

OSP News & Updates

Office of Sponsored Projects

6/30/2022

2022 Volume 2, Issue 7

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 NIH JULY 5TH PROPOSAL DEADLINE ACTIVITIES AND REMINDERS

In preparation for the NIH R01 deadline on Tuesday, July 5th, please note the following:

Thursday, June 30th Proposal Review and Submission Activities

The Proposal Team will:

- review proposals in the order received.
- approve and submit (if no changes are required) or return the proposal for corrections, all proposals received by OSP before 2:00 p.m. on June 30, 2022. Proposals received after 2:00 p.m. may not be reviewed until Tuesday, July 5, 2022.

Tuesday, July 5th Proposal Review and Submission Activities

- Proposals will continue to be reviewed in the order received. Please ensure that proposals are submitted to OSP as early as possible to allow sufficient time to resolve issues (including system issues) and make corrections. Proposals *will not be reviewed out of order for any reason*.
- If a last-minute submission is expected, let your OSP Proposal Manager know as soon as possible.

Satisfying Compliance Requirements and Other Reminders

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- If there is effort/salary for personnel from departments outside of the responsible cost center, that Department Business Office must be included in the PD route to review and approve the effort in the proposal.
- All PIs/PDs (PI, Multiple PIs,) of an application must complete Sponsored Projects Administration Training for Faculty. The training and quiz can be accessed by clicking on the following link: https://bmsweb.med.yale.edu/tms/tms_enrollments.offerings?p_crs_id=1073&p_std_id=#
- The PI and other Yale proposal personnel must complete, prior to submitting the proposal to the sponsor, the following:
 - [Patent Policy Acknowledgement and Agreement](#) (all Yale individuals listed in the proposal)
 - Current [External Interests Disclosure form](#) (only individuals identified in the proposal as being responsible for the conduct, design, or reporting of the research)
 - Current [VA MOU](#), if applicable
- The following resources may be of assistance in the preparation of a proposal:
 - Yale Frequently Needed Facts <https://your.yale.edu/research-support/office-sponsored-projects/resources/frequently-needed-yale-facts>
 - NIH Page Limits http://www.grants.nih.gov/grants/forms_page_limits.htm

On behalf of the OSP Proposal Team, we appreciate your cooperation and collaboration in facilitating the timely and accurate submission of proposals.

2 UPDATED SUBRECIPIENT INFORMATION AND COMPLIANCE (SIC) FORM

The Office of Sponsored Projects has now released an updated version of the SIC form. The form incorporates details from the previous SIC and FDP LOI form, merging the two to streamline the process. Effective immediately, department business administrators should utilize this form for all external entities submitting a subaward proposal to Yale, regardless of sponsor. [FDP Expanded Clearinghouse participants](#) should complete Sections I to IV of the form and complete/sign Section IX. FDP participants do have the option to submit this same information in a format of their choice. All other entities should complete the form in its entirety. The updated [SIC form 1304 FR.03A](#) can be found on the OSP Forms webpage.

The associated procedure, [1307 PR.01 Establishing Subrecipients Associated with Sponsored Programs](#), has also been updated to be in alignment with the new SIC.

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For further information, please reach out to your OSP Proposal Manager.

3 REMINDER: SPEND CATEGORY HEALTH/DENTAL REIMBURSEMENT (SC081)

Effective Friday, July 1, 2022, Spend Category Health/Dental Reimbursement (SC081) will no longer assess Indirect Costs when charged and posted on T32 Training grants. You may see a combination of SC081 transactions with and without the Indirect Costs assessments as the fix only applies to posted transactions beginning July 1, 2022. For active awards with SC081 charges prior to July 1, 2022, with indirect cost assessments, SPFA will reprocess those awards when filing the Annual/Final FFR to ensure all indirect costs assessments are removed. Any questions can be directed to your SPFA Accountant.

4 NEW: IRES SUBFOLDERS

As previously announced in the June Brown Bag presentation, in order to better manage IRES records that include high-volume attachments, SubFolders have now been introduced in every IRES record within the Attachments tab. The SubFolders will be available in both Proposal Development (PD) and Proposal Tracking (PT).

Which SubFolder should I use?

- **NIH/NSF Notice of Award (NOA)**
 - In **IRES PT**, OSP staff will use this SubFolder when uploading initial NOAs, and any subsequent NOA amendments/revisions for the National Institutes of Health (NIH) and National Science Foundation (NSF).
- **Subaward**
 - In **IRES PD**, the Department Business Administrator will select the **Subaward** SubFolder for all proposal and award documents relating to **OUTGOING** subawards. Examples include any proposal related documents for subawardee information required at time of proposal i.e. SIC form, SubDocs packet, audit reports
 - In **IRES PT**, this folder will be utilized by the Office of Sponsored Projects (OSP) for all internal documentation relating to **OUTGOING** subawards such as risk assessments, draft agreements, fully executed (FE) agreements and any correspondence relating to subawards
- **Correspondence**
 - In **IRES PD**, the Department Business Administrator will select the **Correspondence** SubFolder for any correspondence received from internal departments within Yale

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- In **IRES PT**, this SubFolder will be selected for any correspondence received from either internal departments within Yale, or from external sources. This excludes subaward communications, which should be uploaded into the Subaward Folder.
- **General**
 - In **IRES PD and PT**, all other proposal or award related documents being uploaded

In IRES PD, how do I select the SubFolder?

- Enter the name of the document in the **Name** field (utilize the [PreAward Naming Conventions](#))
- Click **Choose File** to search for the document on your hard drive. Locate and select the appropriate document
- Use the drop-down menu to select the appropriate document **Category** (as specified in the PreAward Naming Conventions)
- Use the drop-down menu to update the **Folder** to the select the appropriate **SubFolder**

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Upload Upload Close

Would you like to upload a new **document** **version of an existing document**

Upload new document

Name

Location Choose File No file chosen

Category Proposal ▼

Folder [ROOT] ▼

A red box highlights the Name, Location, Category, and Folder fields. A red arrow points from the bottom of this box to the next screenshot.

Upload new document

Name SubDocs_Duke

Location Choose File SubDocs_Duke University.pdf

Category Subawards ▼

Folder [ROOT] ▼

Add Initial

Form Name COI Sponsor Notification

The dropdown menu for 'Folder' is open, showing the following options: [ROOT], General, NIH/NSF Notice of Award (NOA), Correspondence, Subaward (highlighted in blue), and COI Sponsor Notification.

The [PD-PT Quick Guide: Uploading Internal Documents](#) is now available on the OSP Resources webpage and highlights the process for uploading documents in IRES PD and PT into the SubFolder and how to search for a document within a SubFolder in PT.

If you have any questions or require assistance, please reach out to your Proposal Manager.

5 NEXT OSP BROWN BAG HAPPENING AUGUST 4TH

There is no Brown Bag this July, the next meeting will occur on Thursday August 4th from 11am-12:10pm via Zoom.

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6 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*).

Instructor-Led Training (ILT): Upcoming Classes

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. Registrations for instructor-led classes close several days prior to class to allow time for class setup.

- July 27: Research Compliance Principles
- July 28: Fly America Act and Open Skies Agreement
- August 9: IRES Proposal Development (PD)
- August 30: Clinical Trial Budgeting
- December 7: Clinical Trial Budgeting
- To be scheduled soon: Financial Reporting and Closeout

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
- 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

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

- **Agency Updates with OMB, NSF and NIH**

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**

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.

- **NCURA Webinar: ORCID and the OSTP Guidance on NSPM-33 *NEW***

In January of 2022, OSTP issued NSPM-33 implementation guidance for federal agencies. The guidance refers to the use of DPs, or Digital Persistent Identifiers. This session is an educational session on DPs – what they are, how they work, and how they can be an important part of a researcher's workflow. This session covers information about ORCID as currently the only DP that meets the requirements listed in the OSTP guidance.

- **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

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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.

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](#).
