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](https://subscribe.yale.edu/browse?search=OSP).

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## 1 Submission Process During Winter Recess

The Office of Sponsored Projects will be closed for the winter recess (December 24, 2018 through January 1, 2019). All action items sent to the GCAT mailboxes or any individual during this time will be responded to when the office reopens on January 2, 2019. Proposals, or any other actionable items with deadlines between December 21st and January 2nd must be received in OSP no later than 5pm on **Thursday, 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 Wednesday, January 2nd. Please contact your **OSP Manager** with any questions about this process.
2 NEW PARENT R01 OPPORTUNITY TYPES

The National Institutes of Health will open three new parent R01 opportunity types on January 5, 2019. Please use the following links to read about the differences between the types.

PA-19-091 – Parent, Basic Experimental Studies with Humans Required - https://grants.nih.gov/grants/guide/pa-files/PA-19-091.html \((\text{This is a NEW FOA.})\)


If you have any questions, please contact your Proposal Manager.

3 EXTENUATING CIRCUMSTANCES FOR LATE COST TRANSFERS (INVOLVING SPONSORED PROJECTS) – REMINDER

Cost transfers are expected to be completed timely. However, in very rare instances where the cost transfer is not completed timely, departments are reminded to ensure that all cost transfers greater than 90 days are required to have a full explanation of the extenuating circumstance which prevented the timely review, correction and submission of the correction. The Cost Transfer Justification Form must be completed in its entirety and provide sufficient information to support the reason for the cost transfer, the extenuating circumstance, and the benefit to the receiving award. Any late cost transfer lacking an adequate extenuating circumstance will not be approved.

Refer to the Cost Transfer Policy for additional information on the requirements for completion of Cost Transfers involving sponsored projects.

4 2019 OSP NEWS & UPDATES DISTRIBUTION CALENDAR

Below is the OSP News & Updates distribution schedule for 2019. The OSP News & Updates is distributed by email to all members of the Yale community who subscribe to the newsletter and is made publicly available online at https://your.yale.edu/research-support/office-sponsored-projects/osp-news-updates.
2019 OSP News & Updates Distribution Calendar

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5 SHARE YOUR KNOWLEDGE AND EXPERTISE

Have you presented at any research administration conferences, seminars or meetings, (e.g., NCURA, SRA, etc.)? If so, consider partnering with OSP to share your presentation with the Yale research administrators community (at one of our Brown Bag sessions) and letting your colleagues benefit from your knowledge and expertise. Or perhaps you are preparing a presentation and you would like to do a dry run before the event.

Let us know and we will work with you to schedule your presentation for the Yale RA community. In addition, if it’s helpful we can send out a survey to provide you with feedback on your presentation, or video your presentation for you to review.

6 OSP TRAINING

We are currently working on the 2019 OSP training calendar and expect to have all the classes entered in TMS and ready for registrations before recess. Feel free to check out the OSP classes in TMS but remember that more classes will be added every day. We’ll be sending out an overview of the 2019 schedule in our January OSP News and Updates.

7 NEW ONLINE FORM: eRA COMMONS – REQUEST A YALE UNIVERSITY ACCOUNT

The next time you need to request a new eRA Commons account, please fill out and submit your request via the new online form: eRA Commons: Request a Yale University Account.

The new form is located on the OSP Resources webpage, and can be used to request an eRA Commons account for new users, affiliate an account from a former institution, or change your account role. It’s
simple and quick to fill out and there’s an additional comments box at the end for you to explain any special circumstances you might have.

8 OSP STAFF UPDATES

8.1 FINANCIAL MANAGEMENT

Fiona Williams joined the Financial Reporting Group as a Senior Accountant on December 3, 2018. Fiona has post award experience and joins OSP after working in the Yale Law School. Please continue to work with your assigned OSP Accountant, as Fiona will be going through training over the next several weeks. Once her portfolio is assigned, a separate communication will be sent.

9 SPONSOR-RELATED UPDATES & REMINDERS

9.1 REVISION OF NSF AWARD TERMS AND CONDITIONS

The following sets of NSF Award Terms and Conditions have been revised:

- NSF Agency Specific Requirements to the Research Terms and Conditions (ASR);
- Cooperative Agreement Financial & Administrative Terms and Conditions (CA-FATC);
- Cooperative Agreement Modifications and Supplemental Financial and Administrative Terms and Conditions for Major Multi-User Research Facility Projects and Federally Funded Research and Development Centers;
- Grant General Conditions (GC-1); and
- Special Terms and Conditions (FL 26) for Administration of NSF Conference or Travel Grants.

Each set of terms and conditions is accompanied by a summary of changes made to that document. The revised Terms and Conditions will apply to all new NSF awards and funding amendments to existing NSF awards made on or after January 28, 2019.
9.2 Howard Hughes Medical Institute Gilliam Fellowship: Electronic Purchases

Please be reminded that the intended use of the Fellow’s Allowance is to cover professional development expenses that are relevant to the fellow’s scientific study ($3k/annually).

Per the terms and conditions and information booklet, fellows are expected to use the funds for this purpose. Fellows may be approved to purchase electronic devices (e.g. iPads, laptops, desktops, smartphones) with their fellow’s allowance. However, this purchase must be approved by HHMI in advance.

To request to use your funds in this manner, send a request that includes:

1. Approval by the adviser/department/institution to use the funds to purchase an electronic device,
2. A commitment from the adviser/department/institution to provide institutional funds in the same amount for the fellow to participate in professional development activities (e.g. meetings/conferences, professional memberships/dues, courses), and
3. A list of future professional development activities that the fellow will be participating in (during the remaining fellowship period).

If you fail to submit a request to HHMI in advance of the purchase, we will not allow it to be charged to the fellowship. Incomplete requests will not be considered and under no circumstances should the fellow’s allowance be used toward lab or research supplies—this includes electronic devices that are needed for research.

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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. To unsubscribe, visit https://subscribe.yale.edu/browse?search=OSP. For archived issues, visit OSP News & Updates archives.