RAG Meeting
Research Administrators Group
Office of Sponsored Projects
February 2017
Today’s Agenda

- Welcome
  - Introductions of new OSP staff

- Award Management
  - Multi-PI Awards
    - NIH requirements for prior approval requests
  - Cost Sharing
    - Reporting to Sponsor

- Financial Management
  - Upcoming Audits
  - A-133
    - Prior approval requirements
    - Period of availability
    - State Agency approval for re-budgeting

- CCTC: Campus Collaborative Training Committee
  - Charter Overview

- Business Operations
  - Proper Use of GCAT mailboxes
  - Navigating the new OSP website

- Questions
Introducing New OSP Staff

**Proposal Team:** Amy Ellis  
- Kimberly Fiore, Proposal Manager  
- Adrienne Marable, Proposal Manager  
- Tina Varick, Proposal Manager

**Award Management Team:** Cheryl Magoveny  
- Kimberly Gildersleeve-Sivakoff, Award Manager

**Contracts Team:** Don Deyo  
- James Cresswell, Contract Manager  
- Jennifer Rawlings, Contract Manager

**Clinical Trials Team:** Jeff Allen  
- Jeri Barney, Assistant Director Clinical Trials  
- Kathryn Picanso, Contract Manager  
- Melissa Roy, Contract Manager

**Subaward Team:** Lauren Pite  
- Melissa Norton, Subaward Specialist
Introducing New OSP Staff (cont’d)

**Financial Management:** Nancy Kendrick
- Ericka Kundrath, Business Analyst

Cash Management Team: Margaret Conway
- Annie Carusone, Invoicing Accountant
- Cynthia LoPiano, Financial Accountant

Reporting Team: Kenechia Clarke
- Maranda Fitzgerald, Senior Accountant
- Pamela Malec, Senior Accountant
- Geoffrey Schempp, Senior Accountant

**Business Operations:** Cynthia Kane

Training & GCAT Administration: Tracy Coston
- Kathi Goodfriend, Training Manager
- Christine Hanks, Sr. Administrative Assistant
Award Management

Cheryl Magoveny
Office of Sponsored Projects
NIHGPS Section 9.1 General:

- All PD/PIs share equally authority & responsibility for leading & directing the project
- Each PD/PI is responsible & accountable to the applicant organization, or to a collaborating organization, for the proper conduct of the project/program, including submission of all required reports
- The applicant/recipient organization is responsible for securing and retaining the required written assurance signatures from each identified PD/PI on:
  - All applications,
  - Post-submission information
  - Progress reports
  - Post-award prior approval requests and
  - Must make PI signatures available to NIH or other authorized DHHS or Federal officials upon request.

- OSP Requires DBO to collect and provide signatures of Contact PI and all other PIs prior to submitting any of the above information
Cost Sharing Reminder

- Yale Policy discourages Voluntary Committed Cost sharing
- Yale must honor its commitment, spend accordingly and report to sponsor
- Any cost sharing obligation not met may result in funding being returned to the sponsor.
Financial Management

John Maloney
Office of Sponsored Projects
Upcoming Audits

- Uniformed Guidance Audit (A-133)
  - Areas of focus
    - Effort Reporting: timely certification
    - Cost Transfers
    - Period of Availability: costs posted after end date
    - Cost Sharing: meeting requirement and documented
    - Financial Reports: timely submission
    - Special Terms & Conditions
      - Prior approvals
      - Reporting
    - Subrecipient Monitoring: invoices reviewed and signed
    - Allowability of Costs
Upcoming Audits (cont’d)

- State of Connecticut
  - Areas of focus
    - Allowability of costs
    - Financial Reports: timely submission
    - Prior Approvals
      - Re-budgeting when required
      - Change in PI
Campus Collaborative Training Committee (CCTC)

Darlene Jones
School of Forestry & Environmental Studies
The Campus Collaborative Training Committee (CCTC) was created in October 2016

The CCTC was created in direct response to proposal recommendations from the Workday Sponsored Awards Management Service Group.

The CCTC membership is comprised of campus-wide department and central representatives.
Campus Collaborative Training Committee

Scope of the Committee

• Identify issues, opportunities and projects where the CCTC can work together to satisfy respective training needs and further interest
  – Identification of local level training needs and create consistency amongst departments

• Jointly develop, implement, sustain, evaluate, and enhance university-wide training offerings. Some examples include:
  – Participation in delivery of existing training programs (Introduction to Sponsored Projects Administration, etc.)
  – Development of online training programs and articulate storyline vignettes as needed
Executive Sponsorship

• Carrie Capezzone  
  Associate Dean of Finance, YSM and Business Operations Leadership Team (BOLT)

• Cynthia Kane  
  Director, OSP Business Operations

• Tracy Guarnieri  
  Compliance Officer, Office of Research Administration
Committee Members

Co-Chairs: Hannah Carroll, Lead Administrator for Astronomy & Physics
Tracy Coston, Assistant Director, OSP Business Operations

Members:
- Deb Apuzzo – Pharmacology
- Pam Buonocore – Geology & Geophysics
- Michele Deschino – Internal Medicine
- Jacky Fields – FRMS, Pre-Award
- Kathy Fisher – YSPH
- Kathi Goodfriend – OSP Training
- Darlene Jones – F&ES
- Andrea Lozano – OSP Award Management
- John Maloney – OSP Financial Management
- Keith McGibbon – YSM Financial Operations
- Michele Montana – FRMS, Post-Award
- Erlyn Neri – Neurobiology
- Natalie Speranza – Internal Medicine, Post Award
Campus Collaborative Training Committee

Where are we in the process...

• Met with the Executive Sponsors
  1. Clearer vision of expectations and goals of the CCTC
  2. Assurance that CCTC will be supported by the Executive Committee
  3. Executive Committee will take recommendations to BOLT
  4. Collaborative training effort between departments and OSP

• Gap Analysis Task
  1. Identified areas of training that need to be addressed
  2. Discussed onboarding efforts in departments that fill gaps

• OSP CCTC website
  - https://your.yale.edu/research-support/office-sponsored-projects/osp-educational-opportunities/cctc
  - Opportunity for Feedback: https://your.yale.edu/research-support/office-sponsored-projects/osp-educational-opportunities/cctc
Business Operations

Tracy Coston
Office of Sponsored Projects
Proper Use of OSP GCAT Mailboxes

- **OSP News & Updates, 2017 Volume 1, Issue 1**
  - When is it appropriate to send an email to an OSP GCAT mailbox?
  - What does OSP mean by “Please send only actionable requests to the GCAT mailbox”?
    - Entered into IRES
    - Logged to appropriate OSP Manager/Resource

- What happens once actionable an request is received by the GCAT?
  - Reviewed to determine type of document/request
  - Entered into IRES
    - New IRES record created
    - Update to existing IRES record
  - Assigned/logged to OSP reviewer/manager in order of priority
Proper Use of OSP GCAT Mailboxes

- **OSP News & Updates, 2017 Volume 1, Issue 1**

  - **What** are some of the work requests that are prioritized?
    - JIT requests
    - Requests for New Sponsor Setups in IRES
    - At Risk Requests
    - No-Cost Extension Requests
    - Sponsor-imposed deadline-related requests
    - Requests for new eRA Commons IDs
    - Work requests clearly marked as “Urgent” with deadline indicated in the subject line
Proper Use of OSP GCAT Mailboxes

Please be aware that:

- OSP does not consider inquiries regarding the status of a request with an already existing IRES log opened to an OSP manager/reviewer as an actionable request.

- When making a follow up inquiry:
  1. Check IRES PT to see if there is updated information on the status of the action.
  2. If you do not see activity, inquiries should be sent to the assigned OSP reviewer/manager directly.

- DO NOT copy the GCAT unless you are uncertain about who to contact.
Proper Use of OSP GCAT Mailboxes

- “Each email sent to a GCAT must be read to determine whether it needs to be logged to an OSP Reviewer/Manager.

- Therefore, it is important to only send actionable requests to the GCAT as non-actionable items could potentially delay the processing of valid, time-sensitive requests.”
It’s Your Yale: Navigating New OSP Website
Navigating OSP’s New Website on It’s Your Yale

- It’s Your Yale (IYY) Home Page: https://your.yale.edu/

- New! OSP Website Location: https://your.yale.edu/research-support/office-sponsored-projects
OSP Website: Frequently Visited Pages

- **Resources:**
  https://your.yale.edu/research-support/office-sponsored-projects/resources

- **Frequently Needed Yale Facts:**
  https://your.yale.edu/research-support/office-sponsored-projects/resources/frequently-needed-yale-facts

- **OSP Educational/Training Opportunities for Administrators:**
  https://your.yale.edu/work-yale/training/research-training/osp-educational-opportunities
  - **OSP Administrator Education:**
    https://your.yale.edu/research-support/office-sponsored-projects/osp-educational-opportunities/osp-administrator-education
  - **Online Training Opportunities:**
    https://your.yale.edu/research-support/office-sponsored-projects/osp-educational-opportunities/online-training
  - **RAG Meeting Tools:**
    https://your.yale.edu/research-administrators-group-rag-quarterly-meetings

- **OSP News & Updates:**
  https://your.yale.edu/research-support/office-sponsored-projects/osp-news-updates

- **Contact Us:**
  https://your.yale.edu/research-support/office-sponsored-projects/sponsored-projects-contacts
  - **OSP Departmental Portfolios:**
    https://your.yale.edu/policies-procedures/other/osp-matrix
Navigating OSP’s New Website on It’s Your Yale

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Questions?
Thank you!