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From the Director's Office

~ SEASON'S GREETINGS ~

Aloha Kākou,

To better serve the research communities at the University of Hawai'i and manage the workload among the Office of Research Services (ORS) Pre-Award Specialists, the Pre-Award section at the Sakamaki office has been realigned by college/center/campus. For details, please see the article below. Please let us know if you have any questions or concerns.

ORS will remain operational at a minimum level during the winter administrative leave period (December 20 to December 31, 2010) to provide essential services and support faculty for grant submissions. The ORS winter administrative leave schedule can be found as a link on the ORS website.

Wishing you and your family a wonderful holiday season!

Mahalo!

Yaa-Yin Fong
Director, ORS

National Science Foundation (NSF) Updates

Effective January 2011, the National Science Foundation (NSF) will be using the Grant Proposal Guide (GPG) NSF 11-1 which may be found at: http://www.nsf.gov/pubs/policydocs/pappguide/nsf11001/gpg_index.jsp

Significant changes to the GPG include:

The Cover Sheet replaces "Performing/Research Organization" with "Project/Performance Site Primary Location". If the project is performed outside of the awardee location, geographic information must be provided.

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National Science Foundation (NSF) Updates (continued)

Special Information and Supplementary Documentation:

- Clarifies NSF's data policy. All proposals must describe plans for data management and sharing of the products of research, or the absence of the need for a data management plan.
- Contains clarification that a mentoring plan is not required for postdoctoral researchers who are listed in the budget as Senior Personnel.

Cost Sharing has been revised to prohibit the inclusion of voluntary committed cost sharing. This does not include faculty effort, which still must be committed and tracked. All necessary organizational resources for the project are to be described in the Facilities, Equipment and Other Resources section. This should be in narrative form and not include quantifiable financial information. There will be solicitations with mandatory cost sharing when authorized by the NSF Director.

Sections of the Proposal now states that all sections are required parts of the proposal (with the exceptions of "Special Information and Supplementary Documentation" and "Appendices"), and must be submitted via FastLane. Failure to submit the required sections may result in the proposal being returned without review.

New State Department of Health Rates

The State Department of Health (HIDOH) has published an update to the federally negotiated indirect cost rates. The university has used these rates to claim indirect costs on federal pass-through awards it receives from HIDOH agencies.

The following rates should be used in new proposals to HIDOH until amended:

Health Resources Administration	16.5
Environmental Health Administration	13.1
Behavioral Health Administration	11.8
Health Status Monitoring Office	7.2
Planning, Policy & Program Development Office	8.3
State Health Planning	9.4
Disability & Communications Access Board	8.1
Office of Environmental Quality Control	11.7
Tobacco Settlement Project/Healthy Hawaii Initiative	5.9
Executive Office On Aging	16.8

Should you have any questions, please contact Kevin Hanaoka, Cost Studies Manager, at (808) 956-9242 or hanaokak@hawaii.edu.

Intergovernmental Personnel Act (IPA) Agreement F&A Rate

The University of Hawai'i (UH) has negotiated an F&A rate for Intergovernmental Personnel Act (IPA) agreements. The predetermined rate of 7.1% of MTDC is effective from July 1, 2010 to June 30, 2012 and becomes a provisional rate from July 1, 2012.

The IPA F&A rate can be used for agreements with federal agencies that permit reimbursement of F&A costs associated with the temporary assignment of UH personnel at federal agencies. These agreements reimburse the university for the amount paid by the university to an employee at their salary and fringe benefit levels while on temporary assignment. In some cases, other agreed upon costs paid during the temporary assignment by UH, such as travel, will be reimbursed.

The new rate agreement has been posted under the link Official Rate Agreement on the following web page: <http://www.ors.hawaii.edu/indirect-cost-rates.asp>

Pre-Award Streamlining

Effective as of January 1, 2011, the ORS Pre-Award section in Sakamaki will be modifying the structure for staff assistance. The structure is being revised to provide support for proposal review and submission based on your school/center/campus, and not based on the "type" of proposal (i.e., Research, Training or NSF). This change does not impact the ORS satellite service centers at Kaka'ako and Maui. For the full breakdown of the ORS Pre-Award staff at Sakamaki now assigned to work with your unit, please see:

http://www.ors.hawaii.edu/_library/documents/PREAWARDASSIGNMENTS.pdf

This revision is a work in progress. Although each unit is assigned a specific reviewer, all staff members are knowledgeable and committed to providing assistance in the absence of your assigned reviewer. Due to the significant increase in the volume of proposals and awards being received, this change will ensure that ORS can continue to support the university research community in a timely manner.

ORS Cost Studies, Compliance and Administrative Sections Closed December 20-30, 2010

If there are any matters that will require the attention of the ORS Cost Studies, Compliance or Administrative sections during the holiday break (e.g., JVs, RTRF account set-up, etc.), please send your request to ORS by December 13, 2010 so that ORS can process it in a timely manner before the administrative leave starts on December 20, 2010.

Professional Development for Research Administrators

Research Administration is an evolving profession. The National Council of University Research Administrators (NCURA) and the Society of Research Administrators (SRA) are two organizations that provide workshops and conferences to assist in the professional development of Administrative and Fiscal Officers.

There is currently a Research Administration Certification Council whose website is <http://www.cra-cert.org/>. This organization offers a designation of Certified Research Administrator (CRA). This certification means that an individual has met the requirements of the Research Administrators Certification Council's eligibility requirements and has demonstrated a level of knowledge necessary for a person to be a professional research or sponsored programs administrator. The CRA® is a Certification Mark registered with the United States Patent and Trademark Office.

NCURA has over 7,100 members throughout the United States as well as international members. It offers many opportunities for professional development and training throughout the year. There are targeted webinars, workshops and events, such as podcasts and NCURATV, that provide opportunities for learning. Workshops are held throughout the continental U.S. on topics such as Financial Research Administration, Departmental Administration and Pre-Award Administration. The website for NCURA is <http://www.ncura.edu/content/>. Please visit this site to learn about upcoming programs available for professional development and training.

For those interested in an online Master's Degree or Graduate Certificate for Sponsored Research Professionals, NCURA has assisted with the development of a Graduate Program in Research Administration at Emmanuel College. More information and applications for this program are available at gpp.emmanuel.edu.

If you would like more information on NCURA, please contact Georgette Sakumoto, Pre-Award Specialist, at (808) 956-64056 or gsakumot@hawaii.edu.

Do you have a Question or Comment for ORS?

Please feel free to contact us at the ORS Helpline:

Email: helpline@ors.hawaii.edu or Phone: (808) 956-5198

ORS Helpline Frequently Asked Questions

I have a proposal submission that is due during the upcoming holiday administrative leave days, what should I do?

ORS will remain open from December 20-23 and from the December 27-30. We kindly ask that you obtain FO/AO review and approval prior to this holiday break as many FO/AO offices will be closed. The ORS Helpline will remain open during this time to answer any questions and to direct calls. For our staffing schedule see:

http://www.ors.hawaii.edu/_library/documents/ORSAdminLeaveStaffingMatrix2010.xls

I need help with filling out a grants.gov SF424 R&R form

Please see the newly created guide for filling out the SF424 R&R form:

http://www.ors.hawaii.edu/_library/documents/SF424_Instructions.pdf

Do I have to submit all ORS forms on yellow paper?

ORS no longer requires that all ORS forms be submitted on yellow paper.