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.

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1. IRES Upgrade Reminder

As a reminder, beginning at 5pm today, September 6th the IRES-PD, PT and COI applications and reporting portal will be unavailable due to an application and database upgrade. The applications and reporting portal will be available again for use at 7am on Monday September 10th, 2018.

All proposals due on Thursday or Friday (9/6 & 9/7) MUST be received by OSP by noon on Thursday (9/6) to ensure they can be submitted by 5pm on Thursday (9/6). If you have any concerns, please contact your OSP Proposal Manager.

The IRES Reporting Portal will be unavailable during the upgrade. Upon opening a report from the reporting portal, click the refresh icon found on the top menu to ensure the most data is present in the report output. If you have any questions, please contact IRES@yale.edu.

2. OSP Training – Brown Bag for Research Administrators

As a reminder, the next Brown Bag meeting will be held on Friday, September 14th at 25 Science Park. If you haven’t done so already, please register for in-person or remote participation (Zoom) in TMS. Agenda items will be posted on the TMS registration page shortly.
3 GCAT MAILBOXES

We have been experiencing high volume in the gcat mailboxes. As a result, there is currently a one-week backlog. As of today, the Team Assistants are processing work from Friday, August 31, 2018. We are working as efficiently as possible. In addition, we ask that you continue to call out time sensitive items in the email subject line. We apologize for any inconvenience during this busy season and thank you for your patience. Please contact Tracy Coston at tracy.coston@yale.edu or 203-785-6033 with questions or concerns.

4 OSP STAFF UPDATES

We are pleased to announce that Jacqueline (“Jacky”) Anderson-Kronengold will join OSP on Tuesday, September 11, 2018. As a Senior Administrative Assistant within the Business Operations unit, Jacky will be supporting OSP’s general administration responsibilities at the front desk in addition to working closely with the Team Assistants on assigning work from the GCAT email boxes. Prior to joining OSP, Jacky worked for the Howard Hughes Medical Institute (HHMI) at Yale University and the Albert Einstein College of Medicine in the areas of procurement and grants administration respectively.

5 SPONSOR-RELATED UPDATES

5.1 eRA INFORMATION – INSTITUTIONAL CONFIRMATION OF ELIGIBILITY STATUS

The eRA Communications Office issued an announcement yesterday (see below) regarding the eRA Commons registration process, which requires each organization to confirm its eligibility status for three type(s) of opportunity (i.e. NIH, OTA, etc.). Please note that Yale is already registered as an institution in eRA Commons and that our Institutional Profile has been updated. There is no further action required on the part of the Principal Investigator.

eRA Information: Please Confirm Your Eligibility Status on the Institutional Profile

Wednesday, September 5, 2018

As part of changes implemented earlier this year to streamline the eRA Commons registration process, each organization is required to indicate for which type(s) of opportunity it is eligible (i.e. NIH, OTA, etc.).

There are three types, each of which has specific registration requirements:

- Your Organization is eligible to apply for NIH Grants/Contracts.
• Your Organization is eligible to apply for Non-NIH Grants/Contracts.
• Your Organization is eligible to apply for NIH other transaction authority (OTA) opportunities.

Figure 1: Opportunity Type Eligibility Checkboxes in the Institutional Profile

As part of that process, we added system checks in August 2018 to confirm the eligibility status of the applicant organization for the selected opportunity type(s).

These boxes are checked during eRA Commons registration. Once registration is complete, this information is ported over to the Institutional Profile.

**Please review your institutional profile to ensure that you have selected the appropriate opportunity type(s).**

When an application is submitted to NIH, a system check will be run to verify that the eligibility status of the applicant organization matches the submitted application type (NIH, Non-NIH, or OTA).

For NIH and Non-NIH Grant opportunities, applicant organizations must have a valid DUNS (Dun and Bradstreet Number) at the time they register with eRA Commons.

For OTA opportunities, applicant organizations are not required to have a DUNS number at the time of eRA Commons registration but need to have one before award.

**NOTE:** Only a person with the signing official role can update the Opportunity Type Eligibility checkboxes.

To review the Institution Profile for these settings:

- Log into eRA Commons
- Click on the Institution Profile tab
- Select the Institution Basic Information sub-tab
- Expand the About the Institution tile

Under the information about DUNS, you will find the Opportunity Type Eligibility section. If this information needs to be updated, click the Edit button on the right side and make the desired changes. Click the Save Changes button at the top of the screen when done.
**NOTE**: Changing the status of a box does not automatically make you eligible for a specific type of opportunity. It is your confirmation that you have completed all the necessary registrations and eligibility requirements as outlined in the NIH Grants Policy Statement (e.g., Section 2.5.3 determining applicant Organization Eligibility) along with the NIH SF424 (R&R) Application Instructions (e.g., Section 2.2.2 eRA Commons Registration).

See [NOT-OD-16-057](#) for more information.

### 5.2 SAVE THE DATE: NSF ERA FORUM WEBINAR – SEPTEMBER 26, 2018

The National Science Foundation will host the next Electronic Research Administrator (ERA) Forum Webinar on **September 26, 2018 from 1:00-2:30 PM Eastern Time**. Please save the date.

The topics for this forum will be the new Research.gov Proposal Preparation and Submission Functionality for Collaborative Proposals, the New Award Notice, and Branding Options for the Consolidation of Research.gov and FastLane.

Please mark your calendars and send any questions to the [ERA Forum Webinar Inbox](#). More information is forthcoming.

### 5.3 NSF ORIENTATION VIDEO ENTITLED, “THE ART AND SCIENCE OF REVIEWING PROPOSALS”

The National Science Foundation (NSF) is committed to ensuring a fair, competitive, and transparent merit review process. The reviews submitted by external peer reviewers are an important part of the decision-making process and a crucial source of feedback to Principal Investigators. NSF has developed a short reviewer orientation video that provides helpful tips for writing high quality reviews.


There is a link at the end of the video to additional resources, a list of helpful hints, and a short feedback survey. NSF values your feedback and will use the results of the survey improve future reviewer orientation materials.

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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](https://subscribe.yale.edu/browse?search=OSP). For archived issues, visit [OSP News & Updates archives](#).