

OSP News & Updates

Office of Sponsored Projects

2/24/2022

2022 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 NIH MARCH 5TH R01 PROPOSAL DEADLINE ACTIVITIES AND REMINDERS

In preparation for the NIH R01 deadline on Monday, March 7th, please note the following:

Friday, March 4th Proposal Review and Submission Activities

The Proposal Team will:

- review proposals in the order received.
- approve and submit (if no changes are required) or return the proposal for corrections, all proposals received by OSP before 2:00 p.m. on March 4, 2022. Proposals received after 2:00 p.m. may not be reviewed until Monday, March 7, 2022.

Monday, March 7th Proposal Review and Submission Activities

- Proposals will continue to be reviewed in the order received. Please ensure that proposals are submitted to OSP as early as possible to allow sufficient time to resolve issues (including system issues) and make corrections. Proposals *will not be reviewed out of order for any reason*.
- If a last-minute submission is expected, let your OSP Proposal Manager know as soon as possible.

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Satisfying Compliance Requirements and Other Reminders

- If there is effort/salary for personnel from departments outside of the responsible cost center, that Department Business Office must be included in the PD route to review and approve the effort in the proposal.
- All PIs/PDs (PI, Multiple PIs,) of an application must complete Sponsored Projects Administration Training for Faculty. The training and quiz can be accessed by clicking on the following link: https://bmsweb.med.yale.edu/tms/tms_enrollments.offerings?p_crs_id=1073&p_std_id=#
- The PI and other Yale proposal personnel must complete, prior to submitting the proposal to the sponsor, the following:
 - [Patent Policy Acknowledgement and Agreement](#) (all Yale individuals listed in the proposal)
 - Current [External Interests Disclosure form](#) (only individuals identified in the proposal as being responsible for the conduct, design, or reporting of the research)
 - Current [VA MOU](#), if applicable
- The following resources may be of assistance in the preparation of a proposal:
 - Yale Frequently Needed Facts <https://your.yale.edu/research-support/office-sponsored-projects/resources/frequently-needed-yale-facts>
 - NIH Page Limits http://www.grants.nih.gov/grants/forms_page_limits.htm

On behalf of the OSP Proposal Team, we appreciate your cooperation and collaboration in facilitating the timely and accurate submission of proposals.

2 IRES REGULATORY FORM UPDATE

On February 21, 2022, President Biden issued an Executive Order which, in relevant part, imposes sanctions on the self-declared republics of Donetsk and Luhansk located in Eastern Ukraine. The Order creates an embargo on these regions and researchers should be aware that activity in these regions and interactions with individuals located in these regions are presumptively forbidden. OSP has updated intake forms such as the IRES Regulatory Form and the Transum to reflect these additional sanctions. Please contact the Office of Export Controls with any questions and please ensure that you are using the most up-to-date forms with regard to research proposal and contract submissions (including MTAs and DUAs).

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3 UPDATED GUIDANCE ON ALLOWABILITY OF COVID-19 TESTING ON SPONSORED PROJECT FUNDS

Health & Safety leadership and the Office of Sponsored Projects are providing guidance on the allowability of COVID-19 testing on university funds, including important information about the application of these costs to sponsored awards. Reminder: any faculty, staff, and students who are required to test prior to leaving the U.S. should utilize university testing options, which are free to the community.

See additional details and possible action items on this topic. The full notice was published in the [February 23, 2022, Business Update](#).

Federal grants and contracts

- Based on NIH guidance, COVID tests are an F&A cost when travel is not mandatory (can use Zoom) and work on the projects has been getting done throughout the pandemic (no work stoppage). Therefore, these will *normally* be unallowable expenses on Federally sponsored awards.
- All COVID tests require prior approval – first from Controller’s Office and then from the Federal sponsor – in order to be expensed to a federal award. Use SC748/SC743 Travel International or Domestic – Other.

Non-Federal grants and contracts

- Prior approval from the Controller’s Office is required, but prior approval from the sponsor is not required. Use SC748/SC743 Travel International or Domestic – Other.

All Sponsored Funding

For both Federal and Non-Federal sponsored funding sources, the following conditions would also apply:

- The award terms and conditions and sponsor’s policy allow the cost (most restrictive rule applies).
- The charge can be allocated to the cost of the project with a high degree of accuracy.
- The amount charged is reasonable.
- The cost of the charges does not affect the researcher’s ability to complete the scope of work as intended.

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Please utilize free testing through Yale or local pharmacies when possible before charging any sponsored award. It is important to document any testing requirements, the local travel restrictions, and fully justify all costs for audit purposes.

For questions on health and safety guidelines regarding COVID-19, please use the contact information found on the [Yale's COVID-19 website](#). For questions regarding sponsored funds, please consult the [OSP portfolio contacts](#). Requests that need approval from the Controller's office can be directed to: controllers.office@yale.edu.

4 NEW LOCATION FOR SPFA GUIDANCE DOCUMENTS

The two guidance documents linked below have transitioned from Guidance documents on the University Policies and Procedures website to the SPFA section of the OSP website:

- [1304 GD.02 Cost Allocation Principles and Methodologies](#) and
- [1305 GD.07 Determining Allowability, Reasonableness, and Allocability of Costs for Sponsored Projects](#)

5 OSP TRAINING

Visit the [OSP Grants and Contract TMS training website](#) for a description all OSP classes or to register for a class (*VPN required*). Registrations for instructor-led classes close several days prior to class.

Until further notice, all instructor-led classes will be held via Zoom. Zoom links and class handouts are emailed to registered students prior to class.

Instructor-Led Training (ILT): Upcoming Classes

- March 14: Introduction to Sponsored Projects Administration
- March 16: Clinical Trial Budgeting
- April 19: Proposal Development (IRES PD)
- April 29: Fly America Act and Open Skies Agreement
- May 24: Financial Reporting and Closeout
- June 22: Effort Reporting Principles
- To be scheduled soon: Research Compliance Principles for Administrators

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Online Self-paced Learning

The following OSP training courses are available online. If after completing the course, you have any questions about the course content email osp.trainings@yale.edu and we will forward your question to the appropriate subject matter expert.

- Allocating Allowable Costs - Online
- Clinical Trials: Create a Clinical Trial Record in PD - Online
- Cost Transfer Principles - Online
- Direct Charging of F&A Type Costs on Sponsored Awards - Online
- Effort Reporting Principles – Online *New*
- Export Compliance (CITI Program) - Online
- IRES Proposal Tracking (PT) Overview - Online
- NIH K Award Fundamentals - Online
- Other Support and Third-Party Agreements Library - Online
- Subrecipient Basics and Monitoring - Online
- What Research Staff Need to Know About Spending Sponsored Projects Funds - Online

NCURA Webinar Videos

View videos of recent NCURA (National Council of University Research Administrators) webinars by visiting the [OSP Research Administrator Training website](#).

- **Audits: What's Hot**
This webinar provides an in-depth look at audit issues is provided through a combination of audit trends, a review of Federal audit reports, and a discussion of day-to-day best practices.
- **Cost Share: Tackling the Challenges**
This webinar discusses how cost share challenges are tackled throughout the life of the project. Case studies are used to demonstrate how to proactively manage cost share.
- **In-N-Out: Here's What PI Transfers are all About**
This webinar takes an in-depth look at the PI transfer process and provides you with questions to ask and the things to look out for in order to be prepared to handle a PI that is either coming in or leaving from their institution.
- **Participant Support Costs: An Overview of Dos and Don'ts**
This webinar will help you understand what participant support costs are and why they are

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special. Discussions include: the rules and regulations governing participant support costs; how to budget, set up, and manage participant support costs; and audit considerations.

- **Work Smarter, Not Harder: The Tools, Methods and Technology to Increase Productivity!**

This webinar will review the history and theory of “Work Smarter Not Harder” through examination of related research administration case studies; discuss methods of organizing work to be more effective, efficient, and productive; and review tools and tricks that increase productivity and save time. This course will be posted on the OSP Research Administrator Training website soon.

- **Guidance on the Preparation of NIH Research Performance Progress Report (RPPRs) with COVID-19 Impacts and Other Support *New***

The NIH issued guidance regarding the preparation of Research Performance Progress Reports (RPPRs) and the reporting of effects of the COVID-19 pandemic on research projects and revised their definition of Other Support. This session will review who must report, when to report, what to report and how to report.

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 or tracy.coston@yale.edu. Use the following link to [unsubscribe to OSP News & Updates](#). For archived issues, visit [OSP News & Updates archives](#).