

OSP News & Updates

Office of Sponsored Projects

2/6/2020

2020 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. [Subscribe to OSP News & Updates](#)ⁱ

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1 YALE POLICY 7000, INTERNATIONAL RESEARCH, PROGRAMS, AND ACTIVITIES

Yale's new policy on international research, [Policy 7000 International Research, Programs, and Activities](#) was released last month. It applies to all Yale-affiliated individuals (including faculty, post-doctoral appointees, visiting faculty, staff, trainees, and students) who engage in research, programs, or activities occurring outside the United States that involve the situations defined below, *Covered International Research, Programs, and Activities*:

Covered International Research, Programs, and Activities

Any institutional collaboration, sponsored project, or third-party or University funded program or activity conducted outside the United States that involves situations enumerated in [Procedure 7000 PR.01 International Research, Programs, and Activities: Consultation, Review, and Approval, Section 2](#).

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[Procedure 7000 PR.01 International Research, Programs, and Activities: Consultation, Review, and Approval](#) describes the required institutional consultation, review, and approval for Covered International Research, Programs, and Activities, and provides guidance for identifying the appropriate Yale offices for support.

Please use the following link to review [Policy 7000 International Research, Programs, and Activities](#) in its entirety.

2 NIH SALARY CAP INCREASES

On February 5, 2020, the NIH issued [Notice NOT-OD-20-065, Guidance on Salary Limitation for Grants and Cooperative Agreements FY 2020](#) announcing that the Executive Level II salary cap previously set at \$192,300 increased to **\$197,300 effective January 5, 2020**. *The new salary cap applies to awards from the NIH, CDC, AHRQ, SAMHSA, and other DHHS organizations.*

For awards issued in those years that were restricted to Executive Level II, including competing awards already issued in FY2020, if adequate funds are available in active awards, and if the salary cap increase is consistent with the institutional base salary, grantees may rebudget funds to accommodate the current Executive Level II salary cap.

For a historical record of the salary cap, including effective dates, see:
https://grants.nih.gov/grants/policy/salcap_summary.htm.

Impact to Existing Proposal Development (PD) Records

PD has been updated with the new DHHS salary cap. The instructions below are applicable to records that are either "In Development" or "In Review".

If no personnel listed in the budget have salaries in any year over the current cap of \$197,300, then no action is needed.

For proposals that contain at least one individual with an institutional base salary greater than \$192,300, but displayed as \$192,300, please follow these instructions:

Reminders:

- *PD automatically moves salary over the cap into the unallowable category*
- *If the appointment was deleted when building the budget, the DBO will need to verify the IBS (through Workday) to determine if the new cap is applicable*

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For proposals with personnel exceeding the salary cap, please update the budget as follows:

1. Navigate to the Budget Tab
2. Click on "Detail" to the left of the individual over the cap
3. Click on the "Appointments" tab
4. Change the base salary to \$197,300
5. Click Save and Close

For proposals with salary at the cap with annual inflation, please follow the instructions below:

1. Navigate to the Budget Tab
2. Click "Detail" to the left of the individual over the cap
3. Click on the "Appointments" tab
4. Change the base salary to \$197,300
5. Click on the "Detail" tab
6. Make sure the checkbox at the bottom of the page labeled "Allow defined sponsor cap to be ignored" is checked
7. Click Save and Close

If you have any problems updating the budget or if you have any questions regarding the salary cap, please contact your OSP Proposal Manager.

3 NIH CONTINUOUS SUBMISSION POLICY UPDATE

NIH issued [Notice NOT-OD-20-060, Update of NIH Continuous Submission Policy: Change in Submission Deadlines and End of Recent Substantial Service Option](#) to alert the research community of plans to discontinue the practice of granting one-year continuous submission status to reviewers with recent substantial review service, which was earned by serving 6 times in an 18-month period.

4 AHA'S GRANTS@HEART SYSTEM IS RETIRING IN LATE APRIL 2020

American Heart Association announced recently that it will be retiring its Grants@Heart system at the end of April 2020 and, in May, will transition to proposalCENTRAL to manage research applications, peer review and awards.

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ProposalCENTRAL is an e-grantmaking website shared by many government, non-profit, and private granting organizations already. Moving to this new system will allow for better integration with the ORCID system, which provides a persistent digital identifier that researchers will control and own.

Volunteers Needed

AHA is looking for Grants@Heart users to volunteer for focus groups or provide feedback on FAQs and instructions to help users transition to the new system. If you are willing to participate, please send your name and any roles you have in Grants@Heart (fiscal officer, applicant, awardee, peer reviewer) to Belinda.Orland@heart.org.

5 PT ACCESS TO UPLOAD ABS FORM REMINDER

As a reminder, if you don't have access in IRES Proposal Tracking (PT) to upload the Award Budget Setup (ABS) form, request access by having your Lead Administrator complete and submit the [IRES User Access Request form](#).

6 OSP STAFF UPDATES

6.1 FINANCIAL MANAGEMENT

We are pleased to welcome **Sherifa Smith** to the Financial Reporting Group as Accountant II. Sherifa is new to Yale and we are happy to have her as part of the team.

7 OSP TRAINING

7.1 BROWN BAG MEETING

Join us for the February 13th Brown Bag session. [Visit the TMS Brown Bag webpage](#) to register for in-person or remote attendance. This month's agenda items are still in the planning phase and will be listed in TMS once confirmed.

7.2 UPCOMING OSP CLASSES

OSP classes are designed for Research Administrators and those in DBOs (department business offices)

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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.

February 3 [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

February 11 [Introduction to Sponsored Projects Administration](#): This course is designed to be an overview of the sponsored projects process from pre-award to post award and closeout and relevant for those who manage some part of the award process. Attendees include those new to research administration or those who would like a refresher or an overview of the entire life-cycle of an award. Topics covered include:

- Award basics and terminology
- Preparation, submission, negotiation and acceptance
- Award setup and managing an award
- Reporting obligations, award closeout and audits

February 18 [Subrecipient Basics and Monitoring](#): This course is designed to review the process of managing a subaward including:

- Understand the roles and responsibilities of individuals involved in the subaward process
- Be able to differentiate between a subrecipient and a vendor relationship
- Gain a greater awareness and understanding of Yale's policies and procedures regarding subrecipients
- Understand the requirements and expectations for subrecipient monitoring and the processing of invoices

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](#).