



# RS Newsletter

August 2022

## CONTENTS

FISCAL YEAR 2022 KUALI FINANCIAL SYSTEMS EFFORT CERTIFICATIONS AND COST SHARING EFFORT CERTIFICATIONS

NATIONAL SCIENCE FOUNDATION PROPOSAL SUBMISSION SYSTEM CHANGE

NEW MYGRANT PROPOSAL QUESTION ON THE USE OF FIREARMS

LIMITED SUBMISSION PROPOSALS

FISCAL YEAR 2022 ANNUAL EXTRAMURAL AWARDS AND EXPENDITURES REPORT AVAILABLE SEPTEMBER 2022

HAWAII STATE FOUNDATION ON CULTURE AND THE ARTS REMOVES UNIVERSITY OF HAWAII FROM LIST OF ELIGIBLE FUNDING APPLICANTS

EXTRAMURAL PROJECT CLOSEOUT CONFIRMATION

## FISCAL YEAR 2022 KUALI FINANCIAL SYSTEMS EFFORT CERTIFICATIONS AND COST SHARING EFFORT CERTIFICATIONS

Kuali Financial Systems (KFS) Effort Certifications and Cost Sharing Effort Certifications were generated and are available for principal investigator (PI) and fiscal administrator (FA) review. **Certifications should be approved and finalized by September 16, 2022.**

### KFS EFFORT CERTIFICATIONS

Salaries and wages paid from a federal extramural account and processed through the KFS Labor Ledger must be certified through KFS on the Effort Certification (EC) eDoc. ECs were created for each University of Hawaii (UH) employee who was paid salaries and wages for services performed during FY 2022 from a federal extramural account. These ECs will be available in the responsible principal investigator's (PI's) KFS action list for review and approval and will be subsequently routed to the fiscal administrators (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.

(Continued on next page)

## FISCAL YEAR 2022 KUALI FINANCIAL SYSTEMS EFFORT CERTIFICATIONS AND COST SHARING EFFORT CERTIFICATIONS (CONTINUED)

### COST SHARING EFFORT CERTIFICATIONS

In addition to the ECs generated in KFS, PIs who have cost shared 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.

For additional guidance, refer to the [frequently asked questions](#) for cost sharing effort certifications.

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).

## NATIONAL SCIENCE FOUNDATION PROPOSAL SUBMISSION SYSTEM CHANGE

**Beginning in January 2023**, all new National Science Foundation proposals must be prepared and submitted in **Research.gov** or **Grants.gov**. Fastlane will no longer be a preparation and submission option. ORS highly encourages principal investigators to use Research.gov, rather than Grants.gov. Research.gov was created with an intuitive interface, [expanded compliance checks](#); checking over a hundred different fields in new proposals, immediate compliance feedback upon proposal section uploads and minimizes the return without review of proposals due to some formatting issues.

Research.gov has a [proposal preparation demo site](#) to explore before preparing an actual proposal in Research.gov. The demo site includes FAQ's and video tutorials.

If you have any questions, please contact your [assigned ORS Pre-Award Specialist](#).

## NEW MYGRANT PROPOSAL QUESTION ON THE USE OF FIREARMS

The Questionnaire tab of the myGRANT proposal development module has been updated to include a sub-question relating to the use of firearms for the purpose of eradicating or controlling wildlife in extramurally-funded projects which include activities involving vertebrate animals and/or their byproducts, which projects customarily require approval from the University of Hawaii Institutional Animal Care and Use Committee (IACUC).

If your proposal will involve the use of firearms for the purpose of eradicating or controlling wildlife, you will then be required to acknowledge that additional reviews will be necessary. The question, sub-question and acknowledgment are as follows:

(IACUC) Does the proposal include any activities involving vertebrate animals and/or their by-products? Mark "Yes" even if such activities will be done in collaboration with UH-affiliated and/or non-UH-affiliated entities and performance sites. ⓘ

Yes

No

Does the proposal involve the use of firearms for the purpose of eradicating or controlling wildlife? ⓘ

Yes

No

I understand that the off-campus use of firearms as permitted under applicable state and federal firearms regulations must be an integral part of the proposed research or education project. Before issuing an award, prior review/approval from the Office of Risk Management (ORM), the Office of the Vice President for Research and Innovation (OVPRI) and the Institutional Animal Care and Use Committee (IACUC) is required. ⓘ

Acknowledge

For projects involving the use of firearms as described above, ORS will advise the principal investigator (PI) to complete a UH Risk Management Request Assistance Form and submit it directly to ORM. While the risk assessment is being conducted by ORM, the PI should simultaneously submit an IACUC application to the IACUC Committee via [Topaz](#) for their consideration. Upon completion of the ORM risk assessment and after obtaining IACUC approval, OVPRI will make the final decision whether to allow the use of firearms on the project. Once approved, the Office of Research Compliance (ORC) will send confirmation of approval to ORS to finalize the award process and the Research Corporation of the University of Hawaii (RCUH), who will then implement RCUH Firearms policy 3.940 for the use of firearms by RCUH employees.

If you have any questions about this process, please contact your [assigned ORS Pre-Award Specialist](#).

## LIMITED SUBMISSION PROPOSALS

Funding opportunities which restrict the number of submissions per institution are known as “limited submissions”. Proposals for limited submissions MUST go through an internal UH pre-review, and receive approval from the appropriate UH office (see below). Once approval is obtained, it should be attached to your myGRANT proposal development record when submitted to workflow routing, and subsequently to ORS.

If you are interested in applying for a limited submission funding opportunity, you must send a notice of interest to your assigned campus contact as soon as you identify that a solicitation has a submission restriction. Assigned campus contacts are as follows:

CAMPUS/OFFICE	PHONE
University of Hawaii at Manoa – Office of the Vice Provost for Research and Scholarship	(808) 956-0813
University of Hawaii at Hilo – Research Office Coordinator	(808) 932-7036
University of Hawaii West Oahu – Chancellor	(808) 689-2770
University of Hawaii Maui College and all Community Colleges – Associate Vice President for Academic Affairs	(808) 956-4561

Some limited submission opportunities contain a deadline by which questions can be submitted. If the sponsor does not accept questions after the deadline, and the submission limitation is vague, UH must interpret the limitation in the most restrictive manner possible, which may reduce the number of submissions allowed. In addition, holding internal competitions early will maximize the time PIs have to prepare a quality proposal, increasing the chance of being funded.

More information on limited submissions and internal competitions may be found on the proposal eligibility section of the Research Lifecycle posted [here](#).

Questions regarding limited submissions or institutional eligibility should be directed to your [assigned ORS Pre-Award Specialist](#).

## FISCAL YEAR 2022 ANNUAL EXTRAMURAL AWARDS AND EXPENDITURES REPORT AVAILABLE SEPTEMBER 2022

In fiscal year (FY) 2022, we recorded a record-breaking \$505 million in extramural awards. This beat out our last record of \$488 million eleven years ago in 2011. Are you interested in seeing how many award dollars your unit brought in? What sponsors have increased their funding to get us here? Or maybe see if you are in the top 50 performing researchers in the university? The FY2022 Annual Extramural Awards and Expenditures Report will be able to answer these questions and more. The report will be available in September and will be posted in the "Reports" area of the Office of the Vice President for Research and Innovation website (<https://research.hawaii.edu/reports/reports/#annual>).

To highlight the sponsors who have provided funding to the University of Hawaii, we have charts and figures detailing the composition of significant funding sectors. You can also find award amount summaries by campus, school, and department, and the report includes the largest individual awards and the top 50 highest earning PIs for this fiscal year.

We are still in the COVID-19 pandemic so the federal government has continued to release funds to help support our students and institution in the form of the Cares Act: Higher Education Emergency Relief Fund (HEERF) awards. FY22 HEERF awards that the university has received are documented in our annual report to indicate what we received from this special relief fund (so far \$242 million since the start of COVID) but the totals are kept separate from the \$505 million extramural award total.

We also compare the year-to-year trend of proposal submissions of our hard-working faculty. Proposal data is divided by activity type to construe if there is more research or non-research faculty interest. We further categorize this into funding segments to gain insight into what types of sponsors our faculty are targeting.

In addition to proposal and award information, the annual report provides statistics on extramural expenditures. Extramural expenditures go hand in hand with awards and are an important metric for the university. It can also be used as an early indication of the level of the Research and Training Revolving Fund (RTRF).

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

## HAWAII STATE FOUNDATION ON CULTURE AND THE ARTS REMOVES UNIVERSITY OF HAWAII FROM LIST OF ELIGIBLE FUNDING APPLICANTS

ORS has been notified by the Hawaii State Foundation on Culture and the Arts (SFCA) that effective July 20, 2022, the University of Hawaii is no longer eligible for grant support through their Biennium Grants Program, which is intended to support nonprofit 501(c)(3) organizations.

The University of Hawaii is a state-controlled institute of higher education, and does not have 501(c)(3) status. For opportunities that require the applicant be a 501(c)(3) organization, please contact the University of Hawaii Foundation at <https://www.uhfoundation.org/contact> or (808) 376-7800.

If you have any questions regarding institutional eligibility, please contact your [assigned ORS Pre-Award Specialist](#).

### EXTRAMURAL PROJECT CLOSEOUT CONFIRMATION

Timely closeout confirmation is required to ensure complete and accurate invoicing. In accordance with [Administrative Procedure 12.412, Extramural Closeout Procedures](#), fiscal administrators (FAs) must confirm to ORS that the account is ready to close in accordance with the following timeline, or 90 days after the award end date, whichever is earlier:

1. For projects with the standard 90-day deadline, no later than 30 days prior to the due date for the final financial report or invoice;
2. For projects with a 60- to 89-day deadline, no later than 20 days prior to the due date for the final financial report or invoice; and
3. For projects with a less than 60-day deadline, within 15 days prior to the due date for the final financial report or invoice.

If ORS does not receive confirmation from the FA by the deadline:

- A. ORS will prepare the final invoice based on the actual expenditures in the university's financial system (currently the Kualii Financial System, or KFS), at the time the invoice is prepared.
- B. The final invoice will NOT include:
  - 1) Outstanding encumbrances and transactions that may have posted to the designated continuation account; or
  - 2) Unposted payroll and non-payroll charges.

(Continued on next page)

## EXTRAMURAL CLOSEOUT CONFIRMATION (CONTINUED)

- C. When an invoice is prepared under these circumstances (i.e., no FA confirmation received), ORS will send the amount of the final invoice to the FA, principal investigator (PI), and dean or director for their concurrence and information before submitting the invoice to the sponsor. If the FA or PI do not respond in a timely manner, the invoice will automatically be sent to the sponsor by ORS.
- D. ORS will revise final invoices only when reported expenditures must be reduced and a refund is due to the sponsor.

## ORS HELPLINE FREQUENTLY ASKED QUESTIONS

### **How can I obtain access to all of my department's past proposals and awards in myGRANT?**

If you need and do not currently have access to all of your department's proposals and award records in myGRANT, you should submit an ORS ticket at <http://go.hawaii.edu/eVP> and attach a memo request signed by the highest level approver. The memo should specify the approval for you to access the requested unit.

### **How do I update workflow approvers in myGRANT when there is a change in personnel?**

If there are changes in personnel due to new hires, retirement, departure from the university or otherwise which require an update to the myGRANT workflow approvers, you should submit an ORS ticket at <http://go.hawaii.edu/eVP> with a memo request signed by the highest level approver. The memo should specify the unit, person and roles to be changed. For example, the department chair must sign the change request for a department fiscal administrator change, and the dean must sign the change request for a college-wide FA or department chair change.

**In either of the above situations, the highest level approver required for the requested access or change in workflow may submit the required information and approval themselves via the ticket system in lieu of a memo request.**