

# OSP News & Updates

Office of Sponsored Projects

2/18/2021

2021 Volume 1, Issue 4

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 NEW COURSE OFFERING: NIH K AWARD FUNDAMENTALS

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The Campus-wide Collaborative Training Committee (CCTC) has completed their first course offering, *NIH K Award Fundamentals*. This course is intended for those who work in department business offices (DBOs) and have the responsibility of managing NIH Career Development (K) Awards.

The CCTC was tasked with creating K Award training to meet a campus need as K Awards come with a unique set of requirements which can make K awards challenging to manage. This training opportunity is designed to provide department business offices with the information and tools needed to better understand and manage the compliance requirements of NIH Career Development (K) Awards.

The CCTC was created in October 2016 for the purpose of identifying department level training needs and providing solutions. The committee consists of approximately 35 members representing numerous areas of campus (Central Campus, Yale School of Medicine, Office of Sponsored Projects, FRMS, etc.) and various areas of expertise (pre award, post award, financial accounting, compliance, etc.). CCTC training offerings and events will be managed by OSP, but the creation of this K award training, and future CCTC offerings, are a collaborative effort of the CCTC committee members.

The Pilot session of the NIH K Award Fundamentals is scheduled for March 29<sup>th</sup> and will be co-taught by Erlyn Neri, YSM Business Operations Support and Training Manager and Amy Ellis, OSP Director of Proposals and Award Management. We ask that all participants complete a class survey and provide feedback that will help us improve this training.

Topics include:

- Lifecycle of the Proposal and K Award Process

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- NIH K Award Categories and Types of K Awards
- Administering NIH K Awards
  - Effort Requirements
  - Concurrent Support
  - Research Performance Project Reports (RPPRs)
  - Special Circumstances
- Effort-Related Considerations and Scenarios
- Additional K Award Resources

When searching by Course Owners in TMS, the [Grant and Contract Training](#) section is divided into **IRES Training** and **OSP Training**; there is now a new section titled: **CCTC: Department Business Office Training** and these offerings will focus on the management of sponsored projects and processes from the business office department's perspective.

[Register for the Pilot NIH K Award Fundamentals training](#). As with all OSP classes, participants will be asked to have their video cameras turned on for the entire session to create a more engaging and realistic classroom experience.

## 2 MARCH OSP BROWN BAG: WHAT'S ON YOUR MIND: Q&A

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Have a question about managing an award? We'll answer your questions during the **What's on Your Mind Q&A** portion of the March 17<sup>th</sup> 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](mailto:osp.trainings@yale.edu). *The deadline for submitting questions is 3:00pm, Thursday, March 11, 2021.*

## 3 USE GCAT MAILBOX FOR ACTIONABLE ITEMS ONLY

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As mentioned at yesterday's Brown Bag, please be mindful when sending email to your GCAT. The GCAT mailbox should only be used for **actionable** work requests. An **actionable** work request is defined as a request that the OSP Team Assistant (TA) is required to log in IRES PT to the assigned OSP representative for institutional review, action, and authorization. Actionable requests can include, but are not limited to:

- At-Risk Requests
- Prior approval requests
- Non-federal award notices (*not already sent to OSP*)
- IRES record deletion requests
- Requests to create new eRA Commons accounts
- Just-In-Time requests

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- 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:** 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 directly to the assigned OSP contact. To find all your department's OSP contacts view the [OSP Department Contacts](#) spreadsheet.

## 4 HOW TO LOOK UP STATUS OF AWARD SETUP IN IRES PT

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When wanting to find out the status of your award setup, the following four tabs/folders in IRES PT are key:

1. Use the **Activity Log** to track workflow and actionable items logged to and from someone in that record. Logged items are documented to indicate specific actions required and timeframe for completion. *The Activity Log is not sortable, but Open activities will always appear at the top.*
2. Use the **Communications** to view emails (listed by date with the most recent at the top) sent **from** OSP (Office of Sponsored Projects), (e.g., Award Managers, ASU (Award Setup Unit)), **to:**
  - OSP Accountants when awards are ready for setup in Workday
  - DBOs (Department Business Office), when awards are put on hold for compliance reasons and/or required documentation is missing, e.g. Award Budget Setup form
  - DBOs, for review of Special Terms and Conditions

The Communications tab also contains notes related to the PT record, e.g., status updates regarding sponsor, reviewer, dept, PI, or other offices within Yale.

3. Use the **Agreements** to view all contract, subaward (incoming and outgoing), grant (assistance) agreements, and other types of agreements for the record. The Agreements tab is primarily used by those managing clinical trials, outgoing subawards and contracts. **Note:** *Agreements are documents that require signature before becoming effective. All other documents are considered Attachments.*
4. **Attachments** – Stores all documents related to the PT record. Use the Sort, Group and Filter tools to locate a particular document. The attachments list can be sorted into date order.

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View the [IRES PT \(Proposal Tracking\) Quick Guide: Find Award Setup Status](#) for more detailed instructions.

## 5 OSP TRAINING

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### Instructor-Led Training (ILT): Upcoming Classes

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

- March 3: [Clinical Trial Budgeting](#)
- March 9: [Financial Reporting and Closeout](#)
- March 22, 23, 24, 25: [Introduction to Sponsored Projects Administration](#)
- March 24: [Pilot: NIH K Award Fundamentals](#)
- 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](mailto:osp.trainings@yale.edu) and we will 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 it is back online.
- [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](#)

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<sup>1</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](#).