. Careers related to Research Administration



1. Reminder: *New* SPFA Sponsor-Based Service Model Portal is Now Available & Information Sessions

As [previously announced](#), effective May 31, 2023, SPFA is transitioning to a sponsor-based service model and an [intake portal](#) for university departments to request SPFA support is now available. SPFA has shifted to a sponsor-based service model to support the Yale community. The new service model means that questions will be routed to SPFA staff members with specialized expertise in specific sponsors or funding mechanisms.

A new SPFA Intake Portal is now available that will formalize the process for university departments and business units to request support. It will:

- Drive simplicity and clarity in engaging with the SPFA team.
- Provide an intuitive, user-friendly interface for the Yale Community to engage with SPFA.
- Operationalize the shift from a departmental service model to a sponsor-based service model that will route the support request to a subject matter expert, driving greater efficiency and value for the community.

To access the portal, click [here](#) and be sure to bookmark the link. Please enter the requested information to route your question to the SPFA specialist.

The SPFA portal is not meant to replace direct conversations or relationships you have built with SPFA team members. You may reach out to an SPFA team member at any time with your questions about your sponsored award or about the portal. The portal is a tool that will:

- Streamline and simplify the process for requesting support.
- Create a case file with all relevant documentation to track support workflow status.
- Increase workflow efficiencies. For example, the case may be accessed by any member of the SPFA team with expertise in the sponsor or funding mechanism resulting in faster response time.

Information sessions will be held in June and will:

- Help users understand the purpose, impact, and benefits of the Sponsor-Based Model.
- Provide the information you need to successfully use the SPFA Portal to engage with the SPFA team for support.
- Demonstrate how to access the SPFA Intake Portal and its ease of use.
- Highlight best practices and changes to related processes and procedures.

[Register via TMS](#) for one of the information sessions listed below (*VPN may be required*)

- Tuesday, June 6 from 1:00PM – 2:00PM
- Tuesday, June 13 from 1:00PM – 2:00PM
- Wednesday, June 14 from 10:00AM – 11:00AM

For questions about the updates, please contact [Krystina Gross](#).



2. Reminder: IRES PD, PT, COI - Planned Outage for Application Upgrade

As a reminder, beginning at **5pm 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 **7am 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 5pm. Please contact your Proposal Manager with any questions or concerns.



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

- 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](#)

- 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
- Introduction to Sponsored Projects Administration*
- Principles of Effort
- Export Compliance (CITI Program)
- IRES Proposal Tracking (PT) Overview
- Principal Investigator Eligibility: Who Can Be a PI?*
- 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

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](#).



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:

Pre-Award Administrator (81816BR)

YSM Financial Ops - YSM Pre Award

This position is working a remote schedule. We also have hybrid and other flexible work arrangements available. YSM Pre Award is a team of dedicated and cross-trained Pre-Award Administrators who provide pre-award support to YSM departments. These services include support for proposal development, Letters of Intent (LOIs), Just-In-Time (JIT) requests, and assistance navigating sponsor policies and interpreting guidelines. Our staff work directly with faculty to prepare submissions that are sent to Office of Sponsored Projects for submission to external sponsors. The Pre-Award Administrator will provide professional support of proposal preparation and submission to faculty and departmental staff in an assigned portfolio of YSM departments. A successful candidate will have demonstrated research administration experience, strong organizational skills, effective communication skills, and be able to work well as part of a team.

Grant Manager (81974BR)

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 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.

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.

Central Office, PreAward Manager (81512BR)

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.

Sponsored Projects Coordinator/IRES Setup (81275BR)

Office of Sponsored Projects

Reporting to the Assistant Director, Business Operations, the Sponsored Projects Coordinator (SPC) provides professional support for the accurate set up or modification of Sponsored Awards within the Office of Sponsored Projects' pre-award system for federal and non-federal awards and post award system for clinical trials. The SPC is responsible for providing professional, high level of compliance support to the Office of Sponsored Projects Grants, Contracts and Clinical Trials teams, ensuring process compliance across a wide range of sponsor agencies and award types. The SPC will review sponsored projects documents for accuracy, appropriateness, and compliance and consult with appropriate staff on any exceptions to University policy. The SPC will conduct full compliance checks as required by the University and sponsors; work collaboratively with OSP Contract Managers and other University Personnel (Business Managers, University

Compliance offices such as HRPP, OARS & COI) to ensure that all requirements have been met prior to award setup. The SPC will manage an effective and consistent compliance follow up process to ensure that all awards received are funded. This position may be eligible to work largely remote.

Contract Manager (80861BR)

Office of Sponsored Projects

Reporting to one of the Office of Sponsored Projects' (OSP) Lead Contract Manager, Contract Manager (CM) provides support to the Yale Cancer Center's (YCC) faculty and administrators regarding the successful negotiation of corporate clinical trial agreements (CTAs) and other related agreements. The CM is responsible for the negotiation/acceptance of awards on behalf of Yale University that support the activities of YCC. It is the responsibility of the CM to ensure that the terms and conditions of YCC awards comport with University policies and provides administrative support as appropriate, during the life of the award. The CM will provide YCC faculty and administrators guidance regarding interpretation of award terms and conditions, keep abreast of changes in University policy, federal regulations, sponsor requirements, and be a valuable and reliable resource to OSP and the community overall. This position may be eligible to work largely remote.

Associate Director, Post Award (80805BR)

Yale School of Public Health

Reporting to the Assistant Dean for Finance and Administration, the Associate Director leads the Yale School of Public Health (YSPH) Post-Award Unit in the delivery and effectiveness of the services and processes pertaining to the school's research portfolio, which consists of approximately \$60+ million in expenditures annually, with international research projects spanning 20+ countries. Ensures high levels of client satisfaction and leverages unit-specific metrics to ensure continuous improvement within the unit. Ensures a homogeneous and effective partnership with the school's pre-award team, six academic department chairs, Associate Dean for Research, and the university's Office of Sponsored Projects (OSP) to leverage and strengthen the pivotal responsibilities associated with the school's research portfolio.

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.

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

Yale

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

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