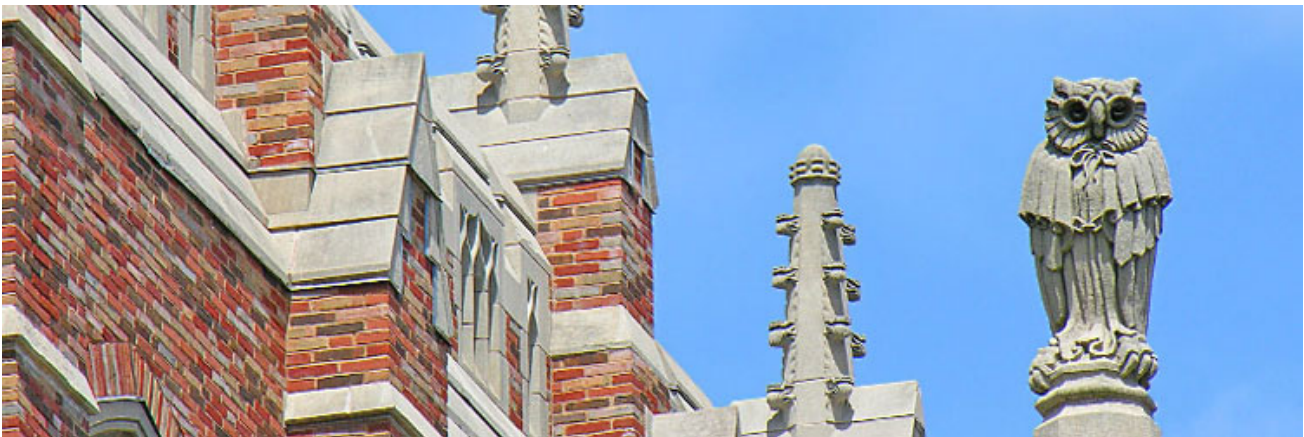


To view this email as a web page, go [here](#).

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. 7 | June 15, 2023

1. Congratulations! NCURA Spring Meeting Outstanding New Speaker Award
 2. Reminder: IRES PD, PT, COI - Planned Outage for Application Upgrade
 3. OSP Website Update
 4. Free Registration for NCURA Webinars
 5. Sponsored Projects Training Request Intake Form
 6. Sponsored Projects Training
 7. Careers related to Research Administration
-



1. Congratulations! NCURA Spring Meeting Outstanding New Speaker Award

We are pleased to announce that our very own, Amy Ellis, won the outstanding new speaker award from the NCURA Region 1 annual Spring Meeting! All participants agreed that Amy's preparation and engagement at the annual Spring Meeting made her this year's outstanding new speaker. Congratulations, Amy!



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. OSP Website Update

Updates to the OSP website are going live Wednesday June 21. A live demo to explain changes to the site will take place during the [June 21 Research Administration Forum](#) at 11AM via Zoom. A recording of the meeting will be available afterward.



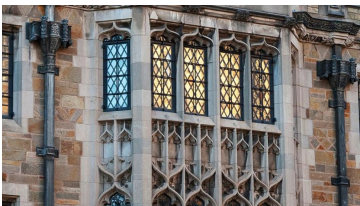
4. Free Registration for NCURA Webinars

Free registration is available to members of the Yale community for two NCURA Webinars:

- “Alice and the Terms & Conditions Rabbit Hole” on July 6th from 2:00 – 4:30 PM ([Register here](#))
- “Strategies for Working with Investigators Crucial, Critical, Courageous Conversations” on July 24th from 2:00 – 4:30 PM ([Register here](#))

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.” For technical assistance email ncura@commpartners.com.



5. 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.



6. Sponsored Projects Training

[Visit Yale's TMS site](#) for course descriptions and registration (VPN required).

*Courses with an asterisk have had recent content edits.

Upcoming Virtual Instructor-Led Training (vILT)

- July 11: Financial Reporting and Closeout
- August 2: Research Compliance Principles*
- August 28: IRES Proposal Development Training
- 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* (and refresher!)
- 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](#).



7. Careers related to Research Administration

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.

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](#).

Copyright © 2023 Yale University • All rights reserved



This email was sent by: Yale University
P.O. Box 208327, New Haven, CT, 06520-8327 USA

[Update Your Preferences](#) **[Privacy Policy](#)**