

OSP News & Updates

Office of Sponsored Projects

1/10/2019

2019 Volume 1, Issue 1

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>.

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1 RESIDUAL BALANCE TRANSFER – REMINDER

[Procedure 1301 PR.02 - Residual Balance Fund Transfers](#) outlines the requirements for the review and approval process of residual balances on **all** sponsored awards, including Industry Clinical Trials and Clinical Contractual Agreements.

Prior to the transfer of any residual balance to a departmental account, the [1301 FR.04 -Residual Balance Form](#) must be completed by the department Business Office or Business Support Unit with all the required information and signatures before forwarding to OSP or to YSM Finance for review.

Residual requests for Industry Clinical Trial awards and Clinical Contractual Agreements should be sent to YSM Finance and all other requests must be sent to OSP. OSP reviews and processes residual balances after a signed draft Financial Status Report, confirming the expenses, has been received.

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2 OSP TRAINING

2.1 2019 OSP TRAINING CALENDAR

The OSP 2019 training classes are now posted online. [Visit the TMS website](#) to view course descriptions and register for an upcoming class.

2019 OSP Instructor-Led Course Schedule													
Course	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
Allocating Allowable Costs					7						14		
Clinical Trial Budgeting				25					5				
Cost Transfer Principles		19						20					
Direct Charging of F&A Costs on Sponsored Awards				23						17			
Effort Reporting Principles	17			9			16			15			
Financial Reporting and Closeout			14			18			19				3
Fly America and Open Skies Agreement			19				15				19		
Introduction to Sponsored Project Administration (SPA)	8	6	6	4	2	6	9	6	10	8	6	4	
IRES Proposal Development (PD)	29-30		27-28		21-22		24-25		17-18		19-20		
IRES Proposal Tracking (PT)	9			11			18			15			
Research Compliance Principles for Administrators				1						31			
Subrecipient Basics and Monitoring		20						22					

Dates are subject to change. For current information visit the OSP TMS website.

2.2 UPCOMING BROWN BAG MEETING

The next Brown Bag meeting will be held on Wednesday, January 16th, at 25 Science Park. [Visit the TMS Brown Bag webpage](#) to view the agenda and register for in-person or remote (Zoom) participation.

2.3 EFFORT REPORTING

The [2019 Effort Reporting Calendar](#) is now available on the [OSP Effort Reporting website](#). The effort reporting calendar identifies the effort reporting periods initiated in calendar year 2019. The Workday effort certification type, reporting periods, availability dates, certification due dates and notification reminder dates are all included in the calendar.

Additional Effort Certification resources:

- [Effort Reporting FAQs website](#) is available for answers about certification reports, roles, payroll accounting adjustments, the certification review process, and other pertinent information.

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- Effort Certification training guides and videos are available on the [Workday@Yale Sponsored Awards training website](#).

3 IMPORTANT INFORMATION FOR NIH TRAINING GRANT APPLICATIONS – DUE JANUARY 25TH

3.1 LETTERS OF SUPPORT

The NIH has a new requirement for all training grant applications due January 25, 2019 or later. In part, NOT-OD-19-029 reads:

For Institutional Training (T) Applications (T15, T32, T34, T35, T36, T37, T90/R90, TL1, TL4):

As part of the Letters of Support on the PHS 398 Research Training Program Plan form, applications must now include a signed letter on institutional letterhead from a President, Provost, Dean, Department Chair, or other key institutional leader that describes institutional commitment to the following areas:

(i) *ensuring that proper policies, procedures, and oversight are in place to prevent discriminatory harassment and other discriminatory practices;*

Please contact your proposal manager for a copy of the institutional support letter to be uploaded with other letters of support.

3.2 BUDGETING GUIDANCE

When budgeting for training grants, please use the full tuition dollar amount. From the SF424 R&R application guide:

Grantees should request full needs. The formula currently in effect will be applied by the NIH awarding component at the time an award is calculated.

Please contact your proposal manager if you should have questions related to your training grant budget.

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4 OSP STAFF UPDATES

4.1 FINANCIAL MANAGEMENT

Andrea Moore joined the Financial Reporting Group as a Senior Accountant on January 8, 2019. Andrea is new to Yale and OSP and brings financial accounting experience from a previous institution. Please continue to work with your assigned OSP Accountant, as Andrea will be going through training over the next several weeks. Once her portfolio is assigned, a separate communication will be sent.

ⁱ 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. To unsubscribe, visit <https://subscribe.yale.edu/browse?search=OSP>. For archived issues, visit [OSP News & Updates archives](#).