



OTHER SUPPORT/THIRD PARTY LIBRARY DEMO

January 14, 2022

The new Other Support Document and Third Party Library was created in response to the new January 25, 2022 NIH Other Support requirements by an incredible team of people from across the University.

As with any new project there are some data gaps, which we will discuss in just a moment.

The more important thing to note is this is the first iteration of the document, there are already plans for changes and upgrades in the coming months.

Access the Other Support portal:

Your.Yale.edu – Research Support – Office of Research Administration –
Research Enterprise Reporting – NIH Other Support

Document Access

Who has access to the OS Doc? You have access to those individuals with a home cost center included in your Cost Center access list. Your cost center access list combines the cost centers from your Workday Cost Center Financial Analyst Role and your IRES PD/PT role.

What Individuals and Records qualify?

Those with valid Yale NetID, UPI Number and Yale Email Address

Active records will be included if the start/end date falls during your request date and has an active budget of more than \$0 and the individual is listed in the project

Pending records will be included with the start/end date falls during your request an existing budget of greater than \$0 and the individual is named in the proposal

Where does the information come from?

The data pulls from the RE DATA MART which is sourced by IRES PD/PT.

What is included/excluded?

Included Proposal types:

New, Competing Continuation, Resubmission, Revisions

Active Supplements:

Will not appear as individual entries on the Other Support, they are included under the parent award with the overall award amount is listed.

Exclusions:

Training Grants, Corporate Clinical Trials & Awards, Proposals with \$0 or “Null” budgets, Gifts and Prizes

Data Gaps:

Commons ID: Will need to be manually input as right now there is not a field in PD/IRES that captures this information. ORA is partnering with InfoEd and NIH to bulk load current information for Yale researchers into IRES. More information to follow.

Major Goals: Currently, the major goals are not captured in IRES. Going forward, the major goals will be added as a free text box to the Regulatory Form so it can be pulled into the Other Support template.

Active Awards Effort: Will not print out on the OS document, this is because as the grant evolves sometimes there are changes in PI/Faculty effort from the originally submitted budget. Active award effort will need to be manually input.

Incoming Subaward Prime PI: If it is an incoming subaward the PD/PI defaults to "SUBAWARD PRIME PI." You'll need to manually update Subaward PD/PI on the NIH Other Support document.

Primary Place of Employment: Will default to "Yale University". Change as appropriate if you have awards that are off-site

Project number: is included, however, if a subaward the project number may be the Internal Yale award number AND originating sponsor award number (if available). The prime sponsor award number is the requirement, so if it is not populated in IRES, you may have to manually add it to the Other Support.

In-Kind Support

Any In-Kind contributions not intended for use on the project/proposal being proposed needs to be included on the Other Support document.

This includes but is not limited to things like:

Visiting scholars, students and postdoctoral researchers in labs funded by an external entity working on PI research endeavors

External professional activities that involve research that falls outside of an individual's appointment at the applicant institution

Travel and/or a living allowance supported/paid by an external entity to perform research activities with an associated time commitment

What is a Third-Party Agreement?

Those external professional activities that involve research outside of senior/key personnel's appointment at Yale. NIH recently updated their policy related to research and science security. They now requires copies of contracts, grants, or any other agreement specific to senior/key personnel foreign appointments and/or employment for a foreign institution to be submitted as part of the Other Support PDF.

Access the Third Party Agreement Library

Your.Yale.edu – Research Support – Office of Sponsored Projects – Award Management – Research Performance Progress Report (RPPR) – Third Party Agreements Library – Submitter/Delegator

What is the process to submit?

If an agreement needs to be uploaded, the submitter/delegator will first make sure the document is in English (to date, OSP has said that Google Translate is okay, it's not necessary to pay for a translation), in PDF Format and then:

Upload the document to the 3rd party Library.

The submitter and any delegates will receive a confirmation email with a link to the file and listing the status of the item as "Submitted".

An Internal Reviewer will be notified of a document awaiting review, they will start their review and the document will show as "Pending".

They will review the contract and will make a decision if the document should be included or not. They will change the status of the document to "Reviewed – Included" or "Reviewed – Not Included."

If the document is marked as "Reviewed – Included," then a copy of the agreement should be provided as part of the PDF following the Other Support research pages.

All parties will be updated with the Status of the review along the way.

The timeline for submission to the Library for OSP to review is 30 days prior to the due date of the Other Support Submission

Collecting Signatures via Adobe Sign

The final piece of the Other Support is that NIH has stated that all Principal Investigators and other Senior/Key Personnel must electronically sign the Other Support form prior to its submission to NIH, certifying the information is accurate and complete.

**** This cannot be done by anyone other than the faculty member.**

Use Adobe Sign to obtain electronic signature of each individual's NIH Other Support document. Once signed keep document with paper trail as your verification of Signature.

Now for the Demo!