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 Non-federal Fringe Benefit Rates

The Controller’s office posted updated non-federal fringe rates to its website on April 19th. Please refer to the Controllers’ Fact Sheet for these updated rates.

As mentioned in the OSP News Flash dated April 18th, the Yale University Rate Agreement dated April 9, 2018 also reflects recently negotiated federal fringe benefit rates that go into effect July 1, 2018 until amended.

The updated non-federal and federal fringe rates should be reflected in all proposals. Refer to the OSP News Flash for information on the impact to Proposal Development (PD).

If you have any questions, please contact your OSP Proposal Manager.

2 When to Provide At Risk Request Forms

Are At Risk Request Forms always required? If not, when are they?

1. Forms are always required, if any of the following is true:
   a. Pre-award spending is necessary prior to the receipt of the award.
   b. Anticipated years are expected for an award/agreement, but there are no Grant lines set up in Workday.
2. Forms are not required, if the following is true:
   a. There are anticipated years provided in the Notice of Award/Agreement. Grant lines are setup in advance by the OSP Accountants in Workday and will be available for spending “At Risk” based on the start date of each anticipated budget period.

3. **OSP’S GCAT MAILBOXES**

As a friendly reminder, always remember to send *actionable* work requests to your GCAT mailbox so that it can be appropriately routed to your assigned OSP representative. OSP uses GCAT mailboxes (i.e., gcat1@yale.edu, gcat2@yale.edu, gcat3@yale.edu, gcat4@yale.edu, and gcat5@yale.edu) to track hundreds of *actionable* work requests that OSP receives each week from departments and sponsors. When a department needs to reach out to its OSP representative for institutional review and endorsement of a non-PD related* actionable work task, the request must be emailed to the appropriate GCAT mailbox to ensure the task is appropriately documented and assigned to the correct OSP representative. (*Please make note that these actionable items exclude those records in the PD routing process which are managed by status and route.)

To find your department’s assigned GCAT mailbox, please follow the instructions on the [OSP Contact Us page](mailto:OSP%20Contact%20Us). An *actionable* work request is defined as a request that is required to be entered into IRES Proposal Tracking by the OSP Team Assistant (TA) and then logged into IRES by the TA to the assigned OSP representative for institutional review, action and authorization. Actionable requests can include, but are not limited to:

- At Risk Requests
- IRES record deletion requests
- Requests to create new eRA Commons accounts
- Just-In-Time requests
- No-Cost Extension requests
- Data Use Agreement requests

Once logged, the request stays on that individual’s Activity Log until the task has been completed. This helps us to ensure that when OSP staff are out of the office, the request can easily be addressed by another
OSP team member. Note that inquiries regarding the status of an existing work request that has already been logged should not be sent to the gcat mailbox, but instead can be sent to the assigned OSP contact.

For additional information regarding how OSP prioritizes incoming work requests sent to the GCAT mailbox view OSP News & Updates, 2017 Volume 1, Issue 1 or contact Tracy Coston at tracy.coston@yale.edu or 203-785-6033.

4 Brown Bag Remote Participation Update

Once again, we had a great turn out for the April Brown Bag session with over 50 people attending in person and 89 logged in through Zoom with many of those logins representing teams attending together in conference rooms.

We truly appreciate your patience as we weather the challenges of remote participation. The last session started out smoothly, then the sound cut off for our remote audience, pop-up boxes appeared on the screen, there were moments of that annoying feedback squeal, and it took a few minutes to get everything working again.

**Please be aware that all remote participants should have their Zoom microphone on mute.** When you unmute, everyone at the meeting will hear you tapping your keyboard keys and clearing your throat. Your microphone is set to mute by default, so please don’t click your microphone icon once you have joined the meeting. Only the presenter should have a live microphone.

Thank you to everyone who filled out the survey – it helps us make improvements when we know what is on your mind! We’d like to address some of your comments:

- Several people asked to be able to see the presenters, but this is dependent on the equipment setup in the room. Our next meeting is in Harkness Auditorium and though we still have some testing to do, we are hoping everyone will be able to see the presenters.
- As many of you requested, we will ask the presenters to be sure to introduce themselves when they start their presentation, so the remote audience will know who’s speaking.
- There are some malfunctions that are beyond our control – weak internet connections, faulty phone reception, etc. If you can hear the audio but it’s crackly, breaking up, or too soft, then try muting your computer speaker (not the Zoom microphone, but your computer speaker), and dial in (2-ZOOM or 203-432-9666, enter your Yale credentials and the meeting ID found in the meeting email).
If you missed the session you can view the April Brown Bag session on the OSP Training for Research Administration Training website.

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.

5 WORKDAY WEBFORM UPDATE

The Workday Webform has been updated to include a field for the Requestor’s email address. With this new field added, it will allow the Requestor to receive a copy of the webform that was submitted to OSP.

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.