OSP News & Updates

Office of Sponsored Projects   2/20/2020   2020 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[i]*

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1 OTHER SUPPORT

1.1 NATIONAL INSTITUTES OF HEALTH

NIH updated the definition of Other Support in December of 2019. The updated definition has expanded what is required to be reported. The new definition is included below:

From the NIH GPS, Section 2.5.1:

Other Support. Information on other active and pending support will be requested as part of the Just-in-Time procedures. Other support includes all resources made available to a researcher in support of and/or related to all their research endeavors, regardless of whether or not they have monetary value and regardless of whether they are based at the institution the researcher identifies for the current grant. This includes resource and/or financial support from all foreign and domestic entities, including but not limited to, financial support for laboratory personnel, and provision of high-value materials that are not freely available (e.g., biologics, chemical,

model systems, technology, etc.). Other support does not include training awards, prizes, or gifts. Other support is requested for all individuals designated in an application as senior/key personnel—those devoting measurable effort to a project. Information on Other Support is not specifically requested for Program Directors, training faculty, and other individuals involved in the oversight of training grants since applicable information is collected in other sections of a training grant application. It is also not requested for individuals categorized as Other Significant Contributors.

The full text can be found here: NIH Grants Policy Statement (GPS) as well as the Frequently Asked Questions.

1.2 NATIONAL SCIENCE FOUNDATION

The NSF has recently published a revised NSF Proposal & Award Policies & Procedures Guide (PAPPG) that will go into effect on June 1, 2020. They also released Current and Pending Support Frequently Asked Questions (FAQs).

OSP is working on developing additional resources to assist PIs and departments to ensure complete and accurate reporting. For questions concerning Other Support, please contact Lisa Mosley, Executive Director, OSP, at lisa.mosley@yale.edu.

2   ABS FORM RESOURCES

As a reminder, the Award Budget Setup (ABS) form was rolled out to the University in November of 2019, after a successful pilot from April – July. The ABS form contains information that is needed for award setup and combines it into one form vs. multiple (Webform, PPG, etc.). *Note the Webform and PPG spreadsheet are now retired*. The ABS form is uploaded into IRES by the departments. The new process enables departments to upload and download the ABS form into the related IRES record as needed and eliminates the need to 'save a copy' locally and re-key standard data with every award setup request.

Resources

- For users who do not have access to IRES Proposal Tracking to upload the ABS form, you can request access by having your Lead Administrator complete and submit IRES Departmental User Access Request form.
- The ABS form and Instructions for uploading into IRES are available on the OSP Forms page.

If you have specific questions about the ABS form, please contact your Award/Contract Manager.

3   SIMONS FOUNDATION IMPLEMENTS GRANT CODE OF CONDUCT

Effective immediately, the Simons Foundation has added the following Code of Conduct to its Policies and Procedures. Please share this information with principal investigators, if applicable.

Code of Conduct

The Simons Foundation is committed to the conduct of science in an environment that conforms to the highest ethical standards.

This includes maintaining an environment free from any form of harassment, bullying, discrimination and retaliation related to gender, gender identity and expression, age, sexual orientation, disability, physical appearance, race, ethnicity, religious (or nonreligious) affiliation, politics, or any other personal characteristics.

Simons Foundation grantee institutions are expected to implement policies and practices that:

  i.   foster a harassment-free environment;
  ii.   actively promote professional codes of conduct;
  iii. ensure employees are fully aware and regularly reminded of applicable laws, regulations, policies and codes of conduct;
  iv.   provide an accessible, effective and easy process to report misconduct, with protection from retaliation;
  v.   respond promptly to allegations, protect the safety of all involved, investigate the allegations, and, if appropriate, impose sanctions.

Principal investigators and all other persons working on a grant funded by the Simons Foundation are expected to comply with institutional policy and with this code of ethics.

Notification of Allegation

The Simons Foundation requires grantee institutions to submit notice <u>within 10 days</u> of any ALLEGATION involving a person working on a grant which the foundation funds, including:

  i.   alleged breach of grantee policies or codes of conduct;
  ii.   alleged breach of statutes, regulations or executive orders including those relating to sexual harassment or assault;
  iii. any other alleged forms of harassment or misconduct.

Notification of Actions Taken

The Simons Foundation requires grantee institutions to submit notice <u>within 3 days</u> of any ACTION involving a person working on a grant which the foundation funds, including:

  i.   placement of that person on administrative leave;
  ii.   imposition of an administrative action or sanction against that person;
  iii. referral of the matter to an external investigative body (e.g., law enforcement);
  iv.   exoneration of that person.

Notifications should be sent to granteeconduct@simonsfoundation.org.

Review of Grant Status Following Notification
The Simons Foundation, in reviewing each notification, will consider the safety and security of personnel funded by the award and whether the grantee institution can ensure the continued progress of the funded award. View our complete policies and procedures document.

4 GREAT FEEDBACK FROM FEBRUARY'S CLINICAL TRIAL BUDGETING CLASS ATTENDEES

Following are some of the responses from attendees of the February 5th Clinical Trial Budgeting training class, when asked to describe what they liked most about the program:

- *The instructor made the class very interesting. She is very knowledgeable and answered all my questions.*
- *Excellent presentation. Gave me a better understanding of the overall budget and all the costs involved.*
- *Q&A part is very helpful. I learned a lot of new things from the other's experiences.*
- *Open discussion. Opportunity to ask questions.*
- *Very informative. Like the examples and visuals.*

OSP's Clinical Trial Budgeting class provides information on industry-sponsored clinical trial budgeting and how to build budgets that result in full recovery of costs. It is taught by Jeri Barney, Assistant Director, Clinical Agreements. OSP strongly encourages those who deal extensively with clinical trial budgeting to attend a session. There are no prerequisites. The class is held three times a year in February, June and October. Course registration is available in TMS.

Key topics covered include:

- A review of the clinical trial budget development process
- The preparation an internal budget: what can and cannot be included
- A description of associated costs and hidden costs
- Regulatory and sponsor requirements
- Consistency review across study documents
- Budget monitoring and discussion of post award activities
- Resources supporting effective clinical trial budgeting

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5   OSP STAFF UPDATES

5.1   FINANCIAL MANAGEMENT

We are happy to announce that **Emanuel Luck** returned to OSP on February 17 to work with the Financial Reporting and Cash Management groups. Emanuel worked with OSP as a part time intern last Fall and now returns to a full-time intern position where he will continue to learn more about post award financial management.

6   OSP TRAINING

6.1   BROWN BAG MEETING

Join us for the March 10th Brown Bag session. [Visit the TMS Brown Bag webpage](#) to register for in-person or remote attendance. This month's agenda items are still in the planning phase and will be listed in TMS once finalized.

6.2   BROWN BAG SURVEY FOLLOW-UP

We're in the process of reviewing all your questions and comments from the February Brown Bag survey. We'll have more information for you soon.

6.3   ZOOM UPDATE

New equipment was just installed in room 125 at 25 Science Park and we'll be testing it before the next meeting – hopefully this will solve the blurry image of the podium speaker!

We're happy to hear that Zoom is working for most everyone! A few of you are experiencing sound issues. Here are some tips:

- The microphone in your Zoom application should always be on Mute, and you hear through your computer speakers, so be sure the volume is up on your computer speakers (most computers will display a speaker icon on the right side of their task bar). If you're not getting any sound at all, contact the ITS Help Desk for assistance (203-432-9000).

If the computer audio is unstable, then mute your computer speakers and call into the Zoom session on your phone, a desk phone will typically get better reception, but a cell phone should work just fine.

6.4 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.

March 3 – **Introduction to Sponsored Projects Administration:** This course is designed to be an overview of the sponsored projects process from pre-award to post award and closeout and relevant for those who manage some part of the award process. Attendees include those new to research administration or those who would like a refresher or an overview of the entire life-cycle of an award. Topics covered include:

- Award basics and terminology
- Preparation, submission, negotiation and acceptance
- Award setup and managing an award
- Reporting obligations, award closeout and audits

March 18 – **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

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[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. Use the following link to unsubscribe to OSP News & Updates. For archived issues, visit OSP News & Updates archives.*