The **OSP News & Updates**, published by the Office of Sponsored Projects, provides OSP updates and reminders, quick facts, guidance and training in all aspects of sponsored projects administration for faculty and department business offices and sponsor/agency updates and reminders.

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**1. Fall 2017 and Graduate Fall 2017 Effort Certification Initiation**

The Fall 2017 and Graduate Fall 2017 Effort Certification periods will be initiated in Workday on January 21, 2018. The certification deadline will be March 21, 2018.

Effort Certification training guides can be found on the Workday@Yale Sponsored Awards Financials Training website: [https://workday.training.yale.edu/workday-financials/sponsored-awards](https://workday.training.yale.edu/workday-financials/sponsored-awards). A schedule of Effort Certification Clinics for hands-on support will be forthcoming.
See the table below for a calendar of all Effort Reporting Certification periods for 2018:

<table>
<thead>
<tr>
<th>Effort Period Name</th>
<th>Reporting Period Begin Date</th>
<th>Reporting Period End Date</th>
<th>Availability Date</th>
<th>Certification Due Date</th>
<th>Pre-Review Reminder - 15 Days</th>
<th>30 Day Reminder</th>
<th>50 Day Reminder</th>
<th>10 Day Overdue Notice</th>
</tr>
</thead>
</table>

### 2 NSF SALARY CLARIFICATION

A recent NSF newsletter reminded institutions that “NSF limits the salary compensation requested in the proposal budget for senior personnel to no more than two months of their regular salary in any one year.” The PAPPG now also clarifies that it is the organization’s responsibility to define and consistently apply the term “year.”

According to [Yale Effort Policy 1316](#), Yale defines “any one year” as within a fiscal year, July to June.

### 3 NIH FORMS-E MANDATORY FOR PROPOSALS DUE ON OR AFTER JANUARY 25, 2018

All NIH proposals due on or after January 25th will require the new Forms-E to be successfully submitted. Major changes revolve around the use of Human Subjects and the new forms are a required component. A brief, live look at the new forms will be included at our Brown Bag meetings this month. This [Forms-E Series - Annotated Form Set for NIH Grant Applications](#) will assist with required responses in the new forms, pages 11-16. Additional guidance can be found in the [Forms-E Series - General Instructions for NIH and Other PHS Agencies](#), beginning on page 223.
### JANUARY 2018 CALENDAR OF OSP TRAINING AND BROWN BAG SESSIONS

Below is a calendar of the instructor-led training and Brown Bag opportunities for the month of January. All offerings are available in TMS for registration.

<table>
<thead>
<tr>
<th>MONDAY</th>
<th>TUESDAY</th>
<th>WEDNESDAY</th>
<th>THURSDAY</th>
<th>FRIDAY</th>
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<td>10</td>
<td>11</td>
<td>12</td>
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<tr>
<td></td>
<td>8:30 AM – 5 PM <em>Introduction to Sponsored Projects Administration</em> 25SP, 125</td>
<td>10</td>
<td>11</td>
<td>12-1 PM <em>Brown Bag Session</em> SCL 160</td>
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<td>16</td>
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<td>18</td>
<td>19</td>
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<tr>
<td></td>
<td>9-12 PM <em>Effort Reporting Principles</em> 47 College St, 206A</td>
<td>17</td>
<td>18</td>
<td>2:30-3:30 PM <em>Brown Bag Session</em> TAC N107</td>
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<td>31</td>
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</tr>
<tr>
<td></td>
<td>9-11 AM <em>Financial Reporting &amp; Closeout</em> 47 College St, 206A</td>
<td>31</td>
<td>1-5 PM <em>Proposal Development</em> (Day Two) 25SP, 321</td>
<td></td>
</tr>
</tbody>
</table>
5 OSP STAFF UPDATES

5.1 FINANCIAL MANAGEMENT AND CONTRACTING TEAMS

Congratulations to James Cresswell and Cerrone Bell on their new positions within OSP. James has been promoted to Sr. Contract Manager with the Contracting team, and Cerrone has accepted the Accountant position with the Financial Reporting team effective January 2.

5.2 PROPOSAL MANAGEMENT TEAM

The Proposal Team welcomes Sharon Murphy as our newest proposal manager. Sharon joined OSP on January 8th and has 22 years of experience at Yale, the last ten of which were with the Conflict of Interest office in ORA. Sharon will be in training over the next several months before going live with her portfolio.

6 SPONSOR-RELATED UPDATES & REMINDERS

6.1 NATIONAL SCIENCE FOUNDATION

6.1.1 New NSF Grants.gov Application Guide

NSF issued a revised version of the NSF Grants.gov Application Guide. The NSF Grants.gov Application Guide has been updated to align with changes to NSF’s Proposal & Award Policies & Procedures Guide (PAPPG) (NSF 18-1). Information about FastLane system registration has been removed and replaced with guidance for registering in Research.gov. Editorial changes have also been made to either clarify or enhance the intended meaning of a sentence or section or to ensure consistency with data contained in NSF systems or other NSF policy documents.

The new NSF Grants.gov Application Guide will be effective for proposals submitted or due, on or after January 29, 2018.

If you have any questions regarding these changes, please contact your OSP Proposal Manager.

6.1.2 Collaborators and Other Affiliations (COA) Template FAQs

The National Science Foundation (NSF) requires that Collaborators and Other Affiliations information must be separately provided for each individual identified as senior project personnel.
(See NSF Proposal and Award Policies and Procedures Guide (PAPPG), Chapter II.C.1.e.) The COA information must be provided through use of the COA template. The template has been developed to be fillable, however, the content and format requirements must not be altered by the user. This template must be saved in .xlsx or .xls format and directly uploaded into FastLane as a Collaborators and Other Affiliations Single Copy Document.

The Policy Office in the Division of Institution & Award Support at the National Science Foundation released a set of FAQs on the Collaborators and Other Affiliations Template. The FAQs may be useful in preparation of the COA template.

### 6.2 National Institutes of Health

#### 6.2.1 eRA Enhancements: New Link for ORCID in Personal Profile

ORCID ID (Open Researcher and Contributor ID), a personal digital identifier that distinguishes every researcher, is used by NIH and Grants.gov to relate publications to grants. In a recent release, a new link to access ORCID.org was added to the Personal Profile section of eRA Commons. This will allow principal investigators to create an ORCID ID to link to their Commons account, so that their publications can be linked to their grants.

![Figure 1: ORCID ID Link in the User Information section of the Personal Profile](image)

In addition, the Personal Profile screens were updated on Wednesday, January 10, to better align with best practices in security, user interface design, and industry standards. The navigation is more user friendly, while the underlying functionality, fields, and requested information remain the same.