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 visit http://grants.yale.edu/news for archives. To subscribe, please go to: https://messages.yale.edu/subscribe

1 RPPR TRANSITION TO OSP AWARD MANAGERS

As mentioned in our July RAG meeting, effective with the September 2015 deadlines, all Research Performance Progress Reports (RPPR) requiring submission through eRA Commons and other sponsor progress reports which require an authorized signature will be reviewed and approved by the Office of Sponsored Projects’ (OSP) Award Manager assigned to your department and NOT the Proposal Manager assigned to your department. If you do not know who your Award Manager is, please visit: http://grants.yale.edu/people/all for assistance.

As a reminder, any individual included in a NIH RPPR submission who does not have a User ID in eRA Commons, the following steps must be taken before the RPPR can be submitted:

- Send an email to the appropriate gcat box requesting the creation of a User ID. Include in the email the following information of the new user:
  - First Name
  - Middle Name (if applicable)
  - Last Name
  - Role (Graduate Student, PI, Postdoc, Project Personnel, Scientist)

Once the new User ID is created, an email will be sent from the gcat mailbox to the new user (cc to Department Business Office) requesting them to update their profile in eRA Commons. Note: The eRA Commons system does not permit the submission of a RPPR unless the profile of the new user is updated. Therefore, all Department Business Offices (DBOs) are depended on to work with faculty and staff to ensure they follow this procedure.

Below is an excerpt from a recent NIH communication regarding the importance of profile information:

NIH 7/2015: Importance in Keeping Your Personal Profile Up to Date:

- Personal Profile data is used to identify YOU- This is helpful for common names like Smith
- Email Address for account-related communications
- Demographics Section - Not required, but helps NIH with statistical reporting.
- Employment Section - All PIs, with or without the Internet Assisted Review (IAR) role, are required to complete and maintain this information
• Education Section: The data concerning terminal degree and medical residency are used to calculate your eligibility for New and Early Stage Investigator classifications.

If you have any questions regarding this new process, please do not hesitate to contact your OSP Award Manager.