

OSP News & Updates

Office of Sponsored Projects

3/24/2022

2022 Volume 1, Issue 6

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 COMING SOON! IRES QUICK GUIDE: UPLOADING DOCUMENTS

To better manage IRES records that include high-volume attachments, the Office of Sponsored Projects will be introducing new subfolders into all IRES records. With an anticipated go-live date of April 1, 2022. Every record that is created on or after this date will automatically contain the new subfolders within the Attachments folder. The subfolders will be available in both Proposal Development (PD) and Proposal Tracking (PT).

With this initial rollout, there will be three new subfolders, listed below with definitions:

Subaward

All proposal and award documents relating to outgoing subawards. Examples include OSP internal documentation such as risk assessments, draft agreements, fully executed (FE) agreements and any correspondence relating to subawards. This folder should be utilized to upload any proposal related documents for subawardee information required at time of proposal.

NIH/NSF Notice of Award (NOA)

Notices of Award (NOA) for National Institutes of Health (NIH) and National Science Foundation (NSF) awards. This will include any amendments/revisions that are sent from the sponsor. This folder will be used by the Office of Sponsored Projects (OSP) only.

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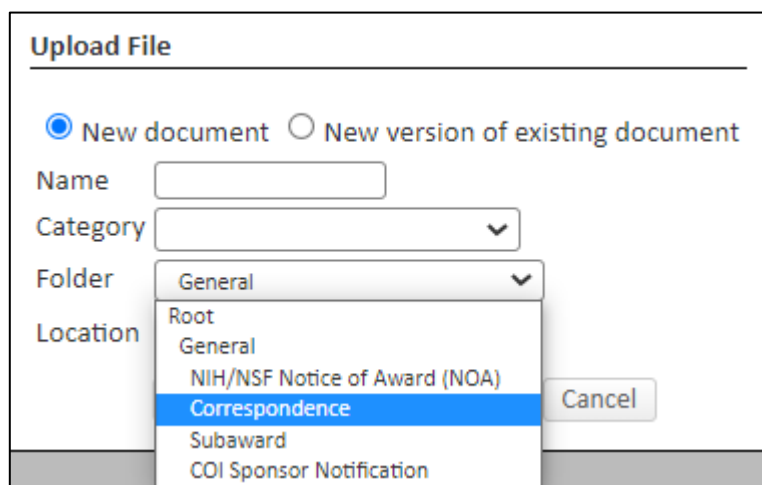
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Correspondence

Any correspondence received either from internal departments within Yale or from external sources post-award. This excludes subaward communications, which should be uploaded into the Subawards Folder.

In IRES PD, when uploading documents, you will need to enter the document Name (updated Naming Conventions will be provided soon), select the appropriate Category and now also select the appropriate subfolder from the dropdown menu. All documents that do not belong in one of the new subfolders, should continue to be uploaded to the GENERAL folder.



IRES records created prior to the rollout will include the new subfolders however OSP will not retroactively clean-up those existing records. We will request that DBO contacts utilize the new subfolders when uploading documents to PD for all new records only.

If you have any questions, please reach out to your Proposal Manager.

2 REQUIRED USE OF RESEARCH.GOV FOR PREPARATION AND SUBMISSION OF PROPOSALS IN RESPONSE TO PROGRAM DESCRIPTIONS

In accordance with [Important Notice No. 147](#), many National Science Foundation (NSF) program solicitations now require the use of Research.gov for the preparation and submission of proposals. Please be advised that NSF will now start requiring the use of Research.gov for the preparation and submission of proposals in response to program descriptions. As a reminder, **FastLane is targeted to be removed as a**

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submission option from all funding opportunities when the *Proposal and Award Policies and Procedures Guide (PAPPG)* goes into effect in January 2023. Grants.gov will remain a submission option for most NSF proposals.

Program Descriptions in Research.gov

To assist the research community, NSF developed a dynamic listing of program descriptions that require submission in Research.gov. Follow these steps to determine if your proposal for a specific program description must be prepared and submitted in Research.gov:

- Access the relevant NSF.gov program description page (e.g., [Magnetospheric Physics](#), PD 98-5750).
- View the advisory in the Program Guidelines section on the right side of the program description page and click on the link in the advisory:

Alert: Many NSF programs are only accepting proposals in Research.gov or Grants.gov. FastLane may no longer be a submission option. For more information, please visit [Program Descriptions that Require Proposal Preparation and Submission in Research.gov or Grants.gov](#).

The document will identify program descriptions requiring Research.gov preparation and submission and the associated effective date. This document will be updated on an ongoing basis as FastLane will be removed from all program descriptions as a proposal preparation and submission option when the PAPPG goes into effect in January 2023.

Since many program solicitations also require submission in Research.gov, proposers should pay close attention to the requirements identified in those specific funding opportunities.

Research.gov Proposal Capabilities and Transition from FastLane Proposal Preparation

Nearly all FastLane proposal preparation and submission capabilities are now available in Research.gov. For details about the remaining proposal features that will soon be added to Research.gov, please see the [Proposal Submission Capabilities](#) table on the Research.gov [About Proposal Preparation and Submission](#) page. To stay informed about Research.gov and FastLane changes, we invite you to join our System Updates listserv. Sign up by sending a blank email to: system_updates-subscribe-request@listserv.nsf.gov.

NSF strongly encourages proposers to prepare and submit all supported proposals in Research.gov now, to facilitate a smooth transition from FastLane proposal preparation to Research.gov over the next several months. In addition, NSF relies on your vital feedback to help ensure the system is working as intended

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and to identify areas of improvement. Feedback may be submitted at <https://www.research.gov/research-web/feedback>.

Research.gov Proposal Preparation and Submission Training Resources

- Research.gov [About Proposal Preparation and Submission](#) page
 - Frequently Asked Questions (FAQs) by topic
 - Video Tutorials
 - How-to Guides
- Research.gov Proposal Preparation Demo Site (See the demo site FAQs on the Research.gov [About Proposal Preparation and Submission](#) page for access information and demo site features.)
- [Research.gov Update and Demonstration](#) presentation from the Fall 2021 NSF Virtual Grants Conference

3 REMINDER – OTHER SUPPORT RESOURCES

The *NIH Other Support Guide for Editing the MS Word Formatted Report* has recently been revised. This guide provides instructions for: editing the document header; inserting, deleting, or moving a pending proposal or active award; adding or deleting a row in the Person Months table; and the recently added section: adding an Overlap statement.

This guide is now available on the [OSP Other Support Resources webpage](#).

4 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 29: Fly America Act and Open Skies Agreement
- April 11: Proposal Development (IRES PD)
- May 9: Introduction to Sponsored Projects Administration
- May 19: Clinical Trial Budgeting
- May 24: Financial Reporting and Closeout

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- June 22: Effort Reporting Principles
- To be scheduled: Research Compliance Principles for Administrators

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](#).

- **Agency Updates with OMB, NSF, and NIH – *coming soon***
This session is comprised of three sections: 1) OMB Update, 2) NSF Update, 3) NIH Update. Discussions will include new developments related to proposal and award policy; a comprehensive review of recent policy changes; a review of major updates to NSF's proposal system modernization efforts; NIH's budget priorities; compliance requirements and more!
- **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.

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- **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.

- **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 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.

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](#).