

# OSP News & Updates

Office of Sponsored Projects

12/12/2019

2019 Volume 4, Issue 6

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](#)<sup>i</sup>

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## 1 WINTER RECESS SUBMISSION SCHEDULE

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The Office of Sponsored Projects will be closed for the winter recess (December 24, 2019 through January 1, 2020). All action items sent to the GCAT mailboxes or any individual during this time will be responded to when the office reopens on Thursday, January 2, 2020.

Proposals, or any other actionable items with deadlines between December 23rd and January 2nd must be received in OSP no later than 5pm on **Friday, December 20th** to ensure submission prior to recess or an extension must be obtained from the sponsor to submit the application or prior approval request on Thursday, January 2nd. Please contact your [OSP Manager](#) with any questions about this process.

## 2 NSF – SCIENCE EXPERTS NETWORK CURRICULUM VITAE (SCIENCv)

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Beginning in January of 2020, the National Science Foundation (NSF) will only accept PDFs for biographical sketches (a.k.a. “biosketches”) that are generated through use of an NSF-approved format. NSF has designated SciENCv (Science Experts Network Curriculum Vitae) as an NSF-approved format for submission of biosketches. Faculty members who plan to apply for NSF funding should be

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instructed to visit the [SciENCv website](#) to view tutorials and create biosketches. The initial creation of a profile and biosketch may take 1-1.5 hours, so it is important for individuals to start early.

After the initial profile and biosketch are created and saved in SciENCv, updating and creating multiple versions of biosketches can be done in minutes. The system also can be used to generate NIH-formatted biosketches; although the use of SciENCv for NIH applications is not required, it is recommended.

## 3 OUTGOING SUBAWARDS

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### 3.1 NEW! OUTGOING SUBAWARD WEBSITE CONTENT

The OSP Subaward Management Team created content in a new tab called [Subaward Monitoring and Management \(Outgoing\)](#) located on the OSP website. You will find information on:

- The Subaward Management Team
- Definition of a Subaward
- Differences between a Subrecipient and a Vendor (Supplier)
- Submitting a Proposal with a Subaward
  - Subaward documentation required during proposal preparation
  - Subaward built into prime award budget
- Subawards not in the proposal budget (after the fact)
- Subaward Initiation and Setup
  - Approvals and Certifications
  - Risk Assessment
- Subaward actions requiring prior approval
  - Carryover
  - No Cost Extensions
  - Additional funding and time
- Subrecipient Monitoring (*1307 PR.02 and 1307 PR.03*)
  - Progress Reporting
  - Invoice Monitoring (*use the Subaward Invoice Review Checklist*)
- Frequently Asked Questions
  - Subaward FAQs: PreAward
  - Subaward FAQs: Post Award

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The content was selected based on frequently asked questions from business offices. The website includes links to forms and checklists and Subrecipient Management and Monitoring **Procedures 1307 PR.01, 1307 PR.02 and 1307 PR.03.**

We welcome your feedback and want to know if the information is helpful and whether there is anything you'd like to see included. Please email Lauren Pite at [lauren.pite@yale.edu](mailto:lauren.pite@yale.edu) with comments or questions.

## 3.2 REMINDER REGARDING REVIEW OF SUBAWARD INVOICES

When reviewing subaward invoices, make sure the invoice includes the following elements:

- subrecipient name (required);
- date of invoice;
- subaward number (GR + CON);
- subaward amount (prevailing authorized amount);
- subrecipient's invoice number or reference;
- period of performance covered by the fully-executed agreement;
- period of performance covered by the invoice;
- expenditures by major category (e.g., salaries, benefits, supplies, equipment, F&A, etc.);
- current period costs or clinical services rendered in a specified period, including cost sharing (insufficient detail to enable comparison to project budget), and cumulative project costs or clinical services rendered, including cost sharing, as compared to the project budget (required);
- subrecipient contact person with respect to the invoice, if indicated;
- certification on each invoice as to the truth and accuracy of the invoice (**for federally-backed subawards specific certification language is required by Uniform Guidance**)

All new subaward agreements include a sample invoice to guide the subrecipient which also contains the appropriate certification for that subaward. The Subaward Management Team developed an Invoice Review Checklist to assist PIs and business offices in the review of subrecipient invoices. Contact [dennis.titley@yale.edu](mailto:dennis.titley@yale.edu) if you have any questions about reviewing and approving subaward invoices. **Federally-backed subaward invoices in good form should be paid within 30 days of receipt per Uniform Guidance.**

Important: Run the *Find Subawards – Yale* report to determine if there are sufficient funds remaining to pay an invoice. Run the *Subaward Invoices in Progress – Yale* report to see subaward invoices Aging at 0-10 days, 11-20 days, 21-30 days and 31+ days.

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## 4 REMINDER – NEW “ABS FORM” AVAILABLE

As mentioned in the last issue of the [OSP News & Updates \(Volume 4, Issue 5\)](#), use of the new [Award Budget Setup form](#) (also known as the “ABS form”) is being implemented University-wide.

Important to note -

- The new ABS form combines both the Workday Award Setup Webform and the PPG spreadsheet into one form.
- The new ABS form is located on the OSP website – under Resources, OSP Forms
- Departments will upload the ABS form directly into the applicable IRES record.
- Departments can begin to use the new ABS form as soon as they’d like.
- The Workday Award Setup Webform and PPG spreadsheet will be retired in January 2020.
- For Users that do not have access to IRES, please complete the IRES Departmental User Access Request form. Note, requests need to be submitted by lead administrators.
- OSP will go over the new process at the Brown Bag meeting in January.

## 5 SPONSOR RELATED UPDATES & REMINDERS

### 5.1 NIH AND AHRQ ANNOUNCE UPCOMING CHANGES TO POLICIES, INSTRUCTIONS AND FORMS FOR RESEARCH TRAINING GRANT, FELLOWSHIP, AND CAREER DEVELOPMENT AWARD APPLICATIONS

NIH plans to transition to updated application forms and instructions for due dates on or after May 25, 2020 (FORMS-F; [NOT-OD-20-026](#)). This Notices provides additional information on the planned changes.

Type of Application	Changes
<b>Institutional Research Training and Institutional Career Development</b>	<ul style="list-style-type: none"><li>• The Program Plan section of the application will be expected to include a description of how the program and faculty will provide training in rigorous research design and relevant data science and quantitative approaches.</li><li>• The requirement to include a Plan for Instruction in Methods for Enhancing Reproducibility attachment will be expanded to all applicants.</li><li>• The Progress Report attachment for renewal applications will be limited to five pages for a program overview and one page for each</li></ul>

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	<p>appointee to the grant; applications that exceed the specified page limits will be withdrawn.</p> <ul style="list-style-type: none"><li>• The My Bibliography report of publications arising from work conducted by appointees while supported by the grant will be no longer be requested Just-in-time but will be collected in the Interim Final Research Performance Progress Report.</li><li>• Minor modifications to the data elements collected in the research training data tables.</li></ul>
<b>Fellowship</b>	<ul style="list-style-type: none"><li>• In describing their training goals and objectives in the Program Plan attachment, fellowship candidates will be expected to address, as applicable, any new research skills they plan to acquire in the areas of rigorous research design, experimental methods, quantitative approaches, and data analysis and interpretation.</li><li>• In the Research Strategy section of the Program Plan attachment, fellowship candidates will be expected to describe (a) the strengths and weaknesses in the rigor of the prior research that serves as the key support for the proposed project, (b) plans to address any weaknesses in the rigor of the prior research, (c) how the experimental objectives proposed will achieve robust and unbiased results, and (d) how relevant biological variables are factored into research designs and analyses.</li><li>• If applicable, fellowship candidates will be required to include the Authentication of Key Biological and/or Chemical Resources attachment.</li><li>• Applicants for diversity-related fellowship programs will be expected to attach a Description of Candidate's Contribution to Program Goals, explaining how the candidate's participation would further the goals of the program to promote diversity in health-related research.</li></ul>
<b>Individual Career Development</b>	<ul style="list-style-type: none"><li>• In describing their career development plans in the Program Plan attachment, candidates for career development awards will be expected to address, as applicable, any new research skills they plan to acquire in the areas of rigorous research design, experimental methods, quantitative approaches, and data analysis and interpretation.</li><li>• Applicants for diversity-related career development programs will be expected to attach a Description of Candidate's Contribution to</li></ul>

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	Program Goals, explaining how the candidate's participation would further the goals of the program to promote diversity in health-related research.
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Additional guidance and details about the implementation plans will be provided in early 2020.

## 6 OSP TRAINING

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### 6.1 UPCOMING OSP CLASSES

OSP classes are designed for Research Administrators and those in DBOs (department business offices) who manage sponsored projects. Visit TMS to [register to attend](#) a training class to learn more about the issues you deal with in your office or take a refresher to stay up-to-date.

### 6.2 JANUARY BROWN BAG MEETING

The next Brown Bag meeting will be held on January 16<sup>th</sup>, at 25 Science Park. Visit the TMS Brown Bag webpage to [view and register for an upcoming session](#).

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<sup>i</sup> 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](mailto:osp.communications@yale.edu) or [tracy.coston@yale.edu](mailto:tracy.coston@yale.edu). Use the following link to [unsubscribe to OSP News & Updates](#). For archived issues, visit [OSP News & Updates archives](#).