

OSP News & Updates

Office of Sponsored Projects

7/11/2019

2019 Volume 3, Issue 1

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 EFFORT REPORTING – SPRING 2019 EFFORT PERIOD RELEASE – JULY 23, 2019

The Spring 2019 (1/1/2019 – 6/30/2019) effort period release is scheduled for July 23, 2019. An annual effort reporting calendar can be found at the [Effort Reporting Website](#).

Review and clear any balances remaining in transaction suspense. The Workday report, [Labor Suspense Review – Yale](#), is available to assist in facilitating the creation of PAAs that need to be completed to clear labor suspense. To avoid future charges going to suspense, please also update the current payroll costing for the impacted employee(s).

Charges remaining in suspense accounts impact the ability to certify effort reports accurately, and on time. All suspense charges related to effort on sponsored awards (where grant setup is complete) must be cleared by **July 19, 2019**. **Suspense charges not cleared prior to the effort reporting release will require the adjustments be made through the effort report.**

Please contact the Effort Reporting Administrator in the Office of Sponsored Projects with any questions at effort.reports@yale.edu.

2 OSP TRAINING

2.1 BROWN BAG MEETING

Join us for the August 15th Brown Bag meeting at 11:00am. [Visit the TMS Brown Bag webpage](#) to register and view the event details. Topics for next month's meeting are still in the planning phase and will be posted in TMS once confirmed.

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2.2 UPCOMING OSP CLASSES

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

[Fly America Act & Open Skies Agreement:](#) This course is designed to help those who schedule travel arrangements to understand all the nuances of the Fly America Act and the Open Skies Agreement and to learn more about these restrictions and exceptions, and ensure that reservations and flight arrangements are made in compliance with current policies and procedures. Topics include:

- The Fly America Act and exceptions
- The Open Skies Agreements
- Compliance regulations with these policies
- The GSA City Pair search tool
- Egencia the online booking and reservation tool
- Case studies and discussion

[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
- 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 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

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- Locating award information including budgets, agreements, F&A costs, award status, communications, attachments, etc.
- Search tips and techniques
- Key terms and concepts

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 class start date as extensive class setup time is required.

ⁱ 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 from the OSP News & Updates newsletter](#). For archived issues, visit [OSP News & Updates archives](#).