

OFFICE OF RESEARCH ADMINISTRATION NEWSLETTER

“Yale has a clear obligation to comply with all regulations pertaining to the administration of federal grants, and we will spare no effort to remedy any deficiencies in our practices.” *President Rick Levin*

INSIDE

- 2 Human Subjects Grant-Protocol Congruency: What You Should Know**
- 2 Welcome Penny Cook**
- 3 Research Administration Training Opportunities**

Need to ship and/or export research materials?

Environmental Health and Safety (EHS) has developed a new web based General Awareness training outlining the regulatory requirements for shipping and exporting research materials (e.g., biological, chemical and radioactive materials). This training is required for everyone including principal investigators, researchers, and administrative personnel who may be involved in any aspect of shipping these materials.

If you work in an area or department where research materials are used, shipped from, ordered, or stored, please review the training materials located at http://www.yale.edu/ehs/powerpoint/GeneralAwareness_files/frame.htm, and complete the online quiz as soon as possible. [Note: Please use Internet Explorer or Safari to view the General Awareness training website.] Training requirements for faculty and staff will be managed and recorded through the University's Training Management System (TMS). Those individuals who have not already taken shipping training or the new General Awareness training will receive automated emails from TMS indicating this new requirement.

The “General Awareness—Shipping and Exporting Research Materials” training will not authorize you to ship research materials, but will review the training requirements and shipping procedures that EHS has established to comply with various longstanding shipping regulations.

All research materials leaving Yale University are required to be reviewed by EHS for regulatory compliance. To request a shipment review, please submit a [Research Material Shipment Request](#) form. Please do not ship any research materials until you have received a written clearance from EHS.

*For additional information, please see the Research Materials Shipping Website:
<http://www.yale.edu/ehs/hazmatship.htm>*

If you have further questions please contact:

*Environmental Health and Safety
Phone: 203.785.3550
Email: EHSHAZMAT@yale.edu*

Did you know that...

While away on University business the cost of childcare is not an allowable expense (review Policy 3301: Travel on University Business <http://www.yale.edu/ppdev/policy/3301/3301.pdf>) However, if you are a non-ladder faculty member, you can apply for dependent child care support. For more information, visit: http://www.yale.edu/provost/html/provost_ltr_cctravel.html.

Under federal regulations (45 CFR 46.103(f)) the IRB is required to review all grant applications or proposals that fund a particular project *along with* the research protocol application to ensure consistency between the documents. Though this has always been a requirement, many investigators remain unaware that the Office of Grant and Contract Administration (GCA) is unable to set-up an award if the IRB has not conducted a congruency review determining that the research proposal and the human subjects protocol application are congruent.

In order to prevent a delay in setting up a sponsored project award, investigators must:

- Provide the IRB with a comprehensive list of ALL funding sources for a particular study; this includes center grants and training grants that support any member of the research team. The IRB understands that all potential funding sources may not be known or finalized at the time the protocol is originally submitted for approval.
- Funding sources that are pending at the time of IRB submission should be identified as such. If any new sources are added later, the investigator must submit an amendment to the IRB indicating the addition of the new funding source. If this is not done, then the

IRB cannot conduct the required congruency review and GCA cannot release the funds.

- Similarly, if a grant ends and is no longer funding a particular study, the investigator should amend the protocol to remove this funding source.

Special Note for Yale studies conducted at the VA by Yale PIs: If a study is conducted solely at the VA but funded by a proposal submitted through Yale, the funding source must be listed on the protocol.

Where to List Your Funding Sources: If submitting a paper application, the funding source is one of the first questions asked. If you are using Coeus and the e-application, the funding source is not listed on the protocol, but rather must be entered directly into the protocol record in Coeus. For either application, be sure to list the grant award number and its Yale proposal commonly referred to by its "M" or "C" number so the IRB staff can review the grant.

If you have questions regarding congruency and how to add or remove a funding source, please contact the IRB office. Biomedical research: HIC 785.4688, ask for Cathleen Montano or Tracy Rightmer. Social, Educational & Behavioral research: HSC 436.3650 or human.subjects@yale.edu

Welcome Penny Cook

The Offices of Research Administration and Research Compliance and Education are pleased to welcome Ms. Penny Cook as the Director, Strategic Research Initiatives. Penny will play a critical role in two equally important University priority areas.

First, under the direction of the Associate Vice President for Research Administration and in close collaboration with the Deans of self support schools and the Office of the Provost, Penny will coordinate initiatives prioritized by these Offices to increase sponsored research support at Yale University. The emphasis will be on a portfolio focused on

multidisciplinary, highly competitive and limited applications that require central coordination and planning. Ms. Cook will assist in facilitating interdepartmental and interschool collaborations.

Second, under the direction of the University Research Compliance Officer, an equally important role will be the design, development and delivery of training in sponsored projects administration to central and departmental staff, and faculty. In addition, Penny will design, develop, deliver and coordinate programs to enhance faculty success in grant applications submissions.

Did you know that...

The Department of Health and Human Services' (HHS) Grants Policy Statement (GPS) applies to all awards funded by HHS agencies such as SAMHSA, AHRQ, AOA, FDA, CDC, and others except for the NIH? The separate NIH GPS applies only to NIH awards.

If executing a cost transfer involving a HHS (non-NIH) award, please note that the HHS GPS states the following requirements, "Permissible cost transfers should be made promptly after the error occurs but no later than 90 days following occurrence unless a longer period is approved in advance by the GMO.

Research Administration Training Opportunities

UPCOMING TRAINING EVENTS

Brown Bag Luncheon Series

- *Fundamentals of Sponsored Projects Administration*

2-day training program:

January 12, 2010–January 13, 2010

9:00 AM – 4:30 PM

25 Science Park, Room 125

OR

February 9, 2010–February 10, 2010

9:00 AM – 4:30 PM

25 Science Park, Room 125

To learn more and/or to register for these sessions, visit <http://www.yale.edu/training/>, navigate to Grant and Contract Training, then Click on Courses under GCA and GCFA Training.

Additional Training for Faculty and Administrators

- **Grant and Contract Financial Administration (GCFA)**

- Allowability of Costs and Cost Transfer Principles
- Effort Reporting Principles
- Effort Reporting System Training
- Subrecipient Basics, Monitoring and Tracking – web based
- What Research Staff Need to Know About Spending Sponsored Project Funds

- **Grant and Contract Administration (GCA)**

- Hands-on Clinic – Grants.gov
- Fundamentals of Export Controls – web based

- **Office of Research Administration (ORA)**

- Sponsored Projects Administration Training for Faculty – web based

To learn more and/or to register for these sessions, visit <http://www.yale.edu/training/>, navigate to Grant and Contract Training, then Click on Courses under GCA and GCFA Training.



*The Office of Research Administration and its associated Offices
wish all our readers a happy and joyous holiday season.*

OFFICE OF RESEARCH ADMINISTRATION MISSION STATEMENT

To coordinate the activities of the various University offices providing support to faculty, staff and students on sponsored projects, to assure that service provided by those offices is of the highest caliber and professionalism, and to serve as an effective representative for the research enterprise at Yale University and nationally.