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).

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### 1. Workday Updates

#### 1.1. Yale Grants: Award Closeout: Change in accounting for residual balances

In Oracle, residual balances were transferred to PI discretionary accounts by writing off cash/revenue. In Workday, the expenses on the sponsored Award will be written up instead, causing the PI discretionary account to receive a credit to expenses instead of revenue. The change in accounting for residuals balances was demonstrated and reviewed during the June 13th OSP Brown Bag.

The Zoom recording and deck presentation from the June 13 [OSP Brown Bag Session](https://subscribe.yale.edu/browse?search=OSP) will be posted soon.

#### 1.2. Yale Grants: Closing Out an Award Full Process

This presentation will review the Award Close Out Process with department and OSP responsibilities underlined. There was instructional guidance and material offered to utilize during the Award Close Out presentation during the June 13th OSP Brown Bag.

The Zoom recording and deck presentation from the June 13 [OSP Brown Bag Session](https://subscribe.yale.edu/browse?search=OSP) will be posted soon.
1.3 Workday Grant Hierarchy Role Assignment Zoom Session Recording

Distributed users will be able to assign Grant Manager and Grant Budget Specialist roles using Workday’s Assign Roles Business Process. To appropriately assign the roles, it is necessary to understand what Grant hierarchy does and how it’s built. Please refer to Workday Grant Hierarchy Role Assignment Zoom presentation recording for review.

Please use the following link to access the Workday Grant Hierarchy Role Assignment Zoom recording.

2 Non-standard Terms & Conditions Identified at Proposal

The Office of Sponsored Projects will no longer include a list of terms and conditions that will need to be negotiated if the proposal is accepted for award unless required by the sponsor. We will instead notify the PI and the DBO if we are aware of these terms at time of proposal submission. A proposal was recently rejected because we included this ‘extraneous’ information. This does NOT mean we are accepting sponsor terms and conditions at time of proposal. If we are unable to successfully negotiate terms, we may have to decline the award.

3 Paying Subaward Invoices – Update

Over the past several months there have been OSP brown bags and newsletters providing information and resources to aid business offices in paying subaward invoices. Those resources do not all reside in one place so we are providing the following list of resources with links, where appropriate, for easy access.

- Find Subawards – Yale (Workday report)
- Quick Guide: Review Supplier Invoice
  April 25 Brown Bag session – Workday Grants Subaward
- Quick Guide: Invoice Date Outside of Grant Lines
  OSP New and Updates 2018, Vol.1 Iss.4: https://your.yale.edu/sites/default/files/files/Vol1-Iss4.pdf
- Quick Guide: Sending Electronic Invoices Back to AP
  June 13 Brown Bag session – Subaward Invoice Review
  https://workday.training.yale.edu/system/files/sendingelectronic-invoicesbacktoap.pdf
• Procedure 1307 PR.02 – Managing Subrecipient Activity Associated with Sponsored Programs
  Section 1. Processing Subrecipient Invoices
  https://your.yale.edu/policies-procedures/procedures/1307-pr02-managing-subrecipient-activity-associated-sponsored

4 AWARD SETUP PROCESS – HOW IT WORKS

(In our June 13th OSP Brown Bag, a request was made that we provide a high-level outline of the award setup process to the community to help departments understand where items may be in the setup cycle.)

In general, the award setup process in the Office of Sponsored Projects itself has not changed substantially since the implementation of Workday, except for the role responsible for the financial setup. The financial setup in Workday is handled by the OSP Accountants on our Financial Management Team.

When an award is received in OSP, the documentation (notice of award, fully executed contract or grant agreement, etc.) is reviewed by the OSP Award or Contract Manager for sponsor terms and conditions. If further negotiation is required, the OSP Award or Contract Manager will contact the PI and Department Business Office to notify them of the negotiation and delay in processing of the setup. If no negotiation is required, the OSP Award or Contract Manager will process the award for setup.

But then what happens?

• OSP Award/Contract Manager opens an Activity Log in IRES to their OSP Coordinator in the Award Setup Team
• OSP Coordinator reviews relevant compliances for the award to ensure they are compliant – a hold is placed on the award if not compliant
• Sets up the award in IRES PT Award Tab
• OSP Coordinator closes their Activity Log and sends a notification to the OSP Accountant out of the Communications Tab in IRES
• OSP Accountant completes the setup in Workday Financials
• Once the Workday Award is “Submitted” in the system, whomever has the role of Award Analyst or Grant Manager in the Business Office will be notified in their Workday notifications.

More detailed information about this process is included in the FAQs on the OSP Website under “Sponsored Projects and Workday Setup: Frequently Asked Questions”.
5 EXPORT CONTROLS UPDATE

Export Controls compliance at Yale are now being administered through the Office of Research Administration (ORA). Accordingly, information regarding Export Controls can now be accessed by navigating to the ORA website and clicking on the Export Controls link in the left-hand menu.

Link to ORA website: https://your.yale.edu/research-support/office-research-administration-0.

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1 Thank you to all who have contributed to this newsletter. Questions about this newsletter should be directed to osp.communications@yale.edu. To unsubscribe, visit https://subscribe.yale.edu/browse?search=OSP. For archived issues, visit OSP News & Updates archives.