

# OSP News & Updates

Office of Sponsored Projects

5/27/2021

2021 Volume 2, 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. [Subscribe to OSP News & Updates](#)<sup>i</sup>

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## 1 UPDATED PD QUICK GUIDE: PI ROUTING AND APPROVAL

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The following IRES Proposal Development Quick Guide has been updated: *PI Routing and Approval*. This guide reviews the instructions for PI certification including receipt of the approval required email, using the Reviewer Dashboard, accepting the certification statement, and submitting the form.

View the updated [PD quick guide: PI Routing and Approval](#) and share with your PIs. For future reference, this guide can be found on the [OSP Resources website](#).

## 2 NIH JUNE 5<sup>TH</sup> R01 PROPOSAL DEADLINE ACTIVITIES AND REMINDERS

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In preparation for the NIH R01 deadline on Monday, June 7<sup>th</sup>, please note the following:

### Friday, June 4<sup>th</sup> Proposal Review and Submission Activities

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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 June 4, 2021. Proposals received after 2:00 p.m. may not be reviewed until Monday, June 7, 2021.

## June 7<sup>th</sup> 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.

## 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=#](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 design, conduct 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](http://www.grants.nih.gov/grants/forms_page_limits.htm)

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

## 3 IRES PD, PT, COI – PLANNED OUTAGE FOR APPLICATION UPGRADE

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Beginning at **5pm on Thursday August 19, 2021**, IRES-PD, PT and COI will be unavailable due to an application upgrade for standard maintenance. All systems will be available again for use at **7am on Monday August 23, 2021**. Any proposals that are due either Thursday, August 19<sup>th</sup> or Friday, August 20<sup>th</sup> must be received by OSP prior to noon on Thursday, August 19<sup>th</sup> to be reviewed and submitted before the system shuts down at 5pm. Please [contact your proposal manager](#) with any questions or concerns.

## 4 SPECIAL TERMS AND CONDITIONS: PUBLICATIONS

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We need your help! Sponsors often have specific formatting requirements when acknowledging their support in publications. We are asking the business community to remind their PIs of the appropriate citation format/requirements when citing publication during their regular meetings. This information can be found in the Award document.

## 5 SUBRECIPIENT INVOICES

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Reminder for subrecipient invoices: As discussed in May's Brown Bag, be sure to include the entire certification statement below, inclusive of the U.S. Code, on federal subaward invoices:

Certification statement:

"By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the Federal award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729-3730 and 3801-3812)."

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## 6 GOVERNMENT TRANSITIONS FROM DUNS TO UNIQUE ENTITY IDENTIFIER

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A Unique Entity Identifier (UEI) is a unique number assigned to all entities (public and private companies, individuals, institutions, or organizations) who do business with the federal government. Yale's new UEI, FL6GV84CKN57, is viewable in the System for Award Management (SAM) and on the OSP Frequently Needed Yale Facts website: <https://your.yale.edu/research-support/office-sponsored-projects/resources/frequently-needed-yale-facts>. The federal government plans to stop using the DUNS number to uniquely identify entities registered in SAM.gov, **by April of 2022**.

## 7 VOLUNTEER NEEDED: CREATE AHR PRESENTATION

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The April Q&A revealed a request for future BB presentations to review various processes and procedures from the DBO (department business office) perspective. The initial topic suggested was to review an account holder report (AHR).

The idea was well received, and everyone agrees this would benefit the research community and we already have some volunteers for this project! If you would be willing to volunteer to work with a team to create an AHR presentation, please email: [osp.trainings@yale.edu](mailto:osp.trainings@yale.edu).

## 8 APRIL BROWN BAG SURVEY

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Participants are starting to take advantage of the BB Survey to submit questions for the What's on Your Mind Q&A portion of the Brown Bag meeting – just as intended! Additional questions can always be sent directly to [osp.trainings@yale.edu](mailto:osp.trainings@yale.edu). Include: 'BB Question' in the subject line; if 'BB Question' missing, then we usually inquire if it's a BB question or if you need an immediate answer for a situation at hand.

The surveys consistently reveal high praise for the What's on Your Mind: Q&A portion of the meetings with numerous comments relaying that the Q&A discussions are 'very' and 'immensely' helpful and the information provided is always useful. One participant relayed that the breadth of topics is helping her to gain knowledge to advance her career.

## 9 BROWN BAG MEETINGS: TROUBLESHOOTING ZOOM ISSUES

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**Zoom Room Capacity:** Several users mistakenly thought they couldn't enter the May meeting because the room had reached capacity – however that was not the case. When the room is full, users trying to login

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will see a message stating that the room is full. If you experience issues logging into the OSP Brown Bag meeting, a quick call to the IT Help Desk (203-432-9000) will most likely get you connected.

The NSF audit findings presentation at the April BB meeting brought in an audience wider than usual but it is unlikely we will exceed the 300-user Zoom license again since BB attendance averages 175 participants per meeting.

**Zoom Login Tip:** if prompted to sign-in to the meeting, look for the SSO option which leads you to the Yale CAS login screen. Attempting to login using the Zoom login screen will not result in success.

**Zoom Connectivity Issues:** If your connection is unstable or slow, pause your computer's backup. For ITS Managed Workstations: click the Code 42 backup icon  in the System Tray on the right side of your task bar > select Settings > select Pause Backup > select Pause for 4 hours. This will free-up bandwidth on your internet connection.

## 10 ERA INFORMATION: REMINDER TO "FLATTEN" PDFs FOR JUST-IN-TIME AND RPPR BEFORE UPLOADING TO ERA COMMONS

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*From NIH Office of Extramural Research, May 19, 2021*

In preparation for the required use of the new biosketch and other support format templates for due dates on or after January 25, 2022, NIH is encouraging applicants and recipients to start using updated templates for applications, Just-in-Time Reports, and Research Performance Progress Reports (RPPRs) submitted for due dates on or after May 25, 2021. For specifics on these changes, please see Guide Notices [NOT-OD-21-073](#) and [NOT-OD-21-110](#).

Because of these changes, we want to remind you of the requirements for uploading PDF documents to eRA Commons. It is important that all PDFs are flattened before upload. PDF files uploaded to Just-in-Time and RPPR in the following sections are now required to be flattened PDFs:

- **JIT Other Support File** section
- RPPR *Participants* section **D.2.b New Senior/Key Personnel**
- RPPR *Participants* section **D.2.c Changes in Other Support**

If a PDF for these submissions on or after May 25, 2021 is not flattened before the upload to eRA Commons, this may lead to an error.

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PDFs that have fillable fields, electronic signatures, text boxes or images inserted, become layered, with each of these elements representing a layer. Flattening a PDF merges these separate elements into one flat layer.

There are a number of methods to flatten a PDF, the easiest of which is to print it as a PDF (also see [instructions](#)). To do this, go to File>Print, select the printer option from the menu that has a PDF option. Click the Print button and name the file.

## 11 OSP TRAINING

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### Instructor-Led Training (ILT): Upcoming Classes

[Registration](#) is open for the following OSP Zoom classes. Use the links below to view course descriptions and register for a class (VPN required).

- June 23: [Financial Reporting and Closeout](#)
- June 28, 29, 30, July 1: [Introduction to Sponsored Projects Administration](#)
- July 13: [Effort Reporting Principles](#)
- July 15: [Clinical Trial Budgeting](#)
- NIH K Award Fundamentals – coming soon.

### Online self-paced learning

The following OSP training courses are available online. If you have any questions after completing the course email [osp.trainings@yale.edu](mailto:osp.trainings@yale.edu).

- [Allocating Allowable Costs - Online](#)
- [Cost Transfer Principles - Online](#) - this course is in the process of being updated to reflect recent University policy changes. We'll let you know when this course is back online in an upcoming OSP News & Updates email.
- [Direct Charging of F&A Type Costs on Sponsored Awards - Online](#)
- [Export Compliance \(CITI Program\) - Online](#)
- [IRES Proposal Tracking \(PT\) Overview - Online](#)
- [Subrecipient Basics and Monitoring - Online](#)
- [What Research Staff Need to Know About Spending Sponsored Projects Funds - Online](#)

<sup>1</sup> 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](mailto:osp.communications@yale.edu) or [tracy.coston@yale.edu](mailto:tracy.coston@yale.edu). Use the following link to [unsubscribe to OSP News & Updates](#). For archived issues, visit [OSP News & Updates archives](#).

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