

OSP News & Updates

Office of Sponsored Projects

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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!](#)

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1 IMPLEMENTATION OF THE REVISED NSF PROPOSAL AND AWARD POLICIES AND PROCEDURES GUIDE (NSF 20-1)

NSF has decided "to delay the requirement to use NSF-approved formats for the [biographical sketch](#) and [current and pending support](#) sections of NSF proposals until October 1, 2020." Below is the message issued by the NSF on May 22, 2020.

On June 1, 2020, NSF will implement the [Proposal and Award Policies and Procedures Guide](#) (PAPPG) (NSF 20-1) for proposals submitted or due on or after this date. The revised PAPPG implements a variety of changes and clarifications, the highest profile of which requires use of an NSF-approved format for the preparation of the biographical sketch and current and pending support.

Due to the COVID-19 pandemic and the ensuing stress on proposers, the research community has not been able to adequately prepare and train their staff for the implementation of the new requirements.

NSF has therefore made the decision to delay the requirement to use NSF-approved formats for the [biographical sketch](#) and [current and pending support](#) sections of NSF proposals until October 1, 2020. Proposers must continue to format these documents in accordance with PAPPG requirements (see PAPPG sections [II.C.2.f](#) and [II.C.2.h](#)). NSF encourages the community to use these formats and continue to provide valuable feedback as we enhance them for future implementation.

Over the coming week, NSF will make updates to existing policy guidance, websites and Frequently Asked Questions (FAQs) to reflect the change. NSF will communicate further with the community once these updates have been made.

Webinars covering the use of NSF-approved formats as well as all of the significant changes to the PAPPG are available on the [NSF Policy Outreach website](#).

NSF will continue to implement all other changes to the PAPPG beginning June 1, 2020, including the following:

- New requirement for proposing organizations to submit government-wide representations and certifications in the System for Award Management (SAM);
- New requirement for providing e-mail documentation of Program Officer approval for the submission of RAPID and EAGER proposals; and
- Clarifications to current and pending support coverage as well as other changes throughout the document.

You are encouraged to review the by-chapter summary of changes provided in the Introduction section of the PAPPG. If you have any questions regarding these changes, please contact the DIAS/Policy Office at policy@nsf.gov.

2 DEPARTING FACULTY CHECKLIST

A reminder to departments that have departing faculty, please utilize this checklist to ensure all necessary steps to finalize sponsored projects are completed prior to departure.

- Determine if awards will be transferred to another organization. If so, notify the sponsor. If not, notify sponsor of disposition of award, i.e., naming a new PI at Yale.
- Determine if subawards should be terminated
- Reconcile financial reports
- Ensure Effort Reports are complete and certified
- Address any MTA concerns
- Determine if employees paid on sponsored research projects require termination
- Determine disposition of human and/or animal protocols

3 GCAT MAILBOXES

As a friendly reminder, always remember to send *actionable* work requests to your GCAT mailbox so that it can be appropriately routed to your assigned OSP representative. OSP uses GCAT mailboxes (i.e., gcat1@yale.edu, gcat2@yale.edu, gcat3@yale.edu, gcat4@yale.edu, and gcat5@yale.edu) to track hundreds of *actionable* work requests that OSP receives each week from departments and sponsors.

When a department needs to reach out to its OSP representative for institutional review and

endorsement of a non-PD related* actionable work task, the request must be emailed to the appropriate GCAT mailbox to ensure the task is appropriately documented and assigned to the correct OSP representative. (*Please make note that these actionable items exclude those records in the PD routing process which are managed by status and route.)

To find your department's assigned GCAT mailbox, view the [OSP Department Contacts](#) spreadsheet.

An *actionable* work request is defined as a request that is required to be entered into IRES Proposal Tracking by the OSP Team Assistant (TA) and then logged into IRES by the TA to the assigned OSP representative for institutional review, action and authorization. Actionable requests can include, but are not limited to:

- At Risk Requests
- IRES record deletion requests
- Requests to create new eRA Commons accounts
- Just-In-Time requests
- No-Cost Extension requests
- Data Use Agreement requests

Once logged, the request stays on that individual's Activity Log until the task has been completed. This helps us to ensure that when OSP staff are out of the office, the request can easily be addressed by another OSP team member. Note that inquiries regarding the status of an existing work request that has already been logged should not be sent to the GCAT mailbox, but instead can be sent to the assigned OSP contact.

To find all your department's OSP contacts view the [OSP Department Contacts](#) spreadsheet.

4 JUNE BROWN BAG MEETING: WHAT'S ON YOUR MIND

A portion of the June 9th Brown Bag meeting will be devoted to the new format: **What's on Your Mind: Questions from the Community**. If you would like to submit a question for the Q & A session please email: osp.trainings@yale.edu.

The deadline for submitting questions is 3:00pm on Friday, June 5th.

5 IRES TECHNICAL SUPPORT

As a reminder, any technical issues in IRES should be escalated to ires@yale.edu for further investigation

Please include the IRES record number and, if possible, a screenshot of the error message or area of concern. These details will allow us to investigate the issue and either find a resolution or escalate it to our vendor.

For guidance navigating the PT environment, review the [IRES Proposal Tracking Overview online course](#).

6 OSP TRAINING

In accordance with University guidance, instructor-led in-person classes have been cancelled indefinitely. We will be holding our first Zoom class next week – here's hoping the internet transmissions are stable!

Online training is available for many of the OSP courses on the [OSP TMS website](#). Feel free to preview class presentations for all OSP training courses on the [OSP Research Administrators training website](#).

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.

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