



ORS Newsletter

August & September 2019

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REVISIONS TO POLICIES FOR FEDERALLY FUNDED PURCHASES AND SMALL BUSINESS SUBCONTRACTING PLANS

[AP 8.290 "Requirements of Federally Funded Purchases"](#) was recently updated to remove obsolete provisions and redirect the policy and procedure for federally funded purchases to be handled in accordance with [RP 12.207](#) and [AP 12.203](#), which identify the Office of Research Services (ORS) and the Research Corporation of the University of Hawaii (RCUH) as providing oversight and administrative support for federally funded purchases. Split-funded procurements involving a federally sponsored research or training account and a university non-federal fund account shall be processed as a university procurement action through the university financial system. The federal rules and regulations, as addressed in RCUH policies and procedures, would still apply to these split-funded procurements.

AP 8.295 "Small Business and Small Disadvantaged Business Programs" regarding small business subcontracting plans for federally funded projects has been abolished to be consistent with [RP 12.207](#) and [AP 12.203](#). [RCUH Policy 2.208 "Small Business Subcontracting Plan"](#) (formerly known as Small Business Subcontracting Plan for RCUH Direct Projects) has been revised to include University of Hawaii (UH) service-ordered projects.

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REVISIONS TO POLICIES FOR FEDERALLY FUNDED PURCHASES AND SMALL BUSINESS SUBCONTRACTING PLANS (CONTINUED)

Under the revised RCUH Policy 2.208 Small Business Subcontracting Plan, the Director of ORS will approve Individual Subcontracting Reports prepared by the principal investigator and reviewed by the fiscal administrator for UH service-ordered projects. For UH service-ordered projects, a copy of the approved subcontracting plan should be kept in the UH project's procurement files and a copy should also be sent to ORS via email to orscomp@hawaii.edu. ORS will be responsible for filing the Summary Subcontracting Report as required by the sponsoring federal agency for these projects.

ANNUAL EFFORT CERTIFICATIONS AND COST SHARING EFFORT CERTIFICATIONS

Effort Certifications and Cost Sharing Effort Certifications were generated on **August 15, 2019** and are available for review and approval by the principal investigators (PIs) and fiscal administrators (FAs). These certifications should be approved and finalized by **September 23, 2019**. (Note: This date has been extended from September 16, 2019 as some may have encountered errors in attempting to approve Kualii Financial System (KFS) Effort Certifications. ORS is currently working with University of Hawaii (UH) Information Technology Services and will send an announcement once a fix is implemented.)

Effort Certifications

Salaries and wages paid from a project account and processed through the KFS Labor Ledger must be certified through KFS on the Effort Certification eDoc (EC). ECs were created for each UH employee who was paid salaries and wages for services performed during fiscal year 2019 from a federal extramural account. These ECs are available in the PI's action list for review and approval and will be subsequently routed to the FAs. If salary amounts are not correct, PIs can revise the amounts on the EC, which will automatically generate an Effort Certification Salary Transfer eDoc (ECST). The corresponding ECST will appear on the EC for the FA to prepare the appropriate adjustments. Please refer to the [Effort Reporting Training Manual](#) for detailed instructions on reviewing ECs and processing related ECSTs, if applicable.

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ANNUAL EFFORT CERTIFICATIONS AND COST SHARING EFFORT CERTIFICATIONS (CONTINUED)

Cost Sharing Effort Certifications

In addition to the KFS ECs, PIs who have cost shared effort must certify these amounts for their extramural awards on an annual basis. For Cost Sharing effort (recorded through a DI in the KFS cost share sub-account), an online certification is available for the PIs to review and approve. PIs who are required to certify Cost Sharing effort should have received an email notification with instructions to access the online certification using their UH username and password. Although FAs are not required to approve these certifications, they are able to view outstanding certifications to assist their PIs.

ORS will follow up on all outstanding certifications and may escalate the matter to the appropriate deans or directors or suspend account activity, if necessary. For Cost Sharing Effort Certifications, FAQs have also been posted to the ORS website at http://www.ors.hawaii.edu/files/Cost_Sharing_FAQ.pdf.

Please contact the ORS Financial Compliance section via email at orscomp@hawaii.edu if you have any questions.

INDIRECT COST UPDATES

Per a recent review of object codes that are exempt/non-exempt from indirect cost, the following changes were identified. Please note that use of the exempt object codes are restricted. Also, object codes 2972 and 7284 should not be used. All other the Research Corporation of the University of Hawaii (RCUH) revolving accounts purchases are subject to full indirect costs.

Changes will be applied on a prospective basis, effective as of the noted dates in the object code table posted at: www.ors.hawaii.edu/files/Indirect_Cost_Object_Code_Table.pdf.

Should you have questions on inclusions/exclusions from indirect costs, please contact Kevin Hanaoka, Interim Cost Studies Manager, at hanaokak@hawaii.edu or (808) 956-7874.

Should you have questions regarding KFS changes or effective dates, please contact Suzanne Eghan, Projects Financial Services Manager, at efhans@hawaii.edu or (808) 956-4061.

ORS CONTRACTS AND GRANTS CERTIFICATION PROGRAM, FALL 2019 - OPEN FOR ENROLLMENT

ORS is proud to provide continuing education programs to assist principal investigators, fiscal administrators, administrative officers, and research administrative staff to better understand the contracts and grants process.

The Contracts & Grants Certification Program consists of seven (7) modules. Topics for this certification program include:

- Research Administration Overview, Budget & Proposal Development, Conflict of Interest (COI), and Human Trafficking & Public Access Requirements
- Facility & Administrative Costs (Indirect Costs), Cost Sharing & Program Income
- Financial & Administrative Compliance and Subrecipient Monitoring
- Reviewing, Negotiating, and Approving Awards, Receiving & Administering an Award, and Project Closeout
- Research Corporation of the University of Hawaii (RCUH) Finance
- RCUH Human Resources for UH Project Accounts
- Research Compliance, Export Controls, Environmental Health & Safety Office (EHSO), Data Management, Risk Management, Human Studies Program (HSP/IRB), and Institutional Animal Care & Use Committee (IACUC)

The program for this fall includes three in-class sessions on Wednesdays, October 2, October 16, and November 13, 2019 from 10:00 am – 1:00 pm at the University of Hawaii (UH) at Manoa in Kuykendall 201. There are also four online modules that may be taken from your computer at any time.

Live broadcasts of the UH Manoa sessions will be made available to Honolulu Community College, Leeward Community College, UH West Oahu, Windward Community College, Kauai Community College, UH Maui College, and UH Hilo.

The registration deadline for the fall session is September 20, 2019. Please register online at: <http://www.ors.hawaii.edu/index.php/cgcp-fall-2019>.

For more information on this fall's certification program, visit us at <http://www.ors.hawaii.edu/index.php/education-a-training/108-for-adminfiscal-officers-a-fo-and-sponsored-program-staff>.

What is Grants.gov workspace?

Grants.gov workspace is the new online method to collaborate and apply for grants.gov opportunities. All proposals must be submitted through Grants.gov workspace.

Do I need a Grants.gov account?

Yes, you need to register with Grants.gov and your account must be approved by ORS before you can start a workspace proposal. We have posted instructions for getting registered with Grants.gov here:

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

Additionally, anyone else who needs access to the workspace (co-investigators, fiscal administrators, key personnel, etc.) will also need to register with Grants.gov.

How do I attach the proposal to myGRANT?

Once you have completed the forms in Grants.gov, you can download a PDF copy of the entire proposal. Attach this PDF to your myGRANT proposal as you would using the legacy PDF form.