OSP News & Updates

Office of Sponsored Projects   10/17/2019   2019 Volume 4, Issue 2

*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]*

Table of Contents

1   REMINDER – PRIOR APPROVAL REQUIREMENTS

OSP has noticed an uptick in late prior approval request submissions. Proactive management of sponsored awards should preclude this from happening; we remind all business offices of the need to adhere to sponsor policy for prior approval requests. Guidance is provided on the federal prior approval matrix. More information on non-federal prior approval guidelines can be found on our awards page. We urge you to reach out to your award or contract manager with questions, so that we can avoid late requests.

2   REMINDER – FEDERAL NCE REQUESTS

OSP would like to remind departments when submitting a no-cost extension for Federal awards the following information is required.

The email submitted to GCAT should contain the following information:

- PI's name
- Department
- Telephone number
- Sponsor name
- Sponsor award number

- IRES proposal number
- Yale account number
- Award title
- Current expiration date
- Requested termination date
- Justification for the extension
- Amount of anticipated funds after commitments

For Second and Third NCEs submit a letter on department letterhead, which includes detailed explanation of why the project could not be completed by the originally approved date; a scientific rationale for continuing the project; and a brief (not to exceed one page) progress report that communicate scientific progress made from submission of the last RPPR to present. For third NCE requests, PIs must provide a compelling scientific justification that warrants a third and final extension. A second or third extension must be submitted <u>at least 30 days</u> before the end of the project period. The request requires Authorized Organization Representative/Signing Official concurrence and should be emailed to the Grants Management Specialist identified in the most recent Notice of Award (NOA).

The request must include the following information:

- Amount of Direct Costs and Facilities and Administrative (F&A) costs remaining (estimated unobligated balance) in U.S. dollars;
- [PHS 2590 Form Page 2](#) Detailed Budget reflecting the proposed plans to use the remaining funds;
- [PHS 2590 Form Page 6](#) Checklist reflecting calculated F&A costs;
- Budget Justification;
- Level of effort of key personnel named in the NOA - [Section 8.1.1.3](#) of the NIH Grants Policy Statement requires a measurable level of effort of key personnel during an extension; and,
- Updated certifications and assurances, including IRB and IACUC approvals;

Exception for NSF awards: NSF requires that notification of extensions be submitted via FastLane. The PI or department administrator should initiate the notification procedure through FastLane. Once the submit button is clicked, OSP is alerted that a notification is waiting to be processed. An email should also be sent to the appropriate OSP Team mailbox to alert the team of this request. Once the request has been processed, OSP will forward the notification to NSF via FastLane. This applies to second NCEs as well.

https://your.yale.edu/research-support/office-sponsored-projects/awards/prior-approval-requests/no-cost-extensions

3   GRANTING PIs AUTHORITY TO SUBMIT NIH SNAP RPPRs

Earlier this week OSP has experienced issues within eRA Commons where several PIs who had previously been allowed authority to submit their SNAP RPPRs directly to the NIH no longer had the necessary permissions to do so.   We have been able to reinstate a good number of accounts. However, if one of your PIs reports not being able to submit the SNAP RPPR and was previously able to submit, please contact Tracy Coston at tracy.coston@yale.edu to have their authority to submit restored.

For those PIs who have never been granted the authority to submit their SNAP RPPR and need to do so, please forward an email from your PI to Tracy Coston (tracy.coston@yale.edu) with their acknowledgement of the following certification:

"In submitting this RPPR, the SO (or PD/PI with delegated authority), certifies to the best of his/her knowledge that the grantee organization is in compliance with the terms and conditions specified in the Notice of Award and Grants Policy Statement, and verifies the accuracy and validity of all administrative, fiscal, and scientific information in the progress report. The SO (or PD/PI with delegated authority) further certifies that the grantee organization will be accountable for the appropriate use of any funds awarded and for the performance of the grant-supported project or activities resulting from the progress report. Deliberate withholding, falsification, or misrepresentation of information could result in administrative actions such as withdrawal of a progress report, suspension and/or termination of an award, debarment of individuals, as well as possible criminal penalties. The grantee institution may be liable for the reimbursement of funds associated with any inappropriate or fraudulent conduct of the project activity."

4   IRES TECHNICAL SUPPORT

Any issues in IRES, such as running the NIH validation should be escalated to ires@yale.edu for further investigation.

Please include the IRES record number and, if possible, a screenshot of the error message. These details will allow us to investigate the issue and either find a resolution or escalate it to our vendor.

5 OSP TRAINING

5.1 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.

Research Compliance for Administrators: focuses on the principles of research compliance that research administrators need to know when managing sponsored awards including:

- An overview of regulatory compliance
- Conflict of Interest (COI) disclosure requirements at Yale
- Human Research Protection Program (HRPP) and IRB reviews
- Regulations, guidance and policies regarding Animal research
- Yale's department of Environmental Health and Safety (EHS) and how they monitor safety concerns on campus
- Policies and regulations regarding Export Controls

6 OSP STAFF UPDATES

6.1 SUB AWARD MANAGEMENT

Mahawa Kourouma is the newest member of the Sub Award Management team. Before officially joining OSP, Mahawa held a temporary assignment within OSP for several months backfilling for both the GCAT and ASU teams. We are pleased to have Mahawa join the Sub Award team.