The OSP News & Updates, published by the Office of Sponsored Projects, is a bi-weekly subscription-based newsletter that provides OSP and sponsor updates and reminders, quick facts, guidance and training in all aspects of sponsored projects administration. To subscribe, visit https://messages.yale.edu/subscribe.

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1. Growth in Number of NIH CSR Administrative Rejections

The Office of Sponsored Projects has seen an increase in the number of administrative rejections by the Center for Scientific Review (CSR) at the NIH in the past few weeks. The two most common reasons for administrative withdrawal without review are:

1. The announcement did not support all Institutes and Centers at the NIH and based on the referral guidelines, the Division of Receipt and Referral at CSR was unable to assign the application to one of the Institutes or Centers that did support the announcement.
   
   Additionally, there have been instances whereby CSR is overriding the requested Institute,
stating that the project is better suited to another Institute (which does not participate in the solicitation) and the application is then withdrawn.

2. Page limits or formatting specifications were not followed.

Please be sure to read the solicitation carefully during the proposal preparation process and follow all guidelines set forth by the sponsor. With the introduction of Forms-E in January, most of the NIH solicitations were re-issued; we recommend that the participating Centers, as well as required components and page limits, be checked before beginning any new proposal. As always, please contact your proposal manager with any specific questions as early in the process as possible.

2  REMINDER: EFFORT REPORTING CERTIFICATION DEADLINE

The certification deadline for Fall 2017 and Graduate Fall 2017 effort reporting periods is April 30, 2018.

Fall 2017 is currently 67% certified.

Graduate Fall 2017 is currently 83% certified.

Effort Certification Reviewers should utilize the monitoring report, Effort Certification Status Report – Yale, to identify the status of Effort Certification Statements. A quick guide for Effort Certification Reports can be found at https://workday.training.yale.edu/system/files/effort-certification-reporting.pdf.

- Effort Certification Reviewers should communicate with certifiers and provide assistance with the certification process. A quick guide for the certification process in Workday can be found at https://workday.training.yale.edu/system/files/effort-certification-for-certifier.pdf
- Effort Certification Reviewers with questions about Effort Certification Statements pending administrative review should contact Effort.Reports@yale.edu.

3  MARCH BROWN BAG MEETING: REMOTE PARTICIPATION VIA ZOOM!

We had a great turn out for our first-time offering remote participation via Zoom! We had 73 remote logins, and at least 10 of the logins represented teams watching together in a conference room.

Because this was such a success we will begin offering one Brown Bag session each month which you can attend either in-person or remotely; and a video of the session will be available online a few days after the event. Many of you commented that you prefer in-person sessions and the ability to network with your
colleagues, and our plan is to continue to hold future sessions at both 25 Science Park and YSM (typically Harkness or TAC auditoriums).

Thank you to those who gave us feedback about the Zoom session. We would like to address some of the comments submitted:

- Please be aware that our Zoom license is limited to a certain number of logins. If you register in TMS and cannot attend, please either withdraw yourself from the class or send an email to osp.trainings@yale.edu so we can free up the virtual seat for someone else.
- Most participants should be able to join using computer audio; and if you are at a workstation, you can plug earbuds into the audio port on your computer so as not to disturb your neighbors.
- Some participants may be using computers that will not support computer audio and will need to connect via computer to see the presentation and via phone to hear. In this case, please login to the session using your computer first, then dial the zoom phone connection and enter the session number. Most users should not have to use both computer and phone connections.
- Evidently there was a moment when the sound went completely silent for remote participants. Unfortunately, this is the result of a malfunction of either the connection or Zoom, and not something we can troubleshoot. Hopefully it won’t happen again.
- We do have control when it comes to volume and your ability to hear the presentation and questions, and we are learning that no matter how loud your voice might be, if you are not speaking directly into the microphone the remote participants cannot hear what is being said. Our presenters will do their best to speak into the microphone and repeat any audience questions before answering.
- When you are watching the presentation on your computer or mobile device, you should be able to open the chat window and see all the questions sent in by the remote participants. One person indicated they could only see part of the chat questions – not sure what the problem is, but we will investigate.
- We had a Mac user that was unable to use the link, but the link did work successfully for some Mac users. Be sure to watch for pop-up messages in your browser window once you click the link, and follow the pop-up instructions. Zoom does need to install a program on your computer before it will connect. Contact the Help Desk if you continue to have issues because Zoom should work just fine on a Mac.

Ultimately the purpose of the Brown Bag sessions is to provide updates and useful information for those involved with the administration of sponsored projects. Your feedback and suggestions are essential in helping us make these sessions a productive use of your time. Please continue to complete the Brown Bag
surveys (we try to make them quick and easy to complete), or send any comments about Zoom or Brown Bag sessions to osp.trainings@yale.edu.

4 REGISTRATION IS OPEN FOR APRIL BROWN BAG SESSION

Please join us on April 25th for the April Brown Bag session hosted by the Office of Sponsored Projects. This session will be held remotely via Zoom and in-person. Visit TMS to register for a session.

Topics are being finalized and will be posted on the TMS page soon.

Please contact osp.trainings@yale.edu if you have any questions.

5 SPONSOR-RELATED UPDATES & REMINDERS

5.1 HEALTH RESOURCES & SERVICE ADMINISTRATION (HRSA)

5.1.1 Quarterly Grant Recipient Technical Assistance Call

The HRSA electronic grants administration system known as Electronic Handbooks (EHBs) is an important tool for administering your HRSA grant(s). The EHB enables you to efficiently submit and retrieve HRSA grant information electronically. To ensure that all HRSA grantees are informed, the grants office is conducting two presentations to review recent news, the HRSA grants process, and to answer questions.

Each presentation will be presented in Adobe Connect and will include the same introduction and review of slides followed by a question and answer session. HRSA experts will be available on each presentation to answer your questions. There is no need for you to participate in more than one presentation.

Conference Call Dates/Times:

Wednesday, April 18, 2018 1:00 p.m. – 3:00 p.m. (EASTERN TIME)
Thursday, April 19, 2018 9:30 a.m. – 11:30 a.m. (EASTERN TIME)
Adobe Connect URL: https://hrsaseminar.adobeconnect.com/ofam_ta_call/
Conference call number for both sessions: 800-779-1324*
International call number for both sessions: **1-630-395-0174***

The passcode for both international and domestic callers is: **1635638***

The first portion of the presentation will refer to the slides, you may wish to have these in front of you during the conference call, although it is not required. Please click here to download the presentation: [HRSA Grantee Conference Call April 2018](#). The calls are recorded and uploaded on the HRSA's website, typically within a week, and will be available for 60 days.

### 5.2 **National Institutes of Health (NIH)**

#### 5.2.1 **Summary of Leave, Part-Time and Extension Policies Available to Ruth L. Kirschstein National Research Service Awards (NRSA) Trainees and Fellows**

NIH Issued Notice Number: NOT-OD-8-154 to clarify the policies on part-time teaching, leave (vacation, holiday, sick, parental, unpaid leave of absence), and requests for extensions of an award or appointments due to interruptions in training. The notice is applicable to graduate and postdoctorate trainees and fellows supported by Ruth L. Kirschstein National Research Service Award (NRSA) research training grants or individual fellowships. A complete list of NRSA programs and other NIH extramural training support programs can be found at [https://researchtraining.nih.gov/programs](https://researchtraining.nih.gov/programs). The details of NRSA policies can be found in the [NIH Grants Policy Statement](#) (GPS). The relevant sections of GPS are identified below.

**Part-Time Training**

Trainees and fellows are typically required to engage in training on a full-time basis, normally considered to be 40 hours per week or as specified by the policies of the recipient institution. Under certain circumstances trainees and fellows may request part-time training to accommodate medical conditions, disability, personal or family situations including child or elder care. Part-time training must be at 50 percent effort or more and will not be approved to accommodate other sources of funding, job opportunities, clinical practice, clinical training, or non-training related responsibilities associated with the trainee’s or fellow’s position at the recipient institution. All such requests must be signed by the trainee or fellow, the Authorized Organizational Representative (AOR) and the training grant Program Director/Principal Investigator (PD/PI) or the fellowship sponsor. The request for part-time training must provide a justification of the need for a reduced level of effort and the expected duration of the period of part-time training. (GPS References: [Trainees, Fellows](#))
Vacations and Holidays
NRSA trainees and fellows may receive leave for the same vacations and holidays available to individuals in comparable training positions at the awardee or sponsoring institution. NRSA trainees and fellows continue to receive stipends and allowances during these periods. At academic institutions, the period between semesters or quarters is considered an active part of the training period and is not considered a vacation or holiday. (GPS References: Trainees, Fellows)

Sick Leave
NRSA trainees and fellows may continue to receive stipends for up to 15 calendar days of sick leave per year. Sick leave may be used for medical conditions related to pregnancy and childbirth. (GPS References: Trainees, Fellows). Under exceptional circumstances this period may be extended in response to a written request to the NIH awarding component.

Parental Leave
NRSA trainees and fellows may continue to receive stipends for up to 60 calendar days (8 work weeks) of parental leave per year for the adoption or birth of a child. Either or both parents are eligible for such leave, but the institution and/or the supervisor must be notified in advance according to organizational policies. The use of parental leave requires approval by the fellowship sponsor or the PD/PI of the training grant. (GPS References: Trainees, Fellows)

Unpaid Leave of Absence
NRSA trainees and fellows requiring extended periods of time away from their research training experience must seek approval from the NIH awarding IC for an unpaid leave of absence. A request letter must be submitted by the AOR, signed by the trainee or fellow as well as the training grant PD/PI or fellowship sponsor. The request must state the reason for the leave of absence and must advise the NIH awarding IC of the anticipated dates of the leave of absence. NRSA Trainees and Fellows and institutions are precluded from spending award funds during the leave of absence; although continued coverage of health insurance would be allowable if in accordance with policy of the sponsoring institution. During a leave of absence, documentation to suspend the award and/or the accrual of service for calculating the payback obligation must be completed and retained by the recipient institution. When the fellowship or research training grant is eventually terminated, the leave of absence must be clearly documented on the Termination Notice. (GPS References: Trainees, Fellows)

Extension of an Award or Appointment for Interruptions in Training
Requests for an additional period of graduate or postdoctoral NRSA support will be considered if an event unavoidably alters the planned course of the research training, or if the interruption has significantly detracted from the nature or quality of the planned research training, and if an
extension of support would permit completion of the training as planned. Such events include sudden loss of the preceptor’s services or an accident, illness, or other personal situation including birth or adoption of a child, which may prevent a trainee or fellow from effectively pursuing research training for a significant period of time. Requests for additional time will be considered only if accompanied by a strong justification. All such requests must be signed by the trainee or fellow, the AOR and the PD/PI of the training grant or the fellowship sponsor. (GPS References: Trainees, Fellows)

5.3 NATIONAL ENDOWMENT FOR THE HUMANITIES (NEH)

5.3.1 NEH Increases Award Amount for NEH Fellowships

On February 21, 2018, the National Endowment for the Humanities (NEH) announced they have increased the monthly stipend awarded through its fellowships program.

NEH Fellowships support advanced research in the humanities toward the production of articles, books, digital materials, archaeological site reports, translations, editions, or other scholarly resources in the humanities.

The program accepts applications from individual researchers, teachers, and writers to pursue full-time, continuous humanities research projects for a period of six to twelve months. All successful applicants will receive a $5,000-a-month stipend—an increase of $800 a month over previous year.

The increased stipend also applies to NEH-Mellon Fellowships for Digital Publication, a fellowship program sponsored jointly by the NEH and The Andrew W. Mellon Foundation to support individual scholars pursuing interpretive research projects that require digital expression and digital publication.

Application guidelines for NEH Fellowships and the NEH-Mellon Fellowships for Digital Publication are available at the NEH website. The next application deadline for both fellowship programs is April 11, 2018.

Applicants may contact program staff in NEH’s Division of Research at 202-606-8200 or fellowships@neh.gov to discuss proposed research projects and questions about the application process.

The NEH awards approximately 80 NEH Fellowships and 10 NEH-Mellon Fellowships for Digital Publication per year. Recent NEH Fellowship awards.
5.4 American Heart Association (AHA)

5.4.1 New Requirements for Upcoming Applications

New requirements will be in place for research award programs with deadlines after June 1 (deadlines for all programs will be announced soon).

Applicants – For programs with deadlines after June 1, 2018, all applicants – including Predoctoral and Postdoctoral Fellowship applicants – must be American Heart Association Professional Members (memberships start at $81). There is a 3-5 day waiting period to process membership so AHA advises to apply/renew early. Applicants may renew or join via the Grants@Heart application site or by phone at 301-223-2307 or 1-800-787-8984.

Awardees – Beginning with award start dates on July 1, 2018, awardees must maintain AHA Professional Membership for the entire term of funding. AHA awardees may use their funding to pay AHA membership dues.

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1 Thank you to all who have contributed to this newsletter. Questions about this newsletter should be directed to osp.communications@yale.edu. To unsubscribe, visit https://messages.yale.edu/subscribe. For archived issues, visit OSP News & Updates archives.