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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Table of Contents

1. Upcoming Brown Bag Sessions
2. Navigating OSP's Website - Where to Find Important Information and Resources?
   2.1. Funding
   2.2. Proposals
   2.3. Awards
   2.4. Contracts
   2.5. Clinical Trials
   2.6. Financial Management
   2.7. Resources
   2.8. OSP Educational Opportunities
   2.9. OSP News & Updates
   2.10. Contact Us
3. Sponsor-related Updates & Reminders
   3.1. National Science Foundation
      3.1.1. Frequently Asked Questions (FAQs) for Public Access
      3.1.2. PAPPG (NSF 18-1) Policy Changes and Proposal Compliance Checking to FastLane and Research.gov
   3.2. National Institutes of Health
      3.2.1. Having Challenges Tracking Down Students and Postdocs at the Time of the RPPR?
      3.2.2. The Delegations Are Coming, the Delegations Are Coming!
      3.2.3. New to eRA Commons
   3.3. Substance Abuse and Mental Health Services Administration (SAMHSA)
      3.3.1. New SAMHSA Manual for Applicants
1 UPCOMING BROWN BAG SESSIONS

As a reminder, OSP will be holding brown bag sessions with the research administration community on Tuesday, February 13th and Thursday, February 15th. Visit TMS to view event times and locations and register for a session.

Topics for the February session include:

- Proposal Submission Data - including common errors
- Update on the Workday@Yale Continuous Improvement project
- OSP Electronic Resources: Where to find information:
  - Navigating functional areas
  - Resources and frequently needed Yale facts
  - OSP News & Updates
  - OSP Training and Education
  - Contact information
  - FDP Matrix - Prior Approvals
- YSM session only: Proposal Development for Clinical Trials, a new process coming soon!

2 NAVIGATING OSP’S WEBSITE – WHERE TO FIND IMPORTANT INFORMATION AND RESOURCES?

In a recent OSP Brown Bag survey, the research community expressed interest in learning more about how to effectively navigate the OSP website and find important information.

As shown in the image below, OSP’s website is located under the Research Support section of the It’s Your Yale landing page at http://your.yale.edu/research-support/office-sponsored-projects.
On the OSP home page, you will find a link to OSP’s organizational chart as well as an items of interest section. The remainder of the website, as summarized below, is organized into the following functional categories: Funding, Proposals, Awards, Contracts, Clinical Trials, Financial Management, Resources, OSP Educational Opportunities, OSP News & Updates, and Contact Us.

2.1 **FUNDING**

- The Funding section of the OSP website contains resources available to investigators seeking to identify support for their research efforts. Visit this section to find information on scholar awards, limited submissions, internal awards, funding databases & sponsor websites, and equipment grants.

2.2 **PROPOSALS**

- Yale University requires that all sponsored project proposals be reviewed and approved by OSP. The proposal management team are the authorized University officials for all sponsored grant proposals.
- Visit the Proposals section of the website to find proposal-related resources regarding Compliance, Components of a Proposal, IRES Proposal Development, Non-governmental Organizations, Roles and Responsibilities, Subawards, Yale’s Institutional Training Grants, Proposal FAQs and Proposal Related Training.
2.3 **Awards**

- The OSP award management team has responsibility for reviewing, negotiating, and approving terms and conditions for grants and cooperative agreements, and accepting awards as authorized officials (AOR) on behalf of the University.
- Visit the Awards section of our website to find important information regarding Roles, Responsibilities and Reporting Requirements, Compliance, At-Risk Requests, Grant and Cooperative Agreement Review, Acceptance and Setup, Subaward Issuance, Prior Approval Requests, OMB Circular A-81, Research Terms and Conditions, and Award Management FAQs.

2.4 **Contracts**

- The Contracts team is responsible for reviewing, negotiating and finalizing contracts with corporate partners, the federal government, and complex agreements with foundations.
- Visit the Contracts section of the website to find important information related to Confidentiality Agreements (CDAs), Federal Agreements, Material Transfer Agreements, Sponsored Research Agreements, Service and Fee-for-Service Agreements, Visiting Scientist Agreements, other Agreements, and Contract FAQs.

2.5 **Clinical Trials**

- The Clinical Agreements team is authorized to negotiate and execute non-federal clinical agreements on behalf of Yale University, in accordance with University Policy 1104, and also provides a comprehensive and transparent approach to activities related to industry-supported clinical agreements.
- Visit the Clinical Agreement Team’s section of the website to learn more about OSP’s Industry-Sponsored Clinical Trial process, Clinical Trial FAQs, Training and Education related to Clinical Trials, the Clinical Agreements Team, and Confidentiality Agreements.

2.6 **Financial Management**

- OSP’s Financial Management team works closely with faculty and department business office staff to ensure financial compliance and proper accounting of externally sponsored funds.
2.7 **RESOURCES**

- The Resources page is the center of OSP’s website and one of the most widely visited sections. On this page, you will find commonly referred to resources and forms, such as the ABCs of Sponsored Projects Administration, Yale’s F&A Rate Agreement, IRES New Sponsor Request Form, IRES Record Deletion Request Form, Prior Approval Request Templates, Workday Award Setup Webform, etc.
- In addition, visit the [Frequently Needed Yale Facts](#) page, to find institutional assurances and code numbers, payment addresses, rate agreements, SAM registration, EIN and DUNS number, etc.

2.8 **OSP EDUCATIONAL OPPORTUNITIES**

- OSP has a training curriculum that includes online training modules as well as instructor-led sessions that are designed to assist Yale’s research administration community in understanding the myriad of regulations, policies and requirements in the administration of sponsored awards.
- Visit OSP’s Educational Opportunities page to view [OSP Faculty Training](#), [OSP Grantsmanship Training](#) and [OSP Research Administrator Training](#).

2.9 **OSP NEWS & UPDATES**

- The OSP News & Updates, is OSP’s semi-monthly newsletter that provides the research community with updates and reminders, quick facts, guidance and training in all aspects of sponsored projects administration.
- In this section of the website you will find current and archived editions of the OSP News & Updates. In addition, visit [https://messages.yale.edu/subscribe](https://messages.yale.edu/subscribe) to subscribe.

2.10 **Contact Us**

- Visit the Contact Us page to find out who the assigned OSP representative is for your department. On this page, you will also find OSP’s staff directory, mailing address information and the following portfolio assignments:
  - [Proposal Management](#)
  - [Award Management](#)
  - [Subaward Management](#)
  - [Clinical Trial Management](#)
3 SPONSOR-RELATED UPDATES & REMINDERS

3.1 NATIONAL SCIENCE FOUNDATION

3.1.1 Frequently Asked Questions (FAQs) for Public Access

NSF recently posted Frequently Asked Questions (FAQs) for Public Access (NSF 18-041). This document replaces NSF 17-060.

View NSF’s FAQs for Public Access in its entirety.

3.1.2 PAPPG (NSF 18-1) Policy Changes and Proposal Compliance Checking to FastLane and Research.gov

Effective January 29th, NSF implemented changes in FastLane and Research.gov to support the following policy updates in the Proposal & Award Policies & Procedures Guide (PAPPG) (NSF 18-1) and to run updated Budget Justification page limit automated compliance checks in FastLane:

Standard Collaborators and Other Affiliations Template Implementation:

- The revised PAPPG (NSF 18-1) incorporates the standard Collaborators and Other Affiliations (COA) template that has been in pilot phase in FastLane since April 2017.

- FastLane system instructions were updated in accordance with the new policy.


Budget Justification Page Limitation Increase:

- The Budget Justification page limitation increased from three pages to five pages.
To align with the new policy, FastLane now runs an automated compliance check for the Budget Justification page limitation across several proposal types and generates an error or warning when the submission validation compliance check is not met.


New “Substitute Negotiator” Associated Document for Change of Principal Investigator (PI) Requests:

- A new “Substitute Negotiator” Associated Document is available in FastLane’s Notifications and Requests module when a “Change of PI” request is made (e.g., to be utilized in cases where a former employee or Intergovernmental Personnel Act (IPA) is being reappointed as a PI or Co-PI to an award they were previously involved with).

New “Other Request” Type:

- A new “Other Request” type has been added to Research.gov’s Notifications and Requests module. This request will be reviewed and approved by the NSF Program Officer.

New Award Abstract Text:

In connection with NSF’s transparency and accountability efforts for award abstracts, the Foundation, the following final paragraph has been added to all award abstracts for awards with start dates of March 1 or later: “This award reflects NSF’s statutory mission and has been deemed worthy of support through evaluation using the Foundation’s intellectual merit and broader impacts review criteria.

Note about Proposal File Update (PFU):

The automated compliance checks also apply when a PFU is performed on a proposal. The compliance checks run on all sections of the proposal, regardless of which section was updated during the PFU. Proposers should be aware that if a proposal was previously submitted successfully, a PFU performed on the proposal will be prevented from submission if the proposal does not comply with the compliance checks in effect at the time.
To learn about all the changes to the PAPPG (NSF 18-1), be sure to view the latest webinar.

3.2 NATIONAL INSTITUTES OF HEALTH

3.2.1 Having Challenges Tracking Down Students and Postdocs at the Time of the RPPR? Here is a Tip to Make it Easier...

In a recent NIH blog, NIH suggests establishing a process where students and postdocs create an eRA Commons account at the time they start work on an NIH grant award to save a lot of time and energy trying to track down people who may no longer be at the institution at the time of the Research Performance Progress Report (RPPR) submission.

Read the November 2017 Open Mike blog post to learn more about eRA Commons and ORCID integration.

3.2.2 The Delegations Are Coming, the Delegations Are Coming!

In the February 2018 NIH eRA Items of Interest, NIH announced that it is now possible to delegate working on I-RPPR and F-RPPR to anyone with the Assistant (ASST) role, in eRA Commons. As with the old Final Progress Report, only the SO or PI are allowed to submit the I-RPPR and F-RPPR.

3.2.3 New to eRA Commons

A new link has been added to the eRA home page asking the question, “New to eRA Commons?”. This is a link to an infographic that highlights the major steps of navigating eRA Commons for the NIH grant process, from tracking an application to closeout. This highlevel overview will help new users understand the scope of eRA Commons and the NIH grant process without overloading them with details.

In addition, at the bottom of the page, there is a link to a document entitled, “SO and PI Privileges in eRA Commons”. The document helps to outline who is responsible for completing the steps highlighted in the New eRA Commons. This will help many new Signing Officials (SOs) and Principal Investigators (PIs) understand their different responsibilities for managing NIH grant applications and awards via eRA Commons.
3.3 **Substance Abuse and Mental Health Services Administration (SAMHSA)**

3.3.1 **New SAMHSA Manual for Applicants**

SAMHSA updated its manual entitled, “How to Develop a Competitive SAMHSA Grant Application”. The manual contains valuable information about how to prepare a grant application and can be accessed at: [https://www.samhsa.gov/grants/grant-announcements-2018](https://www.samhsa.gov/grants/grant-announcements-2018).

SAMHSA held a webinar on February 8th to highlight the important components of the manual.

To access recordings of the webinar (Net replays), join at: [https://www.mymeetings.com/nc/join.php?i=PWXW6847593&p=4326284&t=r](https://www.mymeetings.com/nc/join.php?i=PWXW6847593&p=4326284&t=r). The replay will be available for 60 days, ending April 8, 2018.