

# OSP News & Updates

Office of Sponsored Projects

10/20/2022

2022 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](#)<sup>i</sup>*

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## 1 NIH NOVEMBER R01 DEADLINE ACTIVITIES AND REMINDERS

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In preparation for the NIH R01 deadline on Monday, November 7<sup>th</sup>, please note the following:

### **Friday, November 4<sup>th</sup> Proposal Review and Submission Activities**

The Proposal Team will:

- review proposals in the order received.
- approve and submit (if no changes are required) or return the proposal for corrections, all proposals received by OSP before 2:00 p.m. on November 4<sup>th</sup>, 2022. Proposals received after 2:00 p.m. may not be reviewed until Monday, November 7<sup>th</sup>, 2022.

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## Monday, November 7<sup>th</sup> Proposal Review and Submission Activities

- Proposals will continue to be reviewed in the order received. Please ensure that proposals are submitted to OSP as early as possible to allow sufficient time to resolve issues (including system issues) and make corrections. Proposals *will not be reviewed out of order for any reason*.
- If a last-minute submission is expected, let your OSP Proposal Manager know as soon as possible.

## Satisfying Compliance Requirements and Other Reminders

- If there is effort/salary for personnel from departments outside of the responsible cost center, that Department Business Office must be included in the PD route to review and approve the effort in the proposal.
- All PIs/PDs (PI, Multiple PIs,) of an application must complete Sponsored Projects Administration Training for Faculty. The training and quiz can be accessed by clicking on the following link: [https://bmsweb.med.yale.edu/tms/tms\\_enrollments.offerings?p\\_crs\\_id=1073&p\\_std\\_id=#](https://bmsweb.med.yale.edu/tms/tms_enrollments.offerings?p_crs_id=1073&p_std_id=#)
- The PI and other Yale proposal personnel must complete, prior to submitting the proposal to the sponsor, the following:
  - [Patent Policy Acknowledgement and Agreement](#) (all Yale individuals listed in the proposal)
  - Current [External Interests Disclosure form](#) (only individuals identified in the proposal as being responsible for the conduct, design, or reporting of the research)
  - Current [VA MOU](#), if applicable
- The following resources may be of assistance in the preparation of a proposal:
  - Institutional Information <https://your.yale.edu/research-support/office-sponsored-projects/institutional-information>
  - [http://www.grants.nih.gov/grants/forms\\_page\\_limits.htm](http://www.grants.nih.gov/grants/forms_page_limits.htm)

On behalf of the OSP Proposal Team, we appreciate your cooperation and collaboration in facilitating the timely and accurate submission of proposals.

## 2 NIH INFORMATIONAL WEBINAR FOR MAXIMIZING INVESTIGATOR'S RESEARCH AWARDS (MIRA)

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The National Institute of General Medical Sciences (NIGMS) will host an informational webinar to provide a programmatic overview, guidance on the application process, and answer questions from

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prospective applicants to [PAR-22-180](#) "Maximizing Investigators' Research Award (R35, Clinical Trial Optional)" on **Friday, October 21, 2022 at 12:30 pm EDT**.

Full details can be found at [NOT-GM-23-003](#)

## 3 ADDITIONAL SUPPLIER CONTRACT VALIDATIONS

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Working with our colleagues in Finance, we are implementing additional Workday validations for when the OSP Subaward Management Team creates a Supplier Contract. These validations will not change anything for DBOs and will serve to help streamline the creation of and ensure consistency between Supplier Contracts.

## 4 NCURA OCTOBER CAMPUS LIAISON NEWSLETTER

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View the [October 2022 NCURA Campus Liaison Newsletter](#) with information regarding upcoming NCURA events, resources, and content.

If you have any questions about NCURA, please feel free to contact Lisa Mosley at [lisa.mosley@yale.edu](mailto:lisa.mosley@yale.edu).

## 5 REMINDER – NIH LOAN REPAYMENT PROGRAM

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As a reminder, the NIH Loan Repayment Program (LRP) started another cycle. Applicants can now apply through ASSIST, the Application Submission System & Interface for Submission Tracking system. The submission window opened September 1, 2022, and the deadline is November 17, 2022.

**Adrienne Marable** is the Institutional Business Official (IBO) for Yale University.

Adrienne's Commons ID is **AMARABLE**, and the email address is [osp@yale.edu](mailto:osp@yale.edu).

## 6 NEW ESCALATION PROCEDURE FOR OVERDUE EFFORT CERTIFICATION STATEMENTS

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A new escalation process has been implemented, beginning with the current past due effort period, Spring 2022.

The escalation process is tailored to FRMS, Med School, and all other departments. Escalations will still be sent on day 10, 30, and 60 days overdue.

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We will now be forwarding the 10-day overdue notification, including all individuals in the initial escalation, and adding Joe Crosby, AVP for Academic Business Operations for FRMS, Arnim Dontes, Deputy Dean for Med School, and either Joe Crosby or the Deans for self-support schools.

At 60 days overdue the notification again will be forwarded, including all previous recipients, and adding Jim Luther, University Research Compliance Officer, Pam Caudill, Senior Associate Provost, Steve Murphy, Vice President for Finance, and Mike Crair, Vice Provost for Research.

At the 60-day escalation point we will be informing the individuals of the intent to write off any effort that remains uncertified at day 75.

Any questions on this procedure can be directed to [effort.reports@yale.edu](mailto:effort.reports@yale.edu).

10 Day Overdue	30 Day Overdue	60 Day Overdue
<p>Escalation is based on home cost center of individual with pending action</p> <p><b>FRMS</b></p> <ul style="list-style-type: none"><li>•FRMS Managers, Associate Director Post Award FRMS, Ops Managers, Lead Admin</li><li>•Cc: Senior Director FRMS, Senior Director FAS, FAS Financial Compliance</li></ul> <p><b>Med School</b></p> <ul style="list-style-type: none"><li>•IBO escalation contact, Lead Admins</li><li>•Cc: Director YSM Research Administration, Senior Director</li></ul> <p><b>All Other</b></p> <ul style="list-style-type: none"><li>•Operations Manager</li><li>•Cc: Lead Admin</li></ul>	<p>Forward 10 day overdue notification including all previous recipients with inclusion of below</p> <p><b>FRMS</b></p> <ul style="list-style-type: none"><li>•AVP for Academic Business Operations, Joe Crosby</li></ul> <p><b>MED</b></p> <ul style="list-style-type: none"><li>•Deputy Dean, Arnim Dontes</li></ul> <p><b>All Other</b></p> <ul style="list-style-type: none"><li>•School of the Environment, Peabody, Jackson Institute, Law School - AVP for Academic Business Operations, Joe Crosby</li><li>•Cc: Nursing – Dean, Ann Kurth</li><li>•Cc: School of Management – Dean Kerwin Charles</li><li>•Cc: Divinity– Dean, Greg Sterling</li></ul>	<p>Forward 30 day overdue, including all previous recipients with inclusion of below, informing of intent to write off at day 75 overdue</p> <p><b>All Departments</b></p> <ul style="list-style-type: none"><li>•Jim Luther, Steve Murphy, Mike Crair, Pam Caudill</li></ul> <p><b>75 Day Overdue</b></p> <ul style="list-style-type: none"><li>•Initiate Write-Off</li></ul>

## 7 OSP WEBSITE UPDATES

Our website is changing! We are making edits both big and small, with some of the more notable updates emphasized below. Continue to stay tuned for alerts and please feel free to share your website feedback to [osp.trainings@yale.edu](mailto:osp.trainings@yale.edu).

- Frequently Needed Yale Facts page is now named [Institutional Information](#).

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- [Sponsored Projects Training Section](#) includes more content! IRES Proposal Development Guides, Effort Guides, and Clinical Trials educational info are all included in this section with more to come.
- [OSP Brown Bag Archive](#) now lists the topics covered in each Q&A.
- [Subaward Monitoring and Management Section](#) has been re-worked for easier navigation.  
*Edits coming soon: Contracts Section, Clinical Trials Section, and more!*

## 8 CHANGE IN TIME – BROWN BAG WEBINARS

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Beginning on November 8<sup>th</sup>, all Brown Bag meetings are extended by five minutes to take place from 11:00AM – 12:15PM. Each meeting will be hosted via this webinar link: <https://yale.zoom.us/j/99141490510>. Please note our Zoom security settings allow only authenticated Yale users to join. Be sure to sign into your Yale Zoom account before joining the webinar.

## 9 NATIONAL SCIENCE FOUNDATION VIRTUAL GRANTS CONFERENCE

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Registration is open for the National Science Foundation (NSF) Virtual Grants Conference taking place November 14-17, 2022. Per the event description, the conference is designed to give new faculty, researchers, and administrators key insights into a wide range of current issues at NSF. NSF program officers will provide up-to-date information about specific funding opportunities and answer attendee questions. Details and registration can be found on [NSF's website](#).

## 10 CAREERS RELATED TO RESEARCH ADMINISTRATION

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There are currently several job openings related to research administration across Yale. Please feel free to share the below opportunities with eligible candidates. Referral awards of \$1,500 - \$2,000 are available for eligible staff. Please visit the [Employee Referral Program website](#) for details.

- **Senior Business Analyst** (*Requisition number TBA*)  
*Office of Research Enterprise Operations*  
Reporting to the Assistant Director – Research Enterprise Applications, the Senior Business Analyst will be a member of the Office of Research Enterprise Operations (OREO) team supporting Integrated Research Enterprise Solutions (IRES) applications and business process design for the Office of Research Administration. The Senior Business Analyst will develop a detailed understanding of business processes used in the operation of one or more areas within Office of Research Administration and will be the “resident expert” in the use and configuration of the systems supporting operations.

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- **Lead Contract Manager (77080BR)**

*Office of Sponsored Projects*

Reporting to one of the Office of Sponsored Projects (OSP) Directors, the Lead Contract Manager (CM) provides support to faculty and administrators regarding the review and development of proposals as well as the negotiation, execution and administration of contracts, including research agreements, federal contracts / agreements, confidentiality agreements and material transfer agreements, and liaise with the Awards Team over the negotiation and execution of grant awards from private foundations.

- **Assistant Director, Research Integrity (Requisition number TBA)**

*Research Integrity Office*

Reporting to the Director, Research Integrity, this position will provide high-level support to faculty committees and senior institutional leadership related to the review and handling of allegations of research misconduct and other data integrity related inquiries and investigations, and will provide guidance and make recommendations to a variety of stakeholders regarding research integrity policies and processes.

- **Institutional Animal Care and Use Committee (IACUC) Coordinator (76729BR)**

*Office of Animal Research Support*

The IACUC Coordinator position serves as a resource to the animal research community for IACUC-associated activities and maintaining animal care and use compliance. Primary responsibilities include, but are not limited to, quality assurance of IACUC information, coordinating facility tours and access, maintaining office standard operating procedures, and grant-protocol congruency reviews. This position also focuses on providing support to the IACUC and serving as a liaison between the Office of Sponsored Projects, investigators, business managers and the Yale Animal Resource Center.

- **Director, Research Compliance Data Analytics (75291BR)**

*Office of Research Compliance*

The Director, Research Compliance Data Analytics is responsible for the development and implementation of a compliance monitoring program related to administration of sponsored projects.

- **Contract Manager (76227BR)**

*Office of Sponsored Projects (OSP)*

Reporting to one of the Office of Sponsored Projects (OSP) Senior Contract Managers, the Contract Manager (CM) provides support to faculty and administrators regarding the review and development of proposals as well as the negotiation, execution and administration of contracts, including research agreements, federal contracts/agreements, confidentiality agreements and material transfer agreements.

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- **Operations Manager (75448BR)**  
*Office of the Vice Provost for Research*  
The Operations Manager works closely with staff members throughout the organization to provide a high level of administrative and financial services in support of the mission of units within the science centers and institute portfolio of the Vice Provost for Research.
- **Accounting Supervisor (74266BR)**  
*Sponsored Projects Financial Administration*  
The Accounting Supervisor is responsible for supervising a team of individuals within the financial and reporting services group for all sponsored projects at the University.
- **Award Setup Analyst (75983BR)**  
*Sponsored Projects Financial Administration*  
The Award Setup Analyst is responsible for creating and modifying all University sponsored research accounts in the financial system.
- **Financial Analyst 1, Post Award (75315BR)**  
*Faculty Research Management Services (FRMS)*  
Reporting to the FRMS Associate Director who provides general direction, provide analytical and financial services, guidance and consultation to faculty and staff optimizing a PI's use of research funds for awards within assigned portfolios across multiple departments. This position is an early career research administration position that focuses on accelerating the development of Grant Accountants while creating a pipeline of high-performing talent.

Visit [Yale Careers Homepage](#) for more information.

## 11 SPONSORED PROJECTS TRAINING

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[Visit Yale's TMS site](#) for class descriptions and registration (*VPN required*). *Spring 2023 class dates coming soon!*

### Virtual Instructor-Led Training (vILT): Upcoming Classes

- November 9: Fly America Act & Open Skies Agreement
- November 15: IRES Proposal Development (PD)
- December 7: Industry Sponsored Clinical Trial Budgeting
- December 1: Financial Reporting and Closeout
- December 12: Intro to Sponsored Projects Administration (SPA)

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## On-Demand [eLearning via TMS](#)

- Allocating Allowable Costs
- Clinical Trials: Create a Clinical Trial Record in PD
- Cost Transfer Principles
- Direct Charging of F&A Type Costs on Sponsored Awards
- Principles of Effort
- Export Compliance (CITI Program)
- IRES Proposal Tracking (PT) Overview
- NIH K Award Fundamentals
- Other Support and Third-Party Agreements Library
- Subrecipient Basics and Monitoring
- What Research Staff Need to Know About Spending Sponsored Projects Funds

## NCURA Webinars

View videos of recent National Council of University Research Administrators (NCURA) webinars by visiting the [Sponsored Projects Research Administrator Training webpage](#).

*New webinar posted:* Roles and Responsibilities: How to Assess and Create Clarity (recorded 9/28/22)

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<sup>1</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, please email [osp.communications@yale.edu](mailto:osp.communications@yale.edu).