



# ORS Newsletter

August 2021

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## OVPRI OFFICE WEBSITES HAVE MOVED!

The Office of the Vice President for Research and Innovation (OVPRI) has realigned a number of its office websites under a new “[research.hawaii.edu](https://research.hawaii.edu)” web address. This new URL will be used as the umbrella for various offices under the OVPRI, and the change is intended to make each office’s website easier to find. The changes affect the OVPRI, the Office of Research Services (ORS), the Office of Research Compliance (ORC), the Office of Innovation and Commercialization / Office of Technology Transfer (OIC/OTT) and the Research Support Center (RSC).

The new web addresses are available immediately, although the old URLs will continue to work until the end of September 2021. Starting October 1, 2021, each old URL will have a redirect to the new address, and links to specific content will be broken. If you have saved any links from the OVPRI, ORS, ORC, OIC/OTT or RSC websites, please update them to the new URLs by the end of September 2021.

The following are the old and new website addresses:

OFFICE	OLD WEBSITE	NEW WEBSITE
OVPRI	<a href="http://www.hawaii.edu/research/">www.hawaii.edu/research/</a>	<a href="https://research.hawaii.edu">research.hawaii.edu</a>
ORS	<a href="http://www.ors.hawaii.edu">www.ors.hawaii.edu</a>	<a href="https://research.hawaii.edu/ors/">research.hawaii.edu/ors/</a>
ORC	<a href="http://researchcompliance.hawaii.edu">researchcompliance.hawaii.edu</a>	<a href="https://research.hawaii.edu/orc/">research.hawaii.edu/orc/</a>
OIC/OTT	<a href="http://www.hawaii.edu/research/oic/">www.hawaii.edu/research/oic/</a>	<a href="https://research.hawaii.edu/oic/">research.hawaii.edu/oic/</a>
RSC	<a href="http://researchsupport.hawaii.edu">researchsupport.hawaii.edu</a>	<a href="https://research.hawaii.edu/rsc/">research.hawaii.edu/rsc/</a>

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## OVPRI OFFICE WEBSITES HAVE MOVED! (CONTINUED)

As you are using the new websites, if you find any broken links or encounter other issues, please submit a ticket to ORS at <http://go.hawaii.edu/eVP>. Please use the "Other Issue" ticket type, and provide the broken link in the "Description" field of the ticket.

If you have any questions, please contact Mike Morimoto, ORS Information Systems Services Manager, at [mcmorimo@hawaii.edu](mailto:mcmorimo@hawaii.edu), or (808) 956-4908.

## 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 16, 2021**. These certifications should be approved and finalized by **September 16, 2021**.

### 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) 2021 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 posted at <http://go.hawaii.edu/C6P> 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 (not in KFS) 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.

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

### Cost Sharing Effort Certifications (continued)

For additional guidance, refer to frequently asked questions (FAQs) for cost sharing effort certifications posted at <http://go.hawaii.edu/P6B>.

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).

## SPONSOR AUDITS AND DESK REVIEWS

Recently the University of Hawaii (UH) has been undergoing a number of sponsor audits and desk reviews. In the past, sponsors would conduct on-site audits and reviews but due to the uncertainty of travel during the COVID-19 pandemic, all such audits and reviews have been conducted virtually. The Office of Research Services Financial Compliance section has been coordinating the requests and meetings with the responsible units. To date auditors have not identified any significant issues at UH but you may find useful information on the following sites:

- External Reports and Audits Involving NSF Awardees  
<https://www.nsf.gov/oig/reports/reviews.jsp#external>
- U.S. Department of Health and Human Services  
Office of Inspector General, Audit Services  
<https://oig.hhs.gov/reports-and-publications/oas/index.asp>
- U.S. Department of Justice  
<https://www.justice.gov/news>

If you have any questions, please contact Dawn Kim, ORS Financial Compliance Manager, at [dawnkim@hawaii.edu](mailto:dawnkim@hawaii.edu), or (808) 956-0396.

## ORS CONTRACTS AND GRANTS CERTIFICATION PROGRAM NOW ONLINE

The ORS Contracts and Grants Certification Program is a continuing education program created to assist the University of Hawaii (UH) research community to better understand the extramural proposal and award process at UH. The program was formerly a hybrid of in-person classes and online courses, but as a result of the COVID-19 pandemic, has now been converted to be fully accessible online. To access the course, go to Laulima ([laulima.hawaii.edu](http://laulima.hawaii.edu)), then “Membership”, and look for “ORS Certification”. If you do not see it in your Laulima profile, please submit an ORS ticket at <http://go.hawaii.edu/eVP>, and select the “Certification Program — Request Access” ticket type.

The following are the topics covered in the program:

MODULE	TOPIC
1	Certification Program and Research Administration Overview
2	Contracts and Grants
3	Extramural Project Accounting
4	Financial & Administrative Compliance and Subawards
5	Research Corporation of the University of Hawaii (RCUH) Finance
6	RCUH Human Resources Process for UH Project Accounts
7	Research Compliance and Risk Management

The program is best understood when modules are taken in order, but any module may be accessed for refresher purposes at any time.

Modules 2 through 7 are broken into sections, and each section has its own assessment. A certificate of completion can be issued upon request if you complete and pass all assessments with a score of 80% or higher. Assessment scores are good for one (1) year.

To request a certificate of completion, please submit an ORS ticket at <http://go.hawaii.edu/eVP>, and select the “Certification Program — Issue Certificate” ticket type.

If you run into any problems with the online program, please submit an ORS ticket at <http://go.hawaii.edu/eVP>, and use the “Other Issue” ticket type to report the issue.

## SUBAWARD DOCUMENTS REQUIRED FOR MYGRANT PROPOSAL SUBMISSIONS

Proposals for extramural support for research, training or other activities to be conducted by University of Hawaii (UH) faculty, staff, and students are required to be submitted through the Office of Research Services (ORS). A completed myGRANT proposal development (PD) record must accompany all proposals submitted to ORS.

The myGRANT Proposal Questionnaire inquires as to whether the proposal will include a subrecipient or a contractor (vendor). Proposals that include one or more subrecipients should answer “yes” to this question.

As part of the completed myGRANT PD submission, proposals that involve a subrecipient must include the following documentation for each subrecipient:

- Subrecipient Letter of Intent (LOI) completed and signed by the subrecipient’s authorized organizational representative (AOR) using the ORS LOI template posted at <http://go.hawaii.edu/PNd>;
- If the subrecipient certifies that it does not have a Conflicts of Interest (COI) policy as referenced in the LOI template, subrecipient key personnel must complete the Non-UH Employee COI form posted at <http://go.hawaii.edu/6NP>;
- Scope of work ;
- Detailed budget;
- Budget justification;
- F&A rate agreement; and
- Any other documents required by the sponsor.

Questions about proposal documents needed for subrecipients should be directed to the unit’s assigned ORS pre-award specialist (see <https://research.hawaii.edu/ors/ors-assignments/>).

## SAVE THE DATE — OCTOBER 5, 2021 WEBINAR ON PROTECTING UH RESEARCH

The Office of the Vice President for Research and Innovation, and UH Information Technology Services will be holding its semesterly webinar on Protecting UH Research on October 5, 2021. This webinar is an informational briefing geared for principal investigators, researchers, administrators and support staff, and will discuss data protection and compliance issues related to research.

A UH announcement email with registration information will be sent at a later date.

# SAM UNIQUE ENTITY IDENTIFIER UPDATE

The University of Hawaii (UH) has been assigned its Unique Entity Identifiers (UEI) from SAM.gov (<https://sam.gov/content/home>). These 12-digit alpha-numeric identifiers will be replacing the current Dun & Bradstreet DUNS numbers with a scheduled transition completion of April 2022.

Grants.gov has already started using the SAM UEI for some forms and fields on its website and you may start to see the SAM UEI on other websites during the transition period. The process to obtain new UEIs will change; however no action is required on our part at this time.

The UH-assigned SAM UEIs with the corresponding DUNS for each campus and UH System can be found below and also on the ORS website under Institutional Profile at <https://research.hawaii.edu/ors/apply/institutional-profile/>.

CAMPUS	DUNS NUMBER	SAM UEI
UH Manoa	965088057	NSCKLFSSABF2
UH Hilo	195738039	KEXVZ79F9UU9
UH West Oahu	195737551	UALXDJ3K6393
UH Maui College	195736207	EPDWD1VHEBD8
UH System	078495204	VL5FH97BNMH5
Hawaii Community College	195737056	CLS9KEX1ZET8
Honolulu Community College	195736801	LN5ED3QCV1F5
Kapiolani Community College	195736512	DM38AFDLWMU6
Kauai Community College	195736348	W9H3CLDVMLD9
Leeward Community College	195736272	N1A9NHKWXT75
Windward Community College	195306753	SPAVLJ6CPBQ5

More information on the UEI can be found at <http://gsa.gov/entityid>.

### What is unrecovered F&A?

Unrecovered Facilities & Administrative (F&A) costs are the difference between the amount awarded and the amount which could have been awarded under the recipient's approved negotiated indirect cost rate (F&A rate), where a lower indirect cost rate is applied to an award.

Unrecovered F&A applies if:

- The award or sponsor's F&A rate is less than the university's standard F&A rate, which is the federally negotiated rate;
- The PI obtains an F&A cost reduction or waiver in writing from the appropriate campus provost, chancellor or their designee.

According to OMB Circular A-110 and 2 CFR200.306, the unrecovered indirect cost may be included as a part of cost sharing or matching only with the prior approval of the federal awarding agency.