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://subscribe.yale.edu/browse?search=OSP.

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1 1306 FR.01 Cost Sharing Form/Instructions Revised

Revisions (dated April 4, 2018) have been made to Form 1306 FR.01 Cost Sharing Approval Request and its corresponding Instructions. The form and instructions were updated to include Workday terminology. The form type has also been updated to a fillable pdf instead of an excel spreadsheet.
Please begin to immediately use the updated form for all proposals that include cost sharing either in the form of mandatory, voluntary committed, and/or in-kind matching as well as for requesting F&A reductions or waivers.

2 BE PREPARED: PEAK SEASON FOR GRANT AWARDS IS APPROACHING

We are close to the time of year when OSP receives its largest volume of grants. We would like to remind everyone that awards can be set up timelier when the following information is in place:

- Workday webform is completed and submitted to OSP
- If required, PPG spreadsheets are completed and sent to OSP
- Compliances are in place
  - COI disclosures are current
  - Animal and/or Human Subject protocols are submitted and approved

Please contact your Award Manager with any questions.

3 NEW AWARDS MANAGEMENT RESOURCES POSTED TO OSP WEBSITE

The OSP Award Management Team created two additional prior approval request templates:

1) relinquishing/transferring an award to a new institution;
2) reducing the level of effort

The new templates can be found on the Resources page of the OSP website under “prior approval requests templates”. The resources on the page are listed in alphabetical order.

As a guideline, all prior approval requests letters should include the following elements:

- Date
- Sponsor grant number in the subject line
- The opening sentence should state why Yale is seeking prior approval
- Justification paragraph on why the change is necessary
- Reference to support 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 whom the letter is addressed to

Review the terms of the award or sponsor’s policies for additional guidance on specific requirements prior to sending requests to OSP for review and approval. If there are any questions, please contact your award manager.

4 CALENDAR OF UPCOMING OSP COMMUNICATIONS AND EDUCATIONAL OPPORTUNITIES

Below are OSP’s upcoming communication and training events scheduled for the months of May/June 2018.

<table>
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<tr>
<th>MAY 2018</th>
<th>MONDAY</th>
<th>TUESDAY</th>
<th>WEDNESDAY</th>
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<td></td>
<td>8:30am – 5:00pm Intro. to SPA 25 Science Park, 125</td>
<td>9:00am Financial Reporting and Closeout 47 College, 206A</td>
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<td>9:00am Financial Reporting and Closeout 47 College, 206A</td>
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<td>Save the Date: Brown Bag for Research Administrators</td>
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<td>2:30pm Allocating Allowable Costs – Instructor-Led 47 College, 206A</td>
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<td>3:00pm Fly America Act &amp; Open Skies Agreement 47 College, 206A</td>
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<td>1:00pm – 5:00pm Proposal Development (PD) Training 25 Science Park, 321</td>
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<td>1:00pm – 5:00pm Proposal Development (PD) Training 25 Science Park, 321</td>
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5 OSP STAFF UPDATES

5.1 CONTRACTS TEAM

The contracts team is happy to announce that Denise Graham has joined the team as a Contract Manager on April 9, 2018. Denise comes to Yale after six years of working in the legal field, having worked in the corporate insurance industry, most recently for Aon Risk Services, Inc. Denise earned her B.S. from the University of Central Florida and a JD from Quinnipiac University School of Law.

6 SPONSOR-RELATED UPDATES & REMINDERS

6.1 NATIONAL INSTITUTES OF HEALTH (NIH)

6.1.1 Career Award (K) Policy Update: Concurrent Support from a Mentored K Award and a Research Grant

NIH policy NOT-OD-08-065 was issued to: 1) expand the categories of concurrent support for which mentored K awardees may request reduction of effort to include peer-reviewed research grants of at least
$100,000 in direct costs, obtained from non-Federal sources; e.g., foundations and professional societies; 2) clarify that during the period of reduced effort NIH will continue to provide full research development support costs (i.e., Other Personnel, Equipment, Travel, Participant/Trainee Support, and Other Direct Costs budget categories).

**Effective Date and Programs Impacted**

This policy is effective upon release for all active and future mentored K awards, including individual mentored K awards (K01, K07-developmental, K08, K18, K22, K23, K25, K43, K76, and K99/R00), and Scholars mentored through institutional K awards (K12 and KL2). However, because of the relatively short duration of support, K22 and K99 awardees (as well as K12/KL2 Scholars) must provide strong justification and institutional assurance that the additional research responsibilities will be beneficial to their overall career development.

**Updated Policy on Concurrent Support from Mentored K Award and a Research Grant**

As stated in NOT-OD-08-065 and the NIH Grants Policy Statement (12.3.6.2 Concurrent Support), mentored K awardees may request to reduce effort on the K award in the final two years of the award when they compete successfully as PD/PI for peer-reviewed research awards from any Federal agency, if programmatic policy of the awarding entity allows such an arrangement. NIH is updating this policy to expand the categories of concurrent support for which mentored K awardees may request reduction of effort to include peer-reviewed research grants of at least $100,000 in direct costs, obtained from non-Federal sources; e.g., foundations or professional societies.

In addition, during the period of reduced effort resulting from receipt of an additional peer-reviewed research award, NIH will adjust the total salary support committed to the K award consistent with the adjusted level of effort. However, NIH will continue to provide full research development support costs (i.e., Other Personnel, Equipment, Travel, Participant/Trainee Support, and Other Direct Costs budget categories) as indicated on the original Notice of Award. All other provisions of the prior policy on concurrent support, including the approval process to request reduced effort, remain the same.

6.1.2 Career Award (K) Policy Update: Temporary Adjustment to Percent Effort or Part-Time Institutional Appointment

The purpose of Notice Number: NOT-OD-18-156 is to update NIH policy NOT-OD-09-036 concerning temporary adjustments to percent effort, and part-time institutional appointments while on career development (K) awards. The policy update detailed below clarifies that NIH will not reduce full research costs for other budget categories (i.e., Other Personnel, Equipment, Travel, Participant/Trainee Support, and Other Direct Costs budget categories) as indicated on the original Notice of Award. All other provisions of the prior policy on concurrent support, including the approval process to request reduced effort, remain the same.
Support Costs, Other Direct Costs) approved under the award during the period of reduced effort or part-time appointment, and may extend the award with appropriate justification.

Effective Date and Programs Impacted
This policy is effective upon release for all active and future K awards, including individual mentored K programs (K01, K07, K08, K18, K22, K23, K25, and K99/R00), individual non-mentored (independent) K programs (K02, K05, K07, and K24), and institutional K programs (K12, KL2). Exceptions are emphasized in notes below.

Updated Policy on Temporary Reduction in Percent Effort
As indicated in NOT-OD-09-036 and the NIH Grants Policy Statement (12.3.6.4 Temporary Adjustments to the Percent Effort Requirement), K awardees may request to reduce their professional effort to less than 75% (equivalent to 9 person-months) for up to 12 continuous months. A change in percent effort may be requested for various circumstances, including: personal or family situations such as parental leave, child care, elder care, medical conditions, or a disability. Permission to change appointment status or percent effort will not be approved to accommodate job opportunities, clinical practice, clinical training, or joint appointments.

NIH is updating this policy to clarify that during the period of reduced effort, NIH will adjust the total salary amount committed to the K award consistent with the adjusted level of effort. However, NIH will continue to provide full research costs in other budget categories as indicated on the original Notice of Award. In addition, the K awardee may request to extend the duration of the award to account for the reduced effort. All other provisions of the policy, including the process to request approval of reduced effort remain the same.

Updated Policy on Temporary Part-Time Institutional Appointments
As stated in NOT-OD-09-036 and the NIH Grants Policy Statement (12.3.5.1 Temporary Adjustments to the Full-Time Institutional Appointment Requirement), K awardees may request to reduce their appointment to less than full-time (but not less than three-quarter time) for a period not to exceed 12 continuous months during the K award project period. A change in appointment status may be requested for various circumstances, including: personal or family situations such as parental leave, child care, elder care, medical conditions, or a disability. Permission to change appointment status or percent effort will not be approved to accommodate job opportunities, clinical practice, clinical training, or joint appointments.

NIH is updating this policy to clarify that during the period of part-time appointment, awarding Institutes and Centers will adjust the total salary support committed to the K awardee, consistent with the adjusted appointment and percent effort. NIH will continue to provide full research costs for other budget
categories as indicated on the most recent Notice of Award. In addition, the K awardee may request to extend the duration of the award to account for the temporary reduction in full time appointment.

6.2 NATIONAL SCIENCE FOUNDATION (NSF)

6.2.1 New Research.gov Proposal Preparation and Submission Site Will Launch on April 30, 2018

Beginning on April 30, 2018, proposers will be able to prepare and submit full, research non-collaborative proposals in the National Science Foundation’s (NSF) Research.gov system. The initial release of this new Research.gov capability will run in parallel with existing FastLane proposal preparation and submission capabilities. As a result, proposers can choose to prepare and submit full, research non-collaborative proposals in Research.gov or in FastLane starting on April 30, 2018. Other proposal types will be added to Research.gov in the future. Please note, proposals initiated in the new system will not be available in FastLane and proposals prepared in FastLane will not be available in the new system. This new system is being developed incrementally and as capabilities are migrated from FastLane to Research.gov, the system features will expand until it eventually replaces FastLane for proposal preparation and submission. There will be no impact to Grants.gov and Application Submission Web Services (ASWS), and NSF will continue to fully support these proposal submission methods.

The Research.gov proposal site modernizes proposal preparation and submission capabilities and focuses on enhancing the user experience and reducing administrative burden with an intuitive interface and real-time compliance checking. The new functionality provides the ability to create, submit, track, and update proposals associated with active NSF funding opportunities and furthers NSF’s goal to provide quick access to proposal information and grants management services in one location.

Additional Information

Resources including Frequently Asked Questions (FAQs) and a system capabilities release timeline are available on the Research.gov About Proposal Preparation and Submission page. A series of short instructional videos is currently in development and will be posted on the About Proposal Preparation and Submission page.

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://subscribe.yale.edu/browse?search=OSP. For archived issues, visit OSP News & Updates archives.