

# OSP News & Updates

Office of Sponsored Projects

11/18/2016

2016 Volume 2, Issue 4

*The OSP News & Updates, published by the Office of Sponsored Projects, provides OSP updates, quick facts, sponsor/agency updates, guidance and training in all aspects of sponsored projects administration for faculty and department business offices. Please [click here](#) for archives. To subscribe, please go to:*

<https://messages.yale.edu/subscribe>.

## 1 NEW NSF PROPOSAL & AWARD POLICIES & PROCEDURES GUIDE (NSF-17-1)

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The National Science Foundation (NSF) announced recently that the NSF revised its Proposal & Award Policies & Procedures Guide (PAPPG), ([NSF 17-1](#)), effective for proposals submitted, or due, on or after January 30, 2017.

### Significant Changes

- All references to the Grant Proposal Guide (GPG) and Award & Administration Guide (AAG) have been removed.
- The document will now be referred to solely as the NSF Proposal & Award Policies & Procedures Guide.
- The document will be sequentially numbered from Chapter I-XII and all references throughout have been modified to reflect this change. Given the number of revisions, the community is strongly encouraged to review the chapter-by-chapter [summary of changes](#) provided at the beginning of the PPAPG.

Other revisions include:

- Addition of new sections on Special Processing Instructions and Types of Proposals, including two new types, RAISE and GOALI;
- Additional instructions for proposers on completion of the Collaborators and Other Affiliations information;
- Supplemental guidance on submission of proposals by organizations impacted by a natural or anthropogenic disaster;
- Implementation of 45 CFR 690.118 for applications and proposals lacking definite plans for involvement of human subjects;
- Update on the type of information that NSF may request from proposers with regard to Federal environmental statutes;
- Supplemental information regarding treatment of NSF awards with canceled appropriations; and
- Numerous other changes and clarifications throughout the document.

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NSF will host a webinar to brief the community on the new PAPPG on January 19<sup>th</sup> at 1 PM EST – registration is required via [NSF's outreach events website](#).

## 2 NIH MAKES SECURITY ENHANCEMENTS TO ITS ERA MODULES

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The Office of Management and Budgets (OMB) is requiring that by the end of 2016 “all Federal websites and web services only provide service through a secure connection”. According to OMB, “the strongest privacy and integrity protection currently available for public web connections is Hypertext Transfer Protocol Secure (HTTPS).”

**Effective November 30, 2016, all eRA modules (eRA Commons, ASSIST, IAR and iEdison), web services and websites will use ‘https only’ secure connections to comply with the federally mandated “HTTPS-only” secure connection.**

As a result of this update, some browsers will no longer work. The following list of browsers and versions will still work properly following the update:

- [Google Chrome®](#) version 4.0.211.0 and higher
- [Firefox®](#) version 4 and higher; with Firefox 17, [Mozilla®](#) integrates a list of websites supporting the new protocol
- [Internet Explorer® 11](#) on [Windows® 8.1](#) and [Windows® 7](#) when [KB 3058515](#) or higher is installed (Released on Windows Update in June 2015)

These four are the other browser versions that will work with the security upgrade, but are not included in the in the [eRA Browser Compatibility](#) statement:

- [Chromium®](#)
- [Opera®](#) version 12 and later
- [Safari®](#) as of [OS X Mavericks](#)
- [Microsoft® Edge™](#) and [Internet Explorer® 11](#) on [Windows® 10](#)

More information is available at <https://https.cio.gov/> and [OMB M-15-13](#).

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## 3 ERA REDESIGN OF SECTION C IN RPPR

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The National Institutes of Health updated Section C (Products) of the Research Performance Progress Report (RPPR) to help PIs better categorize the products arising from their grant. The redesign includes a new scrollable menu that lists 14 product categories of which more than one category can be selected: Audio or video; data or databases; research material; educational aids or curricula; evaluation instruments; instruments or equipment; models; physical collections; protocols; software; survey instruments; interventions (e.g. clinical or educational); new business creation and other.

In addition, NIH developed a new resource '[Guide to Categorizing Products in RPPR's Section C](#)' to assist PIs in determining which category to place their product(s).

PIs who do not have a product to report can click on the 'Nothing to Report' checkbox.

## 4 NEW ERA COMMONS OPTION FOR PRIOR APPROVAL OF APPLICATIONS REQUESTING \$500,000 OR MORE IN DIRECT COSTS

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NIH developed an optional way for Investigators to seek prior approval of applications requesting \$500,000 or more in direct costs for a single budget year electronically through eRA Commons. This new option became available in eRA Commons on September 15, 2016.

### ***How it works:***

#### ***The Invite to Initiate a \$500K Request***

The PI will reach out via email or phone to the Program Official at the Institute/Center (IC) with whom they have been working concerning the \$500K request, per current practice. The PO can then choose to invite the PI to initiate the prior approval request through eRA Commons. The initiation of the request will trigger an email notification to the PI and to the Office of Sponsored Projects.

#### ***PI Action***

Upon being notified, the PI will go into eRA Commons and go to the Prior Approval tab along the top navigation menu. The PI will find two options and should click *List my Requests*. The PI will find the \$500K Request under the column Request Type, with a status of "In Progress PI," and should click the "Modify" link. The Prior Approval Request \$500K screen will open. The screen is pretty straightforward with a few required fields, such as Project Title, FOA number, and Anticipated Submission Date. The PI

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will need to provide a short justification (just 500 characters) for the request, with up to 10 supporting documents allowed. The PI can route the request to the Signing Official (SO), your OSP Proposal Manager, for review and submission to NIH.

## *SO Action*

The SO will view and submit the request.

## *Next Steps*

If the request is approved by the Program Official at the IC, the PI will receive an email from the Program Official. When the error free application is received by NIH, this application will be matched with the \$500k approval from the IC and the application will move through the normal process.

## 5 NIH FINAL PROGRESS REPORT FORMAT CHANGING TO FINAL RPPR

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The National Institutes of Health is making format changes to the Final Progress Report. Anticipated for January 1, 2017, the Final RPPR report will replace the current Final Progress Report for Closeout. One of the differences between RPPR and the Final RPPR is that not all sections will be part of the final report. For example, *Section D – Participants*; *Section F – Changes*; and *Section H – Budget* will not be part of the Final RPPR. Plus, instead of a PDF upload, the information will be entered into RPPR-like screens. The new screens will include a new *Section I – Outcomes*.

The transition date from the current Final Progress Report Process to the Final RPPR will be a strict one. The anticipated plan specifies that if you have a progress report due, and you want to use the old format, it must be submitted **prior to January 1, 2017**. Any final progress report submitted after January 1, 2017 will need to be submitted as a Final RPPR. Any other submission format will be rejected and will need to be resubmitted in the Final RPPR format.

## 6 OSP CREATES NEW IRES RECORD DELETION REQUEST WEB FORM

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Requests to have records deleted from IRES Proposal Development or Proposal Tracking now requires individuals to complete a **new** simple web form, [IRES Record Deletion Request Form](#) and submit it to OSP for review and confirmation. The new form is located on the [Resources page](#) of the OSP website.

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Remember, once a record is deleted in IRES it cannot be restored. We are taking precautionary measures that will aid us in capturing consistent and necessary information for review and verification prior to deleting the IRES record.

The form will capture important information, such as:

- Assigned GCAT
- Name of Requestor
- Requestor Email Address
- Department Owning Org Number
- IRES Record Number to be Deleted
- Whether the record to be deleted is a parent or child record
- The Reason for Deletion (e.g. Record created in error, PI never submitted proposal, record is a duplicate of IRES record number \_\_\_\_\_, etc.).

Please contact Tracy Coston at [tracy.coston@yale.edu](mailto:tracy.coston@yale.edu) or 203-785-6033 if you have any questions about the use of this form.

## 7 2017 INTRODUCTION TO SPONSORED PROJECTS ADMINISTRATION (SPA) CLASS SCHEDULE IN TMS

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Are you new to sponsored projects administration? Are you interested in learning the basics of sponsored projects administration? Has it been a year or more since you've last taken the Introduction to Sponsored Projects Administration training? Are you interested in a refresher?

Introduction to Sponsored Projects Administration is a 1-day program that guides attendees through the basics of sponsored projects terminology, proposal submission, award and financial administration to award closeout. If you answered 'yes' to any of the above questions, the Office of Sponsored Projects encourages you to register via the [Training Management System \(TMS\)](#) to attend an upcoming training session. You can also [preview course material](#) for this class at anytime.

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## 8 OSP STAFF UPDATES

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We are pleased to announce the following new hires in OSP:

### **Award Management**

- On November 14<sup>th</sup> *Kimberly Gildersleeve-Sivakoff* joined OSP as a new award manager on the Award Management Team, with primary responsibility for providing support to faculty and department business office administrators regarding the administration of grants and interpretation of award terms and conditions. Most recently Kim was Sr. Director of Donor Compliance with International Rescue Committee, Inc. She has over 20 years of experience in international development with a focus on grant and contract management and donor compliance. Her experience includes but is not limited to an in depth understanding of the CFR, OMB Circulars, FAR, AIDAR, USAID ADS series. Her experience also includes working with international donors and civil society organizations from around the world. Kim has a Master's degree from The New School, Milano School of International Affairs, Management and Urban Policy.