OSP News & Updates

Office of Sponsored Projects   **2/3/2021**   2021 Volume 1, Issue 3

*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.* <u>Subscribe to OSP News & Updates</u>[i]

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1   POLICY 1301 SPONSORED PROJECTS FINANCIAL REPORTING AND FINANCIAL CLOSEOUT AND GUIDE 1301 GD.02 FINANCIAL REPORTING AND CLOSEOUT

Recently, minor changes were made to <u>Policy 1301 Sponsored Projects Financial Reporting and Financial Closeout</u> and the corresponding *<u>Guide 1301 GD.02 Financial Reporting and Closeout</u>* to emphasize the need for timely and accurate filing of financial reports and award closeouts.

As a reminder, the University will not file final financial reports that indicate unliquidated obligations or commitments. If adjustments to the University's financial statements are required to accurately reflect project activity on sponsored awards, departmental personnel must process all adjustments **before** submitting the draft Financial Status Report (FSR) to OSP. If there are any unusual circumstances requiring the need to file with adjustments, departments must contact the OSP Accountant **prior** to submission of the FSR to OSP.

Any adjustments posted to an Award and/or grant after the draft FSR is received by OSP will not be included in the financial report. These additional expenditures will be transferred to the Department's Suspense Project by OSP.

Please direct questions pertaining to this notice to your OSP Assigned Accountant.

2   PARTICIPANT SUPPORT COSTS (PSC)

Participant support costs (PSC) are direct costs for items such as stipends or subsistence allowances, travel allowances, and registration fees paid to or on behalf of participants or trainees (**but not employees**) in connection with *conferences or training projects*. The Uniform Guidance (2 CRF 200 section 200.456) requires prior approval of the Federal Agency in order to incur PSCs under federally sponsored awards. The PSCs must be incurred within the period of performance of the project and be specifically allowed by the sponsoring agency.

NSF awards with PSC require the awards be setup with a separate Workday award line/grant number in order to segregate and track these costs separate from other project costs.

In order for the University to easily and consistently identify these award lines/grants, and to facilitate ease of review and reporting, we have developed a consistent naming convention. Effective immediately, all awards/grant lines will be set up in Workday preceded by "PSC" in the grant name, followed by unique name provided by the department. Departments are required to use this format when requesting award line/grant setups involving PSC, on the Award Budget Setup (ABS) form.

If an ABS form is submitted to OSP without this naming convention, OSP will complete the Workday set up by adding PSC in the grant name (e.g., *GR000000 PSC – Unique name provided by Department*).

For additional information on PSCs, view the [new ORA Participant Support Costs web page](#).

3   FY2021 RUTH L. KIRSCHSTEIN NATIONAL RESEARCH SERVICE AWARD (NRSA) STIPENDS

Consistent with the recommendations of the [Advisory Committee to the Director](#) regarding the [Biomedical Research Workforce](#), the National Institutes of Health will increase NRSA stipends by approximately two percent for predocs and two percent for postdocs. The full range of stipend adjustments for FY 2021 is described in [NIH Guide Notice NOT-OD-21-049](#).

4   OSP TRAINING

OSP Zoom Classroom Training

OSP Zoom classes (approximately 8-14 people) have seen an evolution in the way questions have been handled in class. We started with everyone typing their questions into the Zoom Chat window, then switched to having participants raise their blue Zoom hand icon and wait to be recognized before

unmuting and asking their question, and we've evolved into participants unmuting and jumping into the conversation at an appropriate moment.

Our after-class surveys include this question, "do you feel comfortable participating in a discussion or asking a question." Last spring responses leaned towards 'sometimes,' 'no,' and 'it depends,' whereas responses now indicate that we are comfortable in a Zoom environment and speaking in class is no longer an issue.

OSP also asks class participants to be on-camera while attending class (groups under 20 people). Being able to see everyone helps to create a more engaging and personal classroom experience. A recent survey response represents the majority with this response, "I'm glad we have our cameras on because it helped me feel like I was a part of the class. I recommend continuing to encourage people keep their cameras on in class."

Upcoming Class: Research Compliance Principles for Administrators

A few seats are still available for the February 8th *Research Compliance Principles for Administrators* class. This half-day class is designed to walk attendees through the principles of research compliance concentrating on what business office administrators need to know when managing sponsored awards.

Join Monday's class to learn more about the following topics. Registration closes Friday, 2/5.

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

Instructor-Led Training (ILT): Upcoming Classes

Registrations are open for the following Zoom classes *(VPN required)*. Use the links below to view course descriptions and topics covered.

- February 8: Research Compliance Principles for Administrators *Registration closes Friday, 2/5.*
- March 3: Clinical Trial Budgeting
- March 9: Financial Reporting and Closeout
- March 22, 23, 24, 25: Introduction to Sponsored Projects Administration

Online self-paced learning

The following OSP training courses are available online. If you have any questions after completing the course email osp.trainings@yale.edu and we will forward your question to the appropriate subject matter expert.

- [Allocating Allowable Costs - Online](#)
- [Cost Transfer Principles - Online](#) - this course is in the process of being updated to reflect recent University policy changes. We will let you know when this course is back online in an upcoming OSP News & Updates email.
- [Direct Charging of F&A Type Costs on Sponsored Awards - Online](#)
- [Export Compliance (CITI Program) - Online](#)
- [IRES Proposal Tracking (PT) Overview - Online](#)
- [Subrecipient Basics and Monitoring - Online](#)
- [What Research Staff Need to Know About Spending Sponsored Projects Funds - Online](#)

5 WHAT'S ON YOUR MIND: Q&A

Have a question about managing an award? We will answer your questions during the **What's on Your Mind Q&A** portion of the February 17th Brown Bag meeting. If the question is specific to your department then we will forward it to one of our OSP SMEs (subject matter experts).

Submit questions to: osp.trainings@yale.edu. ***The deadline for submitting questions is 3:00pm, Thursday, February 11, 2021.***

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[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. Use the following link to unsubscribe to OSP News & Updates. For archived issues, visit OSP News & Updates archives.*