

OSP News & Updates

Office of Sponsored Projects

6/24/2021

2021 Volume 2, Issue 7

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

Table of Contents

1. [NIH July 5th R01 Proposal Deadline Activities and Reminders](#)
2. [Updated VA MOU Form](#)
3. [IRES Record Inactivation Request Form](#)
4. [REMINDER – IRES PD, PT, COI – Planned Outage for Application Upgrade](#)
5. [Upcoming Changes to the NIH Biographical Sketch and Other Support](#)
6. [eRA Reminder: Use of Internet Explorer for eRA Modules to be Phased Out by July 19, 2021](#)
7. [NIH Notice of Data Sharing Policy for the National Institute of Mental Health \(NIMH\)](#)
8. [YSM Subaward eLearning Module is now Live on TMS!](#)
9. [OSP Training](#)

1 NIH JULY 5TH R01 PROPOSAL DEADLINE ACTIVITIES AND REMINDERS

In preparation for the NIH R01 deadline on Tuesday, July 6th, please note the following:

Friday, July 2nd 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 July 2, 2021. Proposals received after 2:00 p.m. may not be reviewed until Tuesday, July 6, 2021.

Tuesday, July 6th 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.

OSP News & Updates

Office of Sponsored Projects

6/24/2021

2021 Volume 2, Issue 7

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 UPDATED VA MOU FORM

The VA MOU (Memorandum of Understanding) has been updated to a pdf format. This form can be found on the [OSP/Resources/Forms website](#).

Please begin using the new form for all new submissions to OSP.

3 IRES RECORD INACTIVATION REQUEST FORM

Reminder to our PD users: if you create a record in error, please request a record deletion.

- Submit an [IRES Record Inactivation Request form](#)
- The request form can be found on the [OSP Resources website](#)

OSP News & Updates

Office of Sponsored Projects

6/24/2021

2021 Volume 2, Issue 7

4 REMINDER – IRES PD, PT, COI – PLANNED OUTAGE FOR APPLICATION UPGRADE

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 19th or Friday, August 20th must be received by OSP prior to noon on Thursday, August 19th to be reviewed and submitted before the system shuts down at 5pm. Please [contact your proposal manager](#) with any questions or concerns.

5 UPCOMING CHANGES TO THE NIH BIOGRAPHICAL SKETCH AND OTHER SUPPORT

June 16, 2021

Subject: Upcoming Changes to the NIH Biographical Sketch and Other Support
To: NIH funded faculty and lead administrators
From: Pamela Caudill, Senior Associate Provost for Research Administration

Dear Colleagues:

On March 12, 2021, the NIH issued [NOT-OD-21-073](#), *Upcoming Changes to the NIH Biographical Sketch and Other Support*. On April 28, 2021, NIH issued Notice [NOT-OD-21-110](#) delaying the required use of the new Biographical Sketch and Other Support format pages until January 25, 2022.

I encourage all faculty who are engaged in NIH research to review these notices, along with the related format instructions and frequently asked questions, to familiarize themselves with the new requirements.

The Office of Sponsored Projects will be working with school administrators over the coming months to provide necessary support to operationalize the response to these new requirements, wherever possible.

An overview of significant changes, in effect on **January 25, 2022**, is as follows:

BioSketch:

- Format Page has been revised to include all positions and scientific appointments both domestic and foreign.
- Positions and Honors has been renamed to Positions, Scientific Appointments and Honors
- Section D has been updated to remove “Research Support”

OSP News & Updates

Office of Sponsored Projects

6/24/2021

2021 Volume 2, Issue 7

Other Support:

- New format with sections to disclose all sources of other support and related information.
 - NIH has emphasized that investigators must disclose all sources of Other Support (Total costs (Direct and Indirect) for the entire project period) and related information, including outside activities (e.g., consulting that involves research, visiting professorships) if conducting research, in-kind support, and gifts if donor expects anything in return (e.g., time, services, research).
- Investigators **must** submit supporting documentation, including contracts, grants, or any other agreement, for foreign appointments/ employment in connection with foreign activities and resources reported in Other Support
 - Effective January 25, 2022, this will be mandatory for all senior/key personnel.
 - If the contracts, grants, or other agreements are not in English, recipients must provide translated copies.
 - **NIH has reserved the right to request copies of any contracts, grants or any other agreements that are related to faculty research endeavors reported in Other Support. If NIH requests additional documentation, please contact the appropriate award manager in OSP before providing the requested documents.**
- PD/PI or senior/key personnel must electronically sign-the following certification on each Other Support page:
 - *I, PD/PI or other senior/key personnel, [certify that the statements herein are true, complete and accurate](#) to the best of my knowledge, and accept the obligation to comply with Public Health Services terms and conditions if a grant is awarded as a result of this application. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties.*
- Immediate notification of undisclosed Other Support. When a recipient organization discovers that a PI or other Senior/Key personnel on an active NIH grant failed to disclose Other Support information outside of Just-in-Time or the RPPR, as applicable, the recipient must submit updated Other Support to the Grants Management Specialist named in the Notice of Award as soon as it becomes known.

For your convenience, the [attached](#) table provides more information on the implementation of these new requirements.

Pamela S. Caudill
Senior Associate Provost for Research Administration
Office of Research Administration
Yale University
25 Science Park, 150 Munson St, Room 322
P.O. Box 208327
New Haven CT 06520-8327
203-785-3012 (Office)
203-785-3510 (Fax)

OSP News & Updates

Office of Sponsored Projects

6/24/2021

2021 Volume 2, Issue 7

6 ERA REMINDER: USE OF INTERNET EXPLORER FOR ERA MODULES TO BE PHASED OUT BY JULY 19, 2021

This is a reminder that users will no longer be able to access eRA modules via the Internet Explorer (IE) browser effective **July 19, 2021**.

As originally [announced by Microsoft](#), support of Internet Explorer 11 (IE) will be discontinued for Microsoft 365 applications and services by August 17, 2021. As a result, eRA will phase out the use of IE for eRA all modules by July 19, 2021 to safeguard against security and interoperability concerns.

We encourage users to switch to other supported browsers such as Mozilla Firefox, Google Chrome, Safari (and Microsoft Edge starting on July 20), when using eRA systems (see eRA's [Browser Compatibility](#) statement).

Also review the [Tips and Tricks for Fixing Browser Configuration Issues When Using eRA Modules](#) page for guidance on steps you can take to resolve the most common browser issues.

7 NIH NOTICE OF DATA SHARING POLICY FOR THE NATIONAL INSTITUTE OF MENTAL HEALTH (NIMH)

Applications submitted to NIMH after January 1, 2020 are expected to have a Resource Sharing Plan (see Notice of Data Sharing Policy for the National Institute of Mental Health, NOT-MH-19-033). The portion of that Resource Sharing Plan dealing with data must include:

- 1) A summary of the data that will be shared
- 2) A description of the standard(s) and/or data dictionaries that will be used to describe the data set
- 3) The proposed schedule to validate that the data are compliant with the data dictionary being used.

The necessary funds for submitting data to the National Institute of Mental Health Data Archive (NDA) should also be included in the requested budget. A cost estimator (https://nda.nih.gov/ndarpublicweb/Documents/NDA_Data_Submission_Costs.xlsx) is available to facilitate the calculation of these costs.

Unless NIMH stipulates otherwise during the negotiation of the terms and conditions of a grant award, this Notice applies to all grant applications and awards that involve human subject research submitted

OSP News & Updates

Office of Sponsored Projects

6/24/2021

2021 Volume 2, Issue 7

after January 1, 2020 and applies to all Funding Opportunity Announcements (FOAs) that NIMH participates in. The Notice does not apply to following types of applications:

- Fellowship (F)
- Research Career Development (K)
- Training (T)
- Small Business (SBIR/STTR)
- Small Grants (R03)
- Education (R25)
- Awards related to AIDS applications

If you are not already familiar with the NIMH Data Archive (<https://nda.nih.gov/>, NDA), you can explore the data that NDA makes available to qualified researchers. NDA provides a secure infrastructure that enables collaborative science and discovery to accelerate scientific research through data sharing, data harmonization, and the reporting of research results. Any inquiries about NDA or NOT-MH-19-033 can be directed to:

Gregory K. Farber, Ph.D.
Director, Office of Technology Development and Coordination
National Institute of Mental Health
Telephone: 301-435-0778
E-mail: farberg@mail.nih.gov

8 YSM SUBAWARD EARNING MODULE IS NOW LIVE ON TMS!

While the module was developed by YSM, the content is helpful for all staff who are involved in the subrecipient invoice process and covers both Federal and non-Federal grant funding. It will provide the end-user with an in-depth overview of policy and procedures around approval and subaward invoices.

https://bmsweb-h.yale.edu/ords/tms/tms_enrollments.offerings?p_crs_id=8073&p_std_id=

OSP News & Updates

Office of Sponsored Projects

6/24/2021

2021 Volume 2, Issue 7

9 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 28, 29, 30, July 1: [Introduction to Sponsored Projects Administration](#)
- June 30: [NIH K Award Fundamentals: Q&A](#) *New*
 - *NIH K Award Fundamentals online training (below) is a prerequisite for this Q&A session.*
- 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 \(PD\)](#)

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 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](#)
- [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](#).