

April
2017

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University of Hawaii System
Office of Research Services



Aloha from *Insight*:
The monthly news
letter for the UH
Office of Research
Services for 2017.

Office of Management and Budget (OMB) Request to Council on Governmental Relations (COGR) and Status of Procurement

At Office of Management and Budget's (OMB) request, Council on Governmental Relations (COGR) sent a [letter](#) to OMB to identify specific actions that could reduce administrative burden. The letter to OMB is available at www.cogr.edu. This letter came on the heels of several discussions with OMB earlier in April on the status of implementing 2 CFR 200.317-326, Procurement Standards. At the direction of OMB Deputy Controller, Mark Reger, the letter to OMB will be circulated to a senior policy workgroup at OMB and it could be helpful in assuring that an extension of the grace period for implementing the Procurement Standards is approved.

Unfortunately, despite assurances shared by OMB at the February COGR Meeting, we still have not received official confirmation on an extension of the grace period. This new round of communication with Mark Reger has been positive; however, an extension of the grace period is not guaranteed. As such, COGR is suggesting that institutions and their Procurement departments pay close attention to developments over the next several weeks.

The letter to OMB addresses the status of the Procurement Standards and has been couched within the broader context of reducing administrative burden. While we cannot predict the outcome on any of the items we have raised in the letter to OMB, Mark Reger is adamant that OMB and his team are supportive of COGR and that they are working within several streams at OMB to ensure that the grace period is extended. Furthermore, Mark Reger has reassured COGR of the importance of our partnership and has expressed interest in advancing a number of the items included in the letter to OMB.

We will keep you posted as we hear of further developments.

- Office of Management and Budget (OMB) Request to Council on Governmental Relations (COGR) and Status of Procurement
- Preparing for Fiscal Year End 2017
- Fiscal Year End Reminders for Cost Sharing
- ORS Helpline Frequently Asked Questions

Preparing for Fiscal Year End 2017

In preparation for fiscal year end, please perform the following prior to the scheduled year end cutoff dates:

- Reclassify transactions posted to continuation accounts to the intended account.
- Clear account deficits.
- Review and reconcile payroll transactions and process salary transfers prior to creation of the annual Effort and Cost Shared Effort Certifications. Once the annual Effort Certifications and Cost Shared Effort Certifications are certified, salary transfers cannot be processed.
- Record all FY2017 cost shared amounts.
- Submit requests to extend advance accounts ending on or before June 30, 2017 prior to the advance account expiration date, as appropriate. Advance accounts expiring on or prior to June 30, 2017 that are not being extended should be closed per the requirements of [AP 8.952 "Advanced Funding Accounts for Externally Financed Programs and Activities"](#).
- Complete and confirm closeout of awards and accounts in a timely manner.
- Reallocate PCard transactions - refer to Fiscal Year End Closing Schedule available on the FMO website under [General Accounting - Overview - Fiscal Year Calendar of Events](#).

Note: For additional guidance, please refer to [AP 8.926](#) "Administrative and Financial Management Requirements for Extramurally Financed Research and Training Programs/Activities of the University of Hawaii".

Should you have any additional questions, please contact Dawn Kim, Compliance Manager, at dawnkim@hawaii.edu or (808) 956-0396.

Fiscal Year-End Reminders for Cost Sharing

The last day to submit DI eDocs to record cost sharing in the Kualii Financial System (KFS) for fiscal year (FY) 2017 is Friday, June 23, 2017. ORS requests that all accounts with committed cost sharing be reviewed and any necessary cost sharing eDocs be submitted as soon as possible. As a reminder, please note the following:

- Cost sharing for direct costs is based on expenses recorded to the KFS source account during the fiscal year and should be recorded in the applicable fiscal year.
- Cost sharing for UH personnel salaries and fringe should reflect payroll dates through June 30, 2017; therefore, estimates may be used for the June 15, 2017 and June 30, 2017 pay periods, if necessary.
- Annual certification of cost sharing effort for FY 2017 is required and will be due by September 30, 2017 (further information regarding the certification process will be forthcoming).
- Do not include cost sharing for periods beyond June 30, 2017.
- Please review your accounts to ensure that cost sharing is recorded in the CS001 subaccount and cost sharing object codes are used appropriately. If transactions were posted to cost sharing object codes incorrectly, please make corrections prior to fiscal year-end.

Should you have any questions, please contact Bob Roberts, Projects Fiscal Accounting Manager, at rroberts@hawaii.edu, or (808) 956-6959.

ORS Helpline Frequently Asked Questions

How do I find a sponsor code for a specific sponsor?

The sponsor code is an alpha numeric code that is used by myGRANT to identify sponsors in the database. In order to find a specific sponsor code, just start typing the sponsor name in the "Sponsor" box:

Sponsor: *	national aer
Prime Sponsor Code:	02100X NATIONAL AERONAUT & SPACE ADM

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ORS Helpline Frequently Asked Questions (continued)

The sponsor search was also upgraded for easier usability. You can even type in your search using the sponsor's acronym:

Sponsor: *	nasa
Prime Sponsor Code:	02100X NATIONAL AERONAUT & SPACE ADM

Once the search results show up, click the appropriate sponsor name in the results list to add it to your proposal. The sponsor code and the sponsor name should then show up in the box.

Sponsor: *	02100X	NATIONAL AERONAUT & SPACE ADM
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How do I find a performance site location in myGRANT?

To find a performance site, click on the button labeled "Select Primary Performance Site".

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Organizations & Locations

Applicant Organization Primary Performance Site

Other Organizations

Primary Performance Site

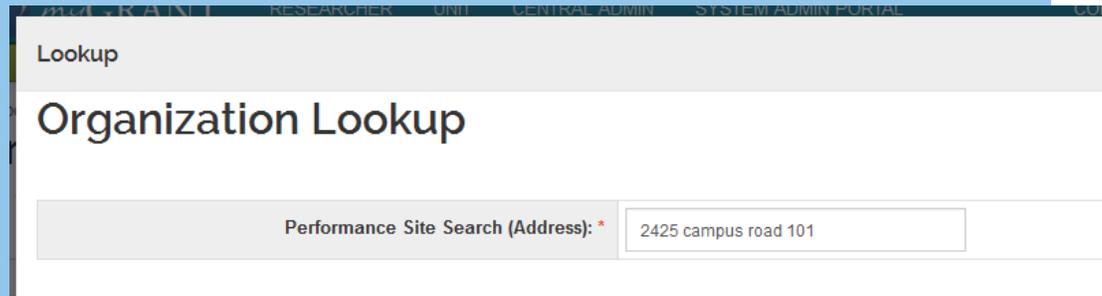
Details Select Primary Performance Site

Basics ▾
Proposal Details
Delivery Info
Sponsor & Program Information
Organization and Location
Key Personnel >
Compliance

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ORS Helpline
Frequently Asked
Questions
(continued)

You can search using the street number, building name and/or room number:



The screenshot shows a web interface titled "Lookup" and "Organization Lookup". Below the title is a search bar labeled "Performance Site Search (Address):*" with the text "2425 campus road 101" entered. The interface is part of a larger system with navigation tabs at the top: RESEARCHER, UNIT, CENTRAL ADMIN, and SYSTEM ADMIN PORTAL.

Once the search results show up, click the “select” button to return the appropriate performance site to your proposal:



The screenshot shows the search results for the query "2425 campus road 101". The table has columns for Actions, Organization Id, Organization Name, Address, Federal Employee Id, Congressional District, Contact Address Id, DUNS Number, DUNS Plus Four Number, and Human Resources Ass. The first row shows a "select" button next to Organization Id 003691, Organization Name University of Hawaii, and Address 2425 Campus Road, SINCLAIR LIBRARY 101, HI 96822-2247. Other rows are partially visible.

Actions	Organization Id	Organization Name	Address	Federal Employee Id	Congressional District	Contact Address Id	DUNS Number	DUNS Plus Four Number	Human Resources Ass
select	003691	University of Hawaii	2425 Campus Road, SINCLAIR LIBRARY 101, HI 96822-2247	99-6000354	HI-001	8680	965088057	9650880570000	FW
select	101200	UPR Medical	PO Box			101110			

If you cannot find either your sponsor or performance site location, it may not be loaded into the database. 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.