The OSP News & Updates, published by the Office of Sponsored Projects, is a semi-monthly 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.

Table of Contents

1. Paying Subaward Invoices
2. Budget Negotiation Tip: Industry Supported Clinical Trials Reviewed by External IRBs
3. Clinical Trials in PD is Coming!
4. A New Prior Approval Request Template Posted to OSP Website
5. GCAT Mailbox – Help Us Identify Time Sensitive Email Requests
6. OSP Staff Updates
   6.1. Clinical Trials
   6.2. Financial Management
7. Calendar of Upcoming OSP Communications and Educational Opportunities
8. Upcoming Brown Bag Sessions
9. Sponsor-related Updates & Reminders
   9.1. National Science Foundation
      9.1.1. Revision of NSF Terms and Conditions
   9.2. National Institutes of Health
      9.2.1. Working with Large Text Boxes in Application Forms
   9.3. Grants.gov
      9.3.1. Questions and Answers from Grants.gov’s Town Hall Webinars

OSP News and Updates, 2018 Volume 1, Issue 4
1 **PAYING SUBAWARD INVOICES**

According to [1101 FR.01 Financial Review Checklist](#), subaward invoices should be reviewed on a bi-weekly basis to ensure subaward invoice payments are being processed accurately and in a timely manner. The central offices have found some challenges with the process in Workday that we didn’t experience under the old system. Reference the tips below to help you through issues that can delay payment of subaward invoices:

- **In the event that a Supplier Invoice is giving an error that the Invoice Date must be between the Grant (Award Line) start and end date, follow the “Use Budget Date for Award Validations” steps within the quick guide [Invoice Date Outside of Grant Dates](#) to resolve the issue.**
- **All subaward invoices must be paid against a Supplier Contract.** If the supplier contract end date associated with a subaward invoice has passed, contact your OSP Sponsored Project Specialist to extend the supplier contract.
- Run the “Find Subawards – Yale” report to find the grant line number (GR or GK) and supplier contract number (CON) associated with a subaward. The report will also show the total supplier contract amount and the remaining balance on the supplier contract.
- Invoices that have been reviewed and approved by the PI and DBO should be attached to the Workday invoice – DO NOT submit the signed subaward invoice to AP.

2 **BUDGET NEGOTIATION TIP: INDUSTRY SUPPORTED CLINICAL TRIALS REVIEWED BY EXTERNAL IRBs**

Industry supported clinical trials conducted at Yale may use either an internal Yale institutional review board (IRB) or an external (commercial) IRB ([with authorization from the Yale Human Research Protection Program (HRPP)](#)) to serve as the IRB of record for the review and oversight of the research involving human subjects. If a clinical trial conducted at Yale will be using an external IRB, you must notify your OSP contract manager as early as possible to ensure that appropriate language and fees are included in the final contract/budget. Providing such information early in the process improves the efficiency of contract negotiations and finalization by avoiding last minute revisions and unnecessary amendments (in the event the contract was fully-executed without external IRB information).

Questions about the contract language pertaining to the use of external IRBs should be sent to jeri.barney@yale.edu. Questions about the use of external IRBs should be sent to external.reviews@yale.edu.
3 CLINICAL TRIALS IN PD IS COMING!

We are pleased to announce that the Clinical Trials Team will be piloting the use of IRES Proposal Development (PD) for electronic routing of Clinical Trial Agreements to OSP, in lieu of the paper TranSum submission process to the GCATs, with the following departments:

- Comprehensive Cancer Center
- Cardiology, Internal Medicine
- Psychiatry
- Pediatrics
- Neurology

A new Clinical Trials routing template has been created in PD. The IRES Regulatory Form is mandatory and must be included in all new IRES PD records. In addition, the Instrument Type field on the Regulatory Form is now a required field.

Contact Jeffrey Allen at jeffrey.allen@yale.edu or 203-737-2168 if you have any questions regarding the pilot.

4 A NEW PRIOR APPROVAL REQUEST TEMPLATE POSTED TO OSP WEBSITE

As mentioned in OSP News & Updates, Vol. 1, Iss. 2, the OSP Award Management Team has begun developing new templates that may be used by staff when drafting prior approval requests. A new template regarding 2nd No-Cost Extensions (NCEs) has been posted to the OSP website. The 2nd NCE request can be used for National Institutes of Health (NIH) as well as other sponsors.


To view the prior approval request templates, visit the Resources page of the OSP website:

- Change in PI
- 2nd NCE

As a guideline, all prior approval request letters should include the following elements:
• Date
• Full name and address of either the GMS or PO
• Sponsor grant number in the subject line
• The opening sentence should state what Yale is seeking prior approval for (i.e. change in PI, NCE, etc.)
• Justification paragraph on why the change is necessary
• Reference to supporting documents, budget forms, other support, etc., included with the letter
• The effective date of the requested change (Ideally the date should be 30 days or more beyond the date of the letter)
• Include signature lines from both the PI and OSP Authorized Official
• Include a cc to the Program Officer or Grants Management Specialist depending upon who the letter is addressed to

Review the terms of the award or sponsor’s policies for additional guidance on specific prior approval requirements prior to sending the letter to OSP for review and approval.

5 GCAT MAILBOX – HELP US IDENTIFY TIME SENSITIVE EMAIL REQUESTS

Did you know that when email is sent to the OSP GCAT boxes they are processed by priority and then on a first in, first out basis? Priority processing is given to those requests that are time-sensitive in nature. These include, but are not limited to: At-Risk Requests, JITs, NCEs, requests for new eRA Commons accounts, Workday Award Setup Webforms, NOAs, etc. In addition, email that is clearly marked as “urgent” or “time-sensitive” in the subject line will be prioritized over other less urgent email that is received in the GCAT box. To avoid potential delays in processing priority email requests sent to the GCAT box, please be sure to let us know if your email requires immediate attention by clearly indicating so in the subject line.

If you have any questions regarding this matter, please contact Tracy Coston at tracy.coston@yale.edu or 203-785-6033.

6 OSP STAFF UPDATES

6.1 CLINICAL TRIALS

The Clinical Trial Team is happy to announce the addition of Matthew Zucker to the team as a Contract Manager. Matthew’s first day at Yale was Monday, February 19th. Matthew joins the team after spending
the past five years work in private practice at The Reardon Law Firm in New London. Matthew earned his BA from the University of Connecticut and his JD from Quinnipiac School of Law.

**6.2 FINANCIAL MANAGEMENT**

On February 13th, Rohan Patel joined the Financial Reporting Group as a Senior Accountant. Rohan previously worked in the Treasury Office and was recently part of the Workday Financial team.

**7 CALENDAR OF UPCOMING OSP COMMUNICATIONS AND EDUCATIONAL OPPORTUNITIES**

Below are OSP’s upcoming communication and training events scheduled for the months of March and April 2018. View the University’s Training Management System (TMS) to register for any class or for more information about the courses.

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# April 2018 Schedule

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## Upcoming Brown Bag Sessions

OSP will be holding brown bag sessions with the research administration community on **Tuesday, March 13th** and **Wednesday, March 14th**. Visit TMS to view event times and locations and register for a session.

Those who were unable to attend the live brown bag sessions in February are strongly encouraged to view the recordings and other resource materials through the direct links provided below or via the [OSP Brown Bag Sessions webpage](#) where all archived editions of the recorded sessions can be found:

- [View PowerPoint presentation](#) (PDF)
- [View Video of 2/13/18 Brown Bag](#) – Central Campus
- [View Video of 2/15/18 Brown Bag](#) – YSM
9  **SPONSOR-RELATED UPDATES & REMINDERS**

9.1  **NATIONAL SCIENCE FOUNDATION**

9.1.1  **Revision of NSF Terms and Conditions**

NSF made revisions to the [Award Terms and Conditions](#). Important changes are bulleted below:

- Revision of the micro-purchase threshold for procurement activities to $10,000 for awards made to institutions of higher education, related or affiliated nonprofit entities, nonprofit research organizations or independent research institutes. Grantees are authorized to establish lower thresholds at their discretion.
- New requirement for grantees to have procedures in place to respond to a breach of personally identifiable information (PII) and notify NSF that a breach of PII within the scope of an NSF award has occurred; and
- Modification of Research.gov to include an “Other” category, which must be used to submit prior approval requirements that do not already have a specific request type in NSF’s electronic systems.

For awards made to State and local governments or for-profit organizations, NSF developed a separate NSF prior approval matrix, which is referenced in the relevant set of terms and conditions.

Each set of terms and conditions is accompanied by a summary of changes made to that document.

The revised Terms and Conditions will apply to all new NSF awards and funding amendments to existing NSF awards made on or after March 1, 2018.

Revisions have been made to the following documents:

- NSF Agency Specific Requirements to the Research Terms and Conditions (ASR);
- Cooperative Agreement Financial & Administrative Terms and Conditions (CA-FATC);
- Grant General Conditions (GC-1); and
- Administration of NSF Conference or Group Travel Grant Special Conditions (FL 26).

The two CA-FATC supplemental terms and conditions for large facilities and Federally Funded Research and Development Centers (FFRDCs) have been combined into one document titled, “Modifications and Supplemental Financial & Administrative Terms and Conditions for Major
Multi-User Research Facility Projects and Federally Funded Research and Development Centers”. The Modifications and Supplemental terms and conditions also will apply to all new NSF awards and funding amendments to existing NSF awards made to these entities on or after March 1, 2018. (Source: Feldman, NSF Division of Institution & Award Support (DIAS) Policy Office).

9.2 NATIONAL INSTITUTES OF HEALTH

9.2.1 Working with Large Text Boxes in Application Forms

The PHS Human Subjects and Clinical Trials Information form includes several text box fields with larger character count limits. Instead of using attachments, the text box format used by ClinicalTrials.gov was chosen to facilitate data exchange between eRA and ClinicalTrials.gov.

The impact of that data interoperability is the loss of rich text formatting within the field. See Rules for Text Fields (part of How to Apply – Application Guide page) for more information. (Source: NIH eSubmissions Items of Interest – February 14, 2018).

9.3 GRANTS.GOV

9.3.1 Questions and Answers from Grants.gov’s Town Hall Webinars

In early December 2017, Grants.gov held town hall-style webinars so that users could have their questions answered about Grants.gov Workspace and the upcoming retirement of the Legacy PDF application method.

- View a summary of the discussion during the two webinars.
- View the full Town Hall Webinar video recording.

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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.