

Annual Cost Sharing Effort Certification

Instructions

Logging in

Principal Investigators (PIs) will use their UH username and password to login to

<https://apps.ors.hawaii.edu/effort/pi>

Fiscal Administrators (FAs) will use their UH username and password to login to

<https://apps.ors.hawaii.edu/effort/fa>

PI Instructions

Navigation

1. Use the scroll bar to view the report, if the form doesn't appear entirely in one window.
2. The logout button can be found in the upper right corner.

PI Responsibilities

1. Reviewing the report to determine whether it reasonably represents the effort you and your colleagues cost shared to your extramural project(s) during the period from July 1, 2022 to June 30, 2023 and to submit annotations and certify by **Friday, September 15, 2023**.
 - a. If Cost Sharing amounts are not reasonably reflected, please enter brief annotations of the differences.
 - b. If you have no issues with the computations or after you have annotated any differences, please click Certify.
2. Contacting your FA, if you have questions regarding the cost sharing figures.

FA Instructions

Navigation

1. The Show pull down menu allows you to display 25, 50, 100, 200 or All of the entries on the screen.
2. The Search box allows you to search for a PI Name or PI username.
3. The carrot buttons atop the PI Name, PI User, Certified and Changes columns allows you to use that column as the primary sort. The ^ carrot button sorts A->Z and the v carrot button sorts Z->A.
4. The details hyperlink allows you to view the Cost Sharing Effort Report for that PI.
 - a. Use the [browser back button](#) to return to the main menu.
5. The logout button can be found in the upper right corner.

FA Responsibilities

1. Monitoring the Cost Sharing Effort Certification status and following up with PIs to ensure that the certifications are completed by **Friday, September 15, 2023**.

2. Assisting the PI with questions regarding the cost sharing figures.
3. Informing ORS Financial Compliance at (orscomp@hawaii.edu) if a PI is no longer with the University or otherwise not able to complete the certification. ORS will work with the FA on identifying an appropriate person to complete the certification and redirecting the web form to that person for certification.

Cost Sharing Effort Certification Frequently Asked Questions

Question #1: What is the purpose of this form?

Answer: To comply with 2 CFR 200.430(i), the Cost Sharing Effort Certification supports the university's system of internal controls to provide reasonable assurance that cost sharing effort is accurate, allowable and properly allocated to an award.

Question #2: Should I print out the form and sign it?

Answer: No. Instead of manually signing the form, the Principal Investigator will electronically certify by clicking on the "Certify" button. Also, instead of separate certifications per award, all of the PI's awards will be certified on one form.

Question #3: Where did the data come from?

Answer: For the past year, your Fiscal Administrator has been inputting the cost sharing data for your awards in KFS subaccount CS001 object code 7810.

Question #4: None of us were paid from the award. Was a salary transfer made without our knowledge?

Answer: Consistent with the university's cost sharing practices, actual salary was not transferred. The form summarizes the inputted data that indicates a portion of your salary paid with state or non-federal funds that was cost shared to the award. The Source Account field identifies the account that was charged for your actual salary.

Question #5: Who do I contact if I have questions?

Answer: If you have questions about the cost share figures, please contact your Fiscal Administrator. If you have questions about the electronic form, please email orscomp@hawaii.edu.