

OSP News & Updates

Office of Sponsored Projects

4/18/2019

2019 Volume 2, Issue 2

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. To subscribe, visit <https://subscribe.yale.edu/browse?search=OSP>.ⁱ

Table of Contents

1. [Department of Health and Human Services \(DHHS\) Salary Cap Increases](#)
2. [NIH Management of Genomic Summary Results Access](#)
3. [Reminder: NIH Disclosure Requirements Related to Foreign Influence Concerns](#)
4. [Workday Award Setup Webform – Error Message](#)
5. [OSP Trainings](#)
 - 5.1. [Class Registrations: TMS Update](#)
 - 5.2. [Brown Bag Meeting](#)
 - 5.3. [Upcoming OSP Classes](#)
6. [Action Required: Portfolio Report Filters \(from Business Update – 4/17/19\)](#)

1 DEPARTMENT OF HEALTH AND HUMAN SERVICES (DHHS) SALARY CAP INCREASES

On April 17, 2019, the NIH issued [NIH Notice Number: NOT-OD-19-099](#) announcing that effective January 6, 2019, the Executive Level II salary cap previously set at \$189,600 increased to **\$192,300**. *Though the NIH issued a specific announcement addressing the new salary cap, it should be noted that the salary cap applies to awards from the CDC, AHRQ, SAMHSA, and other DHHS organizations.*

Impact to Existing Proposal Development (PD) Records

PD reflects the new DHHS salary cap. The instructions below are applicable to records that are either “In Development” or “In Review”.

If no personnel listed in the budget have salaries in any year over the current cap of \$189,600, then no action is needed.

For proposals that contain at least one individual with an institutional base salary greater than \$192,300, but displayed as \$189,600, please follow these instructions:

OSP News & Updates

Office of Sponsored Projects

4/18/2019

2019 Volume 2, Issue 2

Reminders:

- *PD automatically moves salary over the cap into the unallowable category*
- *If the appointment was deleted when building the budget, the DBO will need to verify the IBS (through Workday) to determine if the new cap is applicable*

For proposals with personnel exceeding the salary cap, but not displayed at the new level, please update the budget as follows:

1. Navigate to the Budget Tab
2. Click on "Detail" to the left of the individual over the cap
3. Click on the "Appointments" tab
4. Change the base salary to \$192,300
5. Click Save and Close

For proposals with salary at the cap with annual inflation, please follow the instructions below:

1. Navigate to the Budget Tab
2. Click "Detail" to the left of the individual over the cap
3. Click on the "Appointments" tab
4. Change the base salary to \$192,300
5. Click on the "Detail" tab
6. Make sure the checkbox at the bottom of the page labeled "Allow defined sponsor cap to be ignored" is checked
7. Click Save and Close

If you have any problems updating the budget or if you have any questions regarding the salary cap, please contact your OSP Proposal Manager.

2 NIH MANAGEMENT OF GENOMIC SUMMARY RESULTS ACCESS

The following information has been sent to NIH-funded Investigators:

This communication serves as a reminder that **submitting institutions have until May 1, 2019 to contact their [Genomic Program Administrator \(GPA\)](#) to indicate whether Genomic Summary Results (GSR) from any study registered in the database of Genotypes and Phenotypes (dbGaP) prior to November 1, 2018 from any of their investigators should be maintained in controlled access due to concerns about sensitivity, or to indicate if they need more time to make an informed decision.** Please see the [NIH Guide Notice](#) for more detailed instructions on this update to data management procedures under the NIH Genomic Data Sharing (GDS) Policy. If a submitting institution does not contact NIH by May 1, 2019, and the GPA has no concerns, GSR will be provided through unrestricted access. Please note that this update to allow unrestricted access to GSR from most studies in NIH-designated data repositories (e.g., dbGaP) applies only to GSR. Access to individual-level data will not change.

OSP News & Updates

Office of Sponsored Projects

4/18/2019

2019 Volume 2, Issue 2

Please contact your [GPA](#) or the NIH Office of Science Policy at GDS@mail.nih.gov if you or your institution have any questions.

This notification to the research community is intended to act as another tier of communicating this important information.

3 REMINDER: NIH DISCLOSURE REQUIREMENTS RELATED TO FOREIGN INFLUENCE CONCERNS

The following link is to a recent email that was sent to all NIH Principal Investigators with awards and proposals over the last 3 years:

[Email to NIH-PIs_041019.pdf](#)

4 WORKDAY AWARD SETUP WEBFORM – ERROR MESSAGE

It seems that the below CAPTCHA pop-up error message sometimes appears after completing the Workday Award Setup Webform. Look below the error message and if you see the message: *Thank you, your submission has been received*, the form has successfully been completed and you can ignore the CAPTCHA error message.

You can avoid seeing this error message by clearing your browser cache (history) before opening the webform. To learn how to clear your browser cache you can google the topic or contact the ITS Help Desk (203-432-9000).



5 OSP TRAININGS

5.1 CLASS REGISTRATIONS: TMS UPDATE

We have been notified that on April 25th, the TMS system will be moving to a new server and registration links will change. A link to the new TMS System will be posted on the [TMS webpage](#) as soon as the new address is established.

If you have any problems registering, please email osp.trainings@yale.edu and we'll assist you with your class registration.

OSP News & Updates

Office of Sponsored Projects

4/18/2019

2019 Volume 2, Issue 2

5.2 BROWN BAG MEETING

Join us for the May Brown Bag meeting. [Visit the TMS Brown Bag webpage](#) to register and view the event details. Topics for next week's meeting are still in the planning phase and will be posted in TMS once confirmed.

5.3 UPCOMING OSP CLASSES

OSP classes are designed for Research Administrators and those in department business offices who manage sponsored projects. Attend a class to learn more about the situations you deal with in your office or take a refresher to stay up-to-date. [Register to attend](#) an upcoming OSP training class.

[Direct Charging of F&A Type Costs on Sponsored Awards](#): This module is designed expand participants' understanding of the direct charging of administrative costs to sponsored awards including:

- An awareness of Yale's research policies and procedures
- An understanding of acceptable exceptions
- How to appropriately document exceptions

[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

[Allocating Allowable Costs](#): This instructor-led course is for individuals who prefer interactive classroom learning; for those who took the online course but would like to discuss questions related to the course; or for those looking to review updated information and refresh their knowledge.

This module provides individuals with an understanding of Yale's policies and procedures concerning the allowability and allocation of costs associated with sponsored awards.

The purpose of this course is to increase participants' understanding of:

OSP News & Updates

Office of Sponsored Projects

4/18/2019

2019 Volume 2, Issue 2

- Yale's policies and procedures concerning the allowability and allocation of costs associated with sponsored awards
- The difference between allowable and unallowable costs
- What constitutes an acceptable allocation methodology

6 ACTION REQUIRED: PORTFOLIO REPORT FILTERS

From Business Update – April 17, 2019

If you are using the Workday Portfolio Reports for either PI or generic Assignee reporting, please take the following action. Two (2) new fields have been created for use when determining Grants to be returned, based on the Principal Investigator (PI) submitted by the user. The new fields will replace Yale's custom calculated fields, which were created for this purpose. Using Workday's delivered fields will significantly improve performance times. With this change, each saved filter on some reports must be recreated and saved to avoid a scheduling error.

REPORT NAME
PORTSUMMBB - Portfolio Summary - Budget Balance View - Yale
PORTASBBGR - Portfolio Account Summary - Budget Balance View for Grants - Yale
PORTDTLTRN - Portfolio Detail Transactions for the Prior Period - Yale
PORTCMTSGR - Portfolio Commitments for Grants - Yale
PORTTRNDGR - Portfolio Payee Trends for Grants - Yale

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. To unsubscribe, visit <https://subscribe.yale.edu/browse?search=OSP>. For archived issues, visit [OSP News & Updates archives](#).