



ORS Newsletter

January - March 2018

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NEW NATIONAL SCIENCE FOUNDATION (NSF) ACCOUNT MANAGEMENT SYSTEM

The National Science Foundation (NSF) will be making major changes to the way the research community registers for NSF accounts and maintains account and user profile information in FastLane and Research.gov. Effective March 26, 2018, NSF will release a new centralized account registration process in Research.gov that will provide each new user with a single profile and unique NSF ID for signing into FastLane and Research.gov for proposal and award activities. This is intended to replace the existing FastLane and Research.gov account management functions and allow users more control over their accounts, including the update of personal information and role requests.

Existing NSF Account Holders

Existing NSF account holders, including Grants.gov and Application Submission Web Service (ASWS) users, will be migrated to the new account management system when signing into FastLane or Research.gov after March 26, 2018. Account holders will be required to verify information when transferring to the new system. If you need to lookup your NSF ID, you can do so at the [NSF ID Lookup page](#). Forgotten passwords for established NSF accounts may be retrieved [here](#).

New Users

On and after March 26, 2018, users who do not currently have an NSF account may register in Research.gov for the new system at <https://www.research.gov/accountmgmt/#/registration>. Note that this link will not work until March 26, 2018.

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NEW NATIONAL SCIENCE FOUNDATION (NSF) ACCOUNT MANAGEMENT SYSTEM (CONTINUED)

Please note that on and after March 26, 2018, the principal investigator (PI), all co-PIs and the Authorized Organizational Representative (AOR) listed on a Grants.gov proposal must be registered with NSF **prior to** proposal submission. The NSF IDs for all of these parties must be included in the proposal submission.

Data Validation

In both Grants.gov and the Application Submission Web Service (ASWS), the NSF system will run a DUNS number and organization name check for all proposal submissions on and after March 26, 2018. If there is no match between the DUNS number and/or organization name, the proposal will be rejected. An email notice of the rejection will be sent to the PI and AOR.

Training Resources

NSF is working to finalize new account management training resources, Frequently Asked Questions (FAQs) and instructional videos. Once completed, they will be available on an "About Account Management" page accessible on the Research.gov homepage.

For IT system-related questions, please contact the NSF Help Desk at 1-800-381-1532 or rgov@nsf.gov. Policy-related questions should be directed to policy@nsf.gov.

NATIONAL SCIENCE FOUNDATION (NSF) REQUESTING PUBLIC COMMENTS REGARDING PROPOSED IMPLEMENTATION OF ITS "REPORTING REQUIREMENTS REGARDING FINDINGS OF SEXUAL HARASSMENT, OTHER FORMS OF HARASSMENT, OR SEXUAL ASSAULT"

In February 2018, the National Science Foundation (NSF) issued Important Notice No. 144 in which NSF communicated to the presidents of universities and colleges and heads of other NSF grantee organizations that it "does not tolerate sexual harassment, or any kind of harassment, within the agency [NSF], at grantee organizations, field sites, or anywhere NSF-funded science and education are conducted."

In March 2018, NSF issued a notice for public comment on its proposed implementation for "Reporting Requirements Regarding Findings of Sexual Harassment, Other Forms of Harassment, or Sexual Assault." Public comments are due to NSF by May 4, 2018.

Under a new proposed term and condition of NSF awards, awardee organizations will be required to report findings/determinations of sexual harassment, other forms of harassment, or sexual assault, regarding an NSF funded PI, or any co-PI. The term and condition will also require the awardee organization to notify NSF if it places the PI or any co-PI on administrative leave relating to a harassment finding or investigation.

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NATIONAL SCIENCE FOUNDATION (NSF) REQUESTING PUBLIC COMMENTS REGARDING PROPOSED IMPLEMENTATION OF ITS "REPORTING REQUIREMENTS REGARDING FINDINGS OF SEXUAL HARASSMENT, OTHER FORMS OF HARASSMENT, OR SEXUAL ASSAULT" (CONTINUED)

Furthermore, the term and condition makes it clear that NSF may take unilateral action to protect the safety of all awardee organization personnel, including requiring the substitution or removal of a PI, or any co-PI, suspension or termination of an award, or a reduction in the funding amount.

Because of the far reaching implications of the proposed implementation, relevant offices within the university will be discussing the submission of institutional comments. Should you wish to submit comments in an individual basis, please include a note that your comments are being submitted in your personal capacity, and not as a representative of the university.

Important Notice No. 144

<https://www.nsf.gov/pubs/issuances/in144.jsp>

Federal Register Notice Regarding Proposed Implementation

<https://www.federalregister.gov/documents/2018/03/05/2018-04374/reporting-requirements-regarding-findings-of-sexual-harassment-other-forms-of-harassment-or-sexual>

UNITED STATES DEPARTMENT OF AGRICULTURE (USDA) NOTICE OF RECORDS DISPOSAL FREEZE

The United States Department of Agriculture (USDA) recently issued a notice of [Records Disposal Freeze](#) for awards from the Agricultural Research Service (ARS), Economic Research Service (ERS) and National Agricultural Statistics Service (NASS). According to this official notice, all records generated from and/or pertaining to agency agreements must be retained during this freeze. No records (paper and/or electronic) can be destroyed or deleted. In addition, no agency official can authorize the destruction of any such records.

While ORS informed the PIs on record with awards from these agencies, if you have custody of any additional records subject to this freeze, please adhere to the notice requirements. We will notify the university once this records disposal freeze has been lifted. Should you have any questions, please contact Dawn Kim, ORS Compliance Manager, at dawnkim@hawaii.edu, or (808) 956-0396.

MYGRANT RESEARCH TRAINING AND REVOLVING FUNDS (RTRF) ALLOCATION REPORTS - WEB REPORTS

At fiscal year-end, ORS prepares a report of the allocated indirect costs for the fiscal year, which is the basis for the Research Training and Revolving Funds (RTRF) allocation to the various units. The allocation of indirect costs to campuses and units are based on the RTRF credit split information as recorded in myGRANT. The report is prepared on a fiscal year basis, therefore, RTRF credit split information recorded in the myGRANT award record as of June 30, 2018 should reflect the allocation to be applied for 2018 indirect cost recovered for that award.

Information on the myGRANT RTRF percentage credit split is available on the ORS website under Reports/Up-To Date Reports/RTRF Allocation Reports (<http://www.ors.hawaii.edu/index.php/reports/up-to-date-reports>). The reports will provide the percentage credit split reflected in the myGRANT record by person and by award.

Under the “Reports by Individual,” key personnel are able to enter their name in the search function, and a list of their myGRANT awards and the related Kualii Financial System (KFS) award ID will be shown.

The sample format for the report is as follows:

KFS Award Number/Last Child Record for KFS Award ID	KFS Award ID	Title	Key Personnel	Lead Unit	Campus	College	Department	Award Sponsor	RTRF Allocation %	Award Start Date	Award End Date
009999-00005	42135	Research Project A	Doe, John	Y	UH MA	College1	Dept 1	Sponsor 1	50	1-Mar-14	31-Aug-17
001000-00010	13579	Research Project B	Doe, John	N	UH MA	College1	Dept 1	Sponsor 1	25	1-Dec-15	31-Jul-16

Please note the following:

- The awards included will be those that have a termination date after March 31, 2016.
- If there are multiple records for the same myGRANT award/KFS award ID, the split allocation will be based on the split recorded in the most recent award record.
- The names entered in the InfoEd and myGRANT systems may have been entered with or without a middle initial. Therefore, two names may be shown for the same person, so to get a complete list, both name formats (with and without initial) should be included when searching.

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MYGRANT RESEARCH TRAINING AND REVOLVING FUNDS (RTRF) ALLOCATION REPORTS - WEB REPORTS (CONTINUED)

Once the search is completed by individual, the myGRANT Award Number will be reflected in the report. Enter the most recent (highest suffix, e.g., 00005) myGRANT record number in the "Report by Award" to see the total split by award for all key personnel involved.

KFS Award Number/Last Child Record for KFS Award ID	KFS Award ID	Title	Key Personnel	Lead Unit	Campus	College	Department	Award Sponsor	RTRF Allocation %	Award Start Date	Award End Date
009999-00005	42135	Research Project A	Doe, John	Y	UH MA	College1	Dept 1	Sponsor 1	50	1-Mar-14	31-Aug-17
009999-00005	42135	Research Project A	Smith, Ann	N	UH MA	College2	Dept 3	Sponsor 1	50	1-Mar-14	31-Aug-17

Key personnel should review the above reports for:

- Any missing project, and
- The myGRANT Percentage Credit Split.

If changes are required for the RTRF credit split:

- Create and submit a Proposal Development record (PD) for approval routing;
- Select Proposal Type: Post Award-Change in RTRF Allocation; and
- If copying a prior PD, delete any inapplicable documents and attach all relevant documentation.

Please ensure that all parties are in agreement and the fully routed PD is submitted in myGRANT to ORS by **June 15, 2018**. This will allow the assigned ORS Specialist to update the myGRANT award record by June 30, 2018.

If you have any questions, please contact Kevin Hanaoka, ORS Interim Cost Studies Manager, at hanaokak@hawaii.edu or (808) 956-7874.

CONFLICTS OF INTEREST (COI) REMINDERS

As a reminder, proposals will not be submitted to extramural sponsors unless all Investigators and Key Persons listed on the proposal have completed the requisite COI disclosures described below.

If you have received any email notification with the subject "Action required: due to expiring or expired disclosure" you should update your disclosure **right away** to avoid delays in proposal submission.

COI Disclosures

- All Investigators and Key Persons listed on a proposal **must** complete requisite COI disclosures in accordance with University of Hawaii (UH) policy. UH Investigators should submit their disclosures through the myGRANT COI module.
- Any non-UH Investigator or Key Person listed on a proposal should complete the ORS FCOI Form for Non-UH Employees (http://www.ors.hawaii.edu/files/FCOI-1_non-UH_form.pdf).

NOTE: This requirement is waived if the non-UH Investigator and/or Key Person from an outside entity is listed as a **subrecipient** with their own COI policy that is compliant with applicable federal regulations **and** a letter of intent signed by their institutional official attesting to this is included with the proposal. A template letter of intent with the required COI statement is available at http://www.ors.hawaii.edu/files/Letter_of_Intent_Template_eff_20160701.pdf

COI Training for PHS-funded Investigators

- All Investigators and Key Personnel who receive PHS funding are required to complete COI training in Laulima. Training is valid for four (4) years, and must be renewed if you anticipate or are continuing to receive PHS funds.
- The Laulima course is available at [ORS FCOI Training](#)

The following COI resources are available for your information and use:

1. [Webinar recording](#) on using the COI module
2. [User guide for investigators](#)
3. [User guide for supervisors](#)
4. [myGRANT Conflicts of Interest \(COI\) FAQs](#)
5. [UH Executive Policy E12.214](#)- Conflicts of Interest and Commitment
6. [UH Administrative Procedure A5.504](#)- Procedures [for Disclosing and Addressing Conflicts of Interest and Commitment](#)
7. [UH Administrative Procedure A8.956](#)- Financial [Conflicts of Interest \(FCOI\) for Public Health Services \(PHS\) Grants, Cooperative Agreements and Contracts](#)

Please contact coi@hawaii.edu if you have any questions or need additional information.

CHANGES TO CLOSEOUT NOTICES & PROCEDURES

Beginning with the April 2018 closeout notices, ORS will distribute the monthly Closeout Notices (Closeout First Notice, Closeout Second Notice, and Award Termination Notice) only to the lead principal investigator (PI), and lead fiscal administrator (FA) on the Contract Control Account. The PI will be based on the KFS Award Primary Project Director Principal Name. The FA will be based on the KFS Fiscal Officer Principal Name. This will allow closeout notices to be produced and distributed more efficiently and consistently by eliminating the need for manual review, input and maintenance. PIs and FAs who have already communicated with their responsible ORS Contract and Grant Specialist for extensions, and/or ORS Accountant responsible for closing the award, can disregard the automated notices.

KFS Account Responsibility Names should be reviewed by PIs and FAs, along with all the other attributes upon account setup and edits, and their department should submit KFS account/FA changes to keep the FAs on accounts current. If the FA on an account is not the FA authorized and responsible for administering the account, the FA in KFS should be updated. Changes finalized by the end of March 2018 should be reflected on the April email notices.

As a reminder, these are automated courtesy notices, and the closeout notice mailbox is not monitored. Instead of responding to the emails, the FAs and the PIs should contact their assigned ORS Contract and Grant Specialist for extensions and/or ORS Accountant for closeout. FAs/PIs may receive closeout notices that they are not expecting and/or may not receive closeout notices that they are expecting due to timing issues, special invoicing issues or financial reporting requirements. Therefore, it is recommended that FAs/PIs monitor their projects and accounts and work with ORS as necessary to meet sponsor requirements.

If you have any questions, please contact Bob Roberts, ORS Projects Fiscal Accounting Manager, at rroberts@hawaii.edu or (808) 956-6959.

ORS HELPLINE FREQUENTLY ASKED QUESTIONS

For a myGRANT proposal, I am an approver on multiple levels (i.e., as PI and as department chair). Will I need to approve the proposal more than once?

No, once you approve the proposal, you will not need to approve again even if you are in the workflow more than once.

What if our department requires the approval of a secondary chair/dean and if the primary chair/dean is serving as the PI?

You will need to add the appropriate person as an ad-hoc approver.

To do so, go to the "Summary/Submit" section and click on the "Ad Hoc Recipients" button. Set the "Action Requested" to "Approve", use the magnifying glass to search for the appropriate person, then click the "add" button. If the proposal has already been routed for approval you will need to click the "send ad hoc request" button at the bottom of the "Summary/Submit" section.