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From the Director's Office

Aloha,

The month of July has quickly slipped away. Despite our challenges of functioning among multiple locations, we successfully secured \$46M in awards for the month of July. This number is a record high for the same month in previous years. My thanks go out to the PIs, FOs and to the dedicated staff at ORS for the superb service they've provided.

I am also proud to announce a new online look of ORS. The improvements to the ORS website will allow us to better manage and update the site content. You can visit us at the same web address: www.hawaii.edu/ors. I hope you find the new design helpful and easier to navigate through.

The ORS Fall certification program is now open for registration through the ORS website. We strongly encourage new/existing research administrators who have not gone through the training to register for the program. The training will provide up-to-date information on subrecipient monitoring, cost sharing certification and ARRA reporting. More details are included in this month's issue as well as on our website. We welcome any feedback you may have.

Congratulations to ORS Pre-Award Specialist Georgette Sakumoto for receiving the NCURA Distinguished Service Awards this year!

Enjoy the rest of summer!

Mahalo, Yaa-Yin Fong, Director

National Science Foundation (NSF) 4th Quarter Proposal Processing Update

National Science Foundation (NSF) will be processing a significantly heavier volume of awards during the last quarter of fiscal year 2009. This may result in having later proposal start dates than originally submitted.

Please be advised that the Foundation will continue to utilize standard NSF policies and procedures, such as 90 day pre-award costs and no-cost extensions, etc. for these proposals/awards, and you may want to avail yourself of such flexibilities, when appropriate.

New information will be posted on the NSF website, when available. Proposers and awardees also are encouraged to visit the Foundation Recovery Act webpage at: <http://www.nsf.gov/recovery/>.

If you have questions regarding NSF policies and procedures, please contact the policy office by email at: policy@nsf.gov or phone (703)292-8243.

Delayed -- Transition to eSubmission of Applications for Institutional Training and Institutional Career Development Programs Effective January 25, 2010

The National Institutes of Health (NIH) issued a notice (NOT-OD-09-113) stating that the transition to eSubmission of applications has been rescheduled to begin with submission on or after January 25, 2010 for the following:

Institutional National Research Service Awards: T32, T34, T35, T36, T90, TU2

Other institutional training grants: D43, D71, T14, T15, T37, U2R

Institutional career development programs: K12 and K30

These applications should continue to be submitted on paper PHS398 application forms until the January 25, 2010 transition.

Inquiries should be directed to NIH at: grantsinfo@nih.gov.

Reminder -- E-Verify Requirement Effective September 8, 2009

As a reminder, the implementation of the final rule requiring federal contractors and subcontractors to begin using U.S. Citizenship and Immigration Services' (USCIS) E-Verify system will be in effect on 9/8/09.

The rule requires use of the federal internet-based system E-Verify to verify the employment eligibility of existing employees (hired after 11-06-86) and new hires that are directly performing work under the award.

Federal contracting officers will not begin to insert the new E-Verify clause into federal contracts and solicitations until 9/8/09.

For more information, please visit: <http://www.uscis.gov/portal/site/uscis/menuitem>

UH Community College Coordination for Limited Solicitation Proposals

If you are interested in applying for a grant solicitation that has a limit on the number of submissions for the Community Colleges, please contact Michael Unebasami before you start any proposal preparation. This will ensure your proposal receives a fair institutional review and minimize any unnecessary proposal preparation work on your part.

Michael Unebasami, Associate Vice President for Administrative Affairs can be reached at: mune@hawaii.edu or (808) 956-6280.

Vacation Reserve to Pay for Unused Vacation Credits Attributable to Extramural Funds

Administrative Procedure A8.950, Vacation Credit Transfers for Extramurally Funded Employees, requires that funds be transferred from the extramural vacation reserve when one of the three events below occurs to cover the portion of the unused vacation credits attributable to extramural funds.

When a UH employee:

- 1) Terminates employment at UH, or
- 2) Transfers to other funds within the university (a.k.a. other Means of Financing or MOF), or
- 3) Transfers to the counties or other state departments.

In the university's disclosure statement to the federal government, we disclosed that extramurally funded projects would be charged for vacation taken. Hence, the federal government has an expectation that projects will not be charged for any unused vacation of university employees. Thus, when an employee terminates employment or transfers under conditions #2 or #3 above while last working on a extramurally funded project, the vacation reserve is expected to pay for the entire extramurally funded share of the employee's unused vacation.

This means that at project termination, a project should not be closed with charges to subcode 2030 and related fringe benefits.

[Please note that unused vacation credits for project employees hired through RCUH are handled differently from UH employees. The process that applies to RCUH employees should not be applied to UH employees.]

Failure to handle the unused vacation credits in accordance with the disclosed accounting practice is considered a Cost Accounting Standards (CAS) violation; it could be covered under CAS 505 – Unallowable Costs, which calls for administrative and financial penalties.

Please ensure that a vacation credit journal voucher is timely processed to reimburse the project account before the final financial report and invoice is sent to the sponsor.

For more information, contact Kevin Hanaoka, ORS Cost Studies & Rate Analysis Manager at hanaokak@hawaii.edu or (808) 956-9242.

Do you have a Question or Comment for ORS?

Please feel free to contact us at:

ORS Helpline at helpline@ors.hawaii.edu or (808) 956-5198.

Open for Enrollment -- Contracts and Grants Certification Program (For AO/FO and Research Administrative Staff)

ORS is proud to provide continuing educational programs that assist in better understanding the contracts and grants submission process.

This certification program covers:

- Research Administration Overview and Research Compliance
- Financial Compliance Issues and Subrecipient Monitoring
- Indirect Cost (Facility and Administrative Rate), Cost Sharing and Program Income
- Proposal Preparation and Processing, Proposal Budget Preparation and Review and Approval of Contracts and other Award Docs.
- Receiving and Administering an Award, Project Closeout and Compliance Revisited
- Electronic Research Administration Tools and InfoEd Grants Management Tools

The program will be held on Wednesdays only from Sept. 23 – Oct. 28 and is comprised of 6 modules that are held at Manoa campus' Kuykendall 201.

Live broadcasts will be made available to the following locations: Honolulu Community College (CC), Kapi'olani CC, Leeward CC, Kaua'i CC, Maui CC, Molokai Education Center, UH Hilo and UH Center at West Hawai'i.

Registration deadline is Monday, Aug. 31, 2009.

For more information, visit us at the ORS website, click on Education & Training under Quick Links: <http://www.ors.hawaii.edu/for-ao.asp>

On-line Training Available -- for New Principal Investigators or Transferring Principal Investigators New to the UH System

Are you new to UH or a new Principal Investigator (PI)? Take this on-line training course at your leisure to get a better understanding of what your role is, who's waiting to support you, obtain insightful information on the Contracts and Grants Management process, and learn about other useful resources available to you.

For more information, visit us at the ORS website, click on Education & Training under Quick Links: <http://www.ors.hawaii.edu/education-and-training.asp>

New Online Look of ORS: www.hawaii.edu/ors

ORS UNIVERSITY OF HAWAII SYSTEM
OFFICE OF RESEARCH SERVICES

Search ORS GO
Home | Contact ORS Helpline

SEARCH
Sponsor Funding Opportunity Databases & Sponsor Alert Services

APPLY
ORS Forms, Proposal/Budget Development & Proposal Review Process

START UP & MANAGE
Award Start-up, Expenditure Management, Compliance & Extensions

CLOSEOUT
Closing an Award, Final Invoice & Collections

REPORTS
Award Summaries, E/M & Annual Reports

CONTRACT STATUS

Advance Notification

Aloha!

The Office of Research Services strives to provide effective and efficient services to facilitate the stewardship of extramural funded activities and to promote innovation and creativity in partnership with the sponsors, university administrators and distinguished researchers in the University of Hawaii System.

Quick Links

- About ORS
- Forms
- Rates
- Policies & Agreements
- ORS Directory
- UH Related Offices
- Education & Training
- Newsletter
- BOR Reports
- File Uploader

ARRA (Recovery Act) Information

Frequently Asked Question - Access ORS Helpline FAQs

Latest News & Announcements

- DoD Spinal Cord Injury Research \$35 Million Funding Opportunities (7/15/2009)
- FDP - NIH Announcements (7/14/2009)
- DoD CDMRP Cancer Research \$16 Million Funding Opportunities (6/25/2009)

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The ORS website was redesigned to better categorize information, so that the UH community may navigate in a more user-friendly environment.

The site was divided into (3) sections – Navigation Bar, Quick Links and ORS Helpline/News & Announcements.

1. Navigation Bar – contains information regarding the grant process such as:
 - a. Search: Sponsor Funding Databases & Sponsor Alert Services
 - b. Apply: Forms, Proposal/Budget Development & Proposal Review Process
 - c. Start Up & Manage: Award Start-up, Expenditure Management, Compliance & Extensions
 - d. Closeout: Closing an Award, Final Invoice & Collections
 - e. Report: Award Summaries, E/M & Annual Reports
 - f. Contract Status: ORS Contract Specialist Assignment to Submitted Contract Proposal and Status Information
 - g. Advance Notification: Notify ORS of a forthcoming Proposal Submission
2. Quick Links – includes most frequently visited pages such as: Forms, Rates, Policies & Agreements and ORS Directory, to name a few.
3. ARRA (Recover Act) Information, ORS Helpline FAQs and Latest News & Announcements - Easy Access to News and Announcements.

The Navigation Bar, Quick Links and Contact ORS Helpline are readily available as you navigate throughout the ORS website.

Come back and visit us soon as we continuously update the site content to provide you with the latest research related information.

National Council of University Research Administrators (NCURA) Distinguished Service Award

ORS Pre-Award Specialist Georgette Sakumoto will be presented with the National Council of University Research Administrators (NCURA) Distinguished Service Award. Congratulations to Georgette!



For full article, visit UH News link:

<http://www.hawaii.edu/cgi-bin/uhnews?20090803144412>

ORS Helpline FAQs

Is there a way to get notifications for new grant opportunities?

You can subscribe to receive a listing of new opportunities via RSS feed from the Grants.gov website which is continually updated. More information can be found at: <http://grants.gov/help/rss.jsp>

Alternatively, you can also subscribe to receive daily email notifications and narrow down your search (by setting-up specific parameters) at:

http://grants.gov/applicants/email_subscription.jsp

Are there any other resources for finding new grant opportunities?

The ORS website contains links to several funding opportunity search engines and other sponsor alert services.

Please visit us at: <http://www.ors.hawaii.edu/search.asp>

There are many sponsors funding opportunities out-there. If you're interested in a specific agency -- you can either set-up to receive the Grants.gov agency specific email notifications or check with the specific sponsor website directly for more information.

I want to apply for a grant opportunity that is from a sponsor not listed on the ORS Apply page, what do I need to do in order to apply?

Contact the ORS Helpline to verify that the University is set up as an institution with that specific sponsor's electronic submission system.