

## CONTENTS

- National Institutes of Health (NIH): Requirement for Instruction in the Responsible Conduct of Research (RCR)—Effective January 25, 2010
- University of Hawai'i (UH)/ The National Science Foundation (NSF) Responsible Conduct of Research (RCR Plan)—Effective January 4, 2010
- Revisions to ARRA Section 1512 Reporting
- New State Department of Health Rates
- Revised Unemployment Insurance Rate—Effective January 1, 2010; Schedule of Health Benefits Rates Reflect Employer's Share
- ORS Form for Multiple Investigators
- ORS Spring 2010 Contracts and Grants Certification Program (For AO/FO and Research Administrative Staff)
- ORS Helpline FAQs

## From the Director's Office

Aloha Kākou,  
Welcome back!

I trust you all had a relaxing and enjoyable holiday break. We want to thank you for your kōkua during the administrative leave. ORS is pleased to report that the level of service provided during the last two weeks of December went well. While working with limited resources, we were able to handle all urgent requests without missing any deadlines. We truly appreciated the cooperation from the PIs and FOs.

The National Institutes of Health (NIH) has announced its Responsible Conduct of Research (RCR) requirements effective January 25, 2010. NIH imposed a completely different approach from National Science Foundation's (NSF's) RCR requirement by asking for an individualized (vs. institutional) plan for their applicable proposals. Although not required to incorporate, two training opportunities supported by the UH NSF RCR institutional plan is available to assist NIH PIs in formulating their individualized plan for NIH RCR required proposals. See more details in this month's articles.

*Wishing you all a productive semester!*

Mahalo,  
Yaa-Yin Fong

## National Institutes of Health (NIH): Requirement for Instruction in the Responsible Conduct of Research (RCR)—Effective January 25, 2010

On November 24, 2009, the National Institutes of Health (NIH) issued an update on the Requirement for Instruction in the Responsible Conduct of Research (RCR):

<http://grants.nih.gov/grants/guide/notice-files/NOT-OD-10-019.html>

*(Continued on next page)*

## **National Institutes of Health (NIH): Requirement for Instruction in the Responsible Conduct of Research (RCR)— Effective January 25, 2010 (continued)**

This update applies to NIH Institutional Research Training Grants, Individual Fellowship Awards, Career Development Awards (Institutional and Individual), Research Education Grants, Dissertation Research Grants, or other grant programs with a training component that requires instruction in RCR as noted in the funding opportunity announcement. NIH requires that all trainees, fellows, participants, and scholars receiving new or renewal support from any of the above awards must receive instruction in RCR.

This NIH policy will take effect with all new and renewal applications submitted on or after January 25, 2010, and for all non-competing continuation (Type 5) applications with deadlines on or after January 1, 2011.

All applicable NIH proposals must include an individualized plan for RCR training with timelines for completion. The RCR instruction plan will be part of the evaluation criteria for NIH and applications lacking a plan for RCR instruction will be considered incomplete and may be delayed in the review process or not reviewed.

Two RCR training opportunities supported by the University of Hawai'i (UH) may be considered in formulating individual RCR plans:

- (1) Collaborative Institutional Training Initiative (CITI) interactive on-line RCR course
- (2) RCR Interactive Sessions presented by institutional faculty

Inclusion of these courses in the individualized plan is not mandatory. Specific instructions and requirements for the above programs are posted on ORS training website:

<http://www.ors.hawaii.edu/education-and-training.asp>

Dr. Frank O. Perkins, Assistant Vice Chancellor for Research and Graduate Education and Research Integrity Officer is responsible for providing UH program oversight (limited to overseeing the UH supported RCR instruction opportunities and verification of enrollment of UH credit courses) as well as enrollment logs from the on-line and interactive sessions referenced above. Individual participants will be responsible for maintaining documentation of other courses, workshops, or activities included in their individualized plans.

*Please direct questions or comments to Dr. Frank O. Perkins, Assistant Vice Chancellor for Research and Graduate Education and Research Integrity Officer at [uhr-cr@hawaii.edu](mailto:uhr-cr@hawaii.edu) or (808) 956-5909.*

## **University of Hawai'i (UH)/The National Science Foundation (NSF) Responsible Conduct of Research (RCR Plan)—Effective January 4, 2010**

The National Science Foundation (NSF) has announced its implementation of Section 7009 of the America Creating Opportunities to Meaningfully Promote Excellence in Technology, Education, and Sciences (COMPETES) Act:

<http://edocket.access.gpo.gov/2009/pdf/E9-19930.pdf>

This section of the Act requires, effective January 4, 2010, that every proposal submitted to the NSF include a statement that the University of Hawai'i (UH) has a plan for the appropriate training and oversight in the responsible and ethical conduct of research (RCR) and teaching.

NSF has modified its standard award conditions to clearly stipulate that institutions are responsible for verifying that undergraduate students, graduate students, and postdoctoral researchers have received RCR training. This includes new, incremental and flow-through awards.

*For information regarding the University of Hawai'i Institutional Plan for Responsible Conduct of Research Training (RCR) and Oversight, please visit:*

[http://www.ors.hawaii.edu/\\_library/documents/pdf-files/UH\\_RCR\\_Institutional\\_Plan\\_12-16-09.pdf](http://www.ors.hawaii.edu/_library/documents/pdf-files/UH_RCR_Institutional_Plan_12-16-09.pdf)

### **Revisions to ARRA Section 1512 Reporting**

On December 18, 2009, Office of Management and Budget (OMB) released “M-10-08 Updated Guidance on the ARRA - Data Quality, Non-Reporting Recipients and Reporting of Job Estimates” with several important changes:

- Jobs will be reported on a quarterly rather than cumulative basis.
- Jobs paid for, or to be reimbursed with recovery funds, should be counted. (Previous guidance required the recipient to make a subjective judgment on whether a given job would have existed were it not for the Recovery Act.)

Effective February 2, 2010, the FederalReporting.gov solution will be open for corrections of all data submitted for the quarter ending December 31, 2009. Recipients will have the ability to make corrections up until the start of the next reporting period.

*Full text of the M-10-08 is available at:* [http://www.whitehouse.gov/omb/memoranda\\_default/](http://www.whitehouse.gov/omb/memoranda_default/)

## New State Department of Health Rates

The University of Hawai‘i received a copy of the State Department of Health’s (HIDOH) most recent federally negotiated indirect cost rates. For several years, the University has used these rates to claim indirect costs on federal pass-through awards it receives from HIDOH agencies. The rates should be used in new proposals to HIDOH from December 2009 until amended.

The rates are as follows:

HIDOH Agency	Rate
Health Resources Administration	14.0
Environmental Health Administration	13.7
Behavioral Health Administration	10.7
Health Status Monitoring Office	6.0
Planning, Policy & Program Development Office	8.9
State Health Planning	9.2
Disability & Communications Access Board	7.7
Developmental Disabilities Council	9.5
Office of Environmental Quality Control	11.5
Executive Office On Aging	11.8

\*Base: Direct salaries and wages including all fringe benefits.

Please note that although we posted the rate agreement on our website in the past, we are asking HIDOH to post the rate agreement on their website. When available, we will post a link on our website to their rate agreement.

*If you would like to get a copy of the rate agreement, please contact Jennifer Halaszyn, Contracts and Grants Admin. Manager, at [jhalaszy@hawaii.edu](mailto:jhalaszy@hawaii.edu) or (808) 692-1807.*

## Revised Unemployment Insurance Rate--Effective January 1, 2010; Schedule of Health Benefits Rates Reflect Employer’s Share

The unemployment insurance rates increased from 0.11% to 0.44% effective January 1, 2010. Revised composite fringe rates and schedule of fringe rates were distributed on December 18, 2009. The Fringe Benefits table on the ORS website was also updated:

<http://www.ors.hawaii.edu/fringebenefitrates.asp>

Please note that although you may have received emails from personnel officers regarding changes to health benefit rates, those changes affect the employee’s share. The employer’s share was not affected. The schedule of fringe rates is for proposal budgeting purposes and represents the employer’s share of fringe benefits. Thus, we will not be making changes to the health benefits sections unless the employer’s share changes before June 30, 2010.

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

## ORS Forms for Multiple Investigators

In the November and December newsletters, ORS announced changes to the process for providing information on projects involving multiple investigators. The new Form 5C was implemented on December 1, 2009.

As a reminder, the Form 5C must be submitted with the ORS Form 5. If the project is funded, ORS will contact the lead Principal Investigator and ask them to confirm that the information that had been provided on the Form 5C is still valid. The lead Principal Investigator must send confirmation in writing (email is acceptable) to ORS that the Form 5C is correct as it was submitted, or provide a revised Form 5C with changes. Thank you for your cooperation.

*Should you have any questions, contact your ORS Pre-Awards Office at Manoa, Kaka'ako or Maui.*

## ORS Spring 2010 Contracts and Grants Certification Program (For AO/FO and Research Administrative Staff)

ORS is proud to provide continuing educational programs that assist in better understanding the contracts and grants submission process.

This certification program covers:

- Research Administration Overview and Research Compliance
- Financial Compliance Issues and Subrecipient Monitoring
- Indirect Cost (Facility and Administrative Costs), Cost Sharing and Program Income
- Funding Opportunities and Solicitation, Proposal Preparation and ORS Form 5, Proposal Budget Preparation and Review, Negotiation and Approval of Contracts and other Award Documents.
- Receiving and Administering an Award, Project Closeout and Compliance Revisited
- Electronic Research Administration/Grant Management Tools, and eRA Systems and Reporting

The program will be held on Thursdays only from March 18 – May 13 and is comprised of 6 modules that are held at Manoa campus' Kuykendall 201.

Live broadcasts will be made available to the following locations: Leeward CC, Kaua'i CC, Maui CC, UH Hilo and UH Center at West Hawai'i.

**Registration deadline is Monday, February 16, 2009.**

*For more information, visit us at the ORS website, click on Education & Training under Quick Links: <http://www.ors.hawaii.edu/for-ao.asp>*

## ORS Helpline Frequently Asked Questions

### ***1. I want to submit a proposal where the sponsor is only allowing a limited number of submissions per institution. What do I need to do?***

Please contact the Assistant Vice Chancellor for Research Relations' office in order to express your interest in submitting a proposal for any grant opportunity that only allows a limited number of submissions.

The contact information for the Assistant Vice Chancellor for Research Relations can be found at:

<http://www.uhm.hawaii.edu/ovcrge/staff.html>

### ***2. I want to submit a proposal that involves human subject research. What do I need to do?***

First check to see if your project falls under either exempt, or expedited review:

[http://www.hawaii.edu/irb/html/exempt\\_guide.htm](http://www.hawaii.edu/irb/html/exempt_guide.htm)

[http://www.hawaii.edu/irb/html/expedite\\_guide.htm](http://www.hawaii.edu/irb/html/expedite_guide.htm)

If it does not fall under either of these categories, you will need to submit an application for full Institutional Review Board approval. The application and more information can be found on the Committee on Human Subjects website:

[http://www.hawaii.edu/irb/html/cat\\_fbr.htm](http://www.hawaii.edu/irb/html/cat_fbr.htm)

### ***3. I am a new Principal Investigator (PI) at the University of Hawai'i and I would like more information on the grants and contracts management process.***

We strongly suggest that any new Principal Investigators (PIs) go through the PI training program available on our website:

<http://www.ors.hawaii.edu/education-and-training.asp>

This will give you an informative overview of the grants and contracts management process.

### **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*