

OSP News & Updates

Office of Sponsored Projects

9/8/2022

2022 Volume 3, Issue 5

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 PREPARING TO BOOK FEDERAL GRANT-FUNDED TRAVEL?

Yale Travel Management is looking for pilot group participants to test a new booking service – World Travel, Inc. (WTI).

If you are booking a trip funded by a federal grant over the next four weeks, please reach out, and we will provide training on how to use the tool. Bookings must be completed by September 30, 2022.

WTI improves the travel booking and expensing experience with:

- Easy-to-identify compliant flights
- Ability to document an exception reason in the system
- Automatic compilation of comparison flight information

Please email travel@yale.edu to let us know if you can take part in the WTI pilot program.

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2 YALE COI OFFICE GUIDANCE

Effective October 1, 2022, anyone entered as Senior/Key personnel in the budget will automatically default to being 'responsible'. Any other personnel role that is included on the Personnel tab will still need to be manually 'checked' if the PI has determined that they are responsible for the design, conduct or reporting of the work on the project.

Please reach out to your Proposal Manager or the COI Office if you have any questions.

3 PROCEDURE 1301 PR.06 SPONSORED PROJECTS FINANCIAL REPORTING AND CLOSEOUTS

[Procedure 1301.06](#) has replaced Guide 1301 GD.02. This "new" procedure replaces former Guide 1301 GD.02 Financial Reporting and Closeout as part of an initiative to eliminate "guide" documents with the intention of clarifying substance that is a requirement or expectation (transitioned to policy and procedure documents) versus substance that is helpful guidance or useful information (transitioned to web pages, FAQs, etc.).

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:

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- 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.

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 not 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.

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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 CAREERS IN THE OFFICE OF RESEARCH ADMINISTRATION

There are currently several job openings throughout the Office of Research Administration. 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:

- **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

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projects.

- **Business Analyst, Research Enterprise Operations (74974BR)**
Office of Research Enterprise Operations
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.
- **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.

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

7 NATIONAL HUMAN GENOME RESEARCH INSTITUTE (NHGRI) POLICY ON \$500,000 OR MORE PROPOSAL ACCEPTANCE

This Notice describes NHGRI's implementation of the [NIH policy](#) on the acceptance for review of unsolicited applications that request \$500,000 or more in direct costs in a single year.

According to the NIH policy, applicants must seek agreement to accept assignment from Institute/Center staff at least 6 weeks prior to the anticipated submission of any application requesting \$500,000 or more in direct costs for any year. This policy applies to all investigator-initiated new, renewal (competing continuation), resubmission (amended), or revision (competing supplement) applications.

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To ensure adequate time for review and consideration of requests, NHGRI strongly encourages the request be sent to a NHGRI Program Director (<https://www.genome.gov/research-funding/Division-and-Program-Directors>) at least eight weeks prior to the anticipated submission date.

Full details can be viewed within the notice, [NOT-HG-22-033](#).

8 NIH IMPLEMENTATION CHANGES FOR GENOMIC DATA SHARING PLANS – APPLICATIONS DUE ON OR AFTER JANUARY 25, 2023

NIH continues to work with the biomedical research community to promote effective and responsible management and sharing of scientific data generated from NIH-funded or conducted research. In an effort to reduce the burden of duplicative reporting expectations, NIH is informing the research community of its intent to establish a single Plan submission requirement for research subject to both the [NIH Genomic Data Sharing Policy \(GDS Policy\)](#) and the [NIH Policy for Data Management and Sharing \(DMS Policy\)](#). This implementation update will take effect for Plan submission due dates on or after January 25, 2023.

Read the full notice [NOT-OD-22-198](#) for further details.

9 NIH CONTINUED EXTENSION OF CERTAIN FLEXIBILITIES FOR PROSPECTIVE BASIC EXPERIMENTAL STUDIES WITH HUMAN PARTICIPANTS

NIH is extending the period of delayed enforcement for registration and results reporting, originally announced in [NOT-OD-18-212](#), through September 24, 2024. This delayed enforcement is only applicable to BESH studies submitted to funding opportunities designated as “basic experimental studies with humans.”

This notice replaces [NOT-OD-21-088](#). The purpose of this notice is to further extend interim policy flexibilities regarding registration and results reporting for a subset of NIH-funded research whose primary purpose is basic experimental studies with humans (BESH) submitted in response to BESH Funding Opportunity Announcements (FOAs). These studies, referred to in [NOT-OD-18-212](#) as “prospective basic science studies involving human participants,” meet both the [NIH definition of a “clinical trial”](#) and also the definition of basic research.

This additional extension will last through September 24, 2024. During this extension period, NIH will continue to work with the BESH community to achieve effective and efficient dissemination of

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information that is useful to other researchers and members of the public, while also maintaining the NIH commitment to stewardship and increasing transparency.

Further information is contained within the full notice, [NOT-OD-22-205](#).

10 SPONSORED PROJECTS TRAINING

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

Instructor-Led Training (ILT): Upcoming Classes

- September 20: 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 9: Fly America Act & Open Skies Agreement
- 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 eLearning

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
- Principles of Effort – 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

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NCURA Webinars

View videos of recent National Council of University Research Administrators (NCURA) webinars by visiting the [Sponsored Projects Research Administrator Training webpage](#).

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.
