

OSP News & Updates

Office of Sponsored Projects

11/3/2022

2022 Volume 4, Issue 3

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 UPDATES TO EFFORT REPORTING POLICY, PROCEDURE, AND FORM INSTRUCTIONS

Policy 1315 Effort Reporting: Certifying Effort on Sponsored Projects was updated on 10/27/22. This update includes minor changes to language.

Procedure 1315 PR.04 Effort Reporting was updated on 10/27/22. This update includes changes to the escalation process which was communicated in the [October 13, 2022 OSP Brown Bag](#) and the [October 20, 2022 OSP News & Updates](#). Small changes were also made to language and FAQs, including updated links.

Form Instructions 1315 FR.01 Effort Report – Manual Form Instructions was also updated on 10/27/22. These instructions now include acceptable signature types when a manual Effort Report is completed.

Should you have any questions on these updates, please contact effort.reports@yale.edu.

2 SALESFORCE PILOT UNDERWAY FOR GCAT3 AND GCAT5

OSP is working toward streamlining its intake process for work requests for actionable items arriving in our gcat mailboxes. Effective November 7th, we will begin to transition work that comes into

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gcat3@yale.edu and gcat5@yale.edu into a new Salesforce account. This transition will not change your process for sending work requests to OSP. You will continue to use your assigned gcat3@yale.edu or gcat5@yale.edu email box when sending actionable work requests to OSP. The only change for those sending actionable items to the mailboxes is that you will receive an auto-generated email confirmation that assigns a case number to your work request. Please use your case number when referencing any previously submitted inquiries.

3 UPDATE: NATIONAL SCIENCE FOUNDATION (NSF)

NSF is pleased to announce that supplemental funding requests including Career-Life Balance requests can now be prepared in Research.gov. Supplemental funding requests can be submitted in Research.gov **regardless of the system used (Research.gov, FastLane, or Grants.gov) for proposal submission.** FastLane supplemental funding request functionality will remain available in parallel for the preparation and submission of new requests until January 27, 2023.

In addition, the last two proposal types for the Small Business Innovation Research Program (SBIR) and the Small Business Technology Transfer Program (STTR) will be enabled in Research.gov for the fiscal year (FY) 2023 competitions. With all proposal and submission types soon fully supported in Research.gov, the system will be ready for the transition from FastLane for the preparation and submission of all new proposals in late January 2023, when the *Proposal and Award Policies and Procedures Guide* (PAPPG) (NSF 23-1) is effective. The last day to submit new proposals in FastLane is January 27, 2023.

Please see the table of important FastLane transition deadlines below. Additional information will be forthcoming on the transition of other FastLane functionality and a FastLane Decommissioning webpage is being developed.

Important FastLane Proposal Preparation and Supplemental Funding Request Transition Deadlines

Action	Deadline
Last day to submit <u>new</u> proposals in FastLane <i>*Note that FastLane remains a submission option for only 9% of current funding opportunities as of October 24.</i>	Friday, January 27, 2023 (5:00 PM submitter's local time)

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Last day to submit <u>new</u> supplemental funding requests in FastLane	Friday, January 27, 2023 (5:00 PM submitter's local time)
Last day to submit proposal file updates/budget revisions in FastLane	Friday, September 29, 2023 (5:00 PM submitter's local time)

New Supplemental Funding Request Functionality

- The Research.gov Supplemental Funding Request System has many features to help reduce administrative burden, including:
 - Intuitive and dynamic interfaces which provide only relevant preparation options;
 - Inline help features;
 - Fast document uploads and immediate feedback within each section; and
 - Automated compliance checks with specific, actionable warning and error messages.
- The new Research.gov Supplemental Funding Request Demo Site can be used to explore preparing supplemental requests and to check the compliance of uploaded documents.
- The supplemental funding request functionality and demo site are accessible from new links within the Awards & Reporting tile on the Research.gov My Desktop page after signing in to Research.gov.
- Topic-specific Frequently Asked Questions (FAQs) and demo site guidance are posted on the new Research.gov [About Supplemental Funding Request Preparation and Submission](#) page.
- Please refer to [PAPPG](#) Chapter VI.E.5. for supplemental funding request policy guidance.

New SBIR and STTR Proposal Types

- Proposers will prepare and submit SBIR and STTR Phase I and Phase II proposals in Research.gov for the FY 2023 competitions.
- SBIR and STTR proposal types will be available to try out on the [Research.gov Proposal Preparation Demo Site](#) (you will be prompted to sign in to Research.gov if you are not already signed in) after the SBIR and STTR program solicitations for the FY 2023 competitions are published.

Research.gov Proposal and Supplemental Funding Request Feedback

NSF wants your feedback on the proposal preparation and submission functionality, as well as on the new supplemental funding request enhancements. Your input helps NSF to ensure the systems and demo site features are working as intended and to identify areas of improvement. Feedback may be submitted on the Research.gov [Feedback](#) page. Submitted feedback is reviewed on an ongoing basis by NSF's Research.gov Business Office.

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Questions? If you have IT system-related questions, please contact the NSF Help Desk at 1-800-381-1532 (7:00 AM - 9:00 PM ET; Monday - Friday except federal holidays) or via email to rgov@nsf.gov. Policy-related questions should be directed to policy@nsf.gov.

4 REMINDER: BROWN BAG WEBINARS NOW 11:00AM – 12:15PM

Beginning on November 8th, all Brown Bag meetings are extended by five minutes to take place from 11:00AM – 12:15PM. Each meeting will be hosted via this webinar link: <https://yale.zoom.us/j/99141490510>

Please note our Zoom security settings allow only authenticated Yale users to join. Be sure to sign in to your Yale Zoom account before joining the webinar.

5 PRINCIPLES OF EFFORT NEW BLENDED FORMAT

Principles of Effort is now a blended course. To receive credit for Principles of Effort, all learners still must take the [eLearning](#) and pass the quiz. New in 2023, learners will also have the chance to attend a live Zoom hosted by Subject Matter Experts (SMEs) focusing on Effort Certification. This live Zoom is titled [Principles of Effort: Ask the Expert](#) and will be an optional supplement to the eLearning, which is a prerequisite to register for the live session.

SMEs will be discussing Effort Certification-related case studies, Frequently Asked Questions, and audience Q&As. All Principles of Effort learners are invited to register! More information will be shared at the November 8th Brown Bag.

6 REMINDER – NIH LOAN REPAYMENT PROGRAM

As a reminder, the NIH Loan Repayment Program (LRP) started another cycle. Applicants can now apply through ASSIST, the Application Submission System & Interface for Submission Tracking system. The submission window opened September 1, 2022, and the deadline is November 17, 2022.

Adrienne Marable is the Institutional Business Official (IBO) for Yale University.

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7 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:

- **Accountant 2 (76822BR)**
Sponsored Projects Financial Administration
The Accountant II is responsible for the post award accounting duties in managing a high-volume portfolio of sponsored awards. The focus of this role will be primarily with invoicing and A/R.
- **Post Award Analyst (76542BR)**
Sponsored Projects Financial Administration
The Post Award Analyst provides seasoned experience and service to University departments, as well as, guidance and second tier review of specific tasks to new and less experienced accountants within their respective team.
- **Proposal Manager (77570BR)**
Office of Sponsored Projects
Reporting to the Assistant Director for Proposal Management in OSP, the Proposal Manager position has primary responsibility for review, approval, and processing of all grant proposals to federal and non-federal sponsors. The successful candidate for this position will provide assistance to investigators and departmental staff with funding opportunity announcements, sponsor guidelines and federal and university policy as it relates to grant proposal submissions. The role has delegated signature authority for official documents related to grants and contracts. This position is offering on-site, hybrid or largely remote work schedules.
- **Lead Contract Manager (77080BR)**
Office of Sponsored Projects
Reporting to one of the Office of Sponsored Projects (OSP) Directors, the Lead Contract Manager (CM) provides support to faculty and administrators regarding the review and development of proposals as well as the negotiation, execution and administration of contracts, including research agreements, federal contracts / agreements, confidentiality agreements and material transfer agreements, and liaise with the Awards Team over the negotiation and execution of grant awards from private foundations.
- **Assistant Director, Research Integrity (77537BR)**
Research Integrity Office
Reporting to the Director, Research Integrity, this position will provide high-level support to faculty

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committees and senior institutional leadership related to the review and handling of allegations of research misconduct and other data integrity related inquiries and investigations, and will provide guidance and make recommendations to a variety of stakeholders regarding research integrity policies and processes.

- **Institutional Animal Care and Use Committee (IACUC) Coordinator (76729BR)**

Office of Animal Research Support

The IACUC Coordinator position serves as a resource to the animal research community for IACUC-associated activities and maintaining animal care and use compliance. Primary responsibilities include, but are not limited to, quality assurance of IACUC information, coordinating facility tours and access, maintaining office standard operating procedures, and grant-protocol congruency reviews. This position also focuses on providing support to the IACUC and serving as a liaison between the Office of Sponsored Projects, investigators, business managers and the Yale Animal Resource Center.

- **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.

- **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.

- **Award Setup Analyst (75983BR)**

Sponsored Projects Financial Administration

The Award Setup Analyst is responsible for creating and modifying all University sponsored research accounts in the financial system.

- **Financial Analyst 1, Post Award (75315BR)**

Faculty Research Management Services (FRMS)

Reporting to the FRMS Associate Director who provides general direction, 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 multiple departments. This position is an early career research administration position that focuses on accelerating the development of Grant Accountants while creating a pipeline of high-performing talent.

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

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8 SPONSORED PROJECTS TRAINING

[Visit Yale's TMS site](#) for course descriptions and registration (*VPN required*).

*Courses with an asterisk have had recent content edits.

Virtual Instructor-Led Training (vILT)

Fall 2022

- November 9: Fly America Act & Open Skies Agreement
- December 6: IRES Proposal Development (PD) (*new date*)
- December 7: Industry Sponsored Clinical Trial Budgeting
- December 1: Financial Reporting and Closeout*
- December 12: Intro to Sponsored Projects Administration (SPA)

Spring 2023 (*Newly Added*)

- January 10: IRES Proposal Development (PD)
- January 30: Intro to Sponsored Projects Administration (SPA)
- February 8: Research Compliance Principles*
- February 23: Principles of Effort: Ask the Expert (*new*)
- March 1: Fly America Act & Open Skies Agreement
- March 20: Intro to Sponsored Projects Administration (SPA)
- April 4: Financial Reporting and Closeout*
- April 18: IRES Proposal Development (PD)
- May 1: Intro to Sponsored Projects Administration (SPA)
- May 9: Industry Sponsored Clinical Trial Budgeting
- June 7: Fly America Act & Open Skies Agreement

On-Demand [eLearning via TMS](#)

- Allocating Allowable Costs
- Clinical Trials: Create a Clinical Trial Record in PD
- Cost Transfer Principles
- Direct Charging of F&A Type Costs on Sponsored Awards
- Principles of Effort
- Export Compliance (CITI Program)
- IRES Proposal Tracking (PT) Overview
- NIH K Award Fundamentals

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- Other Support and Third-Party Agreements Library
- 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](#).

New webinars posted: Roles and Responsibilities: How to Assess and Create Clarity (recorded 9/28/22), Successfully Onboarding Your Staff in the Virtual World (recorded 10/13/22), and Financial Reporting at the Departmental Level and Strategies for Successful Collaboration with the Central Office (recorded 10/27/22.)

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, please email osp.communications@yale.edu.