

# OSP News & Updates

Office of Sponsored Projects

11/14/2019

2019 Volume 4, Issue 4

*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](#)<sup>i</sup>*

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## 1 THANKSGIVING RECESS

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The Office of Sponsored Projects will be closed Thursday, November 28 and Friday, November 29 in observance of the Thanksgiving holiday. Any proposals due to sponsors during this time must be submitted to OSP for final review before close of business on Tuesday, November 26, 2019. No proposals will be submitted during the Thanksgiving break. We will resume our regular hours of operation on Monday, December 2, 2019.

## 2 PD REGULATORY FORM ENHANCEMENTS

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Changes to the PD Regulatory form will be applied tonight at 5pm. The changes include a new look and feel along with a replacement of the current export controls questions. Please contact [ires@yale.edu](mailto:ires@yale.edu) with any questions or concerns regarding these changes.

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## Impact

All Regulatory Forms will have the new look and feel.

Uncompleted Regulatory Forms in PD records that have an In Development status will have the old export controls questions removed and the new questions added.

## New Questions

The new questions are as follows. Please note that many are based on branching logic and they may not appear when you first view the form. As positive responses are selected the questions will expand to show the subsections.

1. Does the proposed sponsored project, discussions with the sponsor or the proposed award document refer to or require any of the following:
  - a. Export Controls in general or receipt of Export Controlled materials / software/ information, such as through a non-disclosure agreement?
  - b. Publication Restrictions
  - c. Restrictions on foreign nationals from participating in the proposed sponsored project
2. Does the proposed sponsored project involve any interaction in a foreign country, or with a foreign entity or national (at Yale or outside the U.S)?
  - a. Collaboration (for example, via subaward, consultant/vendor contract, or research/service interaction, etc.) with a foreign entity or foreign national.
    - i. Select Country where any part of proposed sponsored project will be conducted: (Click pencil icon below to select a country. If more than one country is needed, click yellow plus sign to add an additional line)
  - b. Conduct of any part of the proposed sponsored project outside the U.S.
    - i. Select country where any part of proposed sponsored project will be conducted: (Click pencil icon to select country. If more than one country is needed, click yellow plus sign to add an additional line)
  - c. Any foreign travel, especially foreign travel with a laptop or other electronic device? For guidance on taking laptops and electronic devices abroad please see <https://your.yale.edu/policies-procedures/other/export-controls-and-electronic-devices-international-travel>
    - i. Select country where any part of proposed sponsored project will be conducted: (Click pencil icon to select country. If more than one country is needed, click yellow plus sign to add an additional line)
3. Will the proposed sponsored project involve the transfer or shipment of equipment, materials, software, or data, or the provision of services, outside the U.S.?

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- a. In the table below select countries where items and/or data will be transferred or shipped, or services will be provided and provide a brief description of what you are shipping or transferring, or what services you are providing, outside of the U.S. (Click pencil icon below to select a country. If more than one country is needed, click yellow plus sign to add an additional line)
4. Does the proposed sponsored project involve any of the following?
  - a. Sponsorship by DOD, DHS, DOE, NASA, NIST?
  - b. Any technology or software which involves encryption, possible military applications or the possibility to use such technology in development of weapons?
    - i. Describe the technology and software involved:
5. Does the proposed sponsored project involve the use, collection or generation of Controlled Unclassified Information?

## 3 NOTICE FOR CONNECTICUT INNOVATIONS STEM CELL AWARDS

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The University has 24 active Regenerative Medicine Research Fund awards. The sponsor, Connecticut Innovations, Inc., requires prior approval to file a late technical or fiscal progress report. If your PI needs an extension of time to file a report, please be sure to ask your OSP Award Manager to formally request additional time from Connecticut Innovations. All requests should be in writing and sent to the appropriate gcatt mailbox with a cc: to your award manager.

## 4 ABS FORM ROLL OUT DELAYED

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The roll out of the ABS form (Award Budget Setup), replacing the current Workday Award Setup Webform, was slated to be rolled out university-wide this month. Due to additional process work that is being reviewed, the implementation of the ABS form will be pushed back. We anticipate fully implementing the form sometime in 2020.

If your department currently uses the ABS form, you may continue to use it. If you use the Webform, please continue to do so.

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## 5 OSP WEBSITE UPDATES

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If you're looking for an OSP form, visit the [OSP Forms website](#). The forms that used to appear on the [OSP Resources webpage](#) have been separated out into a new OSP Forms webpage.

The Material Transfer Agreement (MTA) Outgoing and Incoming request forms have been redesigned and can be found either on the new [OSP Forms website](#) under Resources, or in the [OSP MTA webpage](#) under Contracts.

## 6 BROWN BAG SURVEY

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If you haven't yet completed this week's Brown Bag survey please [take the BB Survey now!](#) It's short and quick and we look forward to your questions, comments, and suggestions for future topics.

Thank you to everyone who filled out our Brown Bag survey – we appreciate your feedback!

Our goal is to respond to every question either in the OSP News and Updates newsletter or in a future Brown Bag presentation. If you want a response to a specific question, be sure to include your email address or send your question directly to [osp.trainings@yale.edu](mailto:osp.trainings@yale.edu).

A recent survey question received: Is the Brown Bag meeting mandatory? The intention of the Brown Bag meetings is to cover updates and information relevant for Yale's Research Administrator community and those who manage sponsored awards. Whether or not attendance is mandatory would be topic of discussion with your supervisor.

## 7 OSP TRAINING

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### 7.1 OSP 2020 CLASS SCHEDULE

The 2020 OSP training classes are now posted online. [Visit the TMS website](#) to view course descriptions and register for an upcoming class.

### 7.2 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.

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**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.*

**Financial Reporting and Closeout**: This course is designed for administrators responsible for the financial reporting and closeout of sponsored awards including:

- The roles and responsibilities of those involved in financial reporting and closeout
- Policies and procedures related to these functions
- University processes supporting sponsor requirements
- The closeout process cycle
- The steps necessary to properly close sponsored awards

## 8 SPONSOR UPDATES

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### 8.1 UPCOMING UPDATES TO SAMS DOMESTIC PORTAL

SAMS (State Assistance Management System) Domestic is the system that is used to apply for, countersign, and manage awards issued by the Department of State. On November 15, 2019, the SAMS Domestic Portal will be updated with a brand-new look and feel! The modernized appearance of the system will be intuitive for users who apply to and manage federal assistance awards.

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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](#).