OSP News & Updates

*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 WINTER RECESS SUBMISSION SCHEDULE

The Office of Sponsored Projects will be closed for the winter recess beginning December 23, 2021, through January 2, 2022. All action items sent to the GCAT mailboxes or any individual during this time will be responded to when the office reopens on Monday, January 3, 2022.

Proposals, or any other actionable items with deadlines between December 23rd and January 2nd must be received in OSP no later than 12pm on **Monday, December 20th** to ensure submission prior to recess or an extension must be obtained from the sponsor to submit the application or prior approval request on Monday, January 3rd. Please contact your OSP Manager with any questions about this process.

2 POSSIBLE ACTION REQUIRED: UPCOMING SIGNIFICANT CHANGES TO THE NIH OTHER SUPPORT PAGE

From **Business Update**, December 8, 2021

Summary

- The National Institutes of Health (NIH) has made **significant changes** to Other Support requirements for Just-In-Time (JIT) and Research Performance Progress Report (RPPR) submissions.
- The NIH Other Support page and the Third-Party Agreement Library, both developed to support and provide guidance on the NIH changes effective January 25, 2022, are available to all users.

- The NIH Other Support page can be accessed through the Office of Research Administration, Research Enterprise Reporting landing page, under PreAward Reports.
- The Third-Party Agreements Library for Submitter / Delegates and The Third-Party Agreements Library for Reviewers, as well as The Other Support Page & Third-Party Agreements Library training material can be accessed through the Research Performance Progress Report (RPPR) (under NIH Only) and Safeguards for International Research Collaboration (under Additional Resources) web pages.
- A process to support the new requirement of personal certification for PI and Key Personnel is being developed and will be available before January 25, 2022.

Details

To meet the National Institutes of Health (NIH) regulatory guidelines effective January 25, 2022, the Research Enterprise (RE) Data Mart team, in partnership with Department Administrators, has updated the NIH Other Support page (in support of PHS 398/2590).

In accordance with the NIH updated requirements for Principal Investigators (PI), and Senior/Key personnel, the new version of the NIH Other Support page will include content and format changes for Just-In-Time (JIT) and Research Performance Progress Report (RPPR) submission. Project and proposal information will be available as a Word template to accommodate manual updates of required information that is not available via a central source system.

This report serves as a starting point that requires full review and manual updating to satisfy all NIH Other Support requirements, such as In-Kind support and attachment of supporting documentation. In addition, PIs and Senior/Key Personnel are required to personally certify their NIH Other Support. A process for obtaining personal certification for PIs and Senior/Key Personnel is being developed and will be available before the January 25, 2022 deadline. It is important to note, turn-around time for data correction inquiries will vary as they may require further investigation. Therefore, Department Administrators should plan to report discrepancies to the Office of Sponsored Projects (OSP) for review and manually correct content in order to meet submission deadlines.

The Third-Party Agreements Library has been developed to meet the new requirement to provide supporting documentation on third-party foreign agreements. Additionally, tools summarizing what must be reported are being developed to assist departmental staff with gathering information related to sources of support from external entities that are not found in any Yale database or cannot be easily identified, such as but not limited to: in-kind support, certain gifts, and outside consulting activities. As soon these tools become available, a communication providing a link to these tools will be distributed to all users.

The updated NIH Other Support page and the new Third-Party Agreements Library are accessible to all users beginning December 6, 2021.

The NIH Other Support page can be accessed through the Office of Research Administration, Research Enterprise Reporting landing page, under "PreAward Reports."

In addition, the "NIH Other Support Data Definition Document" is available as a reference guide that includes valuable information regarding specific report content.

The Third-Party Agreements Library for Submitter / Delegates and The Third-Party Agreements Library for Reviewers, as well as The Other Support Page & Third-Party Agreements Library training material can be accessed through the Research Performance Progress Report (RPPR) (under NIH Only) and Safeguards for International Research Collaboration (under Additional Resources) web pages.

Currently, the e-Signature process is still in development, and information on this process will be shared prior to January 25, 2022.

If you have questions, including access issues, please contact the team by sending an e-mail to IRES@yale.edu.

3 OSP Special Seminar: Other Support on December 16, 2021

Email invitations have been sent for the virtual *OSP Special Seminar: Other Support* on December 16th from 11:00am to 12:10pm where we will discuss federal requirements for commitment transparency with an emphasis on the NIH Other Support document. In addition, we will review available resources to support the new NIH requirements that will go into effect for all JIT and RPPRs due on or after January 25, 2022.

If you would like to attend and need the meeting login information, please email osp.trainings@yale.edu.

4   NCURA Webinar – Work Smarter, Not Harder: The Tools, Methods and Technology to Increase Productivity!

As mentioned at this week's Brown Bag meeting, we have registered for the upcoming NCURA webinar, *Work Smarter, Not Harder: The Tools, Methods and Technology to Increase Productivity*!

Topics will include:

- Learn methods of organizing work to be more effective, efficient, and productive
- Learn tools and tricks that increase productivity and save time, including software and technology

Presenters:

Hollie Schrieber	**Abby Guillory**	**Thomas Spencer**
Director of Sponsored Programs University of Tennessee	Assistant Director for Education and Training, Research Operations and Communications North Carolina State University	Associate Vice President of Research Operations, Assistant Professor, Office of Academic Information Services University of Texas Rio Grande Valley

This webinar will be available for viewing approximately 10 days after the event.

5   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.

Instructor-Led Training (ILT): Upcoming Classes

- January 10: Introduction to Sponsored Projects Administration (SPA)
- January 20: Effort Reporting Principles
- January 26: Proposal Development (IRES PD)

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
- 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.
- **Cost Share: 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.
- **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.

- **Coming in January: Work Smarter, Not Harder: The Tools, Methods and Technology to Increase Productivity!**
  This webinar will review the history and theory of "Work Smarter Not Harder" through examination of related research administration case studies; discuss methods of organizing work to be more effective, efficient, and productive; and review tools and tricks that increase productivity and save time.

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[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]().