



G&CAAlert!

Yale University
Grant and Contract Administration
Grant and Contract Financial Administration
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Alert(s):

- TranSum Replaces ProSum with Introduction of IRES Proposal Tracking

“While GCA will continue to accept ProSums that were started before May 3, please use the TranSum for any new proposals.”

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TranSum Replaces ProSum with Introduction of IRES Proposal Tracking

The Proposal Summary and Certification form (ProSum) has been replaced by the [Yale University Transmittal form](#) (TranSum), effective immediately. While GCA will continue to accept ProSums that were started before May 3, please use the TranSum for any new proposals. As you transition to using the TranSum, please be aware that the accuracy and completeness of information on the TranSum is critical to the timely review and submission of proposals, as well as the usefulness of the new reports available to business offices.

Although the TranSum includes much of the same information as the ProSum, there are a number of important changes and additions.

Section V: Key Personnel, Responsible Personnel and VA Appointments replaces section VII on the Prosum: In addition to the information collected in Section VII of the ProSum, TranSum Section V is designed to capture all individuals included in the proposal as “Key Personnel” as well as all non-key personnel who have responsibility for the design, conduct or reporting of the research. For all individuals listed in Section V, the following information is required:

- role on the project,
- dept/org,
- % effort, and
- whether or not they have a VA appointment (proposals to NIH cannot be submitted without a current VA MOU on file).

TranSum Additions:

- Additional information on data security requirements, clinical trials, and Environmental Health and Safety
- Inclusion of drop-down lists to facilitate completion and standardize data collection

Where to Find the Yale University Transmittal Form (TranSum):

The TranSum (Form 1304 FR.03) and corresponding instructions have been posted to the following sites:

- Yale’s Policy and Procedures (PPDEV) web site:
<http://business.yale.edu/ppdev/>
- GCA’s web site, on the Forms and the Toolkit pages:
 - <http://www.yale.edu/grants/forms/index.html>
 - <http://www.yale.edu/grants/toolkit/index.html>

Please direct any questions regarding use of the new TranSum to your [GCA team](#).