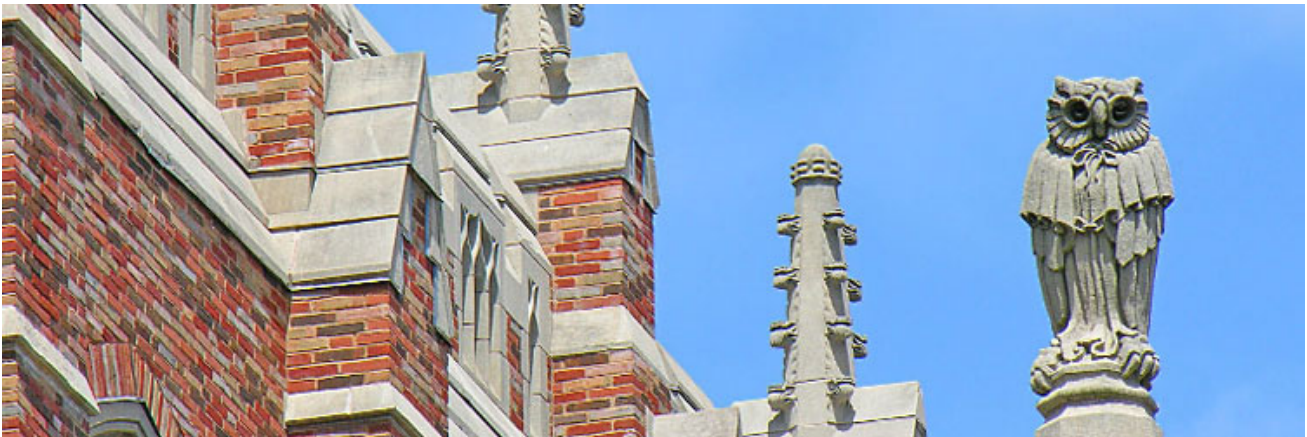


# Research Administrators

## NEWS & UPDATES

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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. 4, Iss. 4 | November 16, 2023

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## 1. Thanksgiving Recess

The Office of Sponsored Projects will be closed Thursday, November 23rd through Friday, November 24th in observance

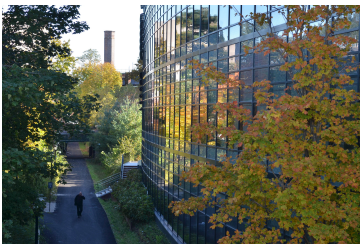
of the Thanksgiving holiday. Any proposals due to sponsors during this time must be submitted to OSP for final review **before noon**, Wednesday, November 22, 2023. No proposals will be submitted during the Thanksgiving break. We will resume our regular hours of operation on Monday, November 27, 2023.



## 2. NSF Virtual Grants Conference

The Fall 2023 National Science Foundation (NSF) Virtual Grants Conference is taking place December 4 - 7. Attendees can sign up for some or all sessions of interest. Topics include: Proposal Preparation, Award Management, Cost Allowability and Post-Award Oversight, NSF Sexual Assault and Harassment Prevention and Response (SAHPR) Overview and Engagement Session, Proposal and Award Policy Update, and more.

- [Registration is open now](#) – for those who cannot attend live, all recorded sessions will be available after the event.



## 3. Health On Track: New University System Supports Health Requirements

Campus Health is partnering with Information Technology at Yale to launch a new self-service system called **Health On Track** to manage **job-related health requirements** like the flu vaccine, employment-related physicals, for the University. These requirements vary depending on your role and many are mandated by law. The new system will launch in January 2024 and will track all health requirements for faculty, staff, employees, researchers, and students.

Health On Track is an updated system designed to be user



friendly for employees, managers and others who need to track these requirements. It will centralize this information for easier access and reporting while helping to keep our campus and work environments safe. Health On Track will replace Training Management System (TMS) and the Medicat vaccine portal for managing health requirements. For questions about Health On Track features, please contact the Campus Health Systems team at [Campus.Health.Systems@yale.edu](mailto:Campus.Health.Systems@yale.edu).

Health On Track features include:

- Easy self-service access to view the status of your health requirements and submit documentation
- Clear explanations of why a particular requirement is assigned to an individual
- Accessible on a smart phone or computer
- Automated, speedy document processing and integration with other critical Yale systems
- Two-way integration with the Epic Electronic Health Record and MyChart Patient Portal



## 4. RA Webinar: Managing Subawards at Yale Lesson

We are hosting a webinar on Thursday, December 7, from 3-4:30PM via Zoom about managing subawards. Amid systems, processes, and federal regulations, managing subawards can be a challenge. Yale provides a breadth of resources to navigate potential obstacles and assist DBOs. In this webinar, we will discuss current hot topics in subaward management, as well as review common issues. Participants will 1) Learn how Yale is addressing the forthcoming NIH regulations on foreign subrecipients, 2) Discover common errors in subrecipient invoices and processing, and 3) Review the tools available to Yale DBOs to assist with



individuals within the financial and reporting services group for all sponsored projects at the University. Manage all aspects of work activities to ensure the highest quality of customer service, financial reporting, award set up, award closeouts and compliance with accounting principles, sponsor requirements, state and federal guidelines as well as University policies and procedures.

**Contract Manager (84675BR)** *Remote options available*  
*Office of Sponsored Projects*

Reporting to the Office of Sponsored Projects' (OSP) Lead Contract Manager, Clinical Trials Management, the Contract Manager (CM) provides support to the Yale School of Medicine (YSM) 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 YSM. It is the responsibility of the CM to ensure that the terms and conditions of YSM awards comport with University policies and provides administrative support as appropriate, during the life of the award. The CM will provide YSM 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.

**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.

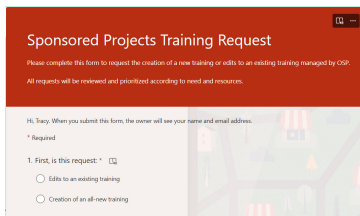
**Assistant Director of Export Controls (80447BR)**

*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.

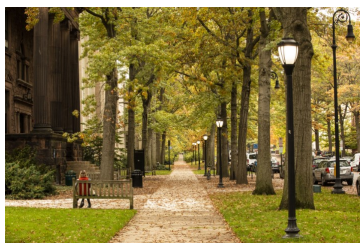




## 6. Sponsored Projects Training Request Intake Form

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.



## 7. 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) and Lessons

- December 7: [Managing Subawards at Yale Lesson \(register here\)](#)

### 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 Proposal Development (PD) for Clinical Trials
- 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

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.](#)

***New webinar posted: NIH Data Management & Sharing Policy: Budgeting and Application Tips and Tricks (or Treat?) (Recorded 10/30/23)***

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**Yale**

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

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