

OSP News & Updates

Office of Sponsored Projects

5/16/2019

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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>.ⁱ

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1 CCTC (CAMPUS-WIDE COLLABORATIVE TRAINING COMMITTEE)

For those who are not yet familiar with the CCTC, it's a committee that has been tasked with developing sponsored award training for department business offices (DBOs). Current sponsored award training has been developed from the perspective of OSP requirements; *whereas this committee will be focused on training for departmental processes and procedures.*

The committee has been meeting with various leadership groups, (BOLT, Lead Administrators, Operation Managers, Operating Group, etc.) for the purpose of raising awareness about the committee's goals and has received substantial support for the project.

The immediate tasks at hand are to develop training materials for K Awards, Portfolio Management and Proposal Preparation.

These topics are no small undertaking and the CCTC, a committee of 12, will need help with this project. Within the next few weeks, the CCTC will be sending out a request for volunteers to assist in

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creating content for these courses. Volunteers can become as involved as their schedule will allow and work on either short-term or long-term tasks – more information will be forthcoming.

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](#).

2 MANUAL F&A ADJUSTMENTS ON BUSINESS MEALS

As mentioned at the May Brown Bag meeting, OSP will no longer do manual F&A adjustments on business meals charged to federal projects. Please note that [2 CFR 200.423](#) and Yale policy [3302 Business Meals, Entertainment, and Other Social Events](#) prohibit the charging of alcoholic beverages to federal projects. In the rare instance that a business meal is charged directly to a federal project, alcohol must be removed.

3 OSP TRAINING

3.1 BROWN BAG QUESTION: FOLLOW-UP

What Workday Report is available that shows overdrafts by Cost Center? This question was posed at the May Brown Bag meeting. The *Sponsored Award Expense Analysis – Yale* report in Workday provides total funding and expenses for the selected group of awards based on the parameters chosen. This report can be run by Cost Center and will return information on all awards for that Cost Center.

3.2 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.

3.3 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.

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[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

4 STAFF UPDATES

4.1 FINANCIAL MANAGEMENT TEAM

We are very pleased to announce that **Maranda Fitzgerald** has been promoted to Accounting Supervisor within the Financial Reporting group.

In the past 2 ½ years, Maranda has worked as a Senior Accountant demonstrating hard work and commitment to our team and the customers she supports. We look forward to her utilizing her skills and expertise in this new capacity.

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](#).