

OSP News & Updates

Office of Sponsored Projects

11/30/2021

2021 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](#)ⁱ

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1 GUIDANCE UPDATES

OSP is working with the Controller's office to gradually phase out Guidance documents. To accommodate this change, we have created web pages to capture information that was previously contained in 1316 GD.01 and 1411 GD.01. See links below for the replacement web pages which are located within the Office of Sponsored Projects' web site.

[Effort Percent/Calendar Month Conversion Tables](#) (previously 1316 GD.01)

[Memorandum of Understanding Requirements: Faculty with Both a VA Medical Center and Yale University Joint Appointment](#) (previously 1411 GD.01)

2 INVOICE AGING CALCULATION

The Invoice Aging calculation has been revised to calculate from the Invoice Received date instead of the Workday Create Date. This revision to the aging calculation will more accurately reflect the true age of a transaction and aid in meeting guidelines for sponsored agreements that require payment within a prescribed number of days. The new aging will affect the following reports:

- Invoice Aging Requiring Action Details - Yale
- Invoice Aging Requiring Action - Yale
- Invoices In Progress More Than 90 Days – Yale

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- SR Subaward Invoices in Progress by Invoice CC - Yale

For questions, please email shared.services@yale.edu.

3 MOVING FROM DUNS TO UEI FIELDS

The federal government will be shifting from using a DUNS number to identify unique entities to a Unique Entity Identifier (UEI) on April 4, 2022. To help identify the correct Supplier in Workday, Supplier Records are now searchable by **both** the DUNS number and the UEI. UEI is a custom field that consists of 12 alpha numeric characters generated specifically for each Supplier. These search features are available in the following reports: Find Suppliers – Yale and Find Suppliers – AP – Yale.

4 ERA REMINDER: PASSWORD MOVING TO PASSPHRASE FOR ERA COMMONS USERS STARTING NOVEMBER 17, 2021

Effective November 17, 2021, users of eRA Commons (including Commons Mobile, ASSIST, and IAR) who change their passwords will be required to use a passphrase — a set of random words or a sentence at least 15 characters long — instead of a password. The change is designed to make passwords easy for users to remember but hard for others to guess. We previously communicated this change in a [Nexus article](#) and in targeted messages.

Even though eRA is moving to use of two-factor authentication ([Login.gov](#) or [InCommon Federated Account](#)), users still need to maintain their eRA Commons username and password/passphrase and will get reminders to reset the password annually. With this move, users will need to change their passphrase only once a year (as opposed to the current NIH policy that requires passwords to be changed every 120 days).

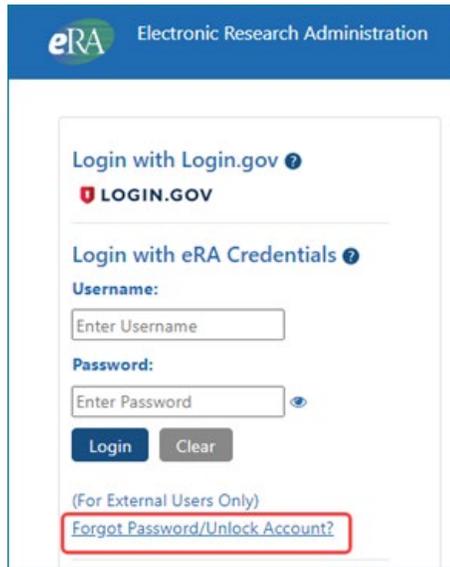
eRA users can reset their password by clicking the **Forgot Password/Unlock Account** link on the eRA Commons Login screen; see Figure 1. This link brings up the *Reset Password* screen where users enter their eRA Commons user ID and email associated with their eRA account.

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Electronic Research Administration

Login with Login.gov ?

LOGIN.GOV

Login with eRA Credentials ?

Username:

Enter Username

Password:

Enter Password

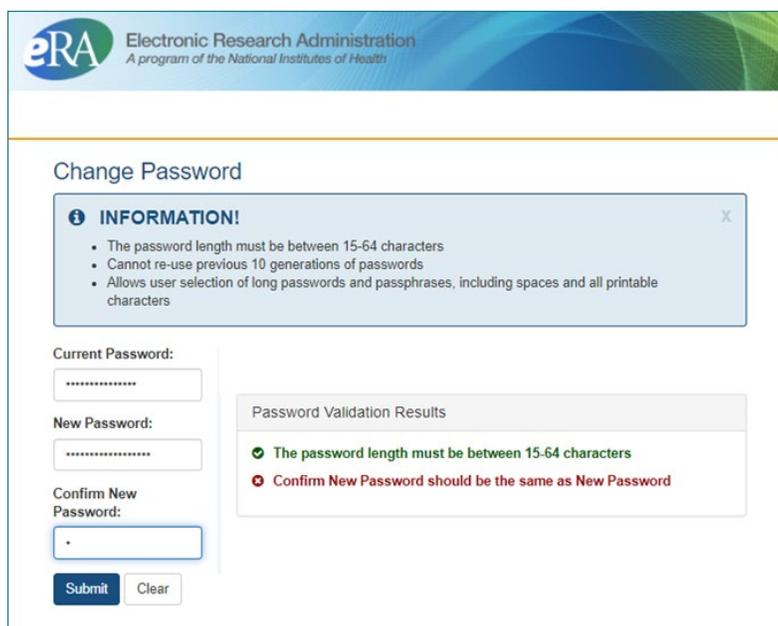
Login Clear

(For External Users Only)

[Forgot Password/Unlock Account?](#)

Figure 1: Forgot Password/Unlock Account link on eRA Commons Login screen.

Users then receive an email with a temporary password. Upon eRA Commons login with the temporary password, which can be copied from the email and pasted into eRA Commons screens, the *Change Password* screen appears; see Figure 2. They might also be forwarded to this screen if logging into a new account or if their administrator has reset their password.



Electronic Research Administration
A program of the National Institutes of Health

Change Password

INFORMATION!

- The password length must be between 15-64 characters
- Cannot re-use previous 10 generations of passwords
- Allows user selection of long passwords and passphrases, including spaces and all printable characters

Current Password:

.....

New Password:

.....

Confirm New Password:

.....

Submit Clear

Password Validation Results

- ✔ The password length must be between 15-64 characters
- ✘ Confirm New Password should be the same as New Password

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Figure 2: eRA Commons Change Password screen.

When the validation messages on the right indicate that password requirements have been met, the user clicks the **Submit** button to change the password.

After November 17, if eRA Commons users reset their passwords for any reason, they should keep the following password requirements in mind:

- Password length is 15 characters minimum.
- Password can be phrases including spaces and all printable characters, but special characters are not required.
- Going forward, passwords must be reset less frequently, only once per year.
- The password is case sensitive and cannot be reused within 10 passphrase cycles.

Please look for updated content and an updated eRA password policy document **on November 17** on the [Change Password](#) page of the eRA website.

5 NOVEMBER 2021 NCURA CAMPUS LIAISON NEWSLETTER

The [November 2021 NCURA Campus Liaison newsletter](#) is available with information on upcoming NCURA events, resources, and content. If you have any questions about NCURA, please feel free to contact Lisa Mosley at lisa.mosley@yale.edu.

6 UPDATED – COST TRANSFERS INVOLVING SPONSORED PROJECTS – WORKDAY ENHANCEMENTS

Workday enhancements have been made based on the guidance issued in [Business Update](#) published 2/12/2020. [Policy 1305](#) Cost Transfers Involving Sponsored Projects defines a cost transfer as:

A Cost Transfer is the reassignment of an expense to or from a sponsored project after the initial charging of the expense in the University's accounting system. Cost Transfers include reassignments of salary, wages, and other direct costs. Cost Transfers do not include reclassification transactions within the same sponsored award. In addition, because salary allocations are initially made based on estimated effort over an extended period, Cost Transfers do not include changes to these allocations when actual effort is determined to be different prior to, or due to, effort certification by the PI. Reassignment of salary charges made in error, however, are considered to be Cost Transfers.

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PAAs resulting from pre-certification review activities to reallocate estimated effort, are not considered to be a Cost Transfer (as defined in the revised Cost Transfer policy). Workday now allows these PAAs to be removed from the Cost Transfer population. Departments preparing the applicable PAAs should select the Change Reason, "Grant Adjustment - Reallocate Effort (Pre-Certification)." This new Change Reason will not require the completion of the PAA justification form and will not be subject to the 90-day provision inclusive of extenuating circumstances. With exception of Previously Certified Effort (PCE) Cost Transfers, these PAAs will no longer route to SPFA for posting, but will post once approved by the department or business support unit. Note: This change reason must not be selected for Previously Certified Effort (PCE) Cost Transfers. If the change reason is selected and the PAA is a true (PCE) Cost Transfer, the Effort Certification Manager (ECM) will not approve the transfer.

This update pertains only to the Workday system changes. SPFA will be communicating more on the Policy revisions and frequently asked questions in a future OSP Brown Bag Presentation. Contact your SPFA Accountant for further guidance as it relates to Policy requirements or osp.businessanalytics@yale.edu with any system related questions.

7 RESEARCH ENTERPRISE DATA MART, NIH REQUIRED UPDATES TO THE OTHER SUPPORT REPORT

Summary

- Deployment and Training for the Other Support solution, in development to meet NIH regulatory guidelines effective on January 25, 2022, will go live on December 1, 2021.
- Third-Party Agreements Library, a SharePoint solution, will address the requirement to provide supporting documentation on third-party agreements.
- The solution for the required electronic signature is under review.

Details

To meet the new National Institutes of Health (NIH) regulatory guidelines effective on January 25, 2022, the Research Enterprise (RE) Data Mart team, in partnership with Department Administrators, has updated the NIH Other Support Report (in support of PHS 398/2590).

In accordance with the NIH updated requirements for principal investigators, the new version of the Other Support Report will include content and format changes for project and proposal information and will be available as a Word template to accommodate manual updates of required information that is not available via a central source system.

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Additionally, the Third-Party Agreements Library, a SharePoint-based solution, has been developed to meet the new requirement to provide supporting documentation on third-party agreements, including foreign contracts.

The Other Support Report and the Third-Party Agreements Library are both in the User Acceptance Testing phase of the project, and the solution for the required electronic signature is under review.

Go live for deployment and training on these solutions is scheduled for December 1. Please watch for details on the Other Support Report training opportunities from the Office of Research Enterprise Operations (OREO) team.

8 OSP TRAINING

Visit the [OSP Grants and Contract TMS training website](#) for a description all OSP classes or to register for a class. (VPN required). Registrations for instructor-led classes close several days prior to class.

Until further notice, all instructor-led classes will be held via Zoom. Zoom links and class handouts are emailed prior to class.

Instructor-Led Training (ILT): Upcoming Classes

- December 8: Fly America Act and Open Skies Agreement *Revised*
- January 10: Introduction to Sponsored Projects Administration (SPA)
- January 20: Effort Reporting Principles
- January 26: Proposal Development (IRES PD)

Online self-paced learning

The following OSP training courses are available online. If after completing the course, you have any questions about the course content 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 *Revised*
- 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*

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- Subrecipient Basics and Monitoring - Online
- What Research Staff Need to Know About Spending Sponsored Projects Funds - Online

NCURA Webinar Videos

View videos of recent NCURA (National Council of University Research Administrators) webinars by visiting the [OSP Research Administrator Training website](#).

- **Audits: What's Hot**
This webinar provides an in-depth look at audit issues is provided through a combination of audit trends, a review of Federal audit reports, and a discussion of day-to-day best practices.
- **Cost Share: Tackling the Challenges**
This webinar discusses how cost share challenges are tackled throughout the life of the project. Case studies are used to demonstrate how to proactively manage cost share.
- **In-N-Out: Here's What PI Transfers are all About**
This webinar takes an in-depth look at the PI transfer process and provides you with questions to ask and the things to look out for in order to be prepared to handle a PI that is either coming in or leaving from their institution.

Participant Support Costs: An Overview of Dos and Don'ts

This webinar will help you understand what participant support costs are and why they are special. Discussions include: the rules and regulations governing participant support costs; how to budget, set up, and manage participant support costs; and audit considerations.

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](#).