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).

### Table of Contents

1. **Procedure 1307: Subrecipient - Establishing, Managing and Monitoring**
2. **Corporate Clinical Trials in PD**
3. **IRES/Workday New Sponsor & Subrecipient Request Form**
4. **OSP Brown Bag Sessions**
5. **OSP Staff Updates**
   - 5.1. **Financial Management**
5.6. **Sponsor-related Updates & Reminders**
   - 6.1. **National Institutes of Health (NIH)**
     - 6.1.1. **FDP – Final Report on the Expanded Clearinghouse**
   - 6.2. **National Science Foundation (NSF)**
     - 6.2.1. **Revision of NSF Terms and Conditions**
   - 6.3. **Health Resources & Services Administration (HRSA)**
     - 6.3.1. **New HRSA Electronic Handbooks (EHBs) User Permissions Help Videos!**
1 PROCEDURE 1307: SUBRECIPIENT - ESTABLISHING, MANAGING AND MONITORING

Procedure 1307 for establishing, managing and monitoring subrecipients has been updated and is now posted on Yale’s Policies & Procedures website. It was previously one document, but is now split into three separate procedures as follows:

1307 PR.01 Establishing Subrecipients Associated with Sponsored Programs, https://your.yale.edu/policies-procedures/procedures/1307-pr01-establishing-subrecipients-associated-sponsored-programs includes:
- Subrecipient vs. Vendor Determination
- Proposal Preparation and Review
- OSP Activities Conducted Prior to Drafting a Subaward
- Drafting, Negotiating, Executing and Setting up Subawards

1307 PR.02 Managing Subrecipient Activity Associated with Sponsored Programs, https://your.yale.edu/policies-procedures/procedures/1307-pr02-managing-subrecipient-activity-associated-sponsored includes:
- Processing Subrecipient Invoices
- Prepayments to Subrecipients
- Closeout of Subrecipient Agreements

1307 PR.03 Monitoring Subrecipient Activity Associated with Sponsored Programs, https://your.yale.edu/policies-procedures/procedures/1307-pr03-monitoring-subrecipient-activity-associated-sponsored includes:
- Subrecipient Monitoring activities

We hope by breaking out the components into pre- and post-award sections that it will be easier for you to find the information you need quickly. Policy 1307: Subrecipient – Establishing, Managing, and Monitoring has also been updated and can be found here: https://your.yale.edu/policies-procedures/policies/1307-subrecipient-establishing-managing-and-monitoring.

We encourage anyone who manages outgoing subawards to familiarize themselves with these documents, and to call your OSP Sponsored Project Specialist if you have any questions.
2 CORPORATE CLINICAL TRIALS IN PD

The pilot for Clinical Trial Submissions in IRES Proposal Development (PD) is nearly complete. By the end of May 2018, all corporate clinical trial agreements will be submitted to OSP utilizing the PD mechanism. Please see the guidance document for clinical trial routing in PD. The PD mechanism is designed to eliminate the need for a paper Transum, but also may provide an opportunity to review your individual department’s business process surrounding submission of clinical trial agreements. Submissions through PD allow greater visibility of record creation and tracking. Please contact Jeffrey Allen, jeffrey.allen@yale.edu or 203-737–2168 with any questions.

3 IRES/WORKDAY NEW SPONSOR & SUBRECIPIENT REQUEST FORM

Please use the IRES/Workday New Sponsor and Subrecipient Request Form to request a new sponsor and/or subrecipient, that Yale has never interacted with, be added in IRES or Workday. The form is located on the Resources page of the OSP Website. New sponsor/subrecipient setup requests will not be accepted for sponsors/subrecipients which already exist in IRES. Note, if a sponsor/subrecipient legally changes its name, the IRES record must be updated. To notify us of a name change, please send an email to ires@yale.edu.

Please direct any questions about the status of a new sponsor or new subrecipient setup to IRES Support at ires@yale.edu.

4 OSP BROWN BAG SESSIONS

As recently announced, we cancelled the May Brown Bag for Research Administration as there were not imminent issues to be addressed.

Next month’s session is scheduled for June 13th, 25 Science Park, Room 125. Please hold the date on your calendar. An announcement with topics will be sent closer to the date.

As always, if you have any suggestions for topics please send them to osp.trainings@yale.edu.
5 OSP STAFF UPDATES

5.1 FINANCIAL MANAGEMENT

We are pleased to announce that Kevin Wanciak joined the Financial Reporting Group as a Senior Accountant on Monday, May 14, 2018. Kevin has extensive post award experience and joins us after working previously in the Department of Internal Medicine and Faculty Research Management Services group (FRMS).

Use the following link to view OSP’s current organization chart.

6 SPONSOR-RELATED UPDATES & REMINDERS

6.1 NATIONAL INSTITUTES OF HEALTH (NIH)

6.1.1 FDP – Final Report on the Expanded Clearinghouse

The Federal Demonstration Partnership (FDP) Executive Committee has decided to advance the FDP Expanded Clearinghouse from a pilot to an ongoing initiative. Nearly all FDP member institutions have now joined the Clearinghouse. The Expanded Clearinghouse can be viewed at fdpclearinghouse.org. No login or password is required.

This pilot successfully demonstrated that access to an on-line repository of key data documenting institutional financial and compliance adequacy can significantly reduce administrative burden over the exchange of similar information on a transaction-by-transaction basis. During the period July 1, 2016 – June 30, 2017, 127 campuses from FDP member higher education institutions, including Yale, exchanged more than 10,800 transactions related to joint research projects. Accessing the repository of core institutional and audit information in lieu of exchanging forms saved more than 17,500 staff hours during a one-year period.

For more information about the results, see the FDP Expanded Clearinghouse Pilot Final Report.
6.2 **National Science Foundation (NSF)**

6.2.1 **Revision of NSF Terms and Conditions**

The National Science Foundation’s suite of Award Terms and Conditions (see full listing below) has been revised. Important changes include:

- Revision of the Equipment article to align with 2 CFR § 200.313 requirements for all equipment purchased under NSF awards and provide clarity on reporting requirements for NSF-owned equipment; and
- Revision of the Patent Rights article to implement government-wide changes to the Department of Commerce Bayh-Dole regulations at 37 CFR § 401 effective May 14, 2018.

Each set of terms and conditions is accompanied by a summary of changes made to that document.

The revised Terms and Conditions will apply to all new NSF awards and funding amendments to existing NSF awards made on or after May 14, 2018.

Revisions have been made to the following documents:

- NSF Agency Specific Requirements to the Research Terms and Conditions (ASR);
- Cooperative Agreement Financial & Administrative Terms and Conditions (CA-FATC);
- Cooperative Agreement Modifications and Supplemental Financial and Administrative Terms and Conditions for Major Multi-User Research Facility Projects and Federally Funded Research and Development Centers; and
- Grant General Conditions (GC-1).

If you have any questions, please contact your OSP Award Manager.

6.3 **Health Resources & Services Administration (HRSA)**

6.3.1 **New HRSA Electronic Handbooks (EHBs) User Permissions Help Videos!**

As of May 7, 2018, two new User Permissions help videos were published in the EHBs Help and Knowledgebase. These interactive and fun videos will help answer some of your most frequently asked questions about user permissions.
New Help Video Highlights!

- The [EHBs User Permissions Overview](#) video explains:
  - EHBs Roles and Permissions for Organization and Grants
  - The different types of privileges associated with Grantee and Applicant Roles

- The [Managing Users in the EHBs](#) video walks through:
  - Who can manage users
  - How to manage Organization access
  - How to manage Grant permissions
  - How to remove a user

Other Help Videos!

Visit the EHBs Help and Knowledge Base for a complete list of Interactive Help Videos available to you, including a walkthrough of the [EHBs Home Page and Navigation](#), [Getting Started in the EHBs](#), how to [Archive Tasks](#), how to [Download and Print Documents](#), and many others!

\[1\] Thank you to all who have contributed to this newsletter. Questions about this newsletter should be directed to [osp.communications@yale.edu](mailto: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](#).