



# ORS Newsletter

August 2020

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## ANNUAL EFFORT CERTIFICATIONS AND COST SHARING EFFORT CERTIFICATIONS

Effort Certifications and Cost Sharing Effort Certifications will be generated and available for principal investigator (PI) and fiscal administrator (FA) review on **August 18, 2020**. These certifications should be approved and finalized **by September 18, 2020**.

### Effort Certifications

Salaries and wages paid from a federal extramural account and processed through the Kualii Financial System (KFS) Labor Ledger must be certified through KFS on the Effort Certification (EC) eDoc. ECs will be created for each University of Hawaii (UH) employee who was paid salaries and wages for services performed during fiscal year (FY) 2020 from a federal extramural account. These ECs will be available in each PI's action list for review and approval and will be subsequently routed to the FAs.

If salary amounts are not correct, PIs should revise the amounts on the EC. This will automatically generate an Effort Certification Salary Transfer (ECST) eDoc that 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.

### Cost Sharing Effort Certifications

In addition to the KFS ECs, PIs who have cost sharing effort on a federal extramural award must certify these amounts on an annual basis. An online certification of all cost sharing effort recorded in the KFS cost share sub-account will be available for PIs to review and approve. PIs who are required to certify cost sharing effort will receive 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.

## ANNUAL EFFORT CERTIFICATIONS AND COST SHARING EFFORT CERTIFICATIONS (CONTINUED)

### **Additional Guidance for Current Year**

Salaries which were charged or cost shared to a federal extramural award in accordance with UH's policy for continuing to pay individuals who were unable to work due to COVID-19 restrictions and social distancing measures may be recognized as effort if allowed by the federal awarding agency, and adjustments will not be required. For further information, please refer to our July 2020 newsletter article entitled, "[Office of Management and Budget \(OMB\) Memorandum M-20-26, Extension of Administrative Relief](#)" on the allowability of salaries and other project activities.

As a note, any retroactive collective bargaining increases that are pending Governor Ige's approval will not be reflected on the FY 2020 ECs. No adjustment to the FY 2020 ECs or Cost Sharing Effort Certifications will be required if these increases are approved.

Instructions and frequently asked questions for the Cost Sharing Effort Certifications have been posted to the ORS website [here](#).

ORS will follow up on all outstanding ECs and cost sharing effort certifications and may escalate the matter to the appropriate deans or directors, or suspend account activity, if necessary.

Should you have any questions, please contact ORS Financial Compliance at [orscomp@hawaii.edu](mailto:orscomp@hawaii.edu).

## ORS HELPLINE FREQUENTLY ASKED QUESTIONS

### **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. Instructions for registering with Grants.gov are posted 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-Principal Investigators, Fiscal Administrators, key personnel, etc.) will also need to register with Grants.gov.

### **How do I attach my proposal to the myGRANT proposal development record?**

Once you have completed the forms in Grants.gov, download a PDF copy of the entire proposal, then attach the PDF to your myGRANT proposal development record in the "Proposals" tab of the "Attachments" section.