OSP News & Updates

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*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 & Updatesi*

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1   NEW IRES RECORD INACTIVATION REQUEST FORM

As mentioned in the July 25th OSP News & Updates, the IRES Record Deletion Request form has now been replaced by the new IRES Record Inactivation Request form. Instead of deleting records, IRES records will now have their status set to *incomplete* to designate them as inactive. In addition, the word INACTIVE will be added to the record name as a visual reminder. To restore an inactive record to its previous status and name, contact the IRES Support team at ires@yale.edu.

The **IRES Record Inactivation Request** form is located on the OSP Resources website.

2   OSP TRAINING

2.1   BROWN BAG MEETING

Join us for the August 15th Brown Bag session. 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.

2.2 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.

Cost Transfer Principles: This module provides individuals with an understanding of Yale's policies and procedures regarding labor and non-labor cost transfers associated with sponsored awards including:

- Federal regulations related to cost transfers
- Sponsor and University Policy
- The process to properly and efficiently prepare, document, approve and submit a cost transfer

Subrecipient Basics and Monitoring: This course is designed to review the process of managing a subaward including:

- Understand the roles and responsibilities of individuals involved in the subaward process
- Be able to differentiate between a subrecipient and a vendor relationship
- Gain a greater awareness and understanding of Yale's policies and procedures regarding subrecipients
- Understand the requirements and expectations for subrecipient monitoring and the processing of invoices
- Know where to find resources to assist in the subaward process

Clinical Trial Budgeting: This module provides information about industry-sponsored (non-federal) clinical trial budgeting and how to build budgets that result in the full recovery of costs.

Topics covered:

- A review of the clinical trial budget development process
- The preparation an internal budget: what can and cannot be included
- A description of associated costs and hidden costs
- Regulatory and sponsor requirements
- Consistency review across study documents
- Budget monitoring and discussion of post award activities
- Resources supporting effective clinical trial budgeting

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[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 to OSP News & Updates. For archived issues, visit OSP News & Updates archives.*