

# OSP News & Updates

Office of Sponsored Projects

9/5/2019

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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](#)<sup>i</sup>

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## 1 IRES NIH PRE-VALIDATION

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When preparing IRES PD records for system-to-system submission to NIH, OSP requests that the DBO runs the 'NIH Pre-Submission Validation' PRIOR to routing to their Proposal Manager. This helps ensure that any errors which may need to be addressed, can be done so in a timely manner.

Prior to the IRES upgrade, the Validation button could be found on the Finalize tab in PD. We would like to alert our PD users to the fact that since the upgrade, the Validation button does not automatically appear on the Finalize tab.

In order for the button to appear, you must first navigate to the PHS 398 Research Plan tab and ensure that you flip the status of the tab from 'DRAFT' to 'FINAL'.

PHS 398 Research Plan	Show	Draft Version ▼	Completed <input type="checkbox"/>
PHS 398 Research Plan	Show	Final Version ▼	Completed <input checked="" type="checkbox"/>

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Once all other tabs are also complete, you will be able to build your proposal and the Validation button will now be available on the Finalize tab.

[Validation & Submission to Grants.gov](#)

[NIH Commons Validation](#)

[NIH Pre-Submission Validation](#)

If you have any questions, or require assistance, please contact your Proposal Manager.

## 2 BROWN BAG QUESTIONS

The following information answers questions received in the Brown Bag surveys.

### 2.1 HOW TO VIEW PI COMPLETED TRAINING REQUIREMENTS

A list of completed investigator training requirements, (including PPAA, SPA Faculty training and COI Disclosure), can be viewed in IRES Proposal Tracking (PT). Follow these steps to view which training requirements have been completed by the PI or other named Personnel. If a requirement has not been completed, it will not appear in the list.

1. Login to IRES PT and select the Personnel tab on the left
2. When the Personnel page loads, scroll down to the Additional Personnel Information section at the bottom of the page and select: *Investigator Training*
3. The Training Compliance Status page opens and displays a list of the PI and all other named Personnel
4. Click a person's name and a list of their completed training requirements appears below.

Training Course Status						
Course Description	Course Type	Date Offered	Date Taken	Status	Pass?	Grade
SPA Faculty - Self-Assessment	Web Delivered		5/17/2007	Attend/Completed	Yes	100
Patent Policy Acknowledgement & Agreement	Form		12/16/2013	Attend/Completed	Yes	
SPA Faculty - Attendees 2006 2007	Instructor Led	12/15/2006	12/15/2006	Attend/Completed	Yes	
External interests Disclosure Form (Conflict of Interest Disclosure Form)	Form		8/12/2019	Attend/Completed	Yes	

Note: the COI disclosure shows the date of the last disclosure only and not the COI pathway completed.

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For sponsors requiring the NSF or PHS pathway, verify the pathway in the [IRES Reporting portal](#). (For access to IRES reporting ask your Lead Administrator to submit an [IRES Departmental User Access Request Form](#).)

## 2.2 DATA USE AGREEMENTS (DUAs)

Data Use Agreements are contracts that generally facilitate the transfer of data for faculty to use in scholarly activities that is subject to some restriction on its use. DUAs serve to outline the terms and conditions of the transfer. These terms and conditions may include limitations on the use of data, obligations to safeguard the data, and privacy rights that are associated with transfers of confidential or protected data. All data that is being either shared outside of Yale, or data we are receiving from an outside entity, must have a data use agreement in place.

To request a DUA, visit the [OSP Data Use Agreement website](#). If you have more questions, please contact [osp.trainings@yale.edu](mailto:osp.trainings@yale.edu).

## 2.3 PROPOSAL COMPLIANCE WITH REGARDS TO DOCUMENT ACCESSIBILITY

Some grant proposal documents are required to meet accessibility standards in accordance with federal law. Individuals preparing grant proposals should follow the [Web Content Accessibility Guidelines \(WCAG\)](#) when creating their proposal PDF files and other electronic documents.

The ITS Web Technologies team provides training and resources needed to help meet the WCAG guidelines. Visit the Yale University [Usability & Web Accessibility website](#) for more information, sign up for [Accessibility training](#), or contact [accessibility@yale.edu](mailto:accessibility@yale.edu) with any questions you might have.

## 3 OSP STAFF UPDATES

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### 3.1 FINANCIAL MANAGEMENT

We are pleased to announce that **Janice SaNogueira** joined the Financial Reporting Group as Accountant on August 30. Janice is new to Yale. Prior to coming to Yale, Janice worked in the private sector. We are so excited to have her join the team.

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## 4 OSP TRAINING

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### 4.1 BROWN BAG MEETING

Join us for the September 11<sup>th</sup> Brown Bag session. [Visit the TMS Brown Bag webpage](#) to register and view the event details. Topics for next month's meeting are still in the planning phase and will be posted in TMS once confirmed.

### 4.2 UPCOMING OSP 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.

**[Financial Reporting and Closeout](#):** This course is designed for administrators responsible for the financial reporting and closeout of sponsored awards including:

- The roles and responsibilities of those involved in financial reporting and closeout
- Policies and procedures related to these functions
- University processes supporting sponsor requirements
- The closeout process cycle
- The steps necessary to properly close sponsored awards

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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](#).