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 **Reminder: NIH Single IRB (sIRB) Requirement at Time of Grant Submission**

As announced on January 24, 2018 ([view the full announcement](https://subscribe.yale.edu/browse?search=OSP.)), grant applications to NIH for funding of non-exempt multi-site research must include a plan for use of a single Institutional Review Board (sIRB) to conduct review of the research.

The NIH policy applies to all biomedical and behavioral studies that:
- Are funded through grants, cooperative agreements, or contracts submitted to NIH on or after January 25, 2018, and
- Involve non-exempt human subjects research, and
- Involve multiple *domestic* sites, all of which are conducting the same protocol.

**NOTE: The sIRB policy does not apply to Career Development, Training or Fellowship awards. In these instances, you should select N/A when answering question 3.2 of the Human Subjects section.**
Who can you choose as the sIRB?
Yale will generally not serve as the single IRB for review of multi-site research. The Yale Human Research Protection Program (HRPP) will work with the investigator to select an independent IRB to serve in that role. The following commercial IRBs can be selected: Advarra, BRANY, Hummingbird, Quorum Review, WCG/WIRB. All sites (their Human Research Protection Programs or IRBs) participating in the research must agree to use the selected sIRB. Contact HRPP at hrpp@yale.edu to begin the conversation about sIRB early.

What does your grant application need to include?
If you are required to use a sIRB, you must address the following at the time of proposal submission:

- HRPP letter of support to use the selected sIRB,
- An sIRB plan, and
- sIRB review fees must be included within your budget and budget justification

How do you obtain the HRPP Letter of Support?
Contact the HRPP office by emailing hrpp@yale.edu. Include the funding opportunity number, the name of the Principal Investigator, number and names of the sites, and the name of the selected sIRB. If you have not identified an sIRB yet, request help from the HRPP office. Once the sIRB is selected and agreed upon by all sites, the HRPP will issue a letter of support.

**NOTE: OSP will review the IRES record to ensure the signed approval letter from HRPP has been uploaded.**

What is the sIRB Plan?
You will be expected to include a plan for the use of a sIRB within the grant application or contract proposal submitted to the NIH. Often just a one-page document, the sIRB Plan should include the following elements:

- Describe how you will comply with the NIH Policy on the Use of sIRB for Multi-Site Research
- Provide the name of the IRB that will serve as the sIRB of record
- Indicate that all identified participating sites have agreed to rely on the proposed sIRB and that any sites added after award will rely on the sIRB
- Briefly describe how communication between sites and the sIRB will be handled
- Indicate that all participating sites will, prior to initiating the study, sign an authorization/reliance agreement that will clarify the roles and responsibilities of the sIRB and participating sites
- Indicate which institution or entity will maintain records of the authorization/reliance agreements and the communication plan
**NOTE: Do not include the authorization/reliance agreement(s) or the communication plan(s) documents in your application.**

**NOTE: If your human subjects study meets the agency definition of "Delayed Onset," include information regarding how the study will comply with the NIH single Institutional Review Board (sIRB) policy prior to initiating any multi-site study in the delayed onset study justification.**

How much should you budget for IRB Review Fees?
NIH expects that many sIRBs will charge fees to serve as a single IRB. Therefore, the grant budget must include appropriate provisions for IRB review fees to avoid gaps in coverage. During the proposal review, your proposal manager will be checking that IRB fees have been included within the Budget and Budget Justification. The Yale Center for Clinical Investigation (YCCI) offers a Research Budget Development Unit service and can help investigators with budgeting. Please contact YCCI at clinicalresearchresources@yale.edu if you have questions.

If you have questions about the NIH policy or questions about choosing a single IRB for your upcoming grant applications, you should contact hrpp@yale.edu.

2  COST TRANSFER POLICY EXCEPTION

As communicated in a special OSP News Flash on April 23, 2018, the deviation to the Cost Transfer Policy (1305 – Cost Transfers Involving Sponsored Projects) will expire on August 3, 2018.

The deviation allowed for cost transfers to be processed within 90 days of “discovery”. We are now reverting to Yale’s policy of review and execution of cost transfers within 90 days from the end of the calendar month in which the original transaction appeared on the award, except in cases where the sponsor’s (federal or non-federal) terms and conditions are stricter than Yale’s policy.

If you have any questions or concerns, please contact Lisa Mosley, Executive Director of OSP at 203-785-3680 or lisa.mosley@yale.edu.

3  COST TRANSFER TIP – REDUCING NUMBER OF LINES IN A PAA

When initiating a PAA of an individual with multiple lines of funding (current journal lines) but only a select few need to be adjusted, use the following steps to remove those rows that are not being adjusted.
1) Current journal lines highlighted in yellow needing adjustments

![Current Journal Lines Highlighted](image)

2) Click on the “minus” sign to remove rows (current journal lines) not being adjusted.

![Remove Rows](image)
3) Now only showing current journal lines needing adjustments

4) REMINDER: CHANGE IN CONTRACT PROPOSAL PROCESS

As a reminder, effective Monday, July 30, 2018, all contract proposal requests will flow through and be processed by the proposal team. This includes proposals for federal and corporate contracts, as well as all Foundation proposals that were previously under Brandon Romanchok’s portfolio. The only change to the proposal process will be with whom you work. Your proposal manager will be your primary contact for all proposals including contract proposals. If awarded as a contract, your contract manager will be assigned the agreement for negotiation and execution, per our current business process. All other aspects of proposal review and submission will remain the same. Please remember to utilize the instrument type GRANT when creating contract records for proposal review. This will ensure that your record is routed to the correct reviewer in OSP.

Please contact your proposal manager with questions: https://your.yale.edu/policies-procedures/other/proposal-management-portfolio-matrix.

5) TEMPORARY DISRUPTION IN SUBMISSION OF NON-COMPETING CONTINUATION AWARD NOTICES TO DBOs

Due to an internal process change, there was a small window of time (i.e. mid-June 2018 through July 18th) when OSP stopped forwarding NOA notifications for specific types of non-competing continuations from NIH and NSF to DBOs. To find award notices that may not have been issued to your department during this period, please view the applicable IRES attachments folder. We apologize for the inconvenience.
6  **UPCOMING OSP TRAINING**

The Office of Sponsored Projects (OSP) will be holding a **Clinical Trial Budgeting** class on August 1st. This class provides information about industry-sponsored (non-federal) clinical trial budgeting and how to build budgets that result in the full recovery of costs. Participants will learn how to prepare an internal budget, about associated costs, hidden costs, regulatory and sponsor requirements, consistency review across study documents, budget monitoring and will discuss post award activities. There are still seats available, if you would like to [register for the Clinical Trial Budgeting class](#).

After a brief respite due to year-end close, we will be resuming our monthly **Brown Bag for Research Administrator** meetings. The August 15th meeting will be held in the TAC auditorium and seats are still available. [Register for in-person or remote participation in TMS](#).

7  **SPONSOR-RELATED UPDATES**

7.1  **EU-U.S. RESEARCH CONNECTION SYMPOSIUM – AUGUST 8, 2018**

The European Network of Research and Innovation Centres and HUBS, USA (ENRICH), recently put out an invitation for their EU-U.S. Research Connections Symposium.

**Wednesday, August 8, 2018**

1:00 PM - 7:30 PM EST

Lincoln Room, Washington Hilton
1919 Connecticut Ave. NW.
Washington, DC 20009

This Research Connection Symposium aims to bring EU and US researchers and research administrators & managers together to engage in an effective dialogue to establish and strengthen transatlantic research collaborations. As a part of the [ENRICH in the USA Project](#), [NCURA](#) has co-organized this year's symposium to be a follow-on activity of our [Annual Meeting](#) in August in Washington, D.C.

The project has selected 18 European researchers and research managers, representing 10 European countries, to travel to the symposium. At the symposium, EU researchers will be presenting their work and identifying their research needs to potential US partners. Come to this research match-making symposium to find your next transatlantic research project partners!
View the detailed agenda.

Match-making Topics

- Health and Pharma
- ICT
- Energy and Green Economy
- Cultural Heritage

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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.