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## From the Director's Office

Aloha Kākou,

The United States House recently approved the Fiscal Year 2014 omnibus appropriations package, after which the Senate approved a three-day funding extension through Saturday, January 18, 2014. Also related to budgetary issues, the National Institutes of Health (NIH) continues to operate under a Continuing Resolution (Notice Number NOT-OD-14-012), with the only recent change being an increase to the Executive Level II salary cap. More details and information may be found in the articles below.

Of further interest this month may be the new National Defense Authorization Act (NDAA) Pilot Whistleblower Program, the upcoming ORS Contracts and Grants Certification Program for Spring 2014, and several workshops geared towards principal investigators new to the University of Hawai'i system. The university electronic grants management system, *myGRANT*, has also been updated to a new version. Some of the new changes are detailed in the ORS Helpline Frequently Asked Questions section of this month's newsletter.

As a reminder, the new Contract and Grant Specialist assignments (effective February 1, 2014) are posted at ORS website at <http://www.ors.hawaii.edu/index.php/ors-assignments>. Please look for your assigned specialist when requesting ORS' assistance.

We hope you will find this issue informative. Happy Lunar New Year for the Year of the Horse!

Mahalo,

Yaa-Yin Fong  
Director

## Council on Governmental Relations (COGR): FY 2014 Budget for Research

The Council of Governmental Relations (COGR) announced that the United States House recently approved the Fiscal Year 2014 (FY14) omnibus appropriations package ([H.R. 3547](#)), which House and United States Senate appropriations leaders [made public](#) on January 13, 2014. The Senate is expected to follow suit. But because the current FY14 continuing resolution expired on January 15, 2014, the Senate voted final congressional approval of a three-day funding extension that lasts through Saturday, January 18, 2014.

Federal programs that support university-based research received considerable relief from the FY13 sequester in the FY14 omnibus appropriations bill, with significant variation among agencies and programs.

**National Institutes of Health (NIH):** NIH funding increased approximately 2.8 percent above the FY13 post-sequester level (although still below the FY13 pre-sequester level). Language is included to keep all current NIH Science, Technology, Engineering, and Mathematics (STEM) education programs at the agency, despite the President's budget proposal to eliminate them in favor of a government-wide initiative.

The NIH salary cap at Executive Level II is retained in the omnibus legislation. More information is noted in the article below.

**National Science Foundation (NSF):** NSF would receive approximately \$288 million above the FY13 post-sequester level, although the total is also below the pre-sequester level. Within that total, the measure allocates \$5.8 billion for Research and Related Activities and \$846 million for Education.

Specific information for other agencies may be found by clicking on this [H.R. 3547](#) link. We will release updates as we receive additional information.

### National Institutes of Health (NIH) Salary Cap Increase

Under Notice Number NOT-OD-14-043 released on January 16, 2014, the National Institutes of Health (NIH) has announced that the Executive Level II salary cap was increased by one percent (1%) from \$179,700 to **\$181,500** by [Executive Order 13655](#) that became effective January 12, 2014.

Continuing the procedures identified under Notice Number [NOT-OD-14-012](#) and consistent with NIH practices during the CRs of [FY 2006 – 2013](#), the NIH will issue non-competing research grant awards at a level below that indicated on the most recent Notice of Award (generally up to 90% of the previously committed level). Upward adjustments to awarded levels will be considered after FY 2014 appropriations are enacted, but NIH expects institutions to monitor their expenditures carefully during this period.

Questions regarding adjustments applied to individual grant awards may be directed to the Grants Management Specialist identified on the Notice of Award.

### National Institutes of Health (NIH) eRA Commons Tutorials

eRA Commons is the electronic portal used by the National Institutes of Health (NIH) to manage their grants. In an effort to assist users with navigating through this system, the Communications and Outreach Division in the NIH Office of Extramural Research has been developing tutorial videos.

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## National Institutes of Health (NIH) eRA Commons Tutorials (continued)

In January 2014, they released the first three in a series that will assist in viewing the status of your applications. They are:

[Status Screen Overview](#) (Tutorial #1) goes through the steps of how to get to the Status search options if you are a Signing Official (SO) or a Principal Investigator (PI); it outlines the importance of the Status screen; it also highlights some of the critical actions that must be taken to manage a grant application from submission to award to closeout.

[Signing Official: Finding Information](#) (Tutorial #2) is focused on the tools available to a Signing Official. The video reviews the three ways an SO can search for a grant application, and the various other search options available to them.

[Status Search Results](#) (Tutorial #3) covers the results of a search. The video highlights how search results are displayed and organized and the importance of checking the items listed in the Action column.

There are also basic eRA Commons demonstrations at [http://era.nih.gov/era\\_training/index.cfm](http://era.nih.gov/era_training/index.cfm).

These tutorials are relatively short and can be viewed at any time on your computer. We have found the videos to be very helpful for checking on the status of your applications.

For questions please contact the eRA Help Desk. Check out self-help resources on the [Help page](#) before submitting an online ticket; or call toll-free: 1-866-504-9552, phone: (301) 402-7469, TTY: 301-451-5939; or [email\\_helpdesk@od.nih.gov](mailto:email_helpdesk@od.nih.gov). The Help Desk hours are from Monday to Friday, 7:00 a.m. to 8:00 p.m. Eastern Standard Time.

## National Defense Authorization Act (NDAA) Pilot Whistleblower Program

As part of the National Defense Authorization Act (NDAA) for Fiscal Year 2013, Congress has enacted the newest whistleblower protection statute that is in effect for the period of July 1, 2013 through January 1, 2017. The statute, 41 U.S.C § 4712, entitled “*Pilot program for enhancement of contractor protection from reprisal for disclosure of certain information*”, applies to all employees working for grantees, contractors, subgrantees and subcontractors on federal grants and contracts.

Under the pilot program, grantees, contractors, subgrantees and subcontractors must inform their (federally-funded) employees in writing of the employee whistleblower protections under 41 U.S.C § 4712, in the predominant native language of the workforce. The statute states that an “employee of a contractor, subcontractor, or grantee may not be discharged, demoted, or otherwise discriminated against as a reprisal for disclosing to a person or body” evidence of any of the following:

- Gross mismanagement of a federal contract or grant;
- Gross waste of federal funds;
- Abuse of authority relating to a federal contract or grant;
- Substantial and specific danger to public health or safety, or
- Violation of law, rule, or regulation related to a federal contract or grant.

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## National Defense Authorization Act (NDAA) Pilot Whistleblower Program (continued)

The whistleblower protections under this statute cannot be “waived by any agreement, policy, form or condition of employment.” However, exceptions apply (as stated in FAR 3.908) for “any element of the intelligence community”, as defined in section 3(4) of the National Security Act of 1947, 50 U.S.C. 401a, and include the following agencies:

- The Office of the Director of National Intelligence;
- The Central Intelligence Agency;
- The National Security Agency;
- The Defense Intelligence Agency;
- The National Geospatial-Intelligence Agency;
- The National Reconnaissance Office; and
- Other offices within the Department of Defense for the collection of specialized national intelligence through reconnaissance programs.

The Department of Defense (DoD), National Aeronautics and Space Administration (NASA), and the Coast Guard are subject to permanent requirements under [10 U.S.C. 2409](#) which include very similar reporting requirements.

The University of Hawai`i must notify all employees funded by federal contracts and grants awarded after July 1, 2013, of these whistleblower protections. Additionally, these requirements must be flowed down to any subcontractors and subrecipients. Principal investigators will be informed of these requirements in their award notification.

For more information on this pilot program, please see [41 U.S.C. § 4712](#) and [48 CFR Parts 3 and 52](#) or contact Dawn Kim, ORS Compliance Manager at [dawnkim@hawaii.edu](mailto:dawnkim@hawaii.edu) or (808) 956-0396.

## Cost Sharing Entries in the Kualii Financial System (KFS)

The monitoring of the cost sharing entries recorded in the Kualii Financial System (KFS) previously handled by the ORS Cost Studies section has now been assigned to the ORS Accounting section. Therefore, effective immediately, do not ad hoc the cost sharing Distribution of Income and Expense (DI) documents to the Cost Studies work group as previously directed. Submission of the DI documents on project accounts will automatically route to the ORS Accounting work group. Karen Matsunaga of the ORS Projects Financial Services section is the contact person for the KFS cost sharing entries.

The procedures to record cost sharing entries in KFS are summarized below:

Type	Procedures
UH personnel salaries and fringe	<p>Submit a DI document by the source account and enter the source account in the DI document's <i>Organization Document Number</i> field.</p> <p>Record the cost sharing based on the pay period/ service date, not the paid date. Enter the cost sharing percentage, employee UH ID and period in the "Explanation" field on the DI document. For example, "07/01/13-07/31/13 cost sharing. 50% cost share for UH ID 12345678."</p>

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## Cost Sharing Entries in the Kualii Financial System (KFS) (continued)

Type	Procedures
UH personnel salaries and fringe	<p>This provides the required information and is the preferred method for documentation. Attaching supporting documentation that may include excess information related to UH personnel and their salary is not recommended.</p> <p>Cost sharing must be recorded in the proper fiscal year for the applicable payroll period service dates in order for the year end cost sharing certification report to generate correctly.</p>
Direct costs	<p>Submit a DI document by the source account and enter the source account in the DI document's <i>Organization Document Number</i> field.</p> <p>Record the cost sharing only for expenses recorded in the KFS source account. In the explanation field, include the object code and period in which the direct cost was recorded.</p>
Unrecovered indirect costs, external support and tuition waiver	<p>Regardless of the period, submit DI to record cost sharing for unrecovered indirect costs, external support and tuition waiver. Please note the change to the previous procedure where prior year amounts were recorded via manual adjustment. Best efforts should be made to record the applicable cost sharing in the proper period when the expense is incurred.</p> <p>For cost sharing related to unrecovered indirect costs, enter the period, applicable negotiated rate and actual rate in the explanation field as support for the amount submitted on the DI.</p> <p>For external support and tuition waiver, attach applicable documentation as an attachment to the DI document.</p>

In accordance with APM A8.947, Accounting for Cost Sharing, the project is responsible for providing any supporting documentation for cost shared amounts. In addition, cost sharing information for project accounts must be recorded in KFS no less than quarterly, unless funding agency requires more frequent cost sharing reporting. Cost sharing must be recorded in KFS on a timely manner for ORS Fiscal Accounting to submit the information for interim and final report submissions. If there are any questions on the reporting requirements for a particular award, please contact the assigned fiscal accountant for the project account.

Should you have any questions regarding the above, please contact Joanne Yama, Projects Financial Services Manager at [jyama@hawaii.edu](mailto:jyama@hawaii.edu) or (808) 956-8163.

## ORS Contracts and Grants Certification Program, Spring 2014 – 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 7, March 21, and April 11, 2014 from 12:30 – 3:30 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 Honolulu Community College (April 11, 2014 only), Kapiolani Community College (March 21 and April 11, 2014 only), Leeward Community College, UH West Oahu, Windward Community College, Kaua'i Community College, UH Maui College (UHMC), UHMC Molokai Education Center, University of Hawaii at Hilo, and UH Center at West Hawaii.

There will be no live broadcast available for Honolulu CC on March 7 and 21, 2014, Kapiolani Community College on March 7, 2014. There will be no broadcast for Spring 2014 for 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 Friday, February 28, 2014. Please register online at: <http://www.ors.hawaii.edu/index.php/education-a-training/104-education-and-training/109-gccp>

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

## Principal Investigators (PIs) Workshops – Open for Enrollment

Looking for grant funding opportunities or assistance with *myGRANT* functions? This workshop is ideal for faculty who are NEW to UH's ten (10) campuses, but would also be helpful to those who wish to refresh their knowledge of Pivot and *myGRANT*. Each workshop contains two sessions. Participants can sign up for the entire workshop or for individual sessions, if they prefer.

**Session 1:** To familiarize users with University of Hawai'i research administration process and the new Pivot funding search tool. Investigators using Pivot's funding opportunities database can now start using its new profile editing system to update their profiles.

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## Principal Investigators (PIs) Workshops – Open for Enrollment (continued)

**Session 2:** To familiarize users with *myGRANT* system functions. We will also assist users with creating a "master" proposal development record which can be used as a template for future proposals in *myGRANT*. (Participants will need to bring a charged laptop or iPad to this session.)

**Tuesday, February 11, 2014** (Manoa - Kuykendall 201, HITS Room)

**Session 1:** 12:30 – 1:30 p.m. - Finding Funding Opportunities (Pivot)

**Session 2:** 1:30 – 3:30 p.m. - *myGRANT* Basics (bring a charged laptop or Ipad)

**Tuesday, February 18, 2014** (Manoa - Kuykendall 201, HITS Room)

**Session 1:** 10:30 – 11:30 p.m. - Finding Funding Opportunities (Pivot)

**Session 2:** 12:00 – 2:00 p.m. - *myGRANT* Basics (bring a charged laptop or Ipad)

**Friday, March 14, 2014** (Manoa – Kuykendall 201, HITS Room)

**Session 1:** 12:30-1:30 p.m. – Finding Funding Opportunities (Pivot)

**Session 2:** 1:30 – 3:30 p.m. – *myGRANT* Basics (bring a charged laptop or Ipad)

**Friday, April 4, 2014** (Manoa – Kuykendall 201, HITS Room)

**Session 1:** 12:30-1:30 p.m. – Finding Funding Opportunities (Pivot)

**Session 2:** 1:30 – 3:30 p.m. - *myGRANT* Basics (bring a charged laptop or Ipad)

### ***DISTANCE ATTENDANCE AT THE FOLLOWING LOCATIONS:***

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**Honolulu Community College** – Building 2, Room 214

**Leeward Community College** – Learning Commons Room, 108B

**Kapiolani Community College** - Naio Building, Room 207

**Kauai Community College** – Learning Resource Center, Room 121D

**UH West Oahu** – Library, Room B-157

**Kauai Community College** - Learning Resource Center, Room 122

**UH Maui College** - Ka'a'ike, Room 105 A

**UHMC Molokai Education Center** – Room 103

**UH Hilo** - Media Services, Room 359

**UH Center at West Hawaii** – Building 4, Room 2

### ***REGISTRATION PROCEDURES:***

#### **[REGISTER HERE](#)**

You will be asked to choose:

- Date
- Workshop(s)
- Attendance Site

#### **Do you have a Question or Comment for ORS?**

Please feel free to contact us at the ORS Helpline:

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

## ORS Helpline Frequently Asked Questions

### **For *myGRANT* routing, do I need to add my Co-Investigators/Key Personnel's department approvers on as ad-hoc approvers?**

As of January 13, 2014, with the new version of *myGRANT*, you no longer need to add on these extra ad-hoc approvers. The system will automatically add on the necessary approvers for co-investigators and they will be in parallel with the routing for the principal investigator. For "Key Personnel", you have the option to add their department to the approval workflow. This is based on whether the Key Person has a unit added under the "Key Personnel" tab.

You will still need to add ad-hoc approvers for financial/time commitments from other University of Hawai'i departments that are not already included in the routing.

### **Can I set my own delegations for *myGRANT* workflow approvals?**

As of January 13, 2014, with the new version of *myGRANT*, you have the ability to set your own delegations for workflow approvals. Please note that these delegations will only apply to workflow approvals, not other tasks such as creating proposals.

To set up a delegation go to the "Help" tab in *myGRANT* and click on the "Delegation" icon:



Once you log in, click on the "Add a new delegation" button:



Add a new delegation

Enter the University of Hawai'i (UH) username, or use the "Lookup" tool to find the UH username of the person you want to add as a delegate. If this is a temporary delegation (for example, if you are going on vacation or sabbatical) you can enter the date range of when this delegation will be active, or you can leave it blank for an indefinite range. Check the box "I want to still be able to approve and get notifications" if you would still like to be included on the workflow and receive notification emails from *myGRANT*. If unchecked, your delegate will replace you in the workflow and you will no longer receive notifications from *myGRANT* until the *myGRANT* delegation expires, or the delegator deletes the *myGRANT* delegation.

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## ORS Helpline Frequently Asked Questions (continued)

**New Delegation**

Delegate to 🔍 Lookup

mcmorimo

Found user: Michael Morimoto

From Date

To Date

I want to still be able to approve and get notifications.

save cancel

When you are done, click the “save” button. The new delegate should now show up under “Delegations for \_\_\_\_\_”

You can always remove delegates by clicking the “x” next to the username of your delegate.

Delegatee	From	To	Keep me in routing
<span>x</span> mcmorimo	-	-	N

### What is the “Approver View” screen and how do I access it?

The “Approver View” also known as “Proposal Summary” tab provides approvers with the information they need in order to determine if they approve, or need to return the proposal for changes. The “Proposal Summary” tab contains summary information from the budget, key personnel, special review, custom data, questions and attachments tabs.

Once a document has been routed to you for your approval, you will be able to access the “Proposal Summary” tab. If you are opening the proposal through your action list, you will automatically be taken to the “Proposal Summary” tab and the option to “approve” or “return for changes” will be available at the bottom of the screen. Otherwise, you can get to the “Proposal Summary” tab by opening the proposal and navigating to the “Proposal Summary” tab which is the third from the last tab at the top of the screen.