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. To subscribe, visit [https://subscribe.yale.edu/browse?search=OSP](https://subscribe.yale.edu/browse?search=OSP).

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### 1. OSP Organizational Changes

Lisa Mosley announced the following organizational changes within OSP, effective October 1. These changes are intended to align our operations and workforce with the current operational needs and to further improve the service that we provide to the research community.

**Cheryl Magoveny** has accepted the role of Associate Director, Non-Government Awards and will be reporting to Jeff McGuiness. Cheryl’s expertise in negotiations and award management make her an ideal candidate to take on this critical function. We are still finalizing her portfolio assignment – more details will follow.

**Brandon Romanchok** has accepted the role of Senior Contracts Manager and will be reporting to Jeff McGuiness. Brandon’s background and expertise will allow the Contract team to continue to provide support to Yale’s ever-growing research enterprise. We are still finalizing his portfolio assignment – more details will follow.
Tracy Coston accepted leadership of the Award Set-Up team. This change was effective August 15, 2018. Tracy will take the lead in looking for ways to streamline and improve the processes for how the GCAT mailboxes are managed and assigned to other OSP teams.

Amy Ellis has been promoted to Director of Sponsored Proposals and Awards. In this new role, Amy will provide direction and leadership to the Proposal team, Award Management team and the Business Operations team. Amy’s background and expertise in research administration and strong leadership skills will facilitate and support OSP’s continued path toward excellence. We are still working on the details of the transition and will share additional details as they become available.

2 OSP Training Opportunities

2.1 OSP September Brown Bag

2.1.1 Brown Bag Survey

We had a great turnout for the September Brown Bag meeting with 42 people attending in-person and approximately 100 people attending remotely! And we had a record number of respondents to the Brown Bag survey!

As you know, we send out a short survey after each Brown Bag session. The survey results are shared with OSP managers, the Brown Bag planning team, and presenters. Survey results play an integral part in planning for future meetings; we compile all your comments and questions, and track suggestions for future meetings. The October meeting is still in the planning stages, but the proposed agenda items are all suggestions you’ve submitted on the Brown Bag surveys.

Thank you to those who have completed the surveys! We value your feedback and appreciate your willingness to help improve these sessions. We hope more of you will consider completing future surveys – your voice matters.

We were dismayed that the audio was so… I think ‘horrible’ was the word many of you used on the survey. We have escalated the issues in the hopes that a solution will be found for the October meeting.

2.1.2 Collaboration with Departments

OSP is looking forward to collaborating with departments for future Brown Bag presentations. We recognize that a departments’ approach to issues comes from a different perspective and OSP would like to share the Brown Bag forum with anyone who has a topic relevant for Research Administrators.
If you have an idea for a presentation or would like to partner with someone from OSP on a presentation, please let us know! Email osp.trainings@yale.edu.

2.2 Upcoming October Brown Bag

The next Brown Bag meeting will be held on Wednesday, October 10th at 25 Science Park. Register for in-person or remote participation (Zoom) in TMS. Agenda items are still being determined and will be posted on the TMS registration page as soon as they’re confirmed.

Visit the OSP Brown Bag website to view the prior Brown Bag PowerPoint presentations or videos.

2.3 Upcoming Classes

Time for a refresher? Register to attend one of the upcoming OSP training classes.

Effort Reporting Principles: This module provides administrators with a comprehensive understanding of the principles of effort reporting and documenting activities as it relates to sponsored awards including:

- Key terms, policies, procedures and regulations
- Effort management activities from proposal through closeout
- Key roles and responsibilities
- Understanding the effort reporting lifecycle, with case studies, e.g., appointing faculty and staff, proposing effort, charging salaries...
- Key roles and responsibilities
- An overview of the effort certification process in Workday

Direct Charging of F&A Type Costs on Sponsored Awards: This module is designed expand participants’ understanding of the direct charging of administrative costs to sponsored awards including:

- an awareness of Yale’s research policies and procedures
- an understanding of acceptable exceptions
- how to appropriately document exceptions

Fly America and Open Skies Agreement: There has been a huge increase in demand for this class. Even though there’s a waitlist for the October class, feel free to register anyway, and you’ll be notified when we add another session. There are still seats available for the December class.
• This course is designed for anyone involved with travel arrangements charged to sponsored awards including: Research Administrators, Administrative Assistants, Principal Investigators, Lab Technicians, Researchers, etc.
• Participants will learn how to remain in compliance with federal regulations when making foreign flight reservations that will be charged to federal awards

3 GCAT MAILBOXES

We continue to experience high volume in the gcat mailboxes and are working feverishly to get items logged as quickly as possible. As of today, the Team Assistants are processing work from September 11, 2018. To ensure we do not miss time sensitive email, please remember to copy your assigned Proposal/Contract Manager when sending actionable work to your gcat. In addition, please use the subject line of the email to call out time sensitive items. We apologize for any inconvenience during this busy season and thank you for your patience. Please contact Tracy Coston at tracy.coston@yale.edu or 203-785-6033 with questions or concerns.

4 SPONSOR-RELATED UPDATES

4.1 MORE OPTIONS FOR PDF UPLOADS IN RESEARCH.GOV’S PROPOSAL PREPARATION AND SUBMISSION SITE

Effective September 24, 2018, Research.gov’s Proposal Preparation and Submission Site will be enhanced to allow additional flexible options for PDF uploads. These include:

• Support for PDFs generated from LaTeX source documents in addition to existing support for PDFs from Microsoft Word, Google Docs, and Open Office for document compliance checks
• Support for fonts and font sizes:
  o Arial (not Arial Narrow), Courier New, Palatino, Palatino Linotype, or Helvetica at a font size of 10 points or larger;
  o Times New Roman at a font size of 10 points or larger; or
  o Computer Modern family of fonts at a font size of 10 points or larger.
  o Other fonts not specified above, such as Cambria Math, may be used for mathematical formulas, equations, or when inserting Greek letters or special characters.
Note that while some of the above font sizes differ from the guidance provided in the Proposal and Award Policies and Procedures Guide (PAPPG), proposals following the on-screen guidance in Research.gov will not be prevented from submission.

Please note the Proposal Preparation and Submission Site is being developed incrementally and as capabilities are migrated from FastLane to Research.gov, the system features will expand until it eventually replaces FastLane for proposal preparation and submission.

More Information on Document Uploads

Document upload Frequently Asked Questions (FAQs) will be available via this link on September 24, 2018. Additional resources such as instructional videos and a system capabilities release timeline are currently available on the Research.gov About Proposal Preparation and Submission page.

For IT system-related questions, please contact the NSF Help Desk at 1-800-381-1532 or rgov@nsf.gov. Policy-related questions should be directed to policy@nsf.gov.

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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. To unsubscribe, visit https://subscribe.yale.edu/browse?search=OSP. For archived issues, visit OSP News & Updates archives.