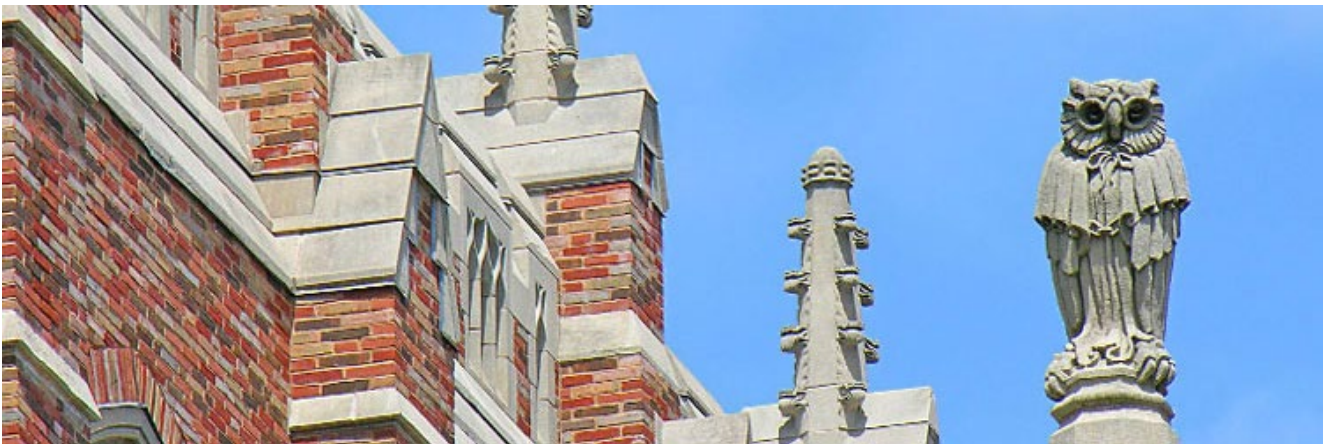


Research Administrators *NEWS & UPDATES*

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. 1, Iss. 3 | February 8, 2024

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1. NIH Policy for Data Management and Sharing (DMS) Update

It has been one year since the [NIH Policy for Data Management and Sharing \(DMS\)](#), mandating that all research proposals, regardless of funding level, must include a plan for how scientific data will be managed, stored, and shared, went into effect.

A [resource page](#) has been developed and continues to be updated in response to feedback and new information from the NIH. Features include

- A description of what must be included in the DMS plan
- Tips/links on how to write a plan (including the [DMP Tool](#) and the [FASEB DataWorks! Help Desk](#)), the current standard NIH [template](#), and [guidance on determining allowable costs](#) (such as related personnel, curation, data deposit fees, and long-term preservation costs)

Please note that all applications should include a budget request. This request should not be \$0, as all data management and sharing efforts will incur costs.

Yale is participating in a joint NIH/FDP (Federal Demonstration Partnership) [pilot](#) to help universities and individuals navigate the policy.

Phase 1 tests the effectiveness of two prototype templates (Alpha and Bravo) as well as the posted NIH template. Please consider providing [feedback](#) on the template you used. Phase 2 will help establish common cost principles and identify hidden costs. It will be very important to participate in Phase 2 as the NIH needs to see that DMS costs are real and must be addressed at the federal level. Information about Phase 2 is forthcoming.

Questions and requests for assistance or more information should be submitted through osphelp@yale.edu (subject line: NIH Data Mandate/DMP).

2. Workday Learning: Yale's Future Learning Management



System

On Monday, January 29th, Yale replaced their Training Management System (TMS) with Workday Learning. Find out more about Workday Learning by accessing resources below:

- [Workday Learning Training](#) page
- View the [Workday Learning FAQs](#)

You can learn how to navigate the new Workday Learning based on your role by enrolling in the **self-paced online courses**:

- [Workday Learning Learner's Guide](#) provides step-by-step guidance on locating, accessing, and enrolling in learning content within the new Workday Learning.
 - [Workday Learning Manager's Guide](#) provides steps how to recommend courses, and track training for your direct reports.
 - [Workday Learning Instructor's Guide](#) guides instructors through navigating their dashboard, schedule, and ability to manage waitlists, grades, attendance, and course offerings in the new Workday Learning.
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3. Free Registration for Upcoming NCURA Webinar

Free registration is available to members of the Yale community for upcoming NCURA webinar: “Get Control over Subrecipient Monitoring Controls.”

Registration must be made in advance to attend the webinar. Registration 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 “[Get Control over Subrecipient Monitoring Controls](#)” taking place on February 20, 2024, from 2-3:30pm ET

For technical assistance email ncura@commpartners.com



4. RA Webinar: Cost Transfer Phase 2

[As previously announced in the January 10 Business Update](#), effective **Wednesday, January 24, 2024**, there there will be changes to the Cost Transfer policy and procedures.

The Cost Transfer Phase 2 project will simplify and clarify the the Cost Transfer policy, update related Workday processes, reason codes, and questionnaire, and consolidate the review process to the SPFA compliance team, resulting in enhanced efficiencies and compliance, strengthening controls, decrease in audit findings, and minimizing potential funding losses.

We invite you to attend the Cost Transfer Phase 2 Information

Sessions scheduled for **February** to learn more.

Register now for one of the following information sessions:

- [Thurs. Feb. 15, 2024, via Zoom, 3 p.m. – 4 p.m., ET](#)
- [Thurs. Feb. 22, 2024 via Zoom, 10 a.m. – 11 a.m. ET](#)
- [Wed. Feb. 28, 2024 via Zoom, 2 p.m. - 3 p.m. ET](#)

These sessions offer an excellent opportunity to gain insights into the key changes within the Cost Transfer policy, procedures, forms and the Workday systems. Additionally, we will cover reason codes, usage scenarios, and conduct a system demo.

Should you have any questions or concerns, please reach out to Sharmell Williams at sharmell.williams@yale.edu. Your attendance and input/questions are greatly appreciated.

[Read More](#)

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.*

Openings:

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.

Assistant Director, Proposal Management (85861BR)

Office of Sponsored Projects

Reporting to the Director of Proposal and Award Management in the Office of Sponsored Projects, the OSP Assistant Director position has primary responsibility for the overall daily operations of the proposal team, overseeing the workflow to ensure timely review and submission of federal and non-federal research proposals from across the University, and ensuring that the team is trained on current procedures and university business practices. The successful candidate for this position will provide leadership to a fast-paced team, provide high-level assistance to departmental staff and investigators to ensure adherence to sponsor and University policy and serve as subject matter expert and liaison for the Integrated Research Enterprise Solution (IRES) system. The role has delegated signature authority for official documents related to grant and contract proposal submissions. The role will also support the continuous and ongoing improvement initiatives associated the functions of the proposal team as well as the Proposal Development (PD) module of Integrated Research Enterprise Solution (IRES). The Assistant Director will also participate in the development and implementation of training modules and communication of sponsored projects activities to research community.

Assistant Director, Research Security (84991BR)

Office of Research Integrity

This position's primary focus will be working with Yale faculty, staff, and students to support and safeguard research and scholarship. The primary role of this position will oversee several important compliance issues to support researchers and Yale's efforts to promote international research collaborations consistent with applicable laws, regulations, policies, and guidance pertaining to research security; remaining abreast of national trends in research security compliance; maintaining awareness of relevant privacy, data security, and data sharing laws of countries where Yale collaborative research is occurring; providing advice on national trends and enforcement activities affecting the research enterprise, including those involving foreign activities; and collaborating on the preparation of communications for affected members of Yale's research community. This position will also be asked to provide advice and assistance on advance approval and disclosure requirements related to faculty member's external institutional or funder relationships and reviewing instances of incomplete disclosure or reporting of external activity. The Assistant Director will assist in developing and implementing a tracking system.

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.

Financial Analyst 2, Post Award (86182BR)

Faculty Research Management Services Post Award

Reporting to a Manager of FRMS Post-Award, provide analytical and financial services, guidance and consultation to faculty and staff optimizing a PI's use of research funds for awards within assigned portfolios across departments. Provides high levels of client satisfaction through strong relationship management efforts. Lead quality assurance initiative while supporting the development of resources for training and best practices. Responsible for financial and budgetary management of a primary portfolio as well as support for secondary portfolios comprised of multiple departments, federal and non-federal sponsors. Conducts complex modeling for a PI's portfolio of accounts to develop long and short-term resource plans. Creates and updates financial plan(s). Adjusts reporting and analysis to accommodate sponsor requirements. Cultivates working partnerships and communications with faculty, PIs, OSP and department administrators. Mitigates risks with sponsor

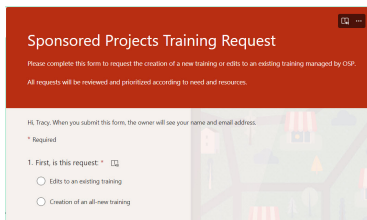
noncompliance.

Subaward Manager (85943BR)

Office of Sponsored Projects

Reporting to the Associate Director, Subaward Management, this position provides support to Yale's cutting-edge research by drafting, administrating and executing outgoing subawards issued under grants and contracts. These duties involve interpretation of award terms and conditions, negotiation, and adjusting to changes in a fast-paced industry. This position acts as the primary manager for handling outgoing subaward related issues, advising/educating departmental personnel, and contributing to process improvement. The Subaward Team is a fun, dynamic group of people who love to learn and have a passion for supporting Yale's vast research enterprise. This position is offering on-site, hybrid or largely remote work schedules.

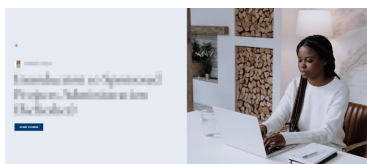
Visit [Yale Careers Homepage](#) for more information.



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 Workday Learning](#) for course descriptions and registration (*VPN required*).

*Courses with an asterisk have had recent content edits.

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 Agreements for Clinical Trials](#)
- [IRES Proposal Development \(PD\) for Contracts](#)
- [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](#)

NCURA Webinars

View videos of recent National Council of University Research Administrators (NCURA) webinars by visiting the [Sponsored Projects Research Administrator Training webpage](#).

Yale

Office of Sponsored Projects and [Contact Email](#).

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