

OSP News & Updates

Office of Sponsored Projects

11/11/2021

2021 Volume 4, 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 UPDATE TO PI ELIGIBILITY

Effective immediately, Senior Lector II and Senior Lecturer II ranks within Faculty of Arts and Sciences will be eligible to serve as Principal Investigators for a sponsored award without requiring approval of a provost or dean and no PI status request form will be required. Policy 1310 Principal Investigator Eligibility Requirements on Sponsored Projects has been edited and posted. There are no changes to the PI status request form 1310 FR.04.

2 UPDATES TO 1306 FR. 06 – RESPONSIBLE PERSONNEL CHANGE FORM

The Responsible Personnel Change form has been updated effective October 19, 2021. Please make sure that you are submitting the most current version of the form to avoid having the request returned. The updates include reminder language about the significance of COI review when designating new Responsible Personnel on a sponsored project. Additionally, it includes certification language similar to the language that PIs attest to during the IRES Proposal Development (PD) routing and approval process. The form should be utilized as part of the change of PI process or when there are other changes to responsible personnel on sponsored awards, cooperation agreements, contracts, or clinical trials. If you should have questions, please contact your OSP award or contract manager.

<https://your.yale.edu/policies-procedures/forms/1304-fr06-responsible-personnel-change-form>

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3 EFFORT CERTIFICATION WORKSHOPS

The effort certification team will be offering workshops to departments during the open Fall 2021 effort period, releasing January 31, 2022. This will give departments/units the opportunity to ask questions regarding process related issues and to speak openly about specific departmental personnel. These are not individual training sessions, but departmental group sessions. If interested, Ops Managers or Lead Admins should contact effort.reports@yale.edu to set up a session for their business office. Individuals are required to have completed the Principles of Effort training course prior to attending these sessions.

4 COMING SOON – NEW NIH “FORMS G” GRANT APPLICATION FORMS AND INSTRUCTIONS

The NIH, FDA and AHRQ will be updating their form set to Forms G, effective January 25, 2022.

Key changes:

- As part of the federal-wide transition from the DUN and Bradstreet (D&B) Data Universal Numbering System (DUNS) number to the new government-owned Unique Entity Identifier (UEI), applicants will be required to have a UEI to apply for federal grants or cooperative agreements. [Yale's UEI can be found on the Frequently Needed Yale Facts page of the OSP website](#). The System for Award Management ([SAM](#)) will become the central repository for the new UEI that will be incorporated into an institution's SAM registration. Although agencies are not required to fully transition until April 2022, NIH, AHRQ, and FDA will transition for due dates on or after January 25, 2022, to align with standard application and review cycles.
- NIH will require the use of the updated Biographical Sketch and Other Support format pages for submissions on or after January 25, 2022. See [NOT-OD-21-073](#), [NOT-OD-21-110](#), and [NOT-OD-21-122](#) for more information.
- Targeting due dates on or after January 25, 2022, all Senior/Key personnel listed on the R&R Senior/Key Person Profile (Expanded) form will be required to have an eRA Commons username (Commons ID). Extension of the existing eRA Commons ID requirement to include all senior/key personnel will facilitate better data collection for individuals contributing to federally funded research as well as assist in disambiguating data on applications and facilitating the identification of conflicts of interest in peer review. See [NOT-OD-21-109](#) and [NOT-OD-21-169](#) for more information.

For a transition period, both FORMS-F and FORMS-G application packages will be active simultaneously. Applicants must choose the appropriate application package for their due date when presented with both FORMS-F and FORMS-G application packages on the same FOA (see table below).

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If your intended due date is...	You must use...
<p>On or before January 24, 2022, including:</p> <ul style="list-style-type: none">• Applications submitted for due dates on or before January 24, 2022• Applications submitted under NIH Late Policy 2-week window of consideration for intended due dates on or before January 24, 2022• Applications submitted by February 1, 2022 under NIH Continuous Submission Policy for the January 7, 2022 AIDS intended due date	FORMS-F application package
<p>On or after January 25, 2022, including:</p> <ul style="list-style-type: none">• Applications submitted for due dates on or after January 25, 2022• All application types (New, Resubmission, Renewal, Revision)• Applications submitted early for intended due dates on or after January 25, 2022	FORMS-G application package

Applications submitted using the incorrect application package for their due date may be withdrawn and removed from funding consideration.

5 FLY AMERICA ACT AND OPEN SKIES AGREEMENT TRAINING

The [Fly America Act and Open Skies Agreement training](#) has recently been updated. Registrations are now open if you wish to attend a Zoom session scheduled for Wednesday, December 8th.

This course is designed for anyone involved with travel arrangements charged to sponsored awards and reviews regulations and restrictions that must be followed, when making foreign flight reservations that will be charged to federal awards.

The Zoom link and class handouts will be sent prior to class, and as with all OSP Zoom classes, your on-camera presence is requested for the entire class.

The 2022 OSP class schedule is in the process of being finalized and more classes will be added to the schedule soon.

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6 NCURA WEBINAR: COST SHARE: TACKLING THE CHALLENGES

In Research Administration, we talk about cost sharing as a real cost to our institutions and we recognize what is at stake if we don't meet a cost share commitment. We often wish we could redefine commitments that were made in the proposal because they are difficult to track, and we find ourselves scrambling to resolve shortages or recovery from internal sources at the very end.

This webinar goes beyond the basic definition of cost share. Webinar hosts will discuss their experiences and share how they tackled cost share challenges throughout the life of the project. Case studies will be used, and best practices shared as you consider how to alleviate some of the administrative burden.

Topics Covered

- Alternative ways to promote resources to agencies, without committing to tracked cost share.
- The importance of communication and shared tracking responsibilities.
- How to proactively manage cost share to avoid close out issues, rework, and loss of time and money.

View the webinar and presentation handouts on the [OSP Research Administration Training website](#).

7 REMINDER – NIH LOAN REPAYMENT PROGRAM

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, 2021, and the deadline is November 18, 2021.

Adrienne Marable is the Institutional Business Official (IBO) for Yale University. The Commons ID is **AMARABLE**, and the email address is osp@yale.edu.

8 OSP TRAINING

Visit the [OSP Grants and Contract TMS training website](#) for a description all OSP classes or to register for a class. (VPN required). Registrations for instructor-led classes close several days prior to class.

Until further notice, all instructor-led classes will be held via Zoom. Zoom links and class handouts are emailed prior to class.

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Instructor-Led Training (ILT): Upcoming Classes

- November 16: Clinical Trial Budgeting
 - [email osp.trainings@yale.edu to register for this class](mailto:osp.trainings@yale.edu)
- December 8: Fly America Act and Open Skies Agreement *Revised*
- January 10: Introduction to Sponsored Projects Administration (SPA)

Online self-paced learning

The following OSP training courses are available online. If after completing the course, you have any questions about the course content 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 *Revised*
- 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*
- 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 provides an in-depth look at audit issues is provided through a combination of audit trends, a 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 webinar 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.
- **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.

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Cost Transfers: Tackling the Challenges

This webinar discusses how cost share challenges are tackled throughout the life of the project. Case studies are used to demonstrate how to proactively manage cost share.

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](#).
