

OSP News & Updates

Office of Sponsored Projects

6/10/2021

2021 Volume 2, 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 WORKDAY EFFORT CERTIFICATION ENHANCEMENTS

Expansion of Certification Text

The Certification Text is now fully displayed to the Faculty Self-Certifier in their inbox. This enhanced visibility promotes compliance by offering Certifiers a complete view of the certification statement eliminating the extra step of expanding the view to make it visible.

The Certification Text remains collapsed to the Effort Certification Reviewer and for non-faculty Grant PI certification. The Effort Certification Team will be working with Workday to display the certification text for the non-faculty certifications. More information to be announced.

Dollar amounts have been removed from the **Summary** and **Detail** view within the Effort Certification Statement to allow the certification text to be fully visible. This will align Effort Certification Statement methodology with University policy of certifying to percent of effort instead of dollars.

New Aggregate Tab

A new Aggregate Tab was added to the Effort Certification Statement showing the total percentage and dollars charged to each grant per pay period. The Aggregate view provides a more linear view of total percentages charged to each grant by pay period. Amounts can be expanded, filtered, and viewed by different sources, including the Fund Type. The Aggregate report can be downloaded for tracking and reporting purposes.

Attachments for Payroll Accounting Adjustments Generated from Effort Certification

Any supporting documentation attached in the effort certification statement will flow through to the generated Payroll Accounting Adjustment. Additional documentation can still be attached during the Payroll Accounting Adjustment review.

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Effort Certification for Casual and Temporary Staff

Casual and Temporary staff that devote effort to grants will continue to use paper timesheets to capture effort certification through pay-period ending 6/19/21. For time worked on or after 6/20/21, the paper certification process will be retired. Casual and Temporary staff will be brought into the semi-annual effort release starting with the Fall 2021 period.

Updated Workday training guide '[Effort Certification for Reviewers](#)' is available on the Effort Reporting Webpage.

2 NIH K AWARD FUNDAMENTALS TRAINING

The new NIH K Award Fundamentals training is now available in TMS. The purpose of this training is to provide DBOs with information needed to better understand the unique requirements of NIH Career Development Awards (commonly referred to as K awards or CDAs). Thank you to all who participated in the pilot class and provided feedback for improving this course!

This course consists of two parts:

1. [NIH K Award Fundamentals](#) online training and quiz

This course consists of viewing three 20-minute videos of instructor-led training followed by a 10-question, multiple-choice online quiz.

Prerequisite: Intro to SPA

2. [NIH K Award Fundamentals: Q&A](#) session

This interactive question and answer session is provided for those who have completed the online training and quiz. Bring any K Award questions you have, and K award SMEs (subject matter experts) will be available to answer your questions. There is no presentation for this session, only Q&A.

Prerequisite: NIH K Award Fundamentals online training and quiz

3 OSP BROWN BAG MEETING

The next Brown Bag meeting is scheduled for Tuesday, June 22 at 11:00am.

The June agenda includes:

- OSP Reminders and Updates
- Effort Certification Reminders and Updates
- What's on Your Mind: Q&A.

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If you have a question about managing an award submit your query to be answered in the **What's on Your Mind Q&A** portion of the meeting. If the question is specific to your department then we'll forward it to one of our OSP SMEs (subject matter experts). Submit questions to: osp.trainings@yale.edu. *The deadline for submitting questions is 12:00pm, Thursday, June 17th at noon.*

4 OSP TRAINING

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](#)
- August 9: [Research Compliance Principles for Administrators](#)
- August 31, Sept 1, 2: [IRES Proposal Development \(PD\)](#)
- June 30: [NIH K Award Fundamentals: Q&A](#) *New* NIH K Award Fundamentals online training (below) is a prerequisite for this Q&A session.

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.

- [Allocating Allowable Costs - Online](#)
- [Clinical Trials: Create a Clinical Trial Record in PD](#)
- [Cost Transfer Principles - Online](#) - this course is in the process of being updated to reflect recent University policy changes.
- [Direct Charging of F&A Type Costs on Sponsored Awards - Online](#)
- [Export Compliance \(CITI Program\) - Online](#)
- [IRES Proposal Tracking \(PT\) Overview - Online](#)
- [NIH K Award Fundamentals - Online](#) *New*
- [Subrecipient Basics and Monitoring - Online](#)
- [What Research Staff Need to Know About Spending Sponsored Projects Funds - Online](#)

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](#).