

# OSP News & Updates

Office of Sponsored Projects

10/3/2019

2019 Volume 4, Issue 1

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 UPDATES TO POLICY 1403 AND FORM 1403 FR.02 – DIRECT CHARGING OF ADMINISTRATIVE AND CLERICAL SALARIES...

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[Policy 1403 Direct Charging of Administrative and Clerical Salaries and Certain Other General Administrative Expenses to Federal Funds](#) and [Form 1403 FR.02](#) have been updated to clarify the process for requesting and receiving approval **prior** to direct charging administrative salaries, ITS and telecom costs. The OSP Award Management team will now be reviewing and approving requests that require prior approval. Please note that OSP prior approval is required in all instances when charging ITS and telecom costs. If you have any questions, please contact your OSP award manager directly.

## 2 OSP TRAINING

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### 2.1 BROWN BAG MEETING FOR RESEARCH ADMINISTRATORS

Join us for the Wednesday, October 9<sup>th</sup> Brown Bag session. [Visit the TMS Brown Bag webpage](#) to register and view the event details.

This month's agenda includes:

- General Information and Updates

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- Yale Policy 1403 Direct Charging of Salaries
- ORCHID: NIH Requirements
- Award Setup Webform Replacement
- Subrecipient vs. Vendor Determination
- IRES v15 Update
- Professional Services Consulting Agreement (PSCA)
- External Sales Approval Process (ESAP)
- And more...

## 2.2 UPCOMING OSP TRAINING CLASSES

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

**[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

**[Effort Reporting Principles:](#)** This module provides administrators with a comprehensive understanding of the principles of effort reporting and documenting activities as it relates to sponsored awards including:

- Key terms, policies, procedures and regulations
- Effort management activities from proposal through closeout
- Key roles and responsibilities
- Understanding the effort reporting lifecycle, with case studies, e.g., appointing faculty and staff, proposing effort, charging salaries...
- Key roles and responsibilities
- An overview of the effort certification process in Workday

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**Direct Charging of F&A Type Costs on Sponsored Awards:** This module is designed expand participants' understanding of the direct charging of administrative costs to sponsored awards including:

- An awareness of Yale's research policies and procedures
- An understanding of acceptable exceptions
- How to appropriately document exceptions

**Research Compliance for Administrators:** focuses on the principles 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

## 3 OSP STAFF UPDATES

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### 3.1 AWARD MANAGEMENT

We are pleased to welcome **Marleen Vega-Perez** as our newest Award Manager. Marleen, a Certified Research Administrator, comes to us after many years in the FRMS pre-award unit and over 20 years' experience at Yale.

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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](#).