

OSP News & Updates

Office of Sponsored Projects

3/18/2021

2021 Volume 1, Issue 6

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 NEW AWARD CHECKLIST

The [New Award Checklist](#) is meant to serve as a general guide to assist those in department business offices who have just received funding for a sponsored award. The checklist covers new award setup from At Risk Requests through key award maintenance steps.

Features of this form include links to resources to aid with determining how a step needs to be completed; color coded fields that serve as visual indicators for the status of each step, including tasks that need attention; and a list of frequently used acronyms. This checklist is not an all-inclusive list of the steps needed when setting up a new award and is provided as a spreadsheet which can be customized with additional steps that may be required in your department.

The New Award Checklist was created by the CCTC (Campus-wide Collaborative Training Committee). The CCTC was created for the purpose of identifying department level training needs and providing solutions.

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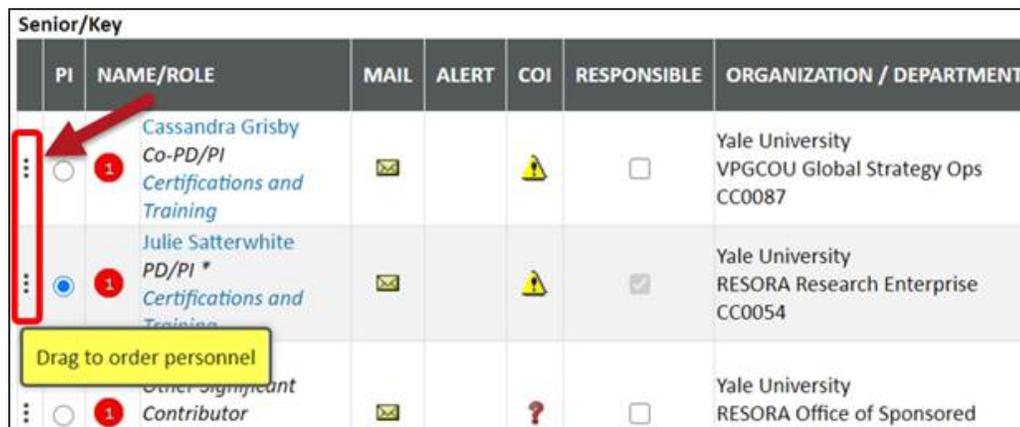
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2 NEW FEATURE FOR PD USERS

When viewing the Personnel tab in IRES PD, you may have noticed that the functionality for ordering Biosketches in NIH System-to-System submissions has changed. The Order column has been replaced with drag-and-drop ordering.

To reorder the list, look for the 3 stacked dots icon on the left and use your mouse to drag the rows into the order in which you wish your biosketches to appear in the final assembled proposal. If you have any questions regarding this, please contact your Proposal Manager.



Senior/Key	PI	NAME/ROLE	MAIL	ALERT	COI	RESPONSIBLE	ORGANIZATION / DEPARTMENT
	<input type="radio"/>	Cassandra Grisby Co-PD/PI Certifications and Training				<input type="checkbox"/>	Yale University VPGCOU Global Strategy Ops CC0087
	<input checked="" type="radio"/>	Julie Satterwhite PD/PI * Certifications and Training				<input checked="" type="checkbox"/>	Yale University RESORA Research Enterprise CC0054
	<input type="radio"/>	Other Significant Contributor				<input type="checkbox"/>	Yale University RESORA Office of Sponsored

3 REMINDER – CRITERIA FOR PSCA REQUIRING OSP PRIOR APPROVAL

As a reminder, OSP must provide prior approval of Professional Services and Consultant Agreements (PSCA) if the services will be paid for by a sponsored award and one or more of the following is also true:

- The agreement exceeds \$10,000 (including all amendments); **and/or**
- The consultant is responsible for the design, conduct, or reporting of the research (**regardless of the dollar threshold of the agreement**);
- The Scope of Work involves human and/or animal subjects (**regardless of the dollar threshold of the agreement**).

OSP approval may be obtained by completing Section 4 in either [Form 3201 FR.05 Pricing Documentation \(Comparative Pricing & Competitive Bidding\)](#) or [Form 3201 FR.06 Sole Source Documentation](#), and by submitting it to OSP for signature.

For additional information, please refer to Procedure: [3201 PR.01 Purchase Requisition Process](#)

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4 REVISION REGARDING OTHER SUPPORT Q&A

Information is evolving as the NIH adds new examples to their [Other Support FAQs website](#). Based on recent postings, here are revised responses to March Brown Bag questions.

1. **Question:**

If a PI gets a subaward from another university, do we list the sub# or the FAIN #? and I have been using the total amount (D+I) for all the years of what the subaward is for - is this accurate?

Answer:

You should list the FAIN # and the PD/PI name for the prime award. All other information, including the total award amount, project period, person months, etc., should be specific to the subaward received by Yale.

2. **Question:**

If a PI is only receiving 5% effort on a grant, we would list the total directs + indirects for 5% of their efforts for X number of years, correct? Not the total that the main PI received?

Answer:

NIH has stated that the entire award amount for the entire project period should be listed. You can make a notation to indicate the faculty member is only receiving salary support from the project.

For subprojects (a discrete and clearly identifiable segment of a multicomponent application which has an identified project leader (may be different from the principal investigator on the application) and a separate budget; most common with M, P, S and U mechanisms), include the project number and the PD/PI name of the overall project. All other information, including the total award amount, project period, person months, etc., should be specific to the subproject.

5 APRIL OSP BROWN BAG: WHAT'S ON YOUR MIND

Have a question about managing an award? We will answer your questions during the **What's on Your Mind Q&A** portion of the April 20th 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. *The deadline for submitting questions is 5:00pm, Wednesday, April 14, 2021.*

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6 HOW TO DETERMINE WHEN INDIRECT OR FACILITIES AND ADMINISTRATIVE RATES ARE ASSESSED IN WORKDAY

To determine if spend categories and/or pay components assess indirect costs, complete the following steps:

- Run the **Object Class Mapping Reconciliation Workday report**
- **Choose Sponsored Programs** in the Object Class Set prompt
- **Choose Spend Category of Pay Component** in the Spend Category or Pay Component Group prompt
- Click **OK**
- **Filter on the Spend Category or Pay Component** e.g., SC262 Rental of Equipment
- **View the related actions** for the Object Class value
 - The Object Class Value will list all the Facilities And Administrative Cost Basis Types applicable to the Spend Category or Pay Component

Spend Category	Level Used to Map in Object Class Mapping	Object Class
Rental of Equipment (SC262)		
		Object Class
		Sponsored Programs: Rental Expense
		Object Class Code: Rental Expense
		Object Class Description: Rental Expense
		Object Class Set: Sponsored Programs
		Facilities And Administration Basis Type: TDC No Equipment
		TDC No Tuition
		Total Direct Cost (TDC)

- In the above example, SC262 Rental of Equipment is not applicable to the Modified Total Direct Costs (MTDC) Facilities And Administrative Cost Basis Type
- SC262 does not assess IDC on Modified Total Direct Costs (MTDC) Facilities And Administrative Cost Basis Type

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To view all spend categories and/or pay components applicable to the Facilities And Administrative Cost Basis Type:

Option 1

1. **Select the Facilities And Administrative Cost Basis Type**
2. **Export the results to Excel**

Option 2

1. **Run the View Facilities And Administration Cost Basis Types** to view all the cost basis types
2. **Export the full list** of spend categories and/or pay components for each via the related actions under type

NOTE: The Facilities And Administrative Cost Basis Types can be updated to remove/add Spend Categories and Pay Components in Workday at any time.

For questions about this process please contact: osp.businessanalytics@yale.edu.

7 NEW RPPR WEBPAGE AND REVISED RPPR CHECKLIST

Visit the [Research Performance Progress Report \(RPPR\) website](#) in the Award Management section of the OSP website. This website now contains the information you need when assisting your PIs with their annual progress report submissions.

This updated webpage provides guidance regarding RPPR submissions, information needed to complete an RPPR, SNAP eligible awards, NIH eRA RPPRs, NSF RPPRs and more. The [RPPR Checklist](#) has also been updated and posted on the site. This downloadable checklist provides an overview of the steps involved in developing an RPPR and can be customized to include additional steps your department may require.

8 NCURA CAMPUS LIAISON PROGRAM

Lisa Mosley has volunteered to serve as NCURA Campus Liaison for Yale. The NCURA program seeks to disseminate timely information and build a strong professional network for members and others in the profession of research administration. Following is a link to the [March 2021 NCURA Campus Liaison newsletter](#) with information on upcoming NCURA events, resources, and content.

If you have any questions about NCURA, please feel free to reach out to Lisa directly at lisa.mosley@yale.edu.

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9 OSP TRAINING

Instructor-Led Training (ILT): Upcoming Classes

[Registration](#) is open for the following OSP Zoom classes. Use the links below to view course descriptions and register for a class (VPN required).

- April 13, 14, 15: [IRES Proposal Development \(PD\)](#)
- May 12: [Effort Reporting Principles](#)

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'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](#)
- [Export Compliance \(CITI Program\) - Online](#)
- [IRES Proposal Tracking \(PT\) Overview - Online](#)
- [Subrecipient Basics and Monitoring - Online](#)
- [What Research Staff Need to Know About Spending Sponsored Projects Funds - Online](#)

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](#).