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]*

Table of Contents

1   NIH TRANSITION FROM "FORMS-G" TO "FORMS-H" COMING JANUARY 2023

The National Institutes of Health is notifying applicant and recipient communities of changes to grant application forms and application guide instructions for due dates on or after January 25, 2023.

Applicants must use FORMS-H application packages for due dates on or after January 25, 2023 and must use FORMS-G application packages for due dates on or before January 24, 2023. Applications submitted using an incorrect forms package for their intended due date will be withdrawn and removed from funding consideration.

The following application forms include substantive form changes (i.e., new/deleted/modified fields). All other forms include only an OMB expiration date change.

- PHS 398 Research Plan Form
- PHS 398 Career Development Award Supplemental Form
- PHS 398 Research Training Program Plan
- PHS Fellowship Supplemental Form

Key Changes:

- For NIH, as part of the implementation of the 2023 NIH Data Management and Sharing Policy, a new "Other Plan(s)" attachment field has been added to the PHS 398 Research Plan Form and the PHS 398 Career Development Award Supplemental Form. Applicants must attach the required Data Management and Sharing Plan in this new field in FORMS-H applications. See NOT-OD-21-013 and NOT-OD-22-189 for more information. Note: Although the 2023 NIH Data Management and Sharing Policy is not applicable to fellowship and institutional training grant applications, the new attachment field was added for potential future use with other plans.

See High-level Summary of Form Changes in FORMS-H Application Packages for a full list of form changes. Participating agencies will notify the community if it is determined additional changes are needed. These changes will be implemented with application form packages identified with a Competition ID of "FORMS-H" and associated application guide instructions. Additional guidance and confirmation of implementation plans will be provided in Fall 2022.

For further details, the full notice is available: NOT-OD-22-195

OSP will share further information as we get closer to the date…

2   PAY COMPONENTS INCLUDED/EXCLUDED IN EFFORT CERTIFICATION

A full listing of all pay components included/excluded in the effort certification process has been added to the Office of Sponsored Projects website under Effort Reporting. The list is in excel format and offers the inclusion/exclusion based on effort type. If you have any questions relating to the list, please email effort.reports@yale.edu.

3   NEW WORKDAY REPORT: SUBAWARD PREPAID ADVANCES – YALE

A new report was recently released in Workday called "Subaward Prepaid Advances – Yale." This report was created to assist in the management of prepaid advances on subawards, and it can be run at the Cost Center and/or Award/Grant level. More information can be found at the Business Update announcement. Please contact the Finance Support Center at askfinance@yale.edu with additional questions.

OSP News & Updates

4   REMINDER: GRANTS.GOV SHUTDOWN – SYSTEM ENHANCEMENTS & SERVER MAINTENANCE OUTAGES 9/23/22 – 9/29/22

As previously communicated, 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.

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.

OSP News & Updates

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.* Proposals reviewed during the outage will be submitted in the order they were received once the system comes back up on September 30, 2022.

** The Office of Sponsored Projects is strongly recommending early submission for all proposals – Please urge all Principal Investigators to aim for submission prior to September 22, 2022 **

While deadlines will be moved to Monday, October 3, we expect there to be a high volume of submissions around the country when the system goes back online, with an increased potential for system glitches and delays. Therefore, we are strongly recommending that proposals with due dates occurring during the shutdown be submitted prior to Grants.gov going offline on September 23, 2022. As a reminder, the NIH October 5th deadline will also create a high volume of proposals for the Proposal Management Team within the same time frame.

OSP requires five (5) working days to review your grant application. Please keep in mind, and remind your faculty, that OSP will have increased volume throughout the first week of October. The five-day requirement allows us to review your application thoroughly for compliance and other administrative issues, and allows for time needed to resolve any potential problems.

Please reach out to your Proposal Manager if you have questions or concerns.

5 CAMPUS-WIDE COLLABORATIVE TRAINING COMMITTEE (CCTC) SURVEY

Please take the [CCTC Survey about Portfolio Management Training Needs](#).
(note: you must be logged in to It's Your Yale to view this page)

Much time has passed since information was gathered regarding portfolio management training needs of Department Business Offices (DBOs).
The CCTC has created a survey for Administrators, Operations Managers, staff, and those involved in post award management to gain a better understanding of current training and education needs of DBOs related to post award management.

Aggregate survey data will be used by the CCTC to finalize training and educational tools under development.

We thank you in advance for your feedback and time!

[Direct link to Qualtrics.](#)
This survey will close on September 30, 2022.

6   GUIDANCE FOR NRSA CHILDCARE COSTS

There was a problem with the link to the NRSA childcare costs guidance in the last issue of our OSP News and Updates, so we are reposting this article. Guidance for NRSA childcare costs can be found on our website in the following location, under Frequently Needed Yale Facts: https://your.yale.edu/research-support/office-sponsored-projects/frequently-needed-yale-facts#childcare-support.

Frequently Needed Yale Facts

- Institutional Assurances and Code Numbers
- Authorized Financial Officer
- Payment Addresses
- Rate Agreements
- Yale Compensation Policies for Postdoctoral Appointees
- Yale Graduate Student Tuition, Stipends and Continuous Registration Fees
- Equipment vs. Supplies
- NIH Salary Cap
- NIH/NRSA Stipends, Tuition Fees and Other Budgetary Levels
- NRSA Childcare Support Funding

7   AUGUST 2022 NCURA CAMPUS LIAISON NEWSLETTER

View the [August 2022 NCURA Campus Liaison Newsletter](#) with information regarding upcoming NCURA events, resources, and content.

8   CAREERS IN THE OFFICE OF RESEARCH ADMINISTRATION

There are currently several openings throughout the Office of Research Administration. All are welcome to share the below opportunities with qualified candidates.

Referral awards of $1,500 - $2,000 are available for eligible staff.
Please visit the [Employee Referral Program website](#) for details.

- **Director, Research Compliance Data Analytics (75291BR)**
  Office of Research Compliance
  The Director, Research Compliance Data Analytics is responsible for the development and implementation of a compliance monitoring program related to the administration of sponsored projects.

- **Business Analyst, Research Enterprise Operations (74974BR)**
  Office of Research Enterprise
  This position will be a member of the Office of Research Enterprise Operations (OREO) team supporting Integrated Research Enterprise Solutions (IRES) applications and business process design for the Office of Research Administration.

- **Accountant 2 (71998BR)**
  Sponsored Projects Financial Administration
  Responsible for the post award accounting duties of sponsored extramural awards in managing a high-volume portfolio at the University.

- **Accounting Supervisor (74266BR)**
  Sponsored Projects Financial Administration
  The Accounting Supervisor is responsible for supervising a team of individuals within the financial and reporting services group for all sponsored projects at the University.

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

9   SPONSORED PROJECTS 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 30: Industry Sponsored Clinical Trial Budgeting
- September 20: Financial Reporting and Closeout *(new date)*
- September 21: Research Compliance Principles for Administrators
- September 27: IRES Proposal Development (PD)
- October 17: Intro to Sponsored Projects Administration (SPA)
- November 9: Fly America Act & Open Skies Agreement *(newly added)*
- November 15: IRES Proposal Development (PD)
- December 7: Industry Sponsored Clinical Trial Budgeting
- December 12: Intro to Sponsored Projects Administration (SPA)

- December 14: Financial Reporting and Closeout

Online Self-paced Learning

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.