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 NIH OTHER SUPPORT: REVISED GUIDE FOR EDITING THE MS WORD FORMATTED DOCUMENT

With the release of the enhanced NIH Other Support report, the ‘Guide for Editing the MS Word Formatted Document’ has been updated. This user guide provides users with the below tips when editing the MS Word formatted document:

- Editing the document header
- Adding, removing, and moving a record
- Adding and removing a row in the Person Months table

#### 2 NCURA FEBRUARY CAMPUS LIAISON NEWSLETTER

View the [February 2022 NCURA Campus Liaison Newsletter](#) with information regarding 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.

#### 3 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 to registered students prior to class.
**Instructor-Led Training (ILT): Upcoming Classes**

- March 14: Introduction to Sponsored Projects Administration
- March 16: Clinical Trial Budgeting
- April 11: Proposal Development (IRES PD)
- April 29: Fly America Act and Open Skies Agreement
- May 24: Financial Reporting and Closeout
- June 22: Effort Reporting Principles
- To be scheduled soon: Research Compliance Principles for Administrators

**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 - Online
- Cost Transfer Principles - Online
- Direct Charging of F&A Type Costs on Sponsored Awards - Online
- Effort Reporting Principles – Online *New*
- Export Compliance (CITI Program) - Online
- IRES Proposal Tracking (PT) Overview - Online
- NIH K Award Fundamentals - Online
- Other Support and Third-Party Agreements Library - Online
- 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](http://osp.trainings@yale.edu).

- **Agency Updates with OMB, NSF and NIH – coming soon**
  This session is comprised of three sections: 1) OMB Update, 2) NSF Update, 3) NIH Update. Discussions will include new developments related to proposal and award policy; a comprehensive review of recent policy changes; a review of major updates to NSR’s proposal system modernization efforts; NIH’s budget priorities; compliance requirements and more!
• 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.

• Guidance on the Preparation of NIH Research Performance Progress Report (RPPRs) with COVID-19 Impacts and Other Support - New
The NIH issued guidance regarding the preparation of Research Performance Progress Reports (RPPRs) and the reporting of effects of the COVID-19 pandemic on research projects and revised their definition of Other Support. This session will review who must report, when to report, what to report and how to report.

• 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.

• Work Smarter, Not Harder: The Tools, Methods and Technology to Increase Productivity!
This webinar will review the history and theory of “Work Smarter Not Harder” through examination of related research administration case studies; discuss methods of organizing work to be more effective, efficient, and productive; and review tools and tricks that increase productivity and save time. This course will be posted on the OSP Research Administrator Training website soon.

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.