OSP News & Updates

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*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[i]*

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1 PRE-PROPOSAL SUBMISSIONS VIA SPONSOR PORTALS

Pre-proposals usually do not require institutional signature (i.e., faculty submit on their own.) This is often seen with foundations and pharmaceutical companies and can sometimes directly result in an award. When submitting pre-proposals, encourage faculty to work with the appropriate team to review scope of work, budget, and usage of the correct F&A rate (sometimes budget is NOT required.) If you are invited to submit a full proposal, create a record in IRES and follow the normal process.

2 INSTITUTIONAL REVIEW BOARD (IRB) AND HUMAN RESEARCH PROTECTION PROGRAM (HRPP) BILLING

As Effective September 1, 2022, Yale University is implementing a change to the process regarding IRB and HRPP review fees. There is NO change to the HRPP/IRB fee schedule or which studies are considered billable.

Billable approvals and acknowledgements issued on or after September 1, 2022 will be charged by the HRPP to the departments via journal entries. YCCI will be available to help recoup the money from the sponsor on the department's behalf, however, the financial responsibility rests solely with the Department. The HRPP will ask for the Chart of Accounts (COA) number, the name of the Business

Office contact, and other associated information in the IRB/HRPP Submission Form. In case the study specific COA is not set up at the time of IRB approval, departments will be asked to provide a general departmental COA so that the initial review fees can be charged to that account.

Available training and follow-up information

- Live virtual information session regarding IRB and HRPP billing is scheduled for **August 16, 2022, at 9 am**. Registration is available through [Training Management System](#).
- The HRPP will also post a recorded slide presentation on the [HRPP website](#).

Questions regarding this notice should be directed to [hrpp@yale.edu](#) or [irb.invoicing@yale.edu](#).

3 GRANTS.GOV SHUTDOWN – SYSTEM ENHANCEMENTS & SERVER MAINTENANCE OUTAGES

The Grants.gov Program Management Office (PMO) schedules system-wide software releases to bring its users new features and fixes. During these releases, downtime will be scheduled to deploy new enhancements. The PMO also performs scheduled maintenance on its databases and Websites in order to provide enhanced IT security and increased network reliability. Grants.gov will be using the following downtime to migrate their services to the Cloud:

Scheduled Maintenance Outage:
Grants.gov Production System will go **Offline** Friday September 23, 2022 at 12:01 AM ET.
Grants.gov Production System will go **Online** Thursday September 29, 2022 at 11:59 PM ET.

In response, NIH and AHRQ applications with due dates that fall on or between September 22 and September 30, 2022 **will move to October 3, 2022.**

The following caveats and considerations apply:

- Applicants planning to submit to NIH under the [Continuous Submission](#) policy should consider this downtime when planning their submission. The Continuous Submission application receipt period end date for the September 7, 2022 AIDS application due date (January Advisory Council) remains Saturday, October 1, 2022 and therefore automatically moves forward to October 3, 2022.
- The two-week window of consideration associated with the [NIH Late Application Policy](#) (when applicable) will be calculated from the original due dates.

- The two-day [application viewing window](#) in eRA Commons will continue to function as normal for applications successfully submitted through Grants.gov. Applicants are reminded to [Reject their application in eRA Commons,](#) if a corrective submission is planned prior to the October 3 due date. Otherwise, it may be necessary to officially [Withdraw Your Application](#) to submit a changed/corrected application prior to the due date.
- This notice serves as notification of the due date change for impacted funding opportunities. Edits to due dates within the text of individual funding opportunities will NOT be made.

Read the full notice, [NOT-OD-22-190](#), for further information.

Yale IRES Users will be able to create, develop, and review applications in Proposal Development throughout Grants.gov's downtime period. NIH pre-submission validation and image building will continue to function during this time. OSP Proposal Managers clicking the 'Submit to Grants.gov' (or 'Resubmit to Grants.gov') button during this period will result in failure. *Submissions will <u>not</u> be queued for later processing.*

Other agencies may have different policies and procedures regarding this Grants.gov maintenance window and applications associated with deadlines during that time should be carefully evaluated to determine when they should be submitted.

Further information will be shared as we receive it, please reach out to your Proposal Manager if you have concerns.

4 NIH IMPLEMENTATION DETAILS FOR DATA MANAGEMENT AND SHARING (DMS) POLICY

Beginning with receipt dates on or after January 25, 2023, competing applications submitted for activities subject to the DMS Policy will be required to submit a DMS Plan at the time of application for NIH grants or cooperative agreements.

The DMS Policy applies to all NIH research, funded or conducted in whole or in part by NIH, that results in the generation of scientific data. The DMS Policy does <u>not</u> apply to research and other activities that do not generate scientific data, for example: research training, fellowships, infrastructure development, and non-research activities. See [Research Covered Under the Data Management & Sharing](#) Policy for more details.

The following changes will be made to forms to accommodate the new DMS Plan:

- Data sharing plans and genomic data sharing plans will no longer be submitted to the "Resource Sharing Plan(s)" field.
- A new "Other Plan(s)" field will be added to the following FORMS-H forms to collect a single PDF attachment containing the Elements of a DMS Plan, with details on how to prepare this attachment incorporated into the NIH Application Form Instructions by Fall 2022:
    - PHS 398 Research Plan
    - PHS 398 Career Development Award Supplemental Form
- An optional Data Management and Sharing Plan format page will be provided to assist applicants with the preparation of this attachment. A preview version of this format page is available now. A final fillable version will be available by Fall 2022 and instructions will be incorporated into the NIH Application Form Instructions. Use of this format page is recommended, but DMS Plans generated using other approaches will be accepted.
- The requested direct costs to support the activities proposed in the DMS Plan must be indicated as "Data Management and Sharing Costs" as follows:
    - R&R Budget Form: single line item in section F. Other Direct Costs
    - PHS 398 Modular Budget Form: as text embedded within the Additional Narrative Justification
- A brief summary of the DMS Plan and a description of the requested Data Management and Sharing Costs must be included within the budget justification attachment, with details on what information to include incorporated into the NIH Application Form Instructions by Fall 2022; refer to NIH Grants Policy Statement Section 7.1 Cost Considerations for additional guidance on determining appropriate costs:
    - R&R Budget Form: embedded within the section L. Budget Justification attachment
    - PHS 398 Modular Budget Form: embedded within the Additional Narrative Justification
- These changes will be implemented with application form packages identified with a Competition ID of "FORMS-H" and associated application guide instructions. Additional details will be incorporated into the NIH Application Form Instructions by Fall 2022.

Full details can be viewed at NOT-OD-22-189. Further inquiries should be directed to sharing@nih.gov.

5 ADDITIONAL TRAININGS LISTED ON OSP WEBSITE

Additional trainings offered by YSM Financial Operations – BOOST are now listed on our OSP Research Administrator Training website.

6 CAMPUS-WIDE COLLABORATIVE TRAINING COMMITTEE (CCTC) SURVEY

Please take the CCTC Survey. This survey will close on August 31, 2022.

7 GUIDANCE FOR NRSA CHILDCARE COSTS

Guidance for NRSA childcare costs can be found on our website.

8 NEW CATEGORIZATION IN TMS FOR SPONSORED PROJECTS TRAINING

As a reminder, sponsored projects trainings in TMS are now titled "Sponsored Projects Training." (Previously titled "Grant and Contracts Training")

9 SPONSORED PROJECT TRAINING

Visit the TMS site for a description all OSP classes or to register for a class *(VPN required)*.

Instructor-Led Training (ILT): Upcoming Classes

Until further notice, all instructor-led classes will be held via Zoom. Zoom links and class handouts are emailed to registered students prior to class. Registrations for instructor-led classes close several days prior to class to allow time for class setup.

- August 23: Intro to Sponsored Projects Administration (SPA)
- August 30: Clinical Trial Budgeting
- September 14: Financial Reporting and Closeout
- September 21: Research Compliance Principles for Administrators
- September 27: IRES Proposal Development (PD)
- October 17: Intro to Sponsored Projects Administration (SPA)
- November 15: IRES Proposal Development (PD)
- December 7: Clinical Trial Budgeting
- December 12: Intro to Sponsored Projects Administration (SPA)
- December 14: Financial Reporting and Closeout

Online Self-paced Learning

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The following OSP training courses are available online. If after completing the course, you have any questions about the course content email osp.trainings@yale.edu and we will forward your question to the appropriate subject matter expert.

- Allocating Allowable Costs - Online
- Clinical Trials: Create a Clinical Trial Record in PD - Online
- Cost Transfer Principles - Online
- Direct Charging of F&A Type Costs on Sponsored Awards - Online
- Effort Reporting Principles – Online
- Export Compliance (CITI Program) - Online
- IRES Proposal Tracking (PT) Overview - Online
- NIH K Award Fundamentals - Online
- Other Support and Third-Party Agreements Library - Online
- Subrecipient Basics and Monitoring - Online
- What Research Staff Need to Know About Spending Sponsored Projects Funds - Online

NCURA Webinar Videos

View videos of recent NCURA (National Council of University Research Administrators) webinars by visiting the OSP Research Administrator Training website.

- **Agency Updates with OMB, NSF and NIH**
  This session is comprised of three sections: 1) OMB Update, 2) NSF Update, 3) NIH Update. Discussions will include new developments related to proposal and award policy; a comprehensive review of recent policy changes; a review of major updates to NSR's proposal system modernization efforts; NIH's budget priorities; compliance requirements and more!

- **Audits: What's Hot**
  This webinar provides an in-depth look at audit issues is provided through a combination of audit trends, a review of Federal audit reports, and a discussion of day-to-day best practices.

- **Cost Share: Tackling the Challenges**
  This webinar discusses how cost share challenges are tackled throughout the life of the project. Case studies are used to demonstrate how to proactively manage cost share.

- **Guidance on the Preparation of NIH Research Performance Progress Report (RPPRs) with COVID-19 Impacts and Other Support**
  The NIH issued guidance regarding the preparation of Research Performance Progress Reports (RPPRs) and the reporting of effects of the COVID-19 pandemic on research projects and revised

their definition of Other Support. This session will review who must report, when to report, what to report and how to report.

- **In-N-Out: Here's What PI Transfers are all About**
  This webinar takes an in-depth look at the PI transfer process and provides you with questions to ask and the things to look out for in order to be prepared to handle a PI that is either coming in or leaving from their institution.

- **NCURA Webinar: ORCID and the OSTP Guidance on NSPM-33**
  In January of 2022, OSTP issued NSPM-33 implementation guidance for federal agencies. The guidance refers to the use of DPIs, or Digital Persistent Identifiers. This session is an educational session on DPIs – what they are, how they work, and how they can be an important part of a researcher's workflow. This session covers information about ORCID as currently the only DPI that meets the requirements listed in the OSTP guidance.

- **Participant Support Costs: An Overview of Dos and Don'ts**
  This webinar will help you understand what participant support costs are and why they are special. Discussions include: the rules and regulations governing participant support costs; how to budget, set up, and manage participant support costs; and audit considerations.

- **Work Smarter, Not Harder: The Tools, Methods and Technology to Increase Productivity!**
  This webinar will review the history and theory of "Work Smarter Not Harder" through examination of related research administration case studies; discuss methods of organizing work to be more effective, efficient, and productive; and review tools and tricks that increase productivity and save time.

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[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, visit OSP News & Updates archives.*