

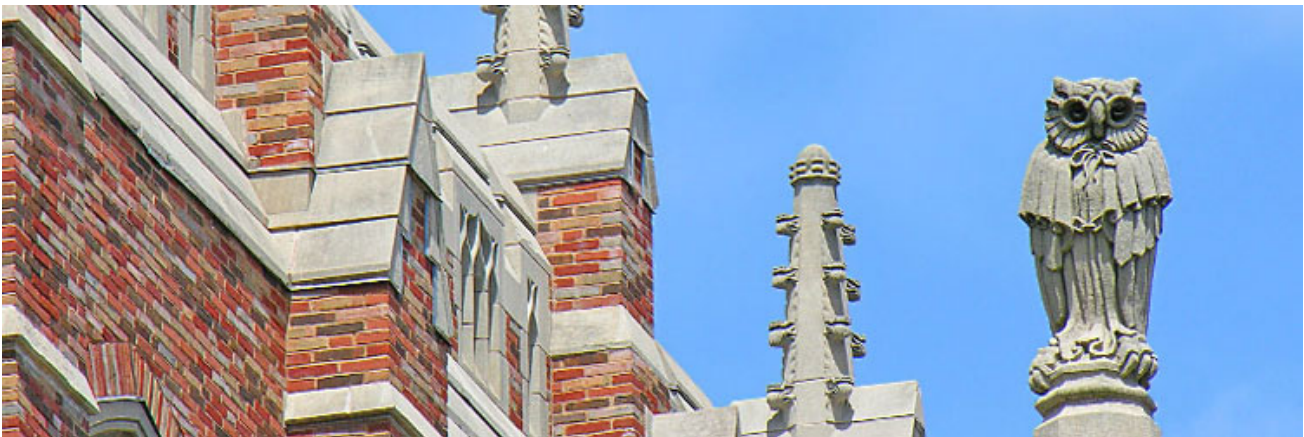
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# Research Administrators

## 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. 2, Iss. 3 | May 4, 2023

1. Sponsored Projects Training Request Intake Form
2. Free NCURA Webinar: Cost Transfers: Evaluating your Current Procedures to Mitigate Risk
3. Sponsored Projects Training
4. Careers related to Research Administration



## 1. Sponsored Projects Training Request Intake Form

Requests to edit sponsored projects training can be made via the Sponsored Projects Training Request

intake form. Both requests to edit existing trainings as well as requests to create 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 anytime.



## 2. Free NCURA Webinar: Cost Transfers: Evaluating your Current Procedures to Mitigate Risk

Free registration is available to members of the Yale community for the "NCURA Webinar "Cost Transfers: Evaluating your Current Procedures to Mitigate Risk" on May 22nd.

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."

- [Register for "Cost Transfers Webinar"](#) taking place on 5/22 from 2:00 – 4:30PM

For technical assistance, email [ncura@commpartners.com](mailto:ncura@commpartners.com).



## 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 7: Fly America Act & Open Skies Agreement
- 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 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
- Introduction to Sponsored Projects Administration\*
- Principles of Effort
- Export Compliance (CITI Program)
- IRES Proposal Tracking (PT) Overview
- 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](#).

*New webinar posted:* Current and Pending/Other Support/NIH and NSF Senior Personnel Documents: Updates to Requirements and Institutional Approaches (Recorded 4/25/23)



## 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:

### **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.

**Research Compliance Coordinator (80610BR)**

*Sponsored Projects Financial Administration*  
Reporting to the Director Sponsored Projects  
Financial Administration (SPFA), this position is  
responsible for planning, coordination, analysis, and

performance of SPFA quality assurance reviews in accordance with University Policies and Procedures, sponsored requirements and federal and state regulation and policies. This coordinator will perform daily review of select transactions posting to grants to ensure compliance with university and sponsor guidelines. The coordinator will assist the director and manager with the annual Uniform Guidance audit. This position is required to interact with internal contacts, faculty, and staff from administrative and financial departments to obtain documentation and exchange information. Manage exempt or non-exempt staff.

**Compliance Coordinator (79452BR)**

*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.

**Award Setup Analyst (79953BR)**

*Sponsored Projects Financial Administration*

Reporting to the Accounting supervisor, the Award Setup Analyst is responsible for creating and modifying all University sponsored research accounts in the financial system. This individual will be responsible for a portfolio of departments within the University and will create and/or manage all set up related activities throughout the life of the sponsored award. These duties require a high level of analytical review and attention to detail. The Award Setup Analyst will be required to read and interpret sponsored award documents, analyze the data to determine the appropriate way to setup the awards in the University's financial system. He/she will be responsible for extracting all pertinent information to ensure timely and accurate award setup activities; This analysis includes the identification of all terms



and conditions of the award, invoicing and financial reporting terms and conditions, creating billing schedules and grant lines for charging as well as establishing budget templates in the Workday Financial system. The Award Setup Analyst will collaborate with the Award Setup Unit (ASU) of Office of Sponsored Projects (OSP), Departmental Business Offices/Business Support Units and SPFA Accountants to resolve issues and provide guidance on inquiries relating to the award setup process.

**Post Award Analyst (79156BR)**

*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.

**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.

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



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

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