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From the Director's Office

Aloha Kākou,

myGRANT is entering its final implementation phase for proposal development and award modules on February 16, 2012. We want to thank everyone for their support, cooperation and encouragement which has kept the spirit alive and has moved us forward thus far. We have received a lot of positive feedback on myGRANT and have also taken notes for possible future enhancements. Please be aware that there will be a learning curve for anyone using myGRANT for the first time, but eventually the electronic routing and submission will make the process more efficient and effective for UH. ORS' friendly Helpline staff is prepared to provide any assistance you may need. Please feel free to contact the ORS Helpline at (808) 956-5198 or helpline@ors.hawaii.edu.

At this point, nearly 1,000 people have taken either the classroom or on-line training sessions. That is very impressive! Additional classroom training and specific sessions for National Institutes of Health applications are also scheduled to provide step-by-step instructions on proposal development in myGRANT. I hope you will take advantage of these sessions.

Please also check our agency updates and G5 system reporting guide in our articles below. We also want to remind everyone of the responsibility of the Delegation of Expanded Authorities Provided Under the Federal Demonstration Partnership (FDP) standard terms and conditions for research awards. We hope you will find these helpful.

Happy Discovery!

Mahalo,
Yaa-Yin Fong, Director



Notice to Principal Investigators (PI) and Administrative Officers (AO) Involved With National Science Foundation (NSF) Awards

ORS has recently been notified by the National Science Foundation (NSF) that they will not consider any “NSF-Approved No-Cost Extension” requests submitted via Fastlane for standard grants or cooperative agreement awards with current expiration dates that are more than six months greater than the date of the request. However, this limitation does not apply to the initial “Grantee-Approved” no-cost extensions for grant awards.

Guide to Using the U.S. Department of Education G5 System for Reporting

If the reporting requirement of your Department of Education award requires you to use the G5 system, you must re-register in this system in order to prepare your progress reports. The G5 system is the U.S Department of Education grants management system designed to enhance and increase program performance monitoring and improve communications within system users. This system has replaced the old e-grants reporting portal previously used to submit technical progress reports. Provided below is a step-by-step guide to assist a Principal Investigator/Project Director with registration:

- You will need to go to www.g5.gov and click on the “Not registered? Sign up” link below the log in button
- Upon entering your initial information into the system, the website tells you to look for an Account Request E-mail from G5
- Clicking on a link in this E-mail will allow you to set up your password
- Once you log in to G5, at the bottom of your G5 profile you need to choose “Other” from the available types and indicate that you are a Project Director and enter your Grantee DUNS
- You will then need to log out and wait about 15 minutes for the system to update
- Upon logging back in, Grant Maintenance will be a new menu choice and this is where Project Directors go to reach reports or administrative items
- The G5 system cross checks the name of the Project Director and DUNS number in their system for the award and only gives access to their own grants
- Once a Principal Investigator/Project Director is registered you must identify and register your Pre-award Specialist in ORS as the Authorized Organizational Representative (AOR) for your grant

Although the G5 system will allow access to the “submit” page for technical reports, etc., it also warns that only the Authorized Organization Representative (AOR) for the Institution is allowed to submit official reports/requests. ORS has the delegated responsibility to review and submit all reports and post award grant management requests such as change in principal investigator request, re-budget request, no-cost extension requests, etc.

In order to ensure compliance with university policy, please complete your registration process by identifying the ORS staff responsible for your grant management as your AOR.

For questions please contact Georgette Sakumoto at gsakumot@hawaii.edu or (808) 956-4056.

Delegation of Expanded Authorities Provided Under the Federal Demonstration Partnership (FDP) Standard Terms and Conditions Subject to OMB Circular A-110 for Research Awards

In July 1, 2008, Federal Demonstration Partnership (FDP) Federal agencies implemented use of Federal-wide Standard Terms and Conditions for Research Grants. The FDP Terms of Award initially only apply to the FDP participating agencies but now span beyond the FDP participating agencies and applied to all Federal agencies that support research. All research agencies now utilize this standard core set of administrative terms and conditions on awards subject to OMB Circular A-110 (2 CFR Part 215), to the extent practicable. Supporting documentation, including Agency-specific Terms and Conditions, can be found at: <http://www.nsf.gov/awards/managing/rtc.jsp>. Under the FDP Standard Terms and Conditions Subject to OMB Circular A-110 for research awards, prior written approval from the sponsor are waived and the institutions are delegated the authority to approve issues such as:

- Pre-award costs within 90 days prior to the effective date of the award
- Purchase of general purpose equipment not previously included in the approved budget but which are necessary for project-related use
- Rebudget among budget categories between direct and F&A costs
- Use of non-U.S. flag carriers for travel

See detailed list of the Research Terms and Conditions Prior Approval and other Requirements Matrix at: http://www.nsf.gov/bfa/dias/policy/rtc/priorapproval_oct08.pdf.

In practice, the University of Hawaii has further delegated the approval of these cost issues to the Chancellors/Deans/Directors in the past. This authority has also been delegated to administrative staff with fiscal authority (Administrative Officers, Fiscal Officers, etc.) to enhance operational efficiency in the units. However, under this delegation, the units are fully responsible for assuring full compliance and proper documentation with all applicable federal laws and guidelines. As each award under the FDP guidelines may have agency-specific restrictions, the terms and conditions of the award should be reviewed thoroughly prior to administration of the award. Please note that the delegation will be rescinded for non-compliance in follow-up audits or reviews.

For questions please contact Paul Kakugawa at pkakugaw@hawaii.edu or (808) 956-4054.

Hawaii Community Foundation (HCF) Medical Research Grants Goes Online

Hawaii Community Foundation's (HCF) Medical Research grant applications are now online. HCF has just launched their new "Nonprofit Gateway", allowing for online grant application submission. Medical Research grant applications will only be accepted online.

Principal Investigators (PIs) will need an online account in order to access the "Nonprofit Gateway". To request an online account, please e-mail the following information to:
medicalresearch@hawaiicommunityfoundation.org

- Principal Investigator's Full Name
- Principal Investigator's Department
- Principal Investigator's Mailing Address

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Hawaii Community Foundation (HCF) Medical Research Grants Go Online (continued)

- Principal Investigator's E-mail Address
- Research Organization's Name:
University of Hawaii
- Research Organization's Mailing Address:
Office of Research Services
2530 Dole Street, Sakamaki Hall D200
Honolulu, HI 96822-2303
- Chief of Research Organization's Full Name
Yaa-Yin Fong
- Chief of Research Organization's E-mail Address
yaayin@hawaii.edu

After an online account is established, the PI will receive an email with their login and password. It may take up to three business days to establish an online account, so please establish your account early to allow ample time to complete your application and submit it by the deadline date. This login and password may only be used for Medical Research applications.

The online proposal will include a package for the PI to complete as well as an endorsement letter that must be signed by the PI's designated ORS Pre-Award Specialist prior to submission to HCF.

For questions please contact Mark Yabui at myabui@hawaii.edu or (808) 692-1809.

A Friendly Reminder Regarding *myGRANT* Proposal Submissions

ORS would like to strongly encourage everyone to communicate with your respective Pre-Award Specialist while working on your proposal development document in *myGRANT* so that they can answer questions and advise you of corrections that need to be addressed prior to routing for approvals. This is strongly recommended because after a proposal development document has been routed for workflow approval, if changes are needed, ORS may need to return the submission to the principal investigator (PI) for corrections, in which case the proposal development record will need to be routed through the workflow approval process again. For a breakdown of school/departmental assignments, please refer to the attachment posted at: <http://www.ors.hawaii.edu/files/PREAWARDASSIGNMENTS.pdf>.

Helpful information and FAQs that may also answer some of your concerns are available online at the Office of Research Services website at: <http://www.ors.hawaii.edu/index.php/mygrant-faqs>.

***myGRANT* System-To-System National Institutes of Health (NIH) Applications Training**

National Institutes of Health (NIH) system-to-system applications via *myGRANT* are now the preferred means of submitting your NIH proposal. Training will be available on how to complete a *myGRANT* record to ensure a successful proposal submission to NIH's eRA Commons system. Classroom training will be held on the following dates:

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myGRANT System-To-System National Institutes of Health (NIH) Applications Training (continued)

- UH Manoa Campus - Tuesday, March 20, 2012, 1:00-2:30 pm at the Sakamaki Hall D200 ORS conference room
- Kaka'ako Campus - Wednesday, March 21, 2012, 9:30-11:00 am at the Medical Education Building Access Grid Room 202
- Kaka'ako Campus - Friday, March 23, 2012 , 9:30-11:00 am at the Medical Education Building Access Grid Room 202

To self-register, please go to: <http://www.ors.hawaii.edu/index.php/mygrant-training>, select the calendar for March and choose the date you'll be attending.

An online version of the training will also be made available through Laulima soon. For questions please contact Linda Fong, at llfong@hawaii.edu or (808) 956-8259.

ORS Contracts and Grants Certification Program Spring 2012 - Open for Enrollment

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, Proposal Development, Export Controls & Technology Transfers
- 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
- Research Compliance

The program for this spring will include three class sessions on Fridays, March 16, March 23, and April 13, 2012 from 10:00 am – 1:00 pm 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.

Live broadcasts of the Kuykendall sessions will be made available to Leeward Community College, Kaua'i Community College, UH Maui College (UHMC), UHMC Molokai Education Center, UHMC Hana Educational Center, UHMC Lahaina Educational Center, University of Hawaii at Hilo, and Hawaii Community College and UH Center at West Hawaii.

There will be no live broadcast available for Honolulu CC, Kapiolani CC, Windward CC, LCC Waianae/Nanakuli Education Center, UHMC Lanai Educational Center and Maui Research and Technology Center (MRTC). Please feel free to sign up for an alternate site if you are interested in attending.

The registration deadline for the spring session is Wednesday March 14, 2012. Please register online at: <http://www.ors.hawaii.edu/index.php/gccp-spring-2012>

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

Use of Research Corporation of the University of Hawaii (RCUH) Revised Revolving Fund Accounts

As a reminder, Research Corporation of the University of Hawaii (RCUH) revolving fund accounts shall not be used to manage extramurally funded awards per APM A8.931. Thus, RCUH service ordered revolving funds should not be used to account for program income or for applying, receiving and accounting for extramurally funded grants or contracts. Per APM A8.931, use of RCUH service ordered revolving funds are limited to:

- Projects involving procurement of goods and services on a cost-reimbursable "user fee basis," which could not otherwise be provided due to the uneconomical cost of specialized facilities, personnel, equipment and maintenance (e.g., research vessel and technical shop-type operations).
- On-going workshop or conference projects without direct extramural sponsorship involving non-university, out-of-state and international participants that require extensive administrative support due to complex travel, meeting and exhibition arrangements.
- Projects involving the production of books, periodicals, monographs, journals, and CDs that would not normally be published through the UH Press; providing access to or publishing research data, including maps for purchase or via subscription; or production of limited quantities of commodities developed under research projects for use by other organizations or institutions to further research or non-research activities.

Effective February 1, 2012, the revised revolving fund service order form must be used to create new revolving funds or to amend or close existing revolving funds. The form can be found at: <http://www.ors.hawaii.edu/index.php/forms>

Please note that the revolving fund service order requests should be routed to the appropriate chancellors' office for approval.

For questions please contact Kevin Hanaoka at hanaokak@hawaii.edu or (808) 956-9242.

ORS Helpline Frequently Asked Questions

What can I do if I cannot find a sponsor or performance site location in myGRANT?

You can submit a request to have it added to the system through our helpline portal at:
www.ors.hawaii.edu/helpline

How do I add a subaward budget for myGRANT system to system submissions?

1. Start your Proposal Development Document as normal and complete your portion of the budget.
2. Go to Grants.gov and download the appropriate application package for the opportunity you are applying for.
3. Extract the sub award budget form from the Grants.gov application package.
4. Fill out the sub award budget form, make sure to include the DUNS number of the sub award and fill out all required fields including uploading a sub award budget justification.

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ORS Helpline Frequently Asked Questions (continued)

5. In the Budget Actions tab, under Sub Award Budget select the appropriate Organization Name of the sub award organization.
6. Click the "Browse" button and locate the sub award budget form you filled out.
7. Click the "extract XML" button (note: do not click the "add" button).
8. Repeat for steps 4-7 for additional sub award budgets as necessary.

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