

## From the Director's Office

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Aloha Kākou,

As the University opens up its spring semester activities, ORS is once again proud to offer its Contracts and Grants Certification Program for the spring semester. The deadline to register is February 28, 2011 and the seats fill up quickly. For registration information, please see details in the article below.

I am very excited to report that ORS will be implementing the Quali-Coeus (KC) system for electronic proposal development and submission this year. The current KC 3.0 version comes with not only the capability of system-to-system integration with Grants.gov but also post-award data administration. The ORS information system staff has established in the past month, a UH sandbox for testing purposes. A functionality testing group has been identified who will perform the preliminary testing and iron out system and process issues before the system is rolled out to the field for pilot testing. It is our plan to begin pilot testing as early as April 1, 2011. Next month, we will be sending out a solicitation for pilot testers from each campus. Stay tuned for more information.

Pilot group participation in the AiM space inventory survey will conclude this month. We want to thank the pilot schools who provided valuable feedback. The space survey should be rolled out to the rest of campus at the end of this month. The space survey will provide necessary and specific information regarding UH research facilities. This information is required for our upcoming F & A rate proposal and will assist ORS in effectively negotiating F & A rates. Please watch for an announcement regarding space survey and training in the near future.

National Science Foundation and National Science Board updates are also included in this month's articles, in addition to important information on clearing FREDI suspense transactions to close out project accounts in a timely manner. Please let us know if there are any questions.

**KUNG HEE FAT CHOY!**

Yaa-Yin Fong - Director ORS



## **National Science Board's (NSB) Merit Review Task Force**

The National Science Board's (NSB) Merit Review Task Force is undertaking a thorough review of the National Science Foundation's (NSF) two merit review criteria ([http://www.nsf.gov/pubs/policydocs/pappguide/nsf11001/gpg\\_3.jsp](http://www.nsf.gov/pubs/policydocs/pappguide/nsf11001/gpg_3.jsp)) (Intellectual Merit and Broader Impacts). The merit review process is at the heart of NSF's mission, and the merit review criteria forms the critical base for that process. Moreover, in the recently enacted America COMPETES Reauthorization Act, the Broader Impacts Review Criterion was specifically mentioned.

The Task Force is now gathering input from a wide variety of stakeholder groups, and will be developing its report and recommendations during 2011.

To ensure that all interested parties have an opportunity to provide input, NSF has established a web site through which you can submit your thoughts and ideas on several issues of interest to the Task Force: (<http://www.nsf.gov/funding/meritreviewform.cfm>). Please take this opportunity to provide comments and suggestions for improvement as the Task Force undertakes this important review.

## **National Science Foundation (NSF) Proposal & Award Policies & Procedures Guide (NSF 11-1)**

The new requirement in the National Science Foundation Proposal & Award Policies & Procedures Guide (NSF 11-1) may impact your organization. The FastLane Cover Sheet has been revised for consistency with the requirements of the Federal Funding Accountability and Transparency Act (FFATA) to replace the Performing/Research Organization information with Project/Performance Site Primary Location information.

This change has already been made on a government-wide basis in the SF-424 family of forms. If the project will be performed at a location other than the awardee, additional geographic information must be provided (Grant Proposal Guide (GPG) Chapter II.C.2.a).

To ensure compliance with FFATA reporting requirements and to improve the quality of data associated with NSF-funded awards, the GPG now requires that a nine-digit zip code be entered in the applicable Cover Sheet field. The nine-digit zip code is validated against the United States Postal Service's (USPS) database. This ensures accurate identification of the location, as well as alignment with the correct congressional district.

When entering the zip code for the Primary Place of Performance for locations within the United States, you may encounter the error message "a valid zip code is required". If you receive this error message, you must enter the correct zip code in order to submit your proposal. It is recommended that you enter the street address of the Project/Performance Site Primary Location on the USPS website (<http://zip4.usps.com/zip4/welcome.jsp>) and enter the zip code displayed there.

If you have questions regarding this new requirement, you may contact the DIAS/Policy Office by e-mail at [policy@nsf.gov](mailto:policy@nsf.gov), or (703) 292-8243. Technical questions regarding FastLane submission should be directed to [fastlane@nsf.gov](mailto:fastlane@nsf.gov) or 1-800-673-6188.

## **FREDI (FMIS/RCUH Electronic Data Interchange) Suspense**

In accordance with APM A8.930, Service Orders to the Research Corporation of the University of Hawaii, it is the responsibility of each project's principal investigator (PI) and fiscal officer (FO) to clear all transactions from the FREDI suspense account prior to closeout of the account. Project accounts should be reviewed periodically for suspended transactions and cleared in a timely manner. FOs should ensure that all FREDI suspense items are cleared before providing confirmation of the final expenditures for closeout to the ORS accountant. In accordance with APM A8.954, Extramural Closeout Procedures, no further adjustments may be posted to the account once the final report is filed with the sponsor. As a reminder, the Dean/Director is responsible for any deficits or disallowances for uncleared suspense transactions.

There are multiple ways to review the items in FREDI suspense:

1. eFMIS: Contracts and Grants - Inquire on Budget Status - RCUH Suspense
2. Page Center: Report R1944F under "CGS" or R1944A2 under "CGS daily"
3. RCUH Fast Track: UH-FMIS Fast Track - UH Project Fiscal Reports - FREDI Suspense Transaction Report

The error code and/or description are available on the reports. Three of the common error codes are "06 – insufficient funds," "13 – frozen or expired account," and "14 – invalid PO." If the error code is a "06" or "14," please contact RCUH for assistance - Rick Fujioka, Project Accounting Specialist, at [rfujioka@rcuh.com](mailto:rfujioka@rcuh.com) or 808-988-8346 or Maile Brooks, Controller, at [mwai@rcuh.com](mailto:mwai@rcuh.com) or 808-988-8340. If the error code is a "13" please contact the ORS Compliance section at [compliance@ors.hawaii.edu](mailto:compliance@ors.hawaii.edu) for assistance.

## **Composite Fringe and Fringe Rate Table are Unchanged as a Result of Two Percent Reduction in Employee's Share of FICA**

The two percent (2%) reduction in FICA as of January 1, 2011 affects only the employee's share of payroll taxes. The University will continue to pay for FICA taxes at 6.2% of eligible salaries and wages. As a result, the composite fringe and fringe rate table, which reports the employer's share of payroll taxes and other fringe benefits, are unchanged.

Questions regarding an employee's payroll tax rates and share of other fringe benefits should be directed to the employee's personnel officer.

Should you have any questions about this article, please contact Kevin Hanaoka, Cost Studies Manager, at [hanaokak@hawaii.edu](mailto:hanaokak@hawaii.edu) or (808) 956-9242.

## **Federal Demonstration Project (FDP) Subaward Template**

In general, the FDP subaward agreement template should be used for all subawards issued on federal prime awards made by the University. There is no longer a separate form for non-FDP institutions. Various federal agencies, including the National Institutes of Health, National

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## **Federal Demonstration Project (FDP) Subaward Template (continued)**

Science Foundation, Department of Education, Environmental Protection Agency and Department of Agriculture, have developed standard terms and conditions which may be attached to the subaward form (see “Attachment 2 Samples” linked through the web page referenced below). For all other agencies, the terms and conditions of the prime federal award may be attached.

In order to ensure that the most current version is being used, the subaward template should be pulled from the FDP website. The FDP link may be found on the “Forms” page of the ORS website at: <http://www.ors.hawaii.edu/forms.asp> under the “Agreement Templates” section. If special terms and conditions are negotiated, they may be included on the FDP supplemental form entitled, “FDP Research Subaward Modification Form”. There is also a form that may be used for foreign subawardees.

If you have any questions regarding the use of FDP subaward agreement or special terms and conditions, please contact Darci Yoshinaga, Associate Director, at [dsy@hawaii.edu](mailto:dsy@hawaii.edu), or (808) 956-4806.

## **Open for Enrollment – Contracts and Grants Certification Program For Administrative Officers, Fiscal Officers and Research Administrative Staff**

ORS is proud to provide continuing education programs to assist administrative officers, fiscal officers and research administrative staff to better understand the contracts and grants process.

Topics for this certification program include:

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

The program for this spring will include three class sessions on Fridays, March 11, March 18, and April 15, 2011 from 10:00 a.m. – 1:00 p.m. at the University of Hawai‘i at Mānoa in Kuykendall 201. There are also three on-line modules that may be taken from your work or personal computer at any time, or you may use the Keller Hall Computer Lab between the hours of 10:00 a.m. – 1:00 p.m. on Tuesdays, March 29, April 5, and April 12, 2011.

Live broadcasts of the Kuykendall sessions will be made available to Honolulu Community College, Leeward Community College, Kaua‘i Community College, University of Hawai‘i Maui College (UHMC), Molokai Education Center, University of Hawai‘i at Hilo, and University of Hawai‘i – West Oahu.

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## **Open for Enrollment – Contracts and Grants Certification Program For Administrative Officers, Fiscal Officers and Research Administrative Staff (continued)**

There will be no live broadcast available for Kapi`olani Community College due to construction at the Naio Building, so please feel free to sign up for an alternate site if you are interested in attending.

The registration deadline for the spring session is Monday, February 28, 2011. Please register online at <http://www.ors.hawaii.edu/education-and-training.asp>

For more information on this spring's certification program, visit us at <http://www.ors.hawaii.edu/for-ao.asp>

### **ORS Helpline Frequently Asked Questions (FAQs)**

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What is the new National Institutes of Health policy regarding the error correction window?

For proposals due on or after January 25, 2011, the National Institutes of Health (NIH), the Agency for Healthcare Research and Quality (AHRQ) and The National Institute for Occupational Safety and Health (NIOSH) have eliminated the error correction window from the applications submission process. This means that any applications submitted after 5:00 p.m. local time on the due date may not be accepted for review. Any changes or corrections must be submitted by the deadline to be considered on-time.

#### **Are there any exceptions for late submissions?**

Federal system issues that threaten or prevent on-time submission will be accommodated by NIH, if appropriately documented and verified by NIH support staff. Also, NIH will determine and implement contingency plans for widespread system issues and natural disasters.

Note that system issues do not include system generated errors due to errors with file names, user accounts, attachments, erroneous budgets, viruses, etc. Please see the following resources for help with avoiding these common errors.

<http://grants.nih.gov/grants/ElectronicReceipt/communication.htm#forms>

#### **What about errors that need to be addressed after the proposal is submitted?**

Your application will still be available to view in eRA Commons for two business days once it is received by NIH. At this time you are still able to view, reject, and submit a corrected application as long as it is resubmitted before 5:00 p.m. local time on the due date.