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](https://subscribe.yale.edu/browse?search=OSP).

**Table of Contents**

1. **Fly America Act – Important Information about Booking Flights**
3. **SubAward Invoice Process Review**
4. **OSP Brown Bag for Research Administrators**
5. **NIH Loan Repayment Program**
6. **GrantForward is Now Available at Yale**
7. **OSP Staff Updates**
   7.1. **Financial Management Team**
8. **Sponsor-related Updates**
   8.1. **National Science Foundation (NSF) Proposal & Award Policy Newsletter**
   8.2. **Grants.Gov Workspace Training Resources**
   8.3. **HHMI Research Policy Update – Funding Arrangements with Nonprofit, Individual, and Governmental Sources – Host-based Sites**
   8.4. **Environmental Protection Agency (EPA) Update**
   8.5. **Federal Demonstration Partnership – New Website**

### 1 Fly America Act – Important Information about Booking Flights

Staff and faculty traveling on Yale business funded by the U.S. Government (grants) are required, in most situations, to use U.S. carrier services for all air travel. This requirement is commonly referred to as the “**Fly America Act**.” These guidelines must be followed regardless of cost or inconvenience to the department or traveler.
There are exceptions and other intricacies to these guidelines. The one exception to the Fly America Act are the Open Skies Agreements between the U.S. and certain countries (European Union, Australia, Switzerland, and Japan). These agreements allow qualifying travelers whose travel is supported by federal funds, to travel on European Union, Australian, Swiss, Japanese airlines as well as specific US carriers.

To help Yale travelers and traveler schedulers understand all the nuances of the Fly America Act and the Open Skies Agreement, we are scheduling 90-minute training sessions in July, August, September and October. We encourage everyone involved with scheduling travel arrangements charged to sponsored projects to sign up for a training session here.

In addition to the training, we will provide a quick guide for everyone to keep and refer to after the training.

Fly America Act:

https://your.yale.edu/administrative-services/travel-relocation-fleet/travel/international-travel/fly-america-act

Understanding the Open Skies Agreement:


2 EFFORT REPORTING – SPRING 2018 EFFORT PERIOD RELEASE – JULY 23, 2018

The Spring 2018 (1/1/2018 – 6/30/2018) effort period release has been rescheduled from July 11, 2018 to July 23, 2018. The release of the Spring 2018 effort period is being delayed to accommodate the FY18 year-end closing Payroll Accounting Adjustment deadline of July 20, 2018 to clear FY18 suspense and complete PAAs to be posted in FY18.

Please contact the Office of Sponsored Project’s Effort Certification Manager with any questions at effort.reports@yale.edu.
3  **SUBAWARD INVOICE PROCESS REVIEW**

(\textit{In the June 13, 2018 OSP Brown Bag, there was a request for clarification regarding the Subaward Invoice Process. This article is in response to that request.})

**Procedure 1307 PR.02 Managing Subrecipient Activity Associated with Sponsored Programs**, Section 1, outlines the procedure for processing of Subrecipient Invoices. This procedure is OSP’s guidance regarding the proper management of subrecipient activity under a Prime award to Yale University and supports Policy 1307 Subrecipient – Establishing, Managing and Monitoring.

To clarify the processing of subrecipient invoices, OSP met with Accounts Payable (AP) and confirmed the process as outlined in the June 13\textsuperscript{th} Brown Bag is correct. In the review of subrecipient Invoices, should the Principal Investigator (PI) and/or Department Business Office (DBO) identify a problem with the invoice, the DBO should follow the instructions outlined in the Quick Guide: \textit{“Sending Electronic Invoices Back to AP”}. There is no need to contact AP directly, but rather use the “Send Back” feature, and ensure you add a Comment requesting the invoice be held, not cancelled. If after checking with the subrecipient the invoice is determined to be proper, the DBO should email sharedservices@yale.edu and request the invoice be routed back to the approver’s Workday in-box for approval.

If it is determined that the sent back invoice cannot be paid, the DBO should email sharedservices@yale.edu and request to cancel the invoice. AP will then cancel the invoice and it will no longer appear on the DBO list for processing.

Additionally, as mentioned in previous OSP Brown Bags and OSP News & Updates, one of the items that will impact the processing of a subrecipient invoice is if the invoice does not include the Supplier Contract number (i.e. CON-XXXXXXX). The supplier contract number (CON-8000XXXX) must always be included on the invoice. The Workday Supplier Contract number is the replacement for the old Oracle-SMS number.

As a final reminder, invoices should not be approved for payment by the PI and DBO until all issues or concerns have been satisfactorily documented, addressed and resolved.

If you have any questions regarding Policy 1307 or Procedure 1307 PR.02, please contact your OSP Award or Contract Manager. If you have any questions about processing of invoices for payments, including Subrecipient Invoices, please contact sharedservices@yale.edu.
4  OSP BROWN BAG FOR RESEARCH ADMINISTRATORS

We had another successful Brown Bag session in June with over 120 participants! Based on our Brown Bag survey results most everyone finds the sessions useful and informative.

There will not be a July Brown Bag – we are guessing everyone will be busy as we close out our first fiscal year in Workday Financials. As a result, the next Brown Bag will be held in August at The Anlyan Center (TAC).

We are concerned that there were quite a few audio issues during the June Brown Bag for those attending remotely using Zoom. If you are experiencing issues with the sound, one solution would be to connect to audio on your phone rather than through your computer. Additionally, we are looking into other possible solutions for audio issues.

To join audio, using your phone:

1. Join the meeting by clicking the email link so you are viewing the PowerPoint presentation on your computer’s browser
2. Mute your computer speakers (both the Zoom microphone and your computer speakers should be on Mute)
3. Then dial into the meeting with your phone:
   o 203-432-9666 (2-ZOOM if on-campus) or 646 568 7788
   o Be ready to enter in the Meeting ID # (found in the meeting email)
   o When asked for your participant number press the # key

5  NIH LOAN REPAYMENT PROGRAM

Effective immediately, the administrative oversight for the NIH Loan Repayment Program (LRP) will lie with Adrienne Marable, Proposal Manager in OSP. Adrienne has been assigned as the Institutional Business Official, a position that was formerly held by Melanie Smith, Funding Resource Manager. We encourage you to share this information with faculty, as individual PIs must initiate the process. Please contact Adrienne Marable with any questions adrienne.marable@yale.edu. For additional information on the program, please go to the NIH site at https://www.lrp.nih.gov.
6  **GRANTFORWARD IS NOW AVAILABLE AT YALE**

Yale has subscribed to GrantForward Funding Opportunity Search and Recommendation service, which is open to all members of our institution. We invite you to sign up to use the service to raise your awareness of funding opportunities.

GrantForward (see quick overview video) helps you find grant opportunities that suit your research needs with a database of grants from over 12,000 sponsors which is updated daily. You can search for grants by keywords and advanced filters, save your favorite searches for new grant alerts, and save your favorite grants to keep track of them. GrantForward also recommends grants to you based on your CV, past publications, and research interests.

You can access GrantForward at [www.grantforward.com](http://www.grantforward.com). To be able to use full search features including saved-search and personalized grant recommendations, please sign up for a user account using your Yale email address (see quick demo). We also encourage you to take a few minutes to create your “Researcher Profile” (see quick demo) to start receiving grant recommendations!

The [Researcher Welcome Guide](#) is available for you to be able to quickly get started with using GrantForward. You can also find additional tutorials and guides on the [GrantForward Support](#) page, or view the video tutorials at their [YouTube Channel](#). If you have any questions about the service, please contact support@grantforward.com for assistance.

Please pass this information along to all faculty and staff, as appropriate.

7  **OSP STAFF UPDATES**

7.1  **FINANCIAL MANAGEMENT TEAM**

We are pleased to announce that Sally Feuer joined OSP on June 19th. As an Accountant with the Financial Management team, Sally will be working primarily with Invoicing and Cash Management. Prior to joining Yale, Sally held positions at New York University and Mount Sinai, in the central offices managing sponsored awards.
8 SPONSOR-RELATED UPDATES

8.1 NATIONAL SCIENCE FOUNDATION (NSF) PROPOSAL & AWARD POLICY NEWSLETTER

The Policy Office in the Division of Institution & Award Support at the National Science Foundation is pleased to release the latest edition of the NSF Proposal & Award Policy Newsletter.

You may sign up to receive this newsletter automatically via NSF Update. This mechanism allows you to choose to be notified about NSF programs, policies and events. To sign up, navigate to www.nsf.gov, and click on the envelope icon in the “Follow Us” section of the website. After entering your e-mail address, you can select your topics of interest. To receive this newsletter, check the boxes for Newsletters/Journals and Publications: Policies and Procedures.

8.2 GRANTS.GOV WORKSPACE TRAINING RESOURCES

Video – Getting Started on Your Application

Learn how to create a workspace and begin work on your application.

How to View Your Application’s Attachments

Learn how to view your entire application, including attachments, within Grants.gov Workspace.

8.3 HHMI RESEARCH POLICY UPDATE – FUNDING ARRANGEMENTS WITH NONPROFIT, INDIVIDUAL, AND GOVERNMENTAL SOURCES – HOST-BASED SITES

HHMI has consolidated its guidance for host institutions on funding arrangements with nonprofit sources in the following policy: Funding Arrangements with Nonprofit, Individual, and Governmental Sources – Host-based Sites. HHMI’s approach in this area, as reflected in the policy, is not new. As in the past, third party funding arrangements for HHMI laboratories must be consistent with the status of HHMI Investigators as HHMI employees and with the terms of the HHMI-host collaboration agreement, and the terms of any such arrangements cannot interfere with the application of HHMI policies to HHMI research.

As explained in the policy, HHMI review and approval of funding arrangements with nonprofit and individual funders is not required unless the proposed arrangement (1) would affect the conduct of research in an HHMI laboratory or by an Investigator or other HHMI employee, or (2) contains
intellectual property, commercialization or other provisions that are inconsistent with HHMI’s arrangements with the host institution that would receive the funding. The policy includes information to assist host institutions in making determinations about the need for HHMI review of a proposed nonprofit or individual funding arrangement. As reflected in the policy, HHMI review and approval of funding arrangements with government funding agencies is not required unless the arrangements include non-standard terms that are inconsistent with the HHMI-host collaboration agreement.

HHMI’s policy regarding company funding for HHMI laboratories is found in HHMI’s Company Funding Arrangements – Host-based Sites policy.

8.4 ENVIRONMENTAL PROTECTION AGENCY (EPA) UPDATE

The Office of Grants and Debarment (OGD) at the Environmental Protection Agency (EPA) is implementing a new initiative making grant guidance more accessible to Recipients and potential applicants by issuing Recipient/Applicant Information Notices (RAINs) and alerting recipients and applicants of new guidance, procedures, and general information pertaining to EPA grants.

RAINs, as well as prior existing guidance and policies, are organized in an easy to read table that may be sorted or filter based on various criteria.

You can also visit the webpage https://www.epa.gov/grants/epa-policies-epa-grant-recipient for updates.

OGD has published the first RAIN, RAIN-2018-G01. EPA issued guidance on determining the allowability of the following costs: advertising and public relations, advisory councils, entertainment, fund raising, meals and light refreshments at conferences, and proposal costs.

Potential applicants and recipients should use this guidance as a reference when preparing budgets for EPA assistance agreements and managing EPA assistance agreements.

8.5 FEDERAL DEMONSTRATION PARTNERSHIP – NEW WEBSITE

The FDP has a newly redesigned web site. The new FDP site has a more up-to-date look and feel and should be easier to navigate to find information.

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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. To unsubscribe, visit https://subscribe.yale.edu/browse?search=OSP. For archived issues, visit OSP News & Updates archives.