

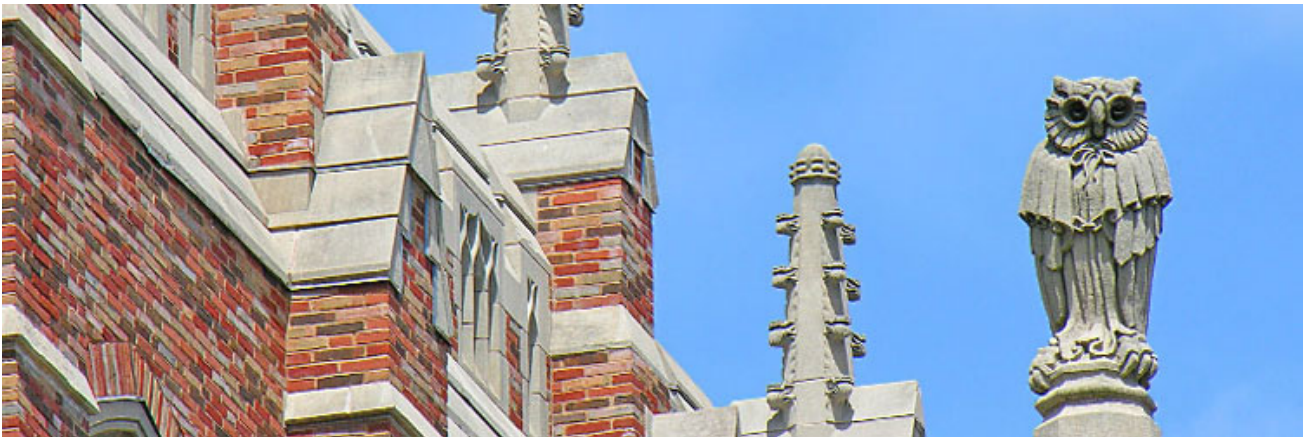
To view this email as a web page, go [here](#).

# 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. 3, Iss. 6 | September 21, 2023

1. NIH R01 Deadline Reminder
2. Free Registration for NCURA Webinar
3. Workday Learning is Replacing TMS as Yale's Learning Management System
4. Sponsored Projects Training Intake Form
5. Sponsored Projects Training
6. Careers related to Research Administration



## 1. NIH R01 Deadline Reminder

In preparation for the NIH R01 deadline on Thursday, October 5th, please note the following:

## Wednesday, October 4<sup>th</sup> Proposal Review and Submission Activities

The Proposal Team will:

- review proposals in the order received.
- approve and submit (if no changes are required) or return the proposal for corrections, all proposals received by OSP before 2:00 p.m. on October 4, 2023. Proposals received after 2:00 p.m. may not be reviewed until Thursday, October 5, 2023.

## Thursday, October 5<sup>th</sup> Proposal Review and Submission Activities

- Proposals will continue to be reviewed in the order received. Please ensure that proposals are submitted to OSP as early as possible to allow sufficient time to resolve issues (including system issues) and make corrections. Proposals ***will not be reviewed out of order for any reason.***
- If a last-minute submission is expected, let your OSP Proposal Manager know as soon as possible.

## Satisfying Compliance Requirements and Other Reminders

- If there is effort/salary for personnel from departments outside of the responsible cost center, that Department Business Office must be included in the PD route to review and approve the effort in the proposal.
- All PIs/PDs (PI, Multiple PIs,) of an application must complete Sponsored Projects Administration Training for Faculty. The training and quiz can be accessed by clicking on the following link:  
[https://bmsweb.med.yale.edu/tms/tms\\_enrollments.offerings?p\\_crs\\_id=1073&p\\_std\\_id=#](https://bmsweb.med.yale.edu/tms/tms_enrollments.offerings?p_crs_id=1073&p_std_id=#)
- The PI and other Yale proposal personnel must complete, prior to submitting the proposal to the sponsor, the following:
  - [Patent Policy Acknowledgement and Agreement](#) (all Yale individuals listed in the proposal)
  - Current [External Interests Disclosure form](#) (only individuals identified in the proposal as being responsible for the conduct, design, or reporting of the research)
  - Current [VA MOU](#), if applicable

- The following resources may be of assistance in the preparation of a proposal:
  - Yale Institutional Information  
<https://your.yale.edu/research-support/office-sponsored-projects/institutional-information>
  - NIH Page Limits  
[http://www.grants.nih.gov/grants/forms\\_page\\_limits.htm](http://www.grants.nih.gov/grants/forms_page_limits.htm)

On behalf of the OSP Proposal Team, we appreciate your cooperation and collaboration in facilitating the timely and accurate submission of proposals.



## 2. Free Registration for NCURA Webinar

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

- **“NIH Data Management & Sharing Policy \* Budgeting and Application Tips and Tricks (or Treat?)”** on October 30<sup>th</sup> 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](mailto:ncura@commpartners.com).



## 3. Workday Learning is Replacing TMS as Yale's Learning Management System

Yale is replacing the university’s current Training Management System (TMS) with Workday Learning on January 2, 2024. Per the [Workday Learning FAQs](#) : “The Workday Learning

technology will provide many valuable features not offered by TMS. This change includes a coherent and more accessible presentation of Yale's learning opportunities, allowing employees and their managers to work together to create individualized learning paths, easily track and report on professional learning & development, and effectively execute, complete, and report compliance training for role-based and unit-specific requirements."

- Training information, including self-paced learning and live training, can be found on the [Workday Learning Training](#) page



## 4. Sponsored Projects Training 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.



## 5. 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)

- September 26: Industry Sponsored Clinical Trial Budgeting
- September 28: Fly America Act & Open Skies Agreement
- October 10: Financial Reporting and Closeout
- November 16: Export Compliance

### On-Demand [eLearning](#)

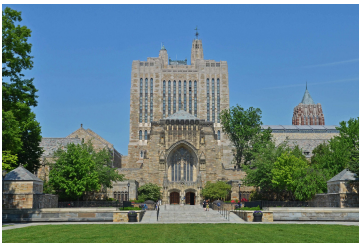
- Applying Cost Allocation Methodology

- Allocating Allowable Costs
- 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!)
- IRES Proposal Tracking (PT) Overview
- Managing Subaward Invoices
- NIH K Award Fundamentals
- Other Support and Third-Party Agreements Library
- Principles of Effort
- Principal Investigator Eligibility: Who Can Be a PI?
- Proposal Development (PD) Training (*new*)
- Clinical Trials: Create a Clinical Trial Record in PD
- Proposal Development (PD) for NIH RPPRs
- 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](#).



## 6. 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.

**Associate Director of SPFA (83471BR)**

*Sponsored Projects Financial Administration*

The Associate Director of SPFA is responsible for overseeing the financial management and administration of sponsored projects within the organization. This position plays a critical role in ensuring compliance with financial regulations, optimizing financial performance, and providing strategic financial guidance for SPFA. The Associate Director collaborates closely with internal stakeholders, principal investigators, sponsors, and external partners to support successful financial management. Additionally, the Associate Director will manage post-award financial analysts, oversee Letter of Credit drawdowns for federal agencies, accounts receivable for Sponsored awards, and assist with finance projects related to grants.

**Senior Manager, FRMS Post-Award (82941BR)**

*Faculty Research management Services*

Reporting to the FRMS Associate Director manages a team of Senior, Junior and Mid-Level Portfolio Analysts and C&T Staff. The Sr. Manager will oversee support for the Yale School of Engineering & Applied Science. The Sr. Manager will align their team and facilitate the school's growth from a research administration perspective. They will hold their team responsible for high analytical and financial services standards, compliance and stewardship of sponsored awards. This position provides high levels of client satisfaction through strong relationship management efforts.

**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**

Office of Sponsored Projects 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](#)