

# OSP News & Updates

Office of Sponsored Projects

11/11/2020

2020 Volume 4, Issue 4

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 OSP NEWS & UPDATES – END OF YEAR DISTRIBUTION SCHEDULE

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With the upcoming holidays, the next three issues of the OSP News & Updates will be distributed as follows:

- Tuesday, November 24, 2020
- Thursday, December 10, 2020
- Tuesday, December 22, 2020

## 2 NIH OTHER SUPPORT FOLLOW-UP

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In follow up with OSP guidance to follow the NOT-OD-19-114 notice for Other Support, many questions with differing NIH guidance have been brought to our attention. The NIH has confirmed these discrepancies and on their Other Support page, offers the following:

[Other Support format page - competing application](#) (blank format page, Word)

**Note:** currently under revision to align with [NOT-OD-19-114](#). Applicants must follow latest guidance.

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## 3 NIH FELLOWSHIP APPLICATION REQUIREMENT CHANGE

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The NIH Fellowship (F) application deadline is December 8, 2020.

As a reminder, it is strongly recommended that PIs and business office staff review the SF424 application guidelines in conjunction with the Funding Opportunity Announcement (FOA). We would like to draw attention to a change that was implemented as part of the Forms-F update that directly affects the diversity specific proposals (e.g. diversity related F31). Applicants to diversity related FOA's are now required to include a 'Description of the Candidate's Contribution to Program Goals'. This attachment will require the signature of either the Dean or Chair of the applicant's department. Failure to include this attachment may result in the proposal being withdrawn without review.

If you have questions regarding this requirement, please contact your Proposal Manager.

### 12. Description of Candidate's Contribution to Program Goals



**Who must complete the "Description of Candidate's Contribution to Program Goals" attachment:**

**Applicants to diversity-related FOAs (e.g., diversity-related F31):** The "Description of Candidate's Contribution to Program Goals" attachment is required.

**All other Fellowship applicants:** Skip the "Description of Candidate's Contribution to Program Goals" attachment, as it is not required.

**Format:**

Attach this information as a PDF file. See NIH's [Format Attachments](#) page.

**Content:**

The sponsoring institution must provide a document on institutional letterhead that explains how the candidate's participation will further the goals of the fellowship program to promote [diversity](#) in health-related research.

For NIH's Interest in Diversity, see the [Notice of NIH's Interest in Diversity](#).

**Signatures:**

The "Description of Candidate's Contribution to Program Goals" attachment must be dated and signed by an institutional official. In most cases, this will be the dean or the chairman of the department. The signature must appear over the signer's name and title at the end of the statement.

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## 4 BROWN BAG MEETINGS

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See you next year! Because December is such a busy month, we will be taking a break in December. Have a wonderful recess and holiday season and we look forward to seeing you at the next Brown Bag meeting on January 20, 2021 at 11:00am.

### 4.1 NOVEMBER BROWN BAG SURVEY

Most survey responses indicated that the information presented was relevant and useful; and it seems we've all mastered Zoom as there were no technical issues reported. We have received several requests to distribute the presentation prior to the meeting but unfortunately editing occurs right up to the meeting start time, which does not leave time for early distribution. Some responders conveyed frustration when a question does not have a clear yes/no answer, but found the discussions provided a better understanding of the thought process involved when making decisions for those 'grey' areas.

Your survey responses continue to have an impact in many ways by informing OSP of your needs regarding the information you need to know; the ways in which OSP communicates with the research community, and how we organize the Brown Bag meetings. We appreciate your feedback!

### 4.2 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 January 20<sup>th</sup> 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](mailto:osp.trainings@yale.edu). *The deadline for submitting questions is 12:00pm, Thursday, January 14, 2021.*

## 5 OSP TRAINING

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### 5.1 INSTRUCTOR-LED TRAINING (ILT): UPCOMING CLASSES

Registrations are open for the following Zoom classes (*VPN required*):

- December 8: [Financial Reporting and Closeout](#)
- January 11, 12, 13, 14: [Introduction to Sponsored Projects Administration](#)
- January 26, 27, 28: [IRES Proposal Development \(PD\)](#)

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## 5.2 ONLINE SELF-PACED LEARNING

The following OSP training courses are available online. If you have any questions after completing the course email [ops.trainings@yale.edu](mailto:ops.trainings@yale.edu) and we'll 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](#)
- [IRES Proposal Tracking \(PT\) Overview - Online](#)
- [Subrecipient Basics and Monitoring - Online](#)
- [What Research Staff Need to Know About Spending Sponsored Projects Funds - Online](#)

## 6 ERA ENHANCEMENT: NEW FEATURES TO JUST-IN-TIME SCREEN

The *Just-in-Time* screen in eRA Commons has a new look. The new screen is part of an ongoing effort by eRA to improve the user experience and reduce burden by providing a cleaner, more intuitive interface (see Figure 1).

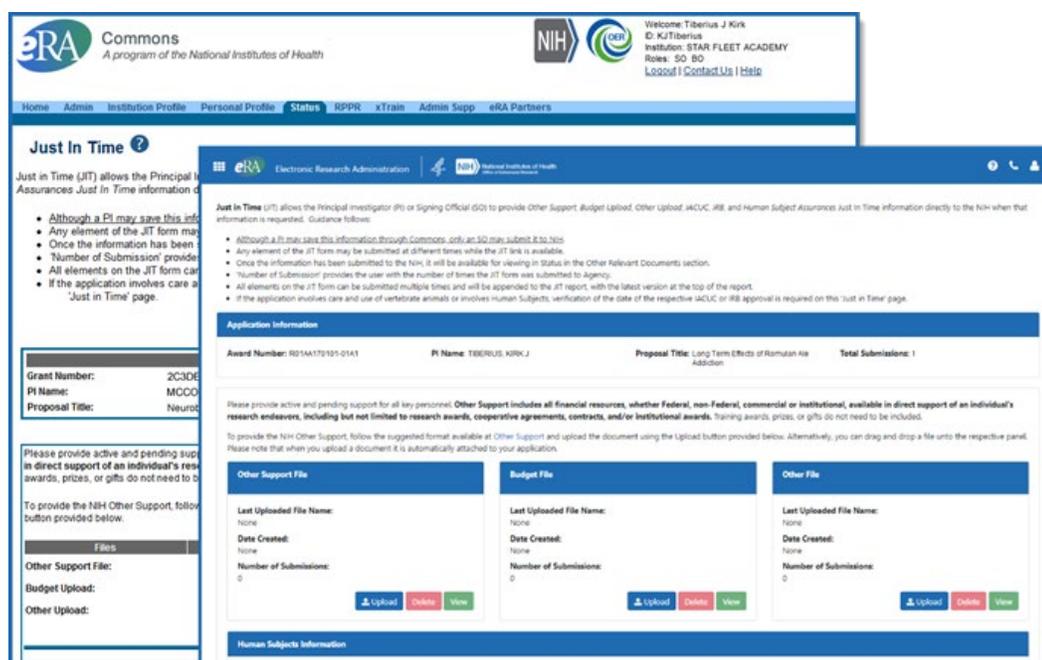


Figure 1: The new Just-in-Time screen overlaying the old screen (click the image to see the entire [new screen](#))

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Some of these features include large color-coded buttons to upload, delete or view attachments and replacing the old navigation bar with an apps icon , which when clicked will provide a dropdown menu of eRA modules.

## New Real-time Validations

There are now real time validations for both the Institutional Review Board (IRB) date and the Institutional Animal Care and Use Committee (IACUC) date.

- The IRB Approval Date has a range of the current date going back one year.
- The IACUC Approval Date has a range of the current date going back three years.

Should a date be entered outside that range, an error message will be displayed when the JIT is saved (see Figure 2).



Figure 2: Error message for an invalid IRB Approval Date

## New Save Confirmation

When the JIT is completed and the principal investigator saves the JIT, the system displays a confirmation message that reminds them that only a user with the signing official (SO) role may submit the report to the awarding agency (see Figure 3).



Figure 3: Save Confirmation dialog window

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<sup>i</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, visit [OSP News & Updates archives](#).