



# ORS Newsletter

April 2019

## CONTENTS

THE NATIONAL  
INSTITUTES OF HEALTH  
(NIH) REQUEST FOR  
INFORMATION SEEKING  
STAKEHOLDER INPUT  
ON THE NEED FOR AN  
NIH ADMINISTRATIVE  
DATA ENCLAVE

PREPARING FOR FISCAL  
YEAR END (FYE) 2019

FISCAL YEAR-END  
REMINDERS FOR COST  
SHARING

ORS HELPLINE  
FREQUENTLY ASKED  
QUESTIONS

### THE NATIONAL INSTITUTES OF HEALTH (NIH) REQUEST FOR INFORMATION SEEKING STAKEHOLDER INPUT ON THE NEED FOR AN NIH ADMINISTRATIVE DATA ENCLAVE

The National Institutes of Health (NIH), Office of Extramural Research (OER) has issued a Request for Information (RFI) to gauge interest in NIH expending funds to develop a secure environment (data enclave) that would allow approved organizations controlled access to structured, de-identifiable NIH administrative scientific information that is not publicly available.

NIH is obligated to ensure that sensitive information collected through the grant process is protected in accordance with federal laws. The sensitive data includes information on peer review outcomes, progress reports, and demographic information of individuals listed in NIH grant applications. Organizations would be required to enter into a Special Data Access Agreement (SDAA) with NIH to gain access to records, and the organization and researcher would agree in writing to adhere to federal information technology security and privacy policies. The records would be available in a controlled virtual environment or designated physical location.

(Continued on next page)

## THE NATIONAL INSTITUTE OF HEALTH (NIH) REQUEST FOR INFORMATION SEEKING STAKEHOLDER INPUT ON THE NEED FOR AN NIH ADMINISTRATIVE DATA ENCLAVE (CONTINUED)

The NIH seeks input on any of the following:

- Examples of NIH mission relevant biomedical and behavioral research using a data enclave that cannot be pursued currently.
- Whether the benefits of the proposed data enclave are worth repurposing NIH research funds to establish, maintain and operate the data enclave.
- Preferences and considerations about accessing a data enclave only at a designated physical location or within a virtual environment.
- Quantity of seats desired if NIH decides to make a substantial investment to sponsor access to sensitive data as allowable under the applicable federal laws in a secure virtual or physical environment.
- Examples of procedures an organization would implement to ensure the highest level of data protections, as well as to monitor, document, and notify NIH of any unauthorized and/or inadvertent data breaches.
- Examples of outputs from approved research and how these may be shared with NIH.

Responses to the RFI must be filed electronically at <https://grants.nih.gov/grants/rfi/rfi.cfm?ID=86> and may be submitted anonymously. **Responses are due by May 30, 2019.**

For more specific information, see Notice NOT-OD-19-085 posted here: <https://grants.nih.gov/grants/guide/notice-files/NOT-OD-19-085.html>.

If you have any questions, please contact the Office of Extramural Research at [OERStats@od.nih.gov](mailto:OERStats@od.nih.gov).

## PREPARING FOR FISCAL YEAR END (FYE) 2019

In preparation for fiscal year end (FYE) 2019, 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 FY2019 cost shared amounts. (Refer to "Fiscal Year-End Reminders for Cost Sharing" article in this edition of the ORS Newsletter).
- Submit requests to extend advance accounts ending on or before June 30, 2019 prior to the advance account expiration date, as appropriate. Advance accounts expiring on or prior to June 30, 2019 that are not being extended should be closed per the requirements of [AP 12.405](#) "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 - Calendar for Fiscal Year End."

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 questions, please contact Suzanne Eghan, Projects Financial Services Manager, at [efhans@hawaii.edu](mailto:efhans@hawaii.edu) or (808) 956-4061.

## 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) 2019 is Thursday, June 27, 2019. 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, 2019; therefore, estimates may be used for the June 15, 2019 and June 30, 2019 pay periods, if necessary.
- Annual certification of cost sharing effort for FY 2019 is required and will be due by September 30, 2019 (further information regarding the certification process will be forthcoming).
- Do not include cost sharing for periods beyond June 30, 2019.
- 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 Suzanne Efhan, Projects Financial Services Manager, at [efhans@hawaii.edu](mailto:efhans@hawaii.edu), or (808) 956-4061.

## ORS HELPLINE FREQUENTLY ASKED QUESTIONS

### **How do I register for Grants.gov Workspace?**

Detailed instructions can be found on the ORS website:

<http://www.ors.hawaii.edu/index.php/apply/proposal-development/grantsgov-for-new-users>.

### **How do I give other people access to my Grants.gov Workspace?**

After creating your Workspace, click the "Participants" tab then click the "Add from Workspace Organization" button. You can then search and add the user that you want to access your Workspace. You will need to add your assigned [ORS specialist](#) to the Workspace so that they can view and submit the proposal.