

OSP News & Updates

Office of Sponsored Projects

10/29/2020

2020 Volume 4, Issue 3

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

Table of Contents

1. [NIH R01 Deadline Announcement](#)
2. [Change in Accounting Date Validation](#)
3. [Residual Balance Fund Transfers - Procedure Update](#)
4. [OSP Training](#)
5. [NSF Demo Site for Research.gov Proposal Preparation Now Available](#)
6. [INVITATION: NSF ERA Forum Webinar on November 5, 2020](#)
7. [NIH Issues New Policy for Data Management and Sharing](#)
8. [NIH Automated Trainee Diversity Report](#)

1 NIH R01 DEADLINE ANNOUNCEMENT

In preparation for the NIH R01 deadline on **Thursday, November 5th**, please note the following:

Wednesday, November 4th 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 pm on November 4, 2020. Proposals received after 2:00 pm may not be reviewed until Thursday, November 5th.

November 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.

OSP News & Updates

Office of Sponsored Projects

10/29/2020

2020 Volume 4, Issue 3

Satisfying Compliance Requirements and Other Reminders

- If effort/salary of personnel is included in the proposal and the affected personnel are from a department other than the responsible org., the related Business Office must be included and approve the proposal in the PD route.
- 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 individuals listed in the proposal)
 - Current [PHS Conflict of Interest Disclosure](#) (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 CHANGE IN ACCOUNTING DATE VALIDATION

There was a change made to the validation of Accounting Date on all transactions. Historically, the Accounting Date validated against the Award Schedule in Workday, which was inconsistent with budget date validation, as well as problematic for financial reporting. With the validation against the Award Schedule, charges were being processed against prior year Workday Grants (GRs) even if a financial report was previously submitted.

Effectively immediately, Accounting Date validation will be made against the **Award Line** Start and End Date, plus 90 days.

If there are questions regarding accounting date validations, direct all inquiries to the OSP Accountant for Sponsored Awards and the Award Setup Unit (ASU) for Industry Clinical Trials. These individuals will review any request to temporarily change an end date, but only in rare instances will a change occur.

OSP News & Updates

Office of Sponsored Projects

10/29/2020

2020 Volume 4, Issue 3

3 RESIDUAL BALANCE FUND TRANSFERS - PROCEDURE UPDATE

[Procedure 1301 PR05 Residual Balance Fund Transfers](#) has been updated recently to explain a little more clearly how residual balances are handled.

4 OSP TRAINING

4.1 UPCOMING CLASSES: ZOOM INSTRUCTOR-LED TRAINING (ILT)

Registrations are open for the following Zoom classes (*VPN required*):

- January 11, 12, 13, 14: [Introduction to Sponsored Projects Administration](#)
- December 8: [Financial Reporting and Closeout](#)

4.2 ONLINE SELF-PACED LEARNING

The following OSP training courses are available online. If you have any questions after completing the course email osp.trainings@yale.edu and we'll forward your question to the appropriate subject matter expert.

- [Allocating Allowable Costs - Online](#)
- [Cost Transfer Principles - Online](#) - this course is in the process of being updated to reflect recent University policy changes. We will let you know when this course is back online in an upcoming OSP News & Updates email.
- [Direct Charging of F&A Type Costs on Sponsored Awards - Online](#)
- [IRES Proposal Tracking \(PT\) Overview - Online](#)
- [Subrecipient Basics and Monitoring - Online](#)
- [What Research Staff Need to Know About Spending Sponsored Projects Funds - Online](#)

5 NSF DEMO SITE FOR RESEARCH.GOV PROPOSAL PREPARATION NOW AVAILABLE

Released by Jean Feldman, NSF, Head, Policy Office, October 27, 2020

We are pleased to announce that the National Science Foundation (NSF) has launched the Research.gov proposal preparation demonstration site. The new demo site offers proposers the opportunity to create proposals in Research.gov with the role of a Principal Investigator (PI) prior to preparing and submitting proposals in the actual Research.gov Proposal Submission System. We invite you to try the Research.gov proposal preparation features on the new demo site, such as:

- Initiating Research proposals (other proposal types will be added to the demo site as they are enabled in the actual system):

OSP News & Updates

Office of Sponsored Projects

10/29/2020

2020 Volume 4, Issue 3

- Single submissions from one organization
- Collaborative proposals with subawards
- Separately submitted collaborative proposals from multiple organizations
- Adding co-PIs, Senior Personnel, and Other Authorized Users (OAUs)
- Uploading required and optional proposal documents
- Creating budgets
- Checking proposal compliance
- Adding subawards
- Linking collaborative proposals
- Enabling Sponsored Project Officer (SPO)/Authorized Organizational Representative (AOR) access

What You Need to Know About the New Research.gov Demo Site

- All users must sign in to Research.gov with an NSF ID or primary email address to access the demo site.
 - Users without an NSF account (i.e., NSF ID) will first need to register for one to use the demo site.
 - Users who already have an NSF ID must not register for another NSF ID for demo site use. As a reminder, each individual user of NSF systems (e.g., FastLane and Research.gov) should not have more than one NSF ID, per the *NSF Proposal & Award Policies & Procedures Guide* [Chapter I.G.3](#).
- A red "Proposal Preparation Demo Site" banner is at the top of each demo site page to indicate the user is using the demo site.
- Each user will be given the PI role for demo site purposes only. No other user roles (e.g., SPO and AOR) are available on the demo site or are needed to use the demo site.
- The demo site does not support proposal submission to NSF and will not trigger any system-generated email notifications.
- Proposals created on the demo site will be deleted after six months. Neither NSF staff nor users will be able to access deleted proposal data from the demo site.
- Demo site proposals will not be available on the actual Research.gov Proposal Submission System, and proposals cannot be transferred between the demo site and the actual system.
- For further demo site details, please see the demo site Frequently Asked Questions (FAQs) available via the [Research.gov About Proposal Preparation and Submission](#) page left navigation menu. A set of topic-specific video tutorials is also available.

Accessing the Research.gov Proposal Preparation Demo Site

To access the Research.gov demo site, you **must** have an NSF account (i.e., NSF ID) and be signed in to Research.gov.

- **If you have an NSF account:**
 - Access [Research.gov Demo Site: Prepare Proposals](#). (If you are not signed in, you will be prompted to sign in before accessing the demo site.)
- **If you do not have an NSF account:**
 - Open [Research.gov](#).

OSP News & Updates

Office of Sponsored Projects

10/29/2020

2020 Volume 4, Issue 3

- Use the [Register](#) tab located on the top right of the screen to create an NSF account.
- Input the requested account registration information.

Important Note: Your primary registered email address will be used for NSF account notifications including password resets and can be used to sign in to Research.gov. Please ensure that you have ongoing access to your primary registered email (e.g., a personal email address), even if you change organizations. Refer to the [Research.gov About Account Management](#) page for additional registration guidance.

Retirement of FastLane Demo Site

The FastLane demo site has been retired, however, we encourage you to try the new Research.gov proposal preparation demo site. In accordance with [Important Notice No. 147: Research.gov Implementation Update](#), NSF is taking proactive steps to incrementally move the preparation and submission of all proposals from FastLane to Research.gov.

Enhancements Coming Soon to Research.gov

Effective in late November 2020, NSF will:

- Enable the following proposal types on Research.gov and on the new Research.gov proposal preparation demo site:
 - Rapid Response Research (RAPID)
 - EARly-concept Grants for Exploratory Research (EAGER)
 - Research Advanced by Interdisciplinary Science and Engineering (RAISE)
- Remove the **font type** and **font size** compliance checks and associated warning messages per feedback from the research community.

6 INVITATION: NSF ERA FORUM WEBINAR ON NOVEMBER 5, 2020

Invitation from NSF ERA Forum Team, October 20, 2020

You are invited to participate in the National Science Foundation (NSF) Electronic Research Administration (ERA) Forum Webinar on November 5, 2020 from 2:30 – 4:00 PM Eastern Time. To participate in this forum, please [Register Now](#).

The topics for this Forum webinar will cover the *Research.gov Proposal Preparation and Submission: Upcoming Features in Research.gov, Implementation of Important Notice 147: Migrating Proposal Preparation from FastLane to Research.gov, and New Proposal Preparation Demonstration Site, SciENCv – Overview of Capabilities for Preparing [Biographical Sketch](#) and [Current and Pending Support](#) Documents, PI Transfers and New Sign-in Options for Research.gov.*

We encourage you to send questions ahead of the November 5, 2020 ERA Forum webinar to nsferaforum@nsf.gov.

OSP News & Updates

Office of Sponsored Projects

10/29/2020

2020 Volume 4, Issue 3

7 NIH ISSUES NEW POLICY FOR DATA MANAGEMENT AND SHARING

Updates from the NIH Office of Science and Policy, October 29, 2020

NIH has released the [Final NIH Policy for Data Management and Sharing](#) which requires NIH funded researchers to prospectively submit a plan outlining how scientific data will be managed and shared. The Policy reinforces NIH's continued commitment to make biomedical research findings broadly available and reflects the Agency's view that responsible data management and sharing advances science and benefits the public. This will replace the 2003 NIH Data Sharing Policy.

NIH will continue to engage the community to support the change and implementation of this new Policy, which will take effect January 25, 2023.

For more information, please read an NIH Director's statement by Dr. Francis Collins as well as an "Under the Poliscopes" blog by Dr. Carrie D. Wolinetz:

Resources

- [NIH Director's Statement](#)
- [Under the Poliscopes: NIH Releases New Policy for Data Management and Sharing](#)

8 NIH AUTOMATED TRAINEE DIVERSITY REPORT

Released by eRA NIH Office of Extramural Research, October 14, 2020

Submitting a [Trainee Diversity Report](#) with the Research Performance Progress Report (RPPR) has long been required by NIH for institutional training and career development awards and most research education grants. For recipient organizations, this report previously has involved manually collecting the demographic information from trainees for the report. To reduce the burden on recipients, eRA has developed a streamlined Trainee Diversity Report that collects existing demographic information entered by trainees and other appointees in the Personal Profile of eRA Commons during the appointment process and thus minimizes the need for manual data entry by recipients.

This automated report will be available effective Friday, October 30. As of that date, institutions receiving specified institutional research training grants, institutional career development awards and research education awards (*see specified activity codes below*) must submit the automated Trainee Diversity Report electronically with their RPPRs (annual, interim, and final).

The report can be generated by recipients from the xTrain and RPPR modules and the signing official (SO) will submit the RPPR with the automated report.

OSP News & Updates

Office of Sponsored Projects

10/29/2020

2020 Volume 4, Issue 3

Implementation

The electronically generated Trainee Diversity Report will be implemented through the RPPR submission process for institutional research training grants, institutional career development awards, and research education awards that require appointments through the xTrain system, including the following:

T15, T32, T34, T35, T37, T42, T90, TL1, TU2, TL4, K12/KL2, R25, R38, R90, RL5, RL9

The eRA system will check whether the RPPRs for the specified grant types include an electronically generated Trainee Diversity Report (See Figure 1). RPPRs lacking an electronically generated report will not be accepted.

Note: For K12/KL2, R25, KM1, and R90 awards, the eRA system will check if any appointments were made electronically in xTrain. If an appointment was made in xTrain, NIH will require an electronically generated report. If no appointments were made in xTrain, the system will not be able to generate a report and a manual upload will be required.

Key Points

- It is important to note that the Trainee Diversity Report will be most accurate when trainees and other appointees complete their Personal Profile in eRA Commons. Demographic information in the Trainee Diversity Report is collected at an individual level through the Personal Profile but is reported as aggregate data. This means it is not associated with a specific trainee (See Figure 2). While “Do not wish to provide” is an available option for all users, it is important that trainees understand the value of accurately completing their demographic information for NIH’s goal of creating a diverse biomedical workforce.
- Recipient organizations should encourage trainees to keep their information updated in their Personal Profiles.
- The automated diversity report can be generated from either the xTrain module or the RPPR module in the eRA Commons as a PDF. The signing official (SO) will then submit the automated diversity report with the RPPR.

Resources:

- [Guide Notice NOT-OD-20-178](#)
- [Electronic Trainee Diversity Report video tutorial](#) (6:28 minutes)

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. Use the following link to [unsubscribe to OSP News & Updates](#). For archived issues, visit [OSP News & Updates archives](#).