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From the Director's Office

Aloha Kākou,

The Office of Management and Budget (OMB) has extended its due date for its proposed reform comments to April 30, 2012. ORS is compiling the institutional response to OMB. If you would like us to incorporate your comments, please e-mail Dawn (dawnkim@hawaii.edu) by the end of this week.

The *myGRANT* system was successfully upgraded to Quali-Coeus (KC) version 3.1.1 in April. The upgraded version includes fixes and enhancements to better meet our needs. The system now can handle the National Institutes of Health (NIH) modular budget for system-to-system (S2S) submission which was one of the critical fixes in KC. We want to thank the ORS ISS team and University of Hawai'i ITS staff for implementing the transition smoothly without interfering with daily operations.

myGRANT has been in production for six months now. Currently, over 600 proposals have been entered into *myGRANT*. We appreciate the research community's support thus far and will continue to improve the system as feasible and when new versions are released. The ORS Helpline continues to broaden its services to meet the diverse needs of the research community. We have acquired a remote desktop support system which will enable Helpline staff to walk you through the *myGRANT* process by looking at your screen, if necessary. This new tool will enable us to help *myGRANT* users (especially first-time users) more effectively without physical boundaries. We are excited about this addition and so far the feedback has been positive.

We have seen a slowing down of the awards received by the UH in the past few months. This could be caused by the uncertainty and/or decrease of the federal budget. Despite the intensity of the competition, our PIs are still actively submitting proposals, and ORS staff has been busy with proposal submission and contract review. We hope all this hard work will be rewarded in the near future.

Good luck with your proposals!

Yaa-Yin Fong
Director

Work on Project and Engaging Subrecipients Should Not Commence Prior to Receipt of Official ORS Award or Subaward Notification

As a reminder, in order to ensure that an award to the University of Hawai'i (UH) or a subaward from UH to a subrecipient is acceptable to the university and the funding is available for a project, no work on a project should commence prior to review and acceptance by the Office of Research Services (ORS) of awards made to UH from an extramural sponsor, and subawards made from UH to a subrecipient.

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Work on Project and Engaging Subrecipients Should Not Commence Prior to Receipt of Official ORS Award or Subaward Notification (continued)

Even if an award is unilaterally made and UH is not required to execute the award document, it must still be reviewed and accepted by ORS prior to the award funds being made available. The prohibition includes engaging subrecipients to perform any work on the UH project. Once UH intends to enter into a subaward agreement, the subrecipient must complete all required monitoring documentation and submit it to ORS together with a draft subaward agreement. ORS will then review and negotiate any changes with the subrecipient, if necessary.

Acceptance by ORS of award and subaward terms and conditions is indicated by the principal investigator's (PI's) receipt of an official award or subaward acceptance notice from ORS via e-mail. The official ORS award notice for awards to UH from a extramural sponsor will contain a subject line beginning with "Extramural Award Notice" and will contain information on how to access the award document and related information in *myGRANT*. The official ORS award notice for subawards from UH to a subrecipient will contain a subject line beginning with "Subaward Notice" and a copy of the fully executed subaward will be attached with transmission instructions.

If a PI and/or the subrecipient start any project work before receiving an official ORS e-mail award or subaward notification, the PI may have to cover the unallowable costs of the project. A PI can check the status of their award review through the Award Status Log available on the ORS website at <http://www.ors.hawaii.edu/index.php/contract-status>, or contact ORS to inquire about the status of their award or subaward review (see article below for more information on the Award Status Log). Thank you for your cooperation.

If you have any questions, please contact Rory Kaneshiro, Contracts Manager, at rory@hawaii.edu or (808) 956-5300.

***myGRANT* Award Status Log Returns, New and Improved**

The *myGRANT* Award Status Log, formerly called the "Contract Status Log", is back on line with new and improved search functionality as of March 15, 2012. The log has been redesigned with an initial principal investigator (PI) name search to allow for faster location of awards. Search results include up-to-date information on awards that have not yet been awarded or that have been awarded during the past 30 days. Dates, review status, and the award reviewer's name and e-mail address are shown. Searches are now secured to allow only the University of Hawai'i (UH) community to have access to them. As a result, please be aware that to access these reports, you will need to log in using your UH username and password. Note that *myGRANT* award documents cannot be accessed through the Award Status Log. However, you may use the Award Status Log search results for the "*myGRANT* Award ID" or "Sponsor Award No." to locate the award in the *myGRANT* system. The Award Status Log may be found on the ORS homepage at www.ors.hawaii.edu.

If you are unable to locate your entry and have questions regarding status, please call your local ORS Contracts and Grants Section at: Manoa (808) 956-8552 / John A. Burns School of Medicine (808) 692-1809 / University of Hawai'i Cancer Center (808) 356-5762 / Maui (808) 984-3792.

When Do I Need to Complete a myGRANT Proposal Record for a Progress Report or Continuation?

If a progress report is due for a project, there is a possibility that you may need to submit a myGRANT Proposal Development record for it. There are two criteria for determining what needs to be done.

First Criteria

The [March 2012 ORS newsletter](#) included an article entitled, "*myGRANT Post-Award Processing*" (page 7) which identified the circumstances in which a principal investigator (PI) must submit a "Post-Award Action" proposal type in myGRANT. Those circumstances were examples of major changes occurring to an already awarded project.

If a progress report must be prepared for a project, first determine if a major change will be occurring. If it will, please create and submit a myGRANT Proposal Development record and use a \$0 budget record (i.e., do **not** create a budget). If no major changes will be occurring, proceed to the second criteria below.

Second Criteria

Review the original proposal that was submitted to the sponsor before the project was first awarded. If detailed budgets for all project years were included in the proposal, ORS has your information on file, and you do not need to submit a myGRANT Proposal Development record for your continuation year. If detailed budgets were **never** submitted for **all project years**, you must submit a myGRANT Proposal Development record with a budget for your continuation year.

If you have specific questions regarding the above, please feel free to contact your ORS Pre-Award Specialist. If you are not sure who your specialist is, for Manoa, please go the following link for assistance, <http://www.ors.hawaii.edu/files/PREAWARDASSIGNMENTS.pdf>. For the John A. Burns School of Medicine, please contact Mark Yabui at myabui@hawaii.edu or (808) 692-1809, for the University of Hawai'i Cancer Center, please contact Taui Fernando at taui7@hawaii.edu or (808) 356-5762, and for the University of Hawai'i Maui College, please contact Cheryl Reeser at reeser@hawaii.edu or (808) 984-3792.

You may also contact the ORS Helpline at (808) 956-5198 or helpline@ors.hawaii.edu, or for more information regarding Proposal Development modules, please visit: <http://www.ors.hawaii.edu/index.php/online-training>.

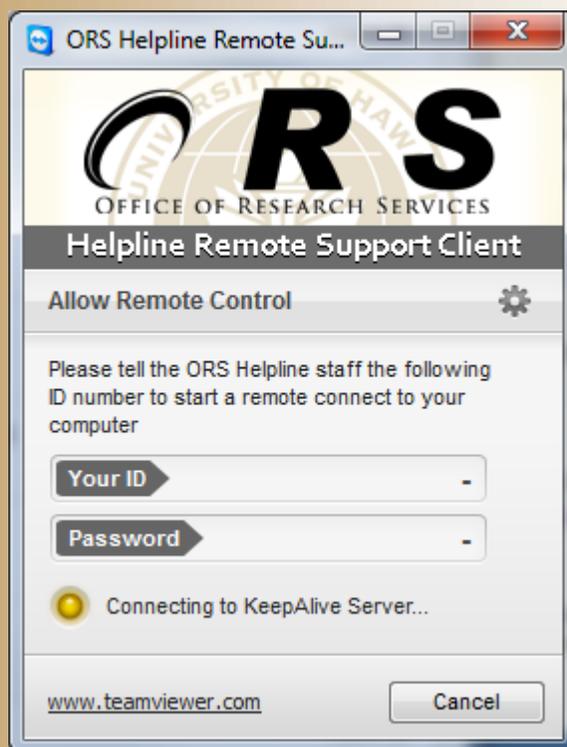
ORS Helpline Now Has a New Tool to Support the University of Hawai'i Community

The ORS Helpline has just acquired a new remote support software that will allow Helpline staff to provide quick remote support to the University of Hawai'i (UH) community. The program is simple to install and use, and is compatible with both PC and Mac computers. Once it is determined that a remote session would be helpful, all the user needs to do is click and run a link provided to them via e-mail and the program will start up.

(Continued on the next page.)

ORS Helpline Now Has a New Tool to Support the University of Hawai'i Community (continued)

When the Helpline staff member sees the user show up, the staff member will request a remote session. For security purposes the user then needs to confirm the request. A copy of the start window is as follows:

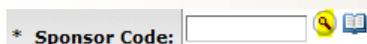


After the remote support session has been established, the Helpline staff will have remote desktop access to the user's computer in order to guide the user through *myGRANT* or assist the user with related technical issues so that assistance can be provided quickly on a real-time basis.

ORS Helpline Frequently Asked Questions

How do I find a sponsor code in *myGRANT* for a specific sponsor?

The “Sponsor Code” is an alphanumeric code that is used by *myGRANT* to identify sponsors in the database. In order to find a specific sponsor code, click on the magnifying glass next to the “Sponsor Code” box.



That will bring you to a search screen with many different search options. The main one that we will use is the “Sponsor Name” field.

(Continued on next page.)

ORS Helpline Frequently Asked Questions (continued)

Sponsor Code:	<input type="text"/>
Sponsor Name:	<input type="text"/>
Acronym:	<input type="text"/>
Sponsor Type Code:	<input type="text"/>  
DUN And Bradstreet Number:	<input type="text"/>
DUNS Plus Four Number:	<input type="text"/>
DODAC Number:	<input type="text"/>
CAGE Number:	<input type="text"/>
Postal Code:	<input type="text"/>
State:	<input type="text"/>
Country Code:	select <input type="text"/>
Audit Report Sent For Fy:	<input type="text"/>
Owned By Unit:	<input type="text"/>  
Address Book Id:	<input type="text"/>  
<input type="button" value="search"/> <input type="button" value="clear"/> <input type="button" value="cancel"/>	

The most important thing to remember when searching in *myGRANT* is to use wildcards (*) to improve your search results.

For example, if you search for “Department of Education” in the sponsor name field, this will bring up no results, because the actual sponsor name in the database is “Education, Dept-FED”. Instead, use wildcards and search for “*education*” to bring up any sponsor name with the word “education” in it.

Once the search results show up, click the “return value” link to return the appropriate sponsor code to your proposal.

42 items retrieved, displaying all items.

Return Value	Sponsor Code	Sponsor Name	Acronym	
return value	00680X	DEFENSE, DEPT-EDUCATION ACTIVITY	DoDEA	Federal
return value	00700A	EDUCATION, DEPT-FED	DOED	Federal
return value	00700B	EDUCATION, DEPT-FED FULBRIGHT HAYS PGM		Federal
return value	00700C	EDUCATION, DEPT-FED FUND IMPRVMT OF POSTSEC ED	FIPSE	Federal
return value	00700D	EDUCATION, DEPT-FED INST FOR ED SCIENCES		Federal

* Sponsor Code:  
EDUCATION, DEPT-FED

How do I find a performance site location in *myGRANT*?

Finding a performance site location is very similar to finding a Sponsor Code. Click on the magnifying glass under “Primary Performance Site”.

Primary Performance Site	<input type="text"/>	 
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This will bring you to the Organization Lookup. The main field that we will use is the “Address” field.

(Continued on the next page.)

ORS Helpline Frequently Asked Questions (continued)

Organization Id:	<input type="text"/>
Organization Name:	<input type="text"/>
Address:	<input type="text"/>
Federal Employer Id:	<input type="text"/>
Congressional District:	<input type="text"/>
DUNS Number:	<input type="text"/>
DUNS Plus Four Number:	<input type="text"/>
Human Sub Assurance:	<input type="text"/>
CAGE Number:	<input type="text"/>
DODAC Number:	<input type="text"/>
Number Of Employees:	<input type="text"/>
<input type="button" value="search"/> <input type="button" value="clear"/> <input type="button" value="cancel"/>	

Again, the use of wildcards is important to improve your search results.

For example, if your performance site location is Holmes Hall, Room 203, you can find this location by using wildcards and/or multiple search terms.

Searching “*holmes*” will bring up 417 search results, one for every room/office in Holmes hall.

Searching “*203*” will bring up 129 search results, one for every location that contains the numbers 203.

However, searching for “*Holmes* *203*” will bring up just one search result, that contains both Holmes and 203 anywhere in the address field.

One item retrieved.

Return Value	Organization Id	Organization Name	Address
return value	005360	University of Hawaii	2540 Dole Street, HOLMES HALL 203, HI 96822-2382

Click the “return value” link to return the performance site location to your proposal.

If you cannot find either your sponsor or performance site location, it may not be loaded into the database so please use the Helpline Portal at <http://www.ors.hawaii.edu/helpline/> to request a new sponsor or performance site location, or contact the ORS Helpline at (808) 956-5198 for assistance.

Do you have a Question or Comment for ORS?

Please feel free to contact us at the ORS Helpline:

Email: helpline@ors.hawaii.edu or Phone: (808) 956-5198