

OSP News & Updates

Office of Sponsored Projects

9/2/2021

2021 Volume 3, Issue 5

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 TIMELY PROCESSING OF PAYROLL ACCOUNTING ADJUSTMENTS RESULTING FROM EFFORT CERTIFICATION

Payroll Accounting Adjustments (PAA) resulting from Effort Certification should be processed timely in order to complete the effort certification process. Certification is not made whole until the PAA has been successfully completed. Untimely completion of PAAs can result in salary charged to incorrect awards, denied cost transfers, and financial reports being filed without the inclusion of expenses.

As detailed in the [Effort Certification for Reviewers Workday Training Guide](#):

- Once certification of a changed Effort Certification Statement is complete, a pre-populated 'Create Payroll Accounting Adjustment' task is delivered to the Workday Inbox of the Cost Center Payroll Accounting Adjustment Specialist(s) assigned to the employee's **home cost center**.
- The pre-populated PAA is being created to meet effort as certified, no changes should be made to the journal lines of the PAA. If an inaccuracy is identified during reconciliation, please contact effort.reports@yale.edu for resolution guidance.
- The Effort Certification Reviewer and Cost Center Payroll Accounting Adjustment Specialist should communicate regarding justification, supporting documentation and submission of the PAA from Effort Certification. Please refer to [Cost Transfer Procedure 1305 PR.02](#) for documentation requirements.
- Effort Certification Reviewers monitor PAA completion through the process history of the Effort Certification Statement.

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- Effort Certification Status Report –Yale can be utilized to monitor progression of PAAs from Effort Certification. Report filters, Status=Certified and Awaiting Persons not equal to Blank identifies Effort Certification Statements with PAAs in progress.
- Effort Certification Reviewer(s) assigned to the grants impacted in the PAA from Effort Certification will receive a Workday Notification if the PAA from Effort Certification is Denied, Canceled, or Rescinded.

2 RESEARCH ENTERPRISE REPORTING UPDATE

The Office of Research Enterprise Operations-Business Intelligence is pleased to re-introduce self-service regulatory and pre-award reports originally available via Tableau. These standard reports are delivered as PowerBI reports and will provide the same data content as the previous versions with easy-to-use filtering capability.

These reports are accessible through the Research Enterprise Reporting landing page: [Research Enterprise Reporting | It's Your Yale](#)

This landing page provides department administrators a single point of entry to the existing distributed reports currently available for operational needs as well as newly published business intelligence reports.

Additionally, we are pleased to introduce a new self-service report titled: '**PBI-RE101: Proposal Submission by Lead PI Home Cost Center.**'

This PowerBI report is a variation of the popular 'PBI-RE100: Proposal Submission by Proposal Owning Cost Center'. It provides department administrators a comprehensive list of proposal submissions, with requested and awarded funds where applicable, by Lead PI's Home Cost Center. This means department administrators can obtain a list of proposal submissions for a specific Lead PI regardless of which cost center owns the proposal.

This release of reports is a continuation of the series planned for development that leverages data from the RE Data Mart within the University's Common Reporting Platform (CoRe).

Please use the [landing page](#) to access the following reports:

Report Name	Description
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PBI-RE100: Proposal Submission by Proposal Owning Cost Center	Provides competitive proposal submissions by proposal owning cost center; includes total awarded amount where applicable
PBI-RE101: Proposal Submission by Lead PI Home Cost Center (NEW!)	Provides competitive proposal submissions by Lead PI cost center; includes total awarded amount where applicable
PBI-RE200: COI Case Status	Identifies real-time status of a researcher's COI disclosure
PBI-RE201: COI Review Status	Identifies real-time status of a researcher's COI reviews
PBI-RE300: Award to Animal Protocol Linkage	Identifies animal protocol data related to a proposal or an award

Stay tuned in the coming weeks for more information regarding data required for the 'Other Support-PHS form 398' a.k.a. 'PHS form 2590- Current and Pending Support'.

Reference Information:

- Department Administrators with either the Workday Cost Center Financial Analyst role or an IRES PD/PT role have access to these reports.
- New to PowerBI? View the [PowerBI report navigation training guide](#)
- VPN is required for off-campus access
- As always, please contact IRES@yale.edu with questions or access issues

3 NEW REPORT: FINAL FINANCIAL REPORT (FFR) FIELD AMOUNT EXCEPTION – YALE

A new Workday report titled, “Final Financial Report (FFR) Field Amount Exception – Yale”, has been created. This report will enable users with the Cost Center Financial Analyst (CCFA) role to identify ended awards that have not yet been closed in Workday and contain a variance. The variance shown is a difference between the final filed amount to the sponsor and the general ledger expenses. It is recommended for users to run this report as part of the department’s closeout activities to ensure ended awards are closed out by SPFA in a timely manner. Please contact osp.businessanalytics@yale.edu with any questions.

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Instructions to schedule the report in Workday:

- 1) Search for the "Schedule a Report" task in Workday.
- 2) In the Report prompt, enter Final Financial Report (FFR) Field Amount Exception – Yale, keep the Run Frequency prompt as "Run Now" and click OK.
- 3) In the Report Criteria tab, enter the appropriate Organization and enter the Current Open Period and click OK.
Note: It can take 1-3 minutes until the report output is generated.
- 4) Once the Status is complete, click on the Output Files tab to access the Excel File.
- 5) Click on the Excel File to download and open in Excel.

Recommended Next Steps:

- 1) Run the Final Financial Report (FFR) Field Amount Exception – Yale Workday report and enter the Award(s) listed on the Excel Report
- 2) In doing so, the following drillable field can aid in investigation; Expenses
 - Drilling on the Expenses field allows the user to sort the financial activity by the Accounting Date and focus on recent financial activity impacting the variance between the Inception to Date Total Expenses and Final Financial Report Filed Amount
- 3) Run the Sponsored Report Tracking (Award Tasks) – Yale report to view the FSR Institutional Due Date and Award Task Completed Date and Comments. The comments field will note when the FSR was received.

4 OSP BROWN BAG: WHAT'S ON YOUR MIND Q&A

Is there an aspect of award management that you find confusing? Do you have questions about an award? Send us your questions and we'll have a SME (subject matter expert) weigh-in at an upcoming meeting.

Submit your questions for the October meeting to: osp.trainings@yale.edu.

5 OSP TRAINING

Instructor-Led Training (ILT): Upcoming Classes

View the [OSP Grants and Contract TMS training website](#) for an overview of all OSP classes. Use the links below to view specific course descriptions or to register for a class (VPN required). Registrations close several days prior to class.

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- October 4: [Financial Reporting and Closeout](#)
- October 12: [Effort Reporting Principles](#)
- October 18: [Introduction to Sponsored Projects Administration \(SPA\)](#)
- November 16: [Clinical Trial Budgeting](#)

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](#)
- [Clinical Trials: Create a Clinical Trial Record in PD](#)
- [Cost Transfer Principles - Online](#) - this course is in the process of being updated to reflect recent University policy changes. We'll 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](#)
- [NIH K Award Fundamentals - Online](#) *New*
- [Subaward Management Overview](#) *New*
- [Subrecipient Basics and Monitoring - Online](#)
- [What Research Staff Need to Know About Spending Sponsored Projects Funds - Online](#)

NCURA Webinar Videos

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

- **Audits: What's Hot**
This webinar focuses on a recap of the NSF, NIH, NSF Covid audit initiative and other OIG Audit work plans and recent audit results and settlements. This webinar provides an in-depth look at audit issues through a combination of audit trends, review of Federal audit reports, and a discussion of day-to-day best practices.
- **In-N-Out: Here's What PI Transfers are all About**
This session takes an in-depth look at the PI transfer process and provides you with questions to ask and the things to look out for in order to be prepared to handle a PI that is either coming in or leaving from their institution.

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Participant Support Costs: An Overview of Dos and Don'ts

This webinar will help you understand what participant support costs are and why they are special. Discussions include: the rules and regulations governing participant support costs; how to budget, set up, and manage participant support costs; and audit considerations.

6 NSF: NEW PROPOSAL FUNCTIONALITY, NSF WEBSITE ENHANCEMENTS, AND UPDATES TO THE BIOGRAPHICAL SKETCH AND CURRENT AND PENDING SUPPORT FORMATS

From NSF eRA Forum, August 30, 2021

The National Science Foundation (NSF) has enabled a number of enhancements for proposals submitted in Research.gov, FastLane, and Grants.gov. In addition, the updated NSF-approved biographical sketch and current and pending support SciENCv and fillable PDF formats that fall under the revised *Proposal & Award Policies & Procedures Guide* (PAPPG) ([NSF 22-1](#)) will be available to preview by September 17, 2021.

We are also excited to announce enhanced NSF [Funding Opportunity Search](#) functionality and revamped program pages on [nsf.gov](#) and [beta.nsf.gov](#), the new version of the NSF website. As NSF builds its new nsf.gov website in small, iterative pieces using the [beta.nsf.gov](#) platform, we are not simply moving existing content from nsf.gov to the new site. Rather, the new website will improve how information is presented for use by various audiences including prospective proposers, grantees, and the general public.

Here's what to know.

Research.gov Proposal Submission System Enhancements

- Research.gov proposal features continue to expand to support the transition of all proposal preparation and submission functionality from FastLane to Research.gov by a target date of December 31, 2022. Many NSF funding opportunities are supported in Research.gov and clearly specify whether submission via Research.gov is available or required.
- Effective August 30, 2021, Conference and Ideas Lab proposal types, renewal and accomplishment-based renewal submission types, and preliminary proposals for Ideas Lab solicitations are all now available for submission in Research.gov. FastLane must be used to submit preliminary proposals for proposal types other than Ideas Lab until that functionality is available in Research.gov.
- The proposal preparation landing page has been revised, and Principal Investigators will now first select the proposal submission type from the drop-down options and then will follow the proposal setup wizard to initiate a new proposal. In progress and submitted proposals are accessible from

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the tiles on the revised proposal preparation landing page, after first selecting the submission type from the drop-down options.

- New automated compliance checks and associated error and warning messages for the enabled proposal and submission types were also implemented. Error messages will prohibit proposal submission to NSF, whereas warning messages still permit proposal submission.
- New Frequently Asked Questions (FAQs) were added to the Research.gov [About Proposal Preparation and Submission](#) page, and the [Proposal Submission Capabilities](#) page has been updated to reflect the latest development updates.
- All supported proposal and submission types as well as associated compliance checks are also enabled in the Research.gov Proposal Preparation Demo Site.
- Refer to the PAPPG ([NSF 20-1](#)) for current proposal requirements. Guidelines in the revised PAPPG ([NSF 22-1](#)) will apply for proposals submitted or due on or after October 4, 2021.

NSF-approved Biographical Sketch and Current and Pending Support Format Updates

Current and Pending Support Fillable PDF Updates

- Based on feedback from the research community and NSF Program Officers, NSF has incorporated functionality as of August 30, 2021, in FastLane and Grants.gov to remove any pages which do not contain data entered by users (i.e., blank pages) from the NSF-approved current and pending support fillable PDF. This trimming functionality will be integrated in Research.gov on October 4, 2021, in coordination with implementation of the revised PAPPG ([NSF 22-1](#)) for proposals submitted in Research.gov and project reports submitted in the Research.gov Project Reporting System.
- The trimming service only applies to the NSF-approved current and pending support fillable PDF and not to any other uploaded PDFs. Current and pending support PDFs generated in SciENCv do not include blank pages.
- The current and pending support fillable PDF document is paginated, and the PDF page numbers will not be updated during the trimming process. This means that it is possible for the trimmed PDF to have skipped page numbers corresponding to the blank pages removed from the fillable PDF. NSF Program Officers are aware of this potential occurrence in proposals submitted to NSF.
- Proposers with in-progress proposals as of August 30, 2021, can delete previously uploaded current and pending support fillable PDFs from their FastLane or Grants.gov proposals and then re-upload them to trigger the trimming service.

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Updated Biographical Sketch and Current and Pending Support SciENCv and Fillable PDF Formats

- The updated NSF-approved biographical sketch and current and pending support formats will be available in September 2021 to preview before they are required on October 4th. The updated fillable PDF formats will be available for download from the NSF [biographical sketch](#) and [current and pending support](#) websites by September 3rd. Updated SciENCv formats will be available on the SciENCv Create a New Document screen by September 17th.
- Biographical sketch format updates include increasing the page limit from two to three pages.
- Current and pending support format updates include the addition of new sections for information on objectives and overlap with other projects to help NSF and reviewers assess overlap/duplication.
- Although submission of the updated NSF-approved formats is not permitted (i.e., Research.gov, FastLane, and Grants.gov will not allow the 22-1 forms to be uploaded) until implementation of the revised PAPPG ([NSF 22-1](#)) on October 4, 2021, NSF is encouraging proposers and grantees to begin familiarizing themselves with the updated NSF-approved formats when they are available.

Enhanced Funding Opportunity Search Functionality and Revamped Program Pages

- Based on extensive research with external and internal stakeholders, NSF has made significant improvements to the NSF [Funding Opportunity Search](#) functionality to help researchers and prospective researchers quickly and easily find relevant programs and NSF-funded projects in specified disciplines. Funding Search results now include short program descriptions, programs incorporated in core program solicitations with links to the relevant guidelines, and Dear Colleague Letters.
- The revamped program pages include significant content and navigation improvements including information previously only viewable in solicitations.
- For more information about NSF's beta site, please visit <https://beta.nsf.gov/about-beta>. NSF will continue to enhance the site, and ongoing feedback from external and internal stakeholders is vital to the process. Feedback on the updated Funding Search and program page enhancements or any other aspect of the site may be directed to beta-nsf-feedback@nsf.gov.

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. Use the following link to [unsubscribe to OSP News & Updates](#). For archived issues, visit [OSP News & Updates archives](#).