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.

To subscribe, please go to: [https://messages.yale.edu/subscribe](https://messages.yale.edu/subscribe).

View [OSP News & Updates archives](https://messages.yale.edu/subscribe).

### Table of Contents

1. **FDP Expanded Clearinghouse – No Longer a Pilot**
2. **Effort Certification in Workday**
3. **NIH Forms-E Resources**
4. **Upcoming Brown Bag Sessions**
5. **A New Change in PI Template is Available on the OSP Website**
6. **Sponsor-related Updates & Reminders**
   6.1. **Health Resources and Services Administration (HRSA)**
   6.1.1. **NOTICE: Health Resources and Services Administration (HRSA) Principal Investigators**
7. **OSP Plans for New Seminar Series**

### 1 FDP Expanded Clearinghouse – No Longer a Pilot

Since August 2016, Yale has been participating in the Federal Demonstration Project (FDP) Expanded Clearinghouse Pilot. The FDP Expanded Clearinghouse reduces administrative burden by eliminating the use of Subrecipient Information and Compliance (SIC) forms between FDP member institutions in favor of accessing an on-line, up-to-date standardized subrecipient data repository. The FDP has approved the Expanded Clearinghouse to be fully implemented, which means it is no longer a pilot and the remaining FDP membership has been added to the Expanded Clearinghouse.

To find a Participating Organization, you can either go to the [Subawards section of the OSP website](https://messages.yale.edu/subscribe) which provides the link to the [FDP Subrecipient Pilot webpage](https://fdpclearinghouse.org/organizations) or go directly to the website at [https://fdpclearinghouse.org/organizations](https://fdpclearinghouse.org/organizations). Regardless of whether Yale is the Pass-Through Entity (PTE) or the subrecipient, the following applies:

*When Yale is the PTE*, the following information must be collected from FDP institution(s):

- A one-page Letter of Intent (LOI) – The FDP institution can either provide their own LOI or fill out Yale’s, either is acceptable
- The Scope of Work
- Budget and Budget Justification

---

---
• Any other sponsor required information

*When Yale is a subrecipient* and the PTE is a participating organization, Yale will no longer complete that institution’s version of a SIC form, but instead will provide the PTE a completed one-page LOI, if requested. Yale can either provide it’s LOI to the PTE institution, or if the PTE institution prefers, Yale can fill out the PTE’s LOI.

If a subrecipient is included in a proposal that is not an FDP member, the department must continue to collect the following from the subrecipient:

- A completed and signed SIC form
- The Scope of Work
- Budget and Budget Justification

## 2 Effort Certification in Workday

On January 21, 2018, Fall 2017 and Graduate Fall 2017 effort periods were initiated in Workday. The certification deadline for these periods is March 21, 2018.

Quick Guides for Effort Certification in Workday can be found at the Workday@Yale website: [https://workday.training.yale.edu/workday-financials/sponsored-awards](https://workday.training.yale.edu/workday-financials/sponsored-awards)

FAQs can be found on the OSP Effort Reporting website: [https://your.yale.edu/research-support/office-sponsored-projects/financial-management/effort-reporting](https://your.yale.edu/research-support/office-sponsored-projects/financial-management/effort-reporting)

Hands-on Clinics are available and scheduled for:

- Tue, 1/30/18 9am – noon  The Anlyan Center  TAC Room N207
- Wed, 2/7/18 9am – noon  The Anlyan Center  TAC Room N207
- Fri, 2/9/18 9am – noon  221 Whitney Ave  Room L16

Please contact Jessica Gray, OSP Effort Certification Manager, with any questions at [Effort.Reports@Yale.edu](mailto:Effort.Reports@Yale.edu).

## 3 NIH Forms-E Resources

In response to discussions at our recent Brown Bag sessions, the following documents are offered to assist those who prepare proposals which include human subjects.
They include:

- Forms E Series - Annotated Forms set for NIH Grant Applications: pp. 11-16
- Forms E Series - General Instructions for NIH and Other PHS Agencies: pp. 223-258
- Forms E Series - Human Subjects template to capture data for studies

These resources are available on the OSP Resources webpage.

Should you have any questions, please contact your OSP Proposal Manager.

### 4. Upcoming Brown Bag Sessions

The Office of Sponsored Projects (OSP) will be holding brown bag sessions with the research administration community on **Tuesday, February 13th** and **Thursday, February 15th**. Please hold these dates. Invitations with topics to be covered will be sent soon. Visit TMS to view event times and locations and register for a session.

OSP conducted brownbag sessions for the research community in January. Those who were unable to attend the live sessions are strongly encouraged to view the recordings and other resource materials through the direct links provided below or via the OSP Brown Bag Sessions webpage where all archived editions of the recorded sessions can be found:

- View PowerPoint presentation
- View Video of 1/11/18 Brown Bag – Central Campus
- View Video of 1/18/18 Brown Bag – YSM

### 5. A New Change in PI Template is Available on the OSP Website

To create more consistency amongst department business offices for prior approval requests, the OSP Award Management Team has begun developing new templates that may be used by staff when drafting their prior approval requests.

The first template created is for a **Change in PI**. Federal Sponsors require notification, in writing, to the Program Officer (PO) and Grants Management Specialist (GMS) from an Authorized Official (AO) in OSP when it has been determined that a change in PI is anticipated in order to continue the proposed work on a sponsored project. There may be various reasons why a change in PI is required, the most common being when a PI transfers to another institution but the award will remain at Yale. The Change in PI template can be found under the Resources page of the OSP website:
• Prior Approval Request Templates – Change in PI

As a guideline, all prior approval request letters should include the following elements:

• Date
• Full name and address of either the GMS or PO
• Sponsor grant number in the subject line
• The opening sentence should state what Yale is seeking prior approval for, i.e. change in PI, NCE, etc.
• Justification paragraph on why the change is necessary
• Reference to attached documents, budget forms, other support, etc.
• The effective date of the requested change (Ideally the date should be 30 days or more beyond the date of the letter)
• Include signature lines from both the PI and OSP Authorized Official
• Include a cc to the PO or GMS depending upon who the letter is addressed to.

Review the terms of the award or sponsor’s policies for additional guidance on specific prior approval requirements prior to sending the letter to OSP for review and approval.

6 Sponsor-Related Updates & Reminders

6.1 Health Resources and Services Administration (HRSA)

6.1.1 NOTICE: Health Resources and Services Administration (HRSA) Principal Investigators

HRSA has added two new features in the Electronic Handbooks (EHBs) which are now available. The features include:

1. Archiving your outdated Pending Tasks, and Grant Applications
2. Downloading and Printing All Grant Documents in a single view

Check out the EHBs Help pages on Archive Tasks and Download and Print Documents to watch fun Help videos and see step-by-step instructions on how to use these helpful new tools!
OSP PLANS FOR NEW SEMINAR SERIES

Thank you for the positive feedback regarding the OSP monthly Brown Bag sessions and the semi-monthly (twice a month) distribution schedule of the OSP News & Updates. We received a great suggestion from the research community regarding the creation of a new forum whereby those of us who present at professional meetings and conferences like the National Council of University Research Administrators (NCURA) or Society of Research Administrators (SRA) can bring back our presentations to Yale, once they have been presented at one of the professional meetings. This new forum would provide an opportunity for all to benefit from the expertise shared, especially since not everyone is able to attend these professional meetings.

If you present at NCURA or SRA and would like to partner with OSP in this new seminar series, please let us know. Contact Cynthia Kane at cynthia.kane@yale.edu or 203-785-6762.