Transmittal Summary (TranSum) Form and Regulatory eForm Updates

The Transmittal Summary (TranSum) Form 1304.FR03 and Regulatory eForm have been updated. Please see below for a summary of the relevant changes. Any questions about either the TranSum or the Regulatory eForm should be directed to your GCA Reviewer.

The TranSum is available on the Policies and Procedures website under the Forms section. The form should be used going forward. The Office of Grant and Contract Administration will continue to accept the previous version (effective 5/17/2013) through the month of February. **Beginning March 1st, 2014, the older version will no longer be accepted.**

The updated Regulatory eForm is available in PD. Please review the scenarios to see if any action is required in records which **have not** been routed to GCA:

- **The Regulatory eForm has not been added to the record yet**
  - No additional steps are required.

- **The Regulatory eForm has been added but not completed**
  - Open the form, answer the additional questions and complete the form.

- **The Regulatory eForm has been added and completed**
  - Open and uncomplete the eForm, the new questions will appear, answer the questions and complete the form.

**Summary of Relevant Changes**

**TranSum**

- **Section IV: Senior/Key and/or Other Responsible Personnel Data**
  - Shading has been removed to ensure the form is legible when electronically scanned.

- **Certifications and Approvals**
  - The following language has been added as a part of the PI Certification:
    - “(If this proposal is to a federal agency and awarded) I have not and will not use federally appropriated funds to pay any person for influencing or attempting to influence any officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress with respect to the award, continuation, renewal, amendment, or modification of any of these instruments.”
  - The Department Chair/Dean (or Designee) signature line has been removed and is no longer required on the TranSum

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Transmittal Summary (TranSum) Form and Regulatory eForm Updates (continued)

**Regulatory eForm**
- The following fields have been added:
  - **Originating Sponsor Number:** This represents the prime sponsor’s award number when Yale is the recipient of a subaward.
  - **Administrative Contact:** Click the Edit Icon to select the departmental administrative contact for this proposal.
  - **Cost Sharing Project Number and Cost Sharing Award #:** Salary over the cap information should now be added here for all personnel who have salary over the cap. Please note although you should still answer the yes/no question regarding salary over the cap, the text box formally used to populate this information is now read only and cannot be edited. Cost sharing information should be entered in the new fields in the personnel section.
  - **GCA Only:** This field will be completed by GCA.