

Yale

Senior Associate Provost for Sponsored Program Administration

Reporting to the Vice Provost for Research, the Senior Associate Provost for Sponsored Program Administration (SrAP-SPA) will lead key areas within the University's Office of Research Administration with a strong focus on faculty service, developing an expert team, and continuously improving systems to encourage and facilitate proposal submission and securing external funding in an increasingly competitive grant environment. The SrAP-SPA will manage Yale's rapidly expanding sponsored research portfolio, including fundamental, translational and clinical research, and compliance with sponsor and University grant regulations and policies. In collaboration with leadership across the University, the SrAP-SPA will also develop strategies to strengthen the transparency and efficiency of a broad array of systems and processes in support of sponsored research.

Position

With responsibility for supporting faculty and staff in sponsored program administration across the entire award lifecycle, the SrAP-SPA will lead the [Office of Sponsored Projects \(OSP\)](#) and [Faculty Research Management Services \(FRMS\)](#) within the Office of Research Administration and support the unit leaders in their professional growth and expertise.

- OSP provides the services needed to support faculty research across the University at all stages including: proposal submission after thorough compliance review; award acceptance; award set-up; and non-financial closeout. OSP is also responsible for the review, negotiation and acceptance of ancillary research related agreements, such as material transfer agreements, non-disclosure agreements, and data use agreements. In FY25 OSP managed approximately 5,000 new and competing proposals and 6,700 active awards.
- FRMS is the principal faculty-facing sponsored projects and research administration management unit for central campus. FRMS provides comprehensive grants management support including proposal development, post award management, reporting, compliance support and metrics.

Additionally, the SrAP-SPA will have dotted line oversight of [Sponsored Projects Financial Administration \(SPFA\)](#), which reports to the Office of the Controller. The SrAP-SRA will also work in very close collaboration with the Senior Associate Provost for Research Compliance and Regulatory Affairs (SrAP-RCRA) to ensure the overall operational and compliance effectiveness of the research administration infrastructure. The SrAP-SPA and the SrAP-RCRA will jointly oversee two offices that support all of research administration: the [Office of Research Administration Data Analytics & Operations \(RADIO\)](#), which provides software, data analytics and operational support; and the [Office of Research Compliance](#), which is responsible for Yale's research compliance program and

oversees the development of training modules, ensuring alignment with the University’s audit, risk, and compliance framework.

The SrAP-SPA will be responsible for convening the “Major Deals” Operating Group, which leads the University’s effort to be a nimble partner in the negotiation of large-scale corporate sponsored research agreements and resolution of potentially problematic terms and conditions of large complex research agreements. This group comprises key leaders from across the University, including Corporate and Foundation Giving, Yale Ventures, the Office of Sponsored Projects, the Office of the Controller, the Office of the General Counsel, the School of Medicine, the School of Engineering and Applied Sciences, the Faculty of Arts and Sciences, the Office of the Provost and other schools and units as needed, and works to advance the support of large sponsored research agreements and alliances as they arise.

Research at Yale

Led by Vice Provost for Research [Michael \(Mike\) Crair, PhD](#), the [Research at Yale](#) team in the Office of the Provost encourages and supports Yale research, innovative interdisciplinary scholarship, and groundbreaking discoveries, which are expanding human knowledge and helping to improve the human condition. The Research at Yale team partners with Yale’s administration, schools, and [West Campus](#) to advance the University’s research mission and supports over \$1.5B in FY24 research and development expenditures. In FY24 Yale’s School of Medicine ranked third in the nation for total National Institutes of Health funding with almost \$600M in awards, an increase of nearly 5% from the prior year.

A critical mission of the Vice Provost for Research and the research team in the Office of the Provost is to identify and ease practical impediments to interdisciplinary research, to ensure best practices for education, training, and guidance to promote the responsible conduct of research and to ensure compliance in all areas of research administration across Yale University.

An overview of Yale’s research administration can be found [here](#).

Expectations and Competencies

The SrAP-SPA will work in collaboration with University leadership, central offices, schools, and Departments to ensure the efficiency and effectiveness of sponsored program administration. In particular, the SrAP-SPA will partner closely with SPFA in supporting the award lifecycle. This role will provide expert guidance to researchers and administrators with a customer-oriented, continuous improvement, data driven mindset that will foster a culture of compliance and service to the community. Specifically, the SrAP-SPA is charged with:

- Overall responsibility for managing the services needed to support faculty research across the University related to sponsored program administration.
- Providing strategic leadership for OSP and FRMS.
- Sharing responsibility for RADIO and the Office of Research Compliance with the SrAP-RCRA.
- Sharing responsibility for post-award financials with SPFA through a dotted line report.

- Serving as the Authorized Organizational Official (AOR) and the senior liaison between the University and funding partners with delegated signature authority (and authority for further delegation).
- Serving as the research learning authority, with final approval for all research training in the learning management system.
- Convening and ensuring the effectiveness of the “Major Deals” Operating Group.
- Making a significant contribution to research at Yale through the execution of efficient and robust processes and services that are notable for excellent customer service, transparency, compliance, responsiveness and for excellent training and professional development of staff.
- Serving as an active partner with leaders across the University in developing data-driven strategies informed by accurate business intelligence and academic priorities to enhance research excellence.
- Engaging as a strategic administrative partner with the SrAP-RCRA, the Vice Provost for Research team, the Yale School of Medicine, the Office of the Controller, University Audit, Yale Ventures, and other key stakeholders.
- Serving on institutional committees governing the development and maintenance of a sensible and effective risk-based approach to compliance with the regulations, policies, and laws that govern research activities.
- Using data-driven analytic methods to integrate compliance functions into operations and business processes with a focus on achieving transparency and efficiency, reducing risks, and improving compliance while minimizing administrative burden for faculty and staff.
- Working with staff in reporting units to regularly review, draft, collaboratively communicate, and implement changes to University policies relating to research administration as necessitated by rapidly changing federal and sponsor regulations.

Qualifications

Candidates must have a bachelor’s degree and 10 or more years of experience in a senior role in a major research program. A JD, MD, PhD or equivalent advanced degree is strongly preferred. Laboratory experience is a plus, including overall understanding of the role of research enterprise in a major research university.

In addition, the successful candidate will bring a majority of the following qualities to the role:

- Excellent interpersonal, management, writing, verbal communication and organizational skills.
- Demonstrated ability to lead and develop high-performing teams; successfully aligning talent and resources within a complex, decentralized research environment, with a strong track record of mentoring and advancing high-potential staff.
- Proven effectiveness in fostering collaboration across diverse organizations and stakeholder groups.
- The ability to lead significant and meaningful changes in a large, complex organization, with proven skills as a change agent.

- Demonstrated operational management expertise and knowledge of the research administration offices and related work processes for which the SrAP-SPA will be responsible.
- Familiarity with electronic research administration systems and processes and extensive experience leading business-process improvements and information systems updates and/or implementation with a data-driven, analytic mindset.
- An extensive track record of effective budget and financial management in a research environment.
- Extensive knowledge of the laws, regulations, and policies related to grants administration, intellectual property, research security, and cost accounting standards.
- An extensive record of effective budget and financial management in a research environment.
- The ability to balance operational demands with strategic vision, ensuring both compliance and support for research innovation.

To Apply

[Yale University](#) has retained [Opus Partners](#) to support this recruitment. [Katie Dean](#), Senior Partner, [Ann K. Adams, JD](#), Associate Partner, and [Marisea Rivera](#), Senior Associate, are leading the search. Confidential inquiries, applications, and nominations should be submitted by email to Marisea at marisea.rivera@opuspartners.net. The search process will unfold with the greatest possible attention to candidate confidentiality. Required application materials include a resume and cover letter.

The University is committed to basing judgments concerning the admission, education, and employment of individuals upon their qualifications and abilities and affirmatively seeks to attract to its faculty, staff, and student body qualified persons of diverse backgrounds. In accordance with this policy and as delineated by federal and Connecticut law, Yale does not discriminate in admissions, educational programs, or employment against any individual on account of that individual's sex, sexual orientation, gender identity or expression, race, color, national or ethnic origin, religion, age, disability, status as a special disabled veteran, veteran of the Vietnam era or other covered veteran.

University policy is committed to affirmative action under law in employment of women, minority group members, individuals with disabilities, special disabled veterans, veterans of the Vietnam era, and other covered veterans.