The OSP News & Updates, published by the Office of Sponsored Projects, provides OSP updates, quick facts, sponsor/agency updates, guidance and training in all aspects of sponsored projects administration for faculty and department business offices. Please click here for archives. To subscribe, please go to: https://messages.yale.edu/subscribe.

1 Current Items of Interest from the NIH

Using the New PHS Assignment Request Form

As mentioned in our most recent OSP communication regarding the July 5th Deadline and Other Relevant Reminders, the NIH new PHS Assignment Request Form is an optional form that may be used to communicate specific application assignment and review requests to the Division of Receipt and Referral (DRR) and to Scientific Review Officers (SROs). The information will not be part of the application, and it will not be made available to program staff or provided to reviewers. It is used specifically to convey additional, optional information about the Principal Investigator’s preference(s) for assignment and review of the application to DRR and SROs. This information was previously collected in the Cover Letter Attachment, but now, this optional information must be provided on the Assignment Request Form and not the Cover Letter Attachment.

If there isn’t any assignment request information to convey, it is not necessary to include the form with the application. The steps for including the form with the application vary based on the method used to prepare and submit the application. For example, if the application is prepared and submitted using ASSIST, then use the “Add Optional Form” action in ASSIST to add the form to the application. If using Grants.gov downloadable forms, then click the box next to the form name under “Optional Forms” on the application package management page to add it to your application.

DRR staff are only looking for assignment requests in the PHS Assignment Request Form, so requests should not be included in the Cover Letter going forward. The Cover Letter should still be used for any narrative information you want to relay to the receipt and referral staff, such as:

- Reason for late application
- Explanation of why a Subaward isn’t active in all periods of the proposed project
Career Development Applications and the Project Summary/Abstract Attachment Clarification

Some of you may have noticed that in the NIH FORMS-C application guide, it was indicated that the Project Narrative/Abstract attachment on the R&R Other Project Information form could be up to a page for career development (K) applications, while in the FORMS-D application guide it was indicated the attachment can be “no longer than 30 lines of text” for all programs.

NIH’s intended policy has always been 30 lines of text, even for career development applications. Unfortunately, the wording of the previous guidance did not reflect that intent. If you type 30 lines of text in a Word document using their defaults it will result in approximately a page of text.

The new application guide now reflects the intended policy.

The current guidance of limiting the attachment to 30 lines of text must be followed without breaking the font and margin guidelines.

2 PROJECT PERSONNEL INFORMATION IN NIH RePORTER

RePORTER is a public database containing the details of NIH-funded research information contained in proposals. NIH Notice NOT-OD-16-088 informs recipients of NIH grants that information on project personnel (i.e. Name, Degree, Role on project, and if applicable, foreign organization and country) listed in section D (participants) of their annual Research Performance Progress Reports (RPPRs) will be displayed in RePORTER beginning with RPPRs of grants funded in fiscal year 2016.

3 ISSUANCE OF REVISED NSF AWARD TERMS AND CONDITIONS

The National Science Foundation (NSF) revised its Award Terms and Conditions to implement the requirements stipulated in Appendix XII to Part 200 of 2 CFR § 200 (the Uniform Guidance) regarding the Federal Awardee Performance and Integrity Information System (FAPIIS), as well as other clarifications to the conditions. Each set of terms and conditions is accompanied by a comprehensive summary of changes made to the document.
The revised Terms and Conditions will apply to all new NSF awards and funding amendments to existing NSF awards issued on or after July 1, 2016.

Revisions have been made to the following documents:

- Grant General Conditions (GC-1); Cooperative Agreement Financial & Administrative Terms and Conditions (CA-FATC);
- Cooperative Agreement Supplemental Financial & Administrative Terms and Conditions for Managers of Large Facilities; Cooperative Agreement Supplemental Financial & Administrative Terms and Conditions for Managers of Federally Funded Research and Development Centers (FFRDCS);
- International Research Terms and Conditions; Small Business Innovation Research (SBIR)/Small Business Technology Transfer (STTR) Phase I Grant General Conditions;
- Small Business Innovation Research (SBIR)/Small Business Technology Transfer (STTR) Phase II Grant General Conditions; and
- Administration of NSF Conference or Group Travel Grant Special Conditions (FL 26).

These Award Terms and Conditions are available electronically at:

If you have any questions regarding these changes, please contact the DIAS/Policy Office on (703) 292-8243 or by email to policy@nsf.gov.

4 NSF EXPANDS AUTOMATED PROPOSAL COMPLIANCE CHECKS

Effective July 25, 2016, the National Science Foundation (NSF) implemented additional automated compliance validation checks to ensure proposal compliance with requirements outlined in Chapter II.C.2. of the its PAPPG (Proposal and Award Policies and Procedures Guide).

The additional automated compliance checks generate error messages for each of the following rules:
- Biographical Sketch(es) and Current and Pending Support files are required for each Senior Personnel associated with a proposal; and
- Biographical Sketch(es) can only be uploaded as a file, must not exceed two pages and can no longer be entered as text.
Click [here](#) to view a complete list of FastLane auto-compliance checks. The list specifies which checks are run depending on funding opportunity type (GPG, Program Description, Program Announcement, or Program Solicitation) and type of proposal (Research, RAPID, EAGER, Ideas Lab, Conference, Equipment, International Travel, Facility/Center, or Fellowship). It also specifies whether the check triggers a “warning” or “error” message for non-compliant proposals.

### 5 Use of OSP’s GCAT Email Boxes

The Office of Sponsored Projects (OSP) has five generic email boxes ([GCAT1@yale.edu](mailto:GCAT1@yale.edu), [GCAT2@yale.edu](mailto:GCAT2@yale.edu), [GCAT3@yale.edu](mailto:GCAT3@yale.edu), [GCAT4@yale.edu](mailto:GCAT4@yale.edu), and [GCAT5@yale.edu](mailto:GCAT5@yale.edu)) used to receive and manage incoming notifications and work requests from sponsors and department business offices.

**ALL actionable requests submitted outside of IRES Proposal Development must be submitted through the appropriate GCAT email box.** To find out which GCAT email box your department belongs to and your assigned OSP representatives, [click here](#). Visit the [Resources](#) page of the OSP website to view Grant and Contract Team Portfolios.

Incoming work requests sent to the GCAT box are entered into IRES and assigned in order of priority. Some of the items that are attended to more quickly than others include:

- At Risk Requests
- JIT Requests
- Requests for New Sponsor Setups in IRES
- No-Cost Extension Requests
- Sponsor-imposed deadline related requests
- Any urgent requests prominently called out in the subject line of the email

**Below are some do’s and don’ts when sending email to your assigned GCAT:**

**DO**

- Use the GCAT mailbox to send actionable requests. An actionable request is defined as a request that must be entered into IRES for review and action by the assigned OSP reviewer/manager.
- Use concise and clear naming conventions in the subject line of your email. Include (PI last name, IRES record number (if applicable), short description of request, and indicate “urgent”, “due today” or “due date” if warranted.
- Send inquiry requests about the status of an open activity log directly to the assigned reviewer/manager, unless you are unsure about who to contact.
DO NOT

- Send requests to the GCAT inquiring about the status of an existing open log (unless you’re uncertain about who to contact).
- Send incomplete requests to the GCAT. For example, if your document requires a TranSum, you must submit the request with the TranSum otherwise the GCAT team assistant will not be able to process the request in IRES.
- Copy the GCAT on back and forth email exchanges between you and your OSP reviewer/manager. Instead, communicate with your reviewer/manager directly.

6 OSP STAFF UPDATES

We are pleased to announce the following new hires in OSP:

Proposal Management Team

- **Tina Varick** comes to OSP with over 20 years of executive experience in nonprofit administration, research, grant writing and project management. In her previous position as the Director of Grants & Projects at The Kennedy Center, Inc., her efforts supported over 3,000 people with disabilities and special needs throughout Connecticut. She developed, wrote and managed a $1.7M grant/contract portfolio, as well as served as the government liaison for the agency. Tina has lived and worked all over the United States, and has worked for nonprofit organizations such as the Orange County Community Development Council, International Foster Family Agency and the South Carolina Chamber of Commerce. Tina is also a veteran of the United States Army.

Award Management Team

- **Ryan McConnell** comes to us from Northwestern University where he worked in the Department of Emergency Medicine. His experience includes all aspects of pre and post award research administration. Ryan also has experience in managing a team of Clinical Trial Research Coordinators. He is familiar with NIH, NSF and various NGOs. Ryan attended Penn State University where he obtained a Bachelor’s degree and he obtained a Master’s degree from Seton Hall University. Both degrees are in English Literature

Clinical Trials Team

- **Jeri Barney**, JD, formerly of HRPP, joined the Clinical Trials team on April 11, 2016 as Assistant Director. Jeri oversees the process for the coordination and review of contracts, budgets, study protocol and informed consent forms to ensure a successful activation of clinical trials at Yale.
Additionally, Jeri will develop an educational program to reinforce the need for consistency among the study documents to mitigate risk, ensure proper billing and provide clarity for human subjects’ research. Jeri will perform this consistency function by working closely with HRPP, YCCI, PIs, study coordinators, DBOs, and Billing Compliance. Jeri’s role is designed to support the University’s anticipated growth in CTAs and related patient enrollments.

Financial Management Team

• **Geoffrey Schempp** has joined the Financial Management Section of OSP, as a Senior Accountant. Geoff joined OSP on May 9th, and comes with several years of Fund Accounting experience. He is currently undergoing training, and a future communication will be sent with his portfolio assignment.