

# OSP News & Updates

Office of Sponsored Projects

6/11/2020

2020 Volume 2, Issue 6

*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](#)*

## Table of Contents

1. [Accounting Adjustment Questionnaire \(Cost Transfer Justification form\)](#)
2. [June Brown Bag Meeting](#)
3. [Notice on Changes to Policy regarding Minimum Level of Effort for NCI-Funded Awards](#)
4. [OSP Training](#)

## 1 ACCOUNTING ADJUSTMENT QUESTIONNAIRE (COST TRANSFER JUSTIFICATION FORM)

---

For those who may not be aware, the Questionnaire in the Accounting Adjustment replaces the cost transfer justification form, and there is no need to upload the cost transfer justification form if you've completed the Questionnaire. When creating an Accounting Adjustment that involves a Grant (funds: FD02 and/or FD28) and is not a Reclass, just complete the Questionnaire. The Questionnaire is embedded in the system and part of the business process.

## 2 JUNE BROWN BAG MEETING

---

We had a great turnout for the June Brown Bag! Our survey results reveal that the Zoom format is working well and very helpful. The [Brown Bag survey is open till 5pm today](#) so please take a moment to share your feedback. Let us know if you have any comments, questions or ideas for future sessions. Questions submitted in the survey will be answered in the next OSP News and Updates or at the next Brown Bag.

A transcript of the [June What's On Your Mind Q&A](#) and the [Brown Bag video](#) can be found on the [OSP Brown Bag website](#). Take advantage of these resources if you missed any information as a result of the internet transmission issues.

# OSP News & Updates

Office of Sponsored Projects

6/11/2020

2020 Volume 2, Issue 6

## 3 NOTICE ON CHANGES TO POLICY REGARDING MINIMUM LEVEL OF EFFORT FOR NCI-FUNDED AWARDS

---

In the March 19, 2020 OSP News & Update, we shared a new policy from the National Cancer Institute regarding effort requirements on new proposals. That has been amended to affect only the mechanisms as listed in the table below. Requisite levels of effort for grant mechanisms not listed in this table are stipulated in the FOA. The full notice can be found here: <https://grants.nih.gov/grants/guide/notice-files/NOT-CA-20-047.html>

Mechanism	Role	Minimum Level of Effort in person months/year (%)
R01/U01	Single PI	1.8 months (15%)
	Multi-PI	1.2 months (10%) each
P01 <sup>1</sup>	Single PI	1.2 months (10%) <sup>2</sup>
	Multi-PI	0.96 months (8%) each
	Project PI	1.8 months (15%)
	Core Leader	0.6 months (5%) <sup>3</sup>
R21	Single or Multi-PI	0.6 months (5%) each

## 4 OSP TRAINING

---

We held our first Zoom class this month, Clinical Trials Budgeting, and feedback from participants was all positive! Those responding to the survey all agreed that the Zoom format worked well; they all agreed that they would recommend the class to colleagues, that the class improved their knowledge, and that they would be able to apply the information they learned. And while the Zoom formats provide necessary training, they miss meeting and networking with colleagues in class – as we all do...

# OSP News & Updates

Office of Sponsored Projects

6/11/2020

2020 Volume 2, Issue 6

We will continue to move forward with Zoom classes and expand our offerings. As we schedule more Zoom classes, we'll be notifying those whose classes were cancelled and give them priority for available seats. *If you are interested in attending the next Zoom SPA class (Introduction to Sponsored Projects Administration), please let us know: [osp.trainings@yale.edu](mailto:osp.trainings@yale.edu).*

To attend a Zoom class, participants need to join via their computers in order to view the Instructor's shared screen with the presentation. Participants are asked to keep their microphone on mute to silence all background noises. They can use the Chat window to ask a question or use the blue 'raised hand' icon and wait to be called on. It takes some practice to remember to unmute to speak and then mute again, but we're all becoming Zoom experts these days!

In accordance with University guidance, instructor-led in-person classes have been cancelled indefinitely, but we are finding solutions for getting you the information you need. If you have any questions, please let us know: [osp.trainings@yale.edu](mailto:osp.trainings@yale.edu).

Online training is available for many of the OSP courses on the [OSP TMS website](#). Feel free to preview class presentations for all OSP training courses on the [OSP Research Administrators training website](#).

---

<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](#).