

OSP News & Updates

Office of Sponsored Projects

3/7/2019

2019 Volume 1, Issue 5

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>.

Table of Contents

1. [Proposal Manager Portfolio Update](#)
2. [OSP Training](#)
 - 2.1. [Brown Bag Meeting](#)
 - 2.2. [Upcoming OSP Classes](#)
3. [Sponsor Updates](#)
 - 3.1. [eRA Information: New Validations and Messages for RPPR](#)

1 PROPOSAL MANAGER PORTFOLIO UPDATE

As mentioned at last week's Brown Bag, we have an additional Proposal Manager position for our team – Lisa Hanggi. Therefore, portfolios will be changing to accommodate 6 reviewers. All departments that are affected will receive an email notification from their current manager. The [Proposal Management Portfolio matrix](#) will be updated on our website effective Friday, March 15th. Our expectation is that the new portfolios will go live Monday, March 18th.

2 OSP TRAINING

2.1 BROWN BAG MEETING

Join us for the April Brown Bag meeting. [Visit the TMS Brown Bag webpage](#) to register and view the event details.

We are still compiling the March Brown Bag unanswered questions and survey results and will include them in the next OSP News & Updates issue.

2.2 UPCOMING OSP CLASSES

OSP classes are designed for Research Administrators and those in department business offices who manage sponsored projects. Attend a class to learn more about the situations you deal with in your office or take a refresher to stay up-to-date. [Register to attend](#) an OSP training classes.

OSP News & Updates

Office of Sponsored Projects

3/7/2019

2019 Volume 1, Issue 5

[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

[Fly America Act & Open Skies Agreement](#): This course is designed to help those who schedule travel arrangements to understand all the nuances of the Fly America Act and the Open Skies Agreement and to learn more about these restrictions and exceptions and ensure that reservations and flight arrangements are made in compliance with current policies and procedures. Topics include:

- The Fly America Act and exceptions
- The Open Skies Agreements
- Compliance regulations with these policies
- The GSA City Pair search tool
- Egencia the online booking and reservation tool
- Case studies and discussion

[Research Compliance for Administrators](#): is designed to review the principles of research compliance concentrating on what business administrators need to know when managing sponsored awards including:

- An overview of regulatory compliance
- Conflict of Interest (COI) disclosure requirements at Yale
- Human Research Protection Program (HRPP) and IRB reviews
- Regulations, guidance and policies regarding Animal research
- Yale's department of Environmental Health and Safety (EHS) and how they monitor safety concerns on campus
- Policies and regulations regarding Export Controls

3 SPONSOR UPDATES

3.1 eRA INFORMATION: NEW VALIDATIONS AND MESSAGES FOR RPPR

Upgrades were made to the eRA Commons on **Wednesday, February 27, 2019** and include new

OSP News & Updates

Office of Sponsored Projects

3/7/2019

2019 Volume 1, Issue 5

validations in the Human Subjects System (HSS) when submitting Research Performance Progress Reports (RPPR).

New HSS Validations

- Enrollment and Randomization will be required when submitting an RPPR
- PI/SOs submitting an RPPR with Studies that are still in Work In Progress status will receive a warning.

	Scenario	RPPR Response
1.	When application has studies in WIP	<p>Warning message:</p> <p>The following study(s) <Study Title> have some updated information that have not yet been submitted to NIH. If you would like to provide the latest updated version to NIH, please click on Human subjects link in G.4 and submit the study(s) that are in Work in Progress status.</p>
2.	<p>If Sec 6.6 Enrollment of the First Subject is missing.</p> <p>Note: This validation is valid only if the CT code of the study is set to 'Yes' and the application was received in FORMS-E format. Ignore Actual/Anticipated value and check if a date is provided</p>	<p>Error Message:</p> <p>Enrollment of the First Subject date is missing for <Study Title>. Please click on the Human Subjects link in G.4 to update Enrollment of the First Subject date in section 6 of the Human Subjects and Clinical Trials Information form.</p>
3.	<p>If Sec 6.6, 25% of planned enrollment recruited by is missing.</p> <p>Note: This validation is valid only if the CT code of the study is set to 'Yes' and the application was received in FORMS-E format. Ignore Actual/Anticipated value and check if a date is provided</p>	<p>Error Message:</p> <p>25% of planned enrollment recruited by date is missing for <Study Title>. Please click on the Human Subjects link in G.4 to update the 25% of planned enrollment recruited by date in section 6 of the Human Subjects and Clinical Trials Information form.</p>

OSP News & Updates

Office of Sponsored Projects

3/7/2019

2019 Volume 1, Issue 5

4.	<p>If Sec 6.6, 50% of planned enrollment recruited by is missing.</p> <p>Note: This validation is valid only if the CT code of the study is set to 'Yes' and the application was received in FORMS-E format. Ignore Actual/Anticipated value and check if a date is provided</p>	<p>Error Message:</p> <p>50% of planned enrollment recruited by date is missing for <Study Title>. Please click on the Human Subjects link in G.4 to update the 50% of planned enrollment recruited by date in section 6 of the Human Subjects and Clinical Trials Information form.</p>
5.	<p>If Sec 6.6, 75% of planned enrollment recruited by is missing.</p> <p>Note: This validation is valid only if the CT code of the study is set to 'Yes' and the application was received in FORMS-E format. Ignore Actual/Anticipated value and check if a date is provided</p>	<p>Error Message:</p> <p>75% of planned enrollment recruited by date is missing for <Study Title>. Please click on the Human Subjects link in G.4 to update the 75% of planned enrollment recruited by date in section 6 of the Human Subjects and Clinical Trials Information form.</p>
6.	<p>If Sec 6.6, 100% of planned enrollment recruited by is missing.</p> <p>Note: This validation is valid only if the CT code of the study is set to 'Yes' and the application was received in FORMS-E format. Ignore Actual/Anticipated value and check if a date is provided</p>	<p>Error Message:</p> <p>100% of planned enrollment recruited by date is missing for <Study Title>. Please click on the Human Subjects link in G.4 to update the 100% of planned enrollment recruited by date in section 6 of the Human Subjects and Clinical Trials Information form.</p>

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