

OSP News & Updates

Office of Sponsored Projects

5/30/2019

2019 Volume 2, 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. To subscribe, visit <https://subscribe.yale.edu/browse?search=OSP>.

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1 CCTC (CAMPUS-WIDE COLLABORATIVE TRAINING COMMITTEE)

If anyone is interested in volunteering for the CCTC sponsored award training project, please let us know – we’re in the final project planning stages and still need volunteers.

Tasks include researching topics, writing training content, reviewing materials and editing. The immediate topics at hand are: K Awards, Financial Reporting, New Award Checklists, Labor Management & Effort, PI Meetings, Closeout, and Non-Financial Reporting.

This project is no small undertaking and the CCTC, a committee of 12, will need help with this project. Volunteers can become as involved as their schedule will allow and work on either short-term or long-term tasks.

For those who are not yet familiar with the CCTC, it’s a campus-wide committee that has been tasked with developing sponsored award training for department business office staff focused on departmental processes and procedures.

If you’re interested in volunteering for this project please check with your manager then contact osp.trainings@yale.edu or kathi.goodfriend@yale.edu. For more information about CCTC, [visit the CCTC website](#).

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2 FY2019 SALARY LIMITATION FOR GRANTS AND COOPERATIVE AGREEMENTS

The Office of Personnel Management has recently released new salary levels for the Executive Pay Scale. Effective January 6, 2019, the salary limitation for Executive Level II is \$192,300.

For more information, see the full [Guide Notice](#).

3 REMINDER!

OSP offers several online and in-person training opportunities of topics related to grants management and research administration. These trainings are more in depth than what is covered in the Introduction to Sponsored Projects Administration class and include topics such as Direct Charging of F&A Costs on Sponsored Awards, Cost Transfer Principles and Fly America and Open Skies Agreement. The full listing can be found on the website: [OSP Research Administrator Training](#). Online classes are a great and efficient way to engage in professional development!

4 OSP TRAINING

4.1 BROWN BAG QUESTION FOLLOW-UP

We have received several requests for presentations where representatives from both OSP and a DBO present different perspectives on the same topic. This is a great idea and would be beneficial for everyone! If anyone from a department would like to collaborate with OSP on a topic, please let us know. Contact osp.trainings@yale.edu.

4.2 UPCOMING BROWN BAG MEETING

Join us for the June 13th Brown Bag meeting at 1:00pm. [Visit the TMS Brown Bag webpage](#) to register and view the event details. Topics for next month's meeting are still in the planning phase and will be posted in TMS once confirmed.

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4.3 UPCOMING OSP CLASSES

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

[Financial Reporting and Closeout](#): This course is designed for administrators responsible for the financial reporting and closeout of sponsored awards including:

- The roles and responsibilities of those involved in financial reporting and closeout
- Policies and procedures related to these functions
- University processes supporting sponsor requirements
- The closeout process cycle
- The steps necessary to properly close sponsored awards

[Introduction to Sponsored Projects Administration](#): This course is designed to be an overview of the sponsored projects process from pre-award to post award and closeout and relevant for those who manage some part of the award process. Attendees include those new to research administration or those who would like a refresher or an overview of the entire life-cycle of an award. Topics covered include:

- Award basics and terminology
- Preparation, submission, negotiation and acceptance
- Award setup and managing an award
- Reporting obligations, award closeout and audits

5 STAFF UPDATES

5.1 PROPOSAL MANAGEMENT TEAM

We are pleased to announce that **Danielle O'Brien** has been promoted to Team Lead, Proposal Management. Danielle took on the role as Interim Team Lead in October of 2018 and has provided outstanding support to not only the proposal team and OSP, but to our departmental business contacts as well. She remains the first point of contact for the proposal team for our research community and internally in OSP.

ⁱ 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. To unsubscribe, visit <https://subscribe.yale.edu/browse?search=OSP>. For archived issues, visit [OSP News & Updates archives](#).