

OSP News & Updates

Office of Sponsored Projects

12/15/2022

2022 Volume 4, Issue 6

The [OSP News & Updates](#), published by the Office of Sponsored Projects, is a bi-weekly subscription-based newsletter that provides OSP and sponsor updates and reminders, quick facts, guidance and training in all aspects of sponsored projects administration. [Subscribe to OSP News & Updates](#)

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1 WINTER RECESS SUBMISSION SCHEDULE

As a reminder, the Office of Sponsored Projects will be **closed for the winter recess from December 23rd through January 2nd**. All action items sent to the GCAT mailboxes or any individual during this time will be responded to when the **office reopens on Tuesday, January 3rd**.

Proposals, or any other actionable items with deadlines between December 23rd and January 2nd must be received in OSP no later than 12pm on Tuesday, December 20th to ensure submission prior to recess or an extension must be obtained from the sponsor to submit the application or prior approval request on Tuesday, January 3rd. Please contact your [OSP Manager](#) with any questions about this process.

2 COMING SOON: OSP NEWS & UPDATES - NEW FORMAT AND LOOK

Thanks to your feedback, OSP is making improvements to the format of its OSP News & Updates in an effort to make it easier to read, navigate, search and find information. We anticipate going live with the new format beginning with our next issue on January 12, 2023!

3 NEW ELEARNING: PROPOSAL DEVELOPMENT FOR NIH RPPRS

[Proposal Development \(PD\) for NIH RPPRs is now live in TMS!](#) This on-demand eLearning provides step-by-step instructions for creating a Research Performance Progress Report (RPPR) child record in IRES Proposal Development (PD). Research administration staff responsible for managing RPPR child records can take this new eLearning in place of the virtual Instructor-Led Proposal Development (PD) Training. [View all four of OSP's IRES-related trainings on TMS.](#)

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4 OSP WEBSITE UPDATES: RESOURCES TAB REMOVED

All Resources previously linked in the table on the Resources page are now hosted within their relevant sections. The Resources page is no longer live. If you have questions or difficulty finding any resources on our site, please contact osp.trainings@yale.edu.

5 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.*

- **Grants Administrator (78004BR)**
Faculty Research Management Services Pre-Award
Reporting to the Associate Director of Pre-Award, this position has active oversight of externally sponsored proposals, assuring all are prepared, negotiated, and executed properly and in an expedited manner. Leads a team of staff devoted to the pre-award function who prepare and submit grant and contract proposals on behalf of central campus departments. Use high level analytical and database skills to monitor and report on trends, identify areas for consolidation, savings, and maximization of resources in support of Pre-Award administration.
- **Award Manager (77910BR)**
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.
- **Operations Manager, Research Support Admin (77617BR)**
Vice Provost for Research
The Vice Provost for Research (VPR) has University-wide oversight over research strategy, planning, policies, infrastructure and facilities, technology transfer and engagement with public and private sponsors of research. The office works to encourage and broadly support research at Yale, innovative interdisciplinary scholarship, entrepreneurship, innovation, and enable groundbreaking discoveries across all schools and departments at the university.

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Under the general direction of the VPRs Lead Administrator, with latitude for exercising discretion and independent judgment, the Operations Manager provides a high level of administrative services, financial reporting and analysis, and business and program operations support for the units included in the VPR's diverse portfolio, including the [Institute for Foundations of Data Science](#), the [Wu Tsai Institute](#) and the [Yale Center for Natural Carbon Capture](#).

To learn more about this new and exciting opportunity, potential applicants are encouraged to [contact the hiring supervisor](#).

- **Financial Analyst 2 – BOOST (77019BR)**

YSM - Financial Operations

Under the direction of Yale School of Medicine (YSM) Central Administration Unit, conduct financial analysis in support of YSM departmental needs in the areas of accounting, financial management and reporting. 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. 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 demonstrated business office experience, be self-directed and an independent problem solver.

- **Accountant 2 (76822BR)**

Sponsored Projects Financial Administration

The Accountant II is responsible for the post award accounting duties in managing a high-volume portfolio of sponsored awards. The focus of this role will be primarily with invoicing and A/R.

- **Post Award Analyst (76542BR)**

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.

- **Proposal Manager (77570BR)**

Office of Sponsored Projects

Reporting to the Assistant Director for Proposal Management in OSP, the Proposal Manager 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 for official documents related to grants and contracts. This position is offering on-site, hybrid or largely remote work schedules.

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- **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.
- **Assistant Director, Research Integrity (77537BR)**
Research Integrity Office
Reporting to the Director, Research Integrity, this position will provide high-level support to faculty committees and senior institutional leadership related to the review and handling of allegations of research misconduct and other data integrity related inquiries and investigations and will provide guidance and make recommendations to a variety of stakeholders regarding research integrity policies and processes.
- **Director, Research Compliance Data Analytics (75291BR)**
Office of Research Compliance
The Director, Research Compliance Data Analytics is responsible for the development and implementation of a compliance monitoring program related to the administration of sponsored projects.
- **Accounting Supervisor (77694BR)**
Sponsored Projects Financial Administration
The Accounting Supervisor is responsible for supervising a team of individuals within the financial and reporting services group for all sponsored projects at the University.

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

6 SPONSORED PROJECTS TRAINING

Virtual Instructor-Led Training (vILT)

Spring 2023

- January 10: IRES Proposal Development (PD)
- January 30: Intro to Sponsored Projects Administration (SPA)
- February 8: Research Compliance Principles*
- February 23: Principles of Effort: Ask the Expert
- March 1: Fly America Act & Open Skies Agreement
- April 4: Financial Reporting and Closeout*
- April 18: IRES Proposal Development (PD)

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- May 9: Industry Sponsored Clinical Trial Budgeting
- June 7: Fly America Act & Open Skies Agreement

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
- Principles of Effort
- Export Compliance (CITI Program)
- IRES Proposal Tracking (PT) Overview
- Proposal Development (PD) for NIH RPPRs (*new*)
- 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](#).

New webinar posted: Allocating Costs Effectively: How to Divide the Pie (Recorded 12/05/22)

¹ Thank you to all who have contributed to this newsletter. Please direct questions or suggestions regarding newsletter content to Tracy Coston at osp.communications@yale.edu or tracy.coston@yale.edu. Use the following link to [unsubscribe to OSP News & Updates](#). For archived issues, please email osp.communications@yale.edu.