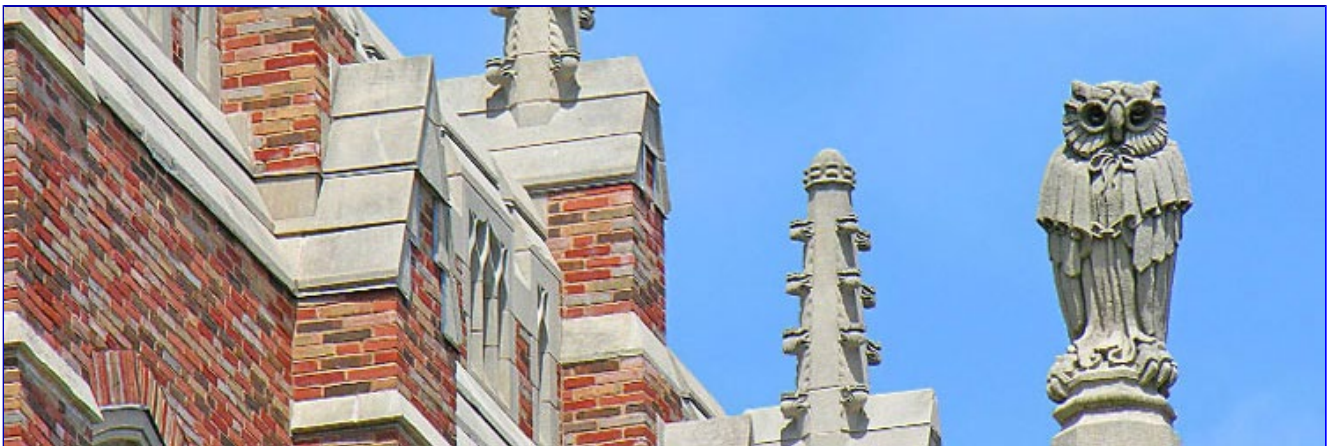


# Research Administrators *News & Update*

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The [Research Administrators News & Update](#) 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 & Update subscription.](#)



## News Items Vol. 1, Iss. 5 | March 7, 2024

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## 1. Human Study Participant Remuneration: Custodian Training



The Financial Review Enhancement project team, in collaboration with the Finance Training and Development team, is excited to announce the launch of our new **Human Study Participant Remuneration—Custodian Training** in Workday Learning during the week of March 18.

This training will equip Principal Investigators and Custodians with the foundational knowledge needed to successfully fulfill their roles as defined in the updated [3417 PR.01 Human Study Participant Remuneration Process](#), including creating and clearing spend authorizations and managing and safeguarding funds.

As part of the [OneFinance Strategic Initiative](#), this training was developed to simplify and standardize the way custodians are trained to ensure all custodians understand their role in building our culture of financial integrity and proper stewardship of Yale resources.

For questions regarding study participant remuneration, please contact the Finance Support Center [askfinance@yale.edu](mailto:askfinance@yale.edu).



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## 2. RA Webinar: Award Budget Setup (ABS) Form

We will be hosting a webinar in early April to discuss best practices related to the Award Budget Setup (ABS) form. A panel of subject matter experts will be sharing insight on how to fill out the form for optimal set up. Registration information will be available soon.

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### 3. Free Registration for Two Upcoming NCURA Webinars

Free registration is available to members of the Yale community for two upcoming NCURA webinars: “[NSF Fundamentals Virtual Workshop](#)” and “[NSPM-33 Compliance](#).”

Registration must be made in advance to attend each 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 “[NSF Fundamentals Virtual Workshop](#)” taking place on March 20, 2024, from 2:15-5:45 pm ET
- Register for “[NSPM-33 Compliance](#)” taking place on April 11, 2024, from 2-3:30pm ET

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



### 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:

#### **Conflict of Interest Specialist (86706BR)** AVP Research Administration

Under the direction of the Associate Director, Conflict of Interest Office, and with considerable latitude for discretion and independent judgment, this position will be responsible for ensuring institutional compliance with regulatory requirements and institutional policies related to Conflict of Interest (COI). In

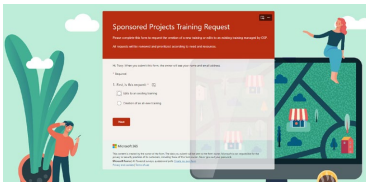
addition to providing advice as to the interpretation and application of COI regulations and policies, this position will ensure conflicts of interest have been identified and then managed, reduced or eliminated in accordance with regulatory requirements and University policies.

### **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.

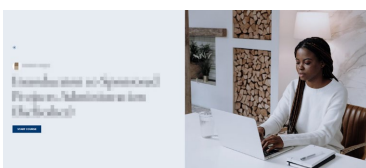
Visit [Yale Careers Homepage](#) for more information.



## 5. 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.



## 6. 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](#)

## Workday Learning functionality

- [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 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.

## 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:** [Get Control over Subrecipient Monitoring Controls](#)  
(Recorded 2/20/2024)

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# Yale

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