

# OSP News & Updates

Office of Sponsored Projects

7/23/2020

2020 Volume 3, Issue 2

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 REMINDERS FOR DATA USE AGREEMENTS

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Below are some friendly reminders for your faculty when they are submitting requests for OSP to review/draft data use agreements:

- Only Yale faculty who have a PI status in accordance with Policy 1310 should be listed as the PI. If a PhD candidate is requesting OSP to work on a data use agreement, please ensure s/he is aware that an individual with the status of PI must be named.
- Please ensure the correct PI is identified.
- **Please ensure that a scope of work and a description of the data is included in the request.**
- Please note that Yale would prefer to use its own template; however, if the other party provides a draft agreement please make sure that is uploaded as requested in the form.
- Clarification on DUAs vs. MTAs. A Data Use Agreement is a contract that transfers data from one party to another. A Material Transfer Agreement is a contract that transfers the physical material from one party to another. If your arrangement includes both, please send this over as a Request for a Data Use Agreement and OSP will work internally to resolve any issues.
- If the entity you want to work with is not in IRES, you will be required to complete the New Sponsor Set Up Form. Please ensure that the Request for Data Use Agreement form includes a DBO contact. If there is no DBO contact information, your investigator will receive the email to complete the New Sponsor Set Up form. If this is not completed, your OSP contract manager will not receive the request.
- Only Yale PIs, faculty and Yale students should be listed as the researchers for Yale. If an external party to Yale wishes to obtain the same data, that external party should enter into its own data use agreement.

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- Use the following resources from previous OSP Brown Bag sessions for more detail about what is required and how to make the request:
  - [More on DUAs](#), 8/15/19
  - [Using the Data Use Agreement \(DUA\) Form](#), 1/16/19

## 2 REMINDER – SUBRECIPIENT SUPPLIER SETUP IN WORKDAY

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When setting up a new supplier in Workday for a subrecipient organization, you must provide the Supplier Compliance Unit with the subrecipient institution's DUNS, and also indicate that the setup is for a subcontract **by requesting the supplier to be set up with the supplier group "Sponsored Sub Award" in the justification section.** Incomplete supplier set up will cause delays in issuing subawards.

## 3 COMING SOON – NEW LIST OF PIS WITH AUTHORITY TO SUBMIT NIH SNAP RPPRs

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*Want to know if your PI has been granted authority in eRA Commons to submit SNAP RPPRs electronically to the NIH without having to route the progress report through OSP?* To facilitate easier access to this information, OSP will post to the OSP Resources website <https://your.yale.edu/research-support/office-sponsored-projects/resources> a list of all investigators with delegated authority to submit their progress reports to NIH. We will do our best to keep this list as close to real time as possible. If your investigator is on the list, then it is not necessary to route the SNAP RPPR through OSP for submission, the "submit" button should be active for the PI to click and submit directly to NIH. If you do not see your investigator listed, please send an email to Tracy Coston ([tracy.coston@yale.edu](mailto:tracy.coston@yale.edu)) with the investigator's acknowledgement of the following certification so that Tracy can grant authority for the submission.

*"In submitting this RPPR, the SO (or PD/PI with delegated authority), certifies to the best of his/her knowledge that the grantee organization is in compliance with the terms and conditions specified in the Notice of Award and Grants Policy Statement, and verifies the accuracy and validity of all administrative, fiscal, and scientific information in the progress report. The SO (or PD/PI with delegated authority) further certifies that the grantee organization will be accountable for the appropriate use of any funds awarded and for the performance of the grant-supported project or activities resulting from the progress report. Deliberate withholding, falsification, or misrepresentation of information could result in administrative actions such as withdrawal of a progress report, suspension and/or termination of an award, debarment of individuals, as well as possible criminal penalties. The grantee institution may be liable for the reimbursement of funds associated with any inappropriate or fraudulent conduct of the project activity."*

As a reminder, non-SNAP RPPR submissions must continue to be routed to your OSP signing official for review and submission to the NIH.

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## 4 OSP TRAINING

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### 4.1 INTRODUCTION TO SPA ZOOM CLASS

Our first Introduction to Sponsored Projects Administration Zoom class was a success! Survey results revealed overwhelming agreement for recommending this course to a colleague and relayed participants were satisfied with the quality of the session.

We experimented with some Zoom features to make the class a more engaging and interactive experience – for both participants and instructors:

- The class was interspersed with polling questions that tested the participants on concepts presented earlier in class.
- Participants used Zoom features to communicate with the instructor in various ways:
  - If there was a question while the instructor was presenting, participants would use the blue 'raised hand' icon and wait to be recognized before unmuting and asking their question
  - If the instructor asked a Yes/No question, participants would use the Yes/No Zoom buttons to respond
  - If the instructor posed a general question, participants would unmute and speak to participate in a class discussion.

We are continuing to look for ways to make the classes more interactive and a fun learning experience. Let us know if you have any ideas.

### 4.2 UPCOMING CLASSES

In accordance with the current University safety guidelines, we are continuing to convert all our classes to Zoom format. Registrations are open for the following August Zoom classes:

- [Research Compliance Principles for Administrators](#)
- [Effort Reporting Principles](#)

We are in the process of converting all classes to a Zoom format. If you are currently registered for a non-Zoom class, you will be receiving information about rescheduling for a Zoom session.

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## 5 BROWN BAG SURVEY FOLLOW-UP

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Thank you to everyone who completed the survey – we appreciate your feedback!

### **Reminders**

Every Brown Bag meeting starts with ‘Reminders and Updates.’ Metrics reveal that not everyone reads the OSP News and Updates, so in an effort to best ensure departments have the information they need, we reiterate important points that were covered in OSP News and Updates articles. We apologize to those of you who are diligent in reading the newsletter and may be hearing this information for a second time.

### **Brown Bag Confidential Questions**

We received a request for BB participants to send private messages to the meeting host in order to protect confidential information. We certainly encourage all questions, but if you need to relay confidential information, then the public Brown Bag forum is not the best place to be asking your question. Feel free to contact [osp.trainings@yale.edu](mailto:osp.trainings@yale.edu) or your OSP contact if you have questions involving confidential information.

### **Outlook Invites**

Agreed – it would be helpful if we could send Outlook invites for Brown Bag meetings; but unfortunately, the number of people in our subscription list far exceeds the Outlook limit for the number of recipients we can include in an invite.

### **Zoom**

We are happy to hear that most everyone had a productive Zoom experience. Unfortunately, the issues some users experienced were a result of their unstable internet connections and are out of our control.

Some connectivity tips – to increase your bandwidth and improve transmission

- Turn off any devices in your home that are not being used (even unused, they are still using bandwidth to download updates, weather forecasts, email, etc.)
- You will get better reception if you have a direct, visible path between your computer and your router/modem
- Pause your computer’s automatic backup (found in the Task Bar System Tray)
- Close your email, Skype, VPN, or any application that may be transmitting data

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## 6 REMINDER – IRES PD, PT, COI – PLANNED OUTAGE FOR APPLICATION UPGRADE

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As a reminder, the message below was sent out to all IRES PD/PT users on June 30, 2020.

Good Afternoon All,

Beginning at **5pm on Thursday August 20, 2020**, IRES-PD, PT and COI will be unavailable due to an application upgrade. It will be available again for use at **7am on Monday August 24, 2020**.

This upgrade will perform important standard maintenance. There will not be changes to functionality or look and feel of the application.

If you have any questions or concerns, please contact us at: [IRES@yale.edu](mailto:IRES@yale.edu)

Research Enterprise Operations apologizes for the inconvenience and appreciates your patience during this essential maintenance.

Thank you,  
IRES Support

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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](#).