

# OSP News & Updates

Office of Sponsored Projects

6/27/2019

2019 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](#)*

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## 1 NOW AVAILABLE IN RESEARCH.GOV: SUPPORT FOR COLLABORATIVE PROPOSALS WITH SUBAWARDS

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### 1.1 AN IMPORTANT MESSAGE FROM NSF:

Dear Colleagues:

We are very pleased to announce that as of June 24, 2019, the research community can prepare and submit full, research collaborative proposals with subawards in Research.gov. This is in addition to the existing capability (since April 2018) to prepare and submit full, research non-collaborative proposals in Research.gov. Since that initial release just over a year ago, the National Science Foundation (NSF) has implemented several enhancements to the site, including additional flexibilities for PDF uploads, support for PDFs generated from LaTeX source documents, and compliance checks for fonts and font sizes. Future enhancements to the Research.gov proposal system will allow the preparation and submission of separately submitted collaborative proposals from multiple organizations.

Compared to FastLane, our grants management system launched in 1994, the Research.gov proposal system is much easier to use and provides proposers with faster document uploads and the ability to quickly create and update documents. We encourage you to try the new system, and we are confident that you will agree that this next generation grants management system is more efficient and less burdensome than FastLane.

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Also, as of June 24, 2019, a new email notification functionality was implemented to generate Sponsored Project Office (SPO)/Authorized Organizational Representative (AOR) email notifications when Principal Investigators (PIs) enable proposal access to SPOs/AORs. A similar email notification is available in FastLane, and we are excited to add the capability in Research.gov.

## Modernizing Proposal Preparation and Submission

NSF's modernization of its FastLane system continues with the goal of improving the user experience to prepare and submit NSF proposals, while also reducing administrative burden for both proposers and NSF staff. As capabilities are migrated from FastLane to Research.gov, the system features will expand until it eventually replaces FastLane for proposal preparation and submission.

While proposers can still prepare and submit collaborative proposals with subawards as well as full, research non-collaborative proposals in FastLane, we encourage the research community to use the new Research.gov proposal system because as NSF continues to enhance the new system incrementally, your vital feedback is being incorporated during the development process.

## Preparing and Submitting Proposals in Research.gov

Here's some of the current Research.gov features that proposers are enjoying:

- Integrated compliance checks for fonts, margins, and line spacing;
- Real-time compliance feedback and alerts, so proposers know a proposal section is compliant before moving on to another section;
- Specific checks on the budget screens and for Collaborators and Other Affiliations (COA) uploads;
- A few seconds to upload documents versus 30-90 seconds for each document upload in FastLane; and
- Embedded relevant sections of the *Proposal & Award Policies & Procedures Guide* (PAPPG) and video job aids, so proposers don't have to go to multiple sites to access guidance and tools.

## Initiating a Proposal in Research.gov

By answering a few questions in the five-step proposal wizard, Research.gov customizes the set-up process and compliance rules for the proposal being created. In addition, the proposal wizard dynamically drives the proposal sections that are required on subsequent screens.

If you have not done so already, we invite you to initiate a proposal in Research.gov by following the steps outlined below:

- Open [Research.gov](https://www.research.gov) and click "Sign In" located at the top right of the screen;
- Enter your NSF ID and password and click "Sign In;"
- From the Research.gov "My Desktop" page, click "New! Prepare Proposals (Limited proposal types)" in the "Prepare & Submit Proposals tile" or go to this option from the top navigation bar by selecting the "Prepare & Submit Proposals" tab and clicking on "New! Prepare Proposals (Limited proposal types);"

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- Select the "Prepare Proposal" option in the "Prepare New Proposal" tile on the left side of the Proposal Preparation page; and
- Follow the five-step proposal wizard to set up the proposal.

After completing the initiation steps, you are ready to complete all required and optional sections of your proposal and then submit it to NSF.

## Submitting Feedback

NSF wants to hear from you! To submit feedback about the new Research.gov Proposal Preparation and Submission Site:

- Go to the [Research.gov Feedback](#) page;
- Choose "Other" under the Site Area dropdown menu;
- Include your feedback in the Comments or Suggestions field; and
- Click Submit when you are ready to send your feedback to NSF.

## Training Resources and Additional Information

- [Research.gov About Proposal Preparation and Submission webpage](#) – This webpage includes links to FAQs and video job aids ([Initiating a Proposal](#), [How to Manage Personnel & Senior Personnel Documents](#), [How to Work on a Proposal Budget](#), [How to Upload a Collaborators and Other Affiliations Document](#), and [How to Submit a Research Proposal in Research.gov](#)). Note: If a video does not automatically play in your browser, please try viewing the video using a different browser.
- [Automated Proposal Compliance Checks for Proposals Submitted via Research.gov](#) – This checklist presents all the current Research.gov automated proposal compliance checks, together with the associated non-compliant errors or warnings.
- Additional information about proposal preparation and submission in Research.gov, including FAQs, is available on the [Electronic Research Administration \(ERA\) Forum website](#).

**Jean Feldman**  
Head, Policy Office  
Division of Institution and Award Support  
Office of Budget, Finance & Award Management

## 2 EXPLORE xTRACT BEFORE ITS REQUIRED USE IN FY 2020

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xTRACT is an electronic system for creating research training data table and tracking trainee outcomes that has been available on a pilot basis in the eRA Commons since 2015.

In the xTRACT system, users can:

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- access data already available in the eRA Commons to pre-populate their tables with information;
- retrieve publication information from PubMed;
- upload selected training-related data from their institutions to the xTRACT system in batches; and
- copy data already entered for one application or progress report into another.

Beginning with RPPRs due on or after October 1, 2019 (FY 2020), recipients **must** use the xTRACT system to create the required training tables for submission with NIH and AHRQ T15, T32, T90/R90, and TL1 progress reports. While it is not mandatory to use xTRACT for new and renewal applications for the specified types of training grants, it may be required in future years.

To gain experience with xTRACT before it is required there are helpful resources such as the user guide, instructional videos, and FAQs, available on the [eRA website](#).

Additional details on its required use and implementation is available in the full [Guide Notice](#).

## 3 REMINDER: WHEN DO I NEED TO COMPLETE A WORKDAY WEBFORM?

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The Workday Webform is required for *new award* setups, and *Amendments where changes to the account structure need to be made*, as well as for the financial setup of an *initial At-Risk Account*. (Please be aware that this form does not replace the At-Risk Request form or process.)

### Resources

[Workday Award Setup Webform](#)

[Sponsored Projects and Workday Setup FAQs](#)

## 4 OSP TRAINING

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### 4.1 BROWN BAG MEETING

It's summer recess for the July Brown Bag meeting and the next meeting will be held on August 15<sup>th</sup>! We'll be sending out invitations for the August meeting closer to the event.

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## 4.2 BROWN BAG ZOOM TIPS

We're delighted to hear that Zoom has been working so well for everyone! We received some zoom comments on the last Brown Bag survey and wanted to respond.

**Comment:** The Zoom audio was very loud.

**Response:** Participants can control the audio on their own devices using the volume control on their device (not the microphone icon in the Zoom application). If you're viewing on a computer click the speaker icon in the tray at the bottom of the monitor screen to adjust the volume.

**Comment:** It would be nice to have sessions on the medical campus again.

**Response:** Yes, networking and seeing colleagues on medical campus is great, but with Zoom being so convenient, even those nearby seem to prefer attending from their office. For example, a meeting last fall at Brady Auditorium only had 16 YSM participants and 20 participants traveled from 25 Science Park. With such low YSM attendance, it's hard to justify.

**Comments:** 1) I was unable to see the podium speaker. 2) The picture of the podium speaker was too small even though we were viewing on a large screen.

**Response:** If you cannot see the podium speaker you need to enable the Thumbnail or Gallery View. Once the thumbnail window is open, you can resize the window for better viewing. If you need help finding the thumbnail window or the Gallery view contact the ITS Help Desk (203-432-9000). We set the camera for optimal viewing for our remote audience, but Zoom options are limited.

**Comment:** The video blinks on and off and it's very distracting.

**Response:** Unfortunately, that has to do with the transmission and is beyond our control. You may want to speak with your DSP or the ITS Help Desk (203-432-9000) to see if they have any suggestions about the transmission in your location.

## 4.3 UPCOMING OSP CLASSES

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

**[Effort Reporting Principles:](#)** This module provides administrators with a comprehensive understanding of the principles of effort reporting and documenting activities as it relates to sponsored awards including:

- Key terms, policies, procedures and regulations
- Effort management activities from proposal through closeout
- Key roles and responsibilities

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- Understanding the effort reporting lifecycle, with case studies, e.g., appointing faculty and staff, proposing effort, charging salaries...
- Key roles and responsibilities
- An overview of the effort certification process in Workday

**IRES Proposal Development (PD)**: This course is designed for those who will be creating grant proposals and budgets in IRES PD. The sessions are a combination of lecture and hands-on exercises and include:

- IRES Overview
- Introduction to PD
- Proposal initiation & creation (system to system and non-system to system)
- Basic and advanced budgeting
- Certification and approval process overview
- Proposal creation workshop support
- *PD class registration closes 10 days prior to the start date as extensive class setup time is required.*

**IRES Proposal Tracking (PT)**: This course provides an overview of the IRES environment including how to search for records and pertinent award information. This class is designed for those who manage and review sponsored projects and awards. Topics include:

- Navigating in the IRES system
- Customizing their IRES environment
- PT folder structure
- Locating award information including: budgets, agreements, F&A costs, award status, communications, attachments, etc.
- Search tips and techniques
- Key terms and concepts

## 5 OSP STAFF UPDATES

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**Ericka Kundrath** has been promoted to Assistant Director of Business Analytics in OSP. While this is a new role for OSP, Ericka has been serving in this capacity for several months. She has been instrumental to the Workday implementation and has led the efforts for subsequent system enhancements. Ericka will continue her close partnership with Financial Support Services (FSS) to ensure close coordination with all Workday updates that may have an impact on grants.

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<sup>i</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](#).