

## From the Director's Office

Aloha Kākou,

ORS is scheduled to upgrade *myGRANT* to the Kualii-Coeus (KC) 5.1.1 release this coming weekend on January 11-12, 2014. As we mentioned earlier, the KC User Interface (UI) workgroup was formed in 2013 to improve the interface for the proposal development (PD) module in *myGRANT*. The UI working group identified quick fixes as well as a long-term prototype design. The *myGRANT* 5.1.1 new release will include the quick fixes from the KC UI workgroup, as well as the quick fixes from the University of Hawai'i's (UH's) own UI customizations. Consequently, ORS' help guides and FAQs will be updated with these new features and posted on the ORS website. Please see details of the *myGRANT* 5.1.1 release in the article below. We hope you will like these new enhancements.

During the winter break, the Office of Management and Budget (OMB) released its final uniform guidance titled, "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards". Federal agencies must implement the policies by December 26, 2014 unless different provisions are required by statute or approved by OMB. This will result in the audit requirements becoming effective for the fiscal year July 1, 2015 – June 30, 2016 for UH. ORS has summarized the key areas for UH's interests. For information and a link to the guide, please see the article below. Although the guidance is marked as "final", the Committee on Government Relations still hopes to have an opportunity to address concerns with OMB and other federal officials prior to the effective date. We will keep you informed with any updates.

Given that the level of complexity and volume of proposal activities has increased considerably, ORS has reallocated the contracts & grants specialist school assignments to balance workload and enhance our services to the research community. The new assignments will take place effective as of February 1, 2014 and more details are provided in this month's newsletter.

Happy New Year of 2014!

Yaa-Yin Fong  
Director

### CONTENTS

- **The Office of Management and Budget (OMB) Publishes Final Uniform Guidance**
- ***myGRANT* Upgrade**
- **Subaward Tax Clearance Reminder**
- **Tax Clearance Certificates – Frequently Asked Questions**
- **Contract & Grant Specialist School Assignment Changes**
- **Advance Notifications Reminder**
- **ORS Helpline Frequently Asked Questions**



**2014!**  
Happy New Year!

## The Office of Management and Budget (OMB) Publishes Final Uniform Guidance

On December 26, 2013, OMB published its comprehensive overhaul of federal grant administrative, cost accounting, and audit policies aka "Supercircular" in the [Federal Register](#), to be codified in Title 2 of the Code of Federal Regulations. This Final Guidance titled "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards" supersedes and combines the requirements of eight existing OMB Circulars (A-21, A-50, A-87, A-89, A-102, A-110, A-122 and A-133). It significantly reforms and strengthens federal grant-making to focus resources on improving performance and outcomes with the intent of reducing administrative burdens for grant applicants and recipients and reducing the risk of waste, fraud and abuse.

The Final Guidance will be effective on **December 26, 2014**, one year after the publication date. Audit Requirements will apply to audits of fiscal years beginning on or after December 26, 2014. For many institutions, this will result in the audit requirements becoming effective for the fiscal year July 1, 2015 – June 30, 2016.

A summary of the key reforms impacting the University of Hawai'i is available at: [http://www.ors.hawaii.edu/files/Final\\_OMB\\_Guidance\\_12-26-2013.xlsx](http://www.ors.hawaii.edu/files/Final_OMB_Guidance_12-26-2013.xlsx). Additional information has also been published by [OMB](#) and [the Council on Financial Assistance Reform \(COFAR\)](#). ORS will continue to provide updates and further guidance for implementation.

For questions regarding OMB's Final Uniform Guidance, please contact Dawn Kim, ORS Compliance Manager, at [dawnkim@hawaii.edu](mailto:dawnkim@hawaii.edu) or (808) 956-0396.

### **myGRANT Upgrade**

myGRANT is slated to be upgraded on the weekend of January 11-12, 2014. During this time the system will be offline. The upgrade will include various changes, including, but not limited to, some changes to the Proposal Development module which should make creation of a proposal development record easier. Some of the enhancements are as follows:

- Enhanced routing algorithms have been developed to include Co-Investigators and "key people approvers" automatically in Proposal Development workflow approvals. Ad-Hoc'ing these approvers will no longer be needed.
- Smart Questions – Twenty (20) questions have been removed from the Questions Tab. "Smart Questions" will now be asked depending on the supplied data.
- Proposal Summary Tab – This new tab will allow approvers to review and approve the entire proposal in one screen.
- Recall Proposal – Proposals may now be recalled after they have been submitted for workflow approvals.
- Users will receive a reminder indicating that information will be lost if data is not saved.
- Budget Versions Tab (Budget Document) – Total Sponsor Cost fields will now be automatically calculated by the system.

(Continued on the next page.)

## **myGRANT Upgrade (continued)**

- A "Sponsor Deadline Time" field has been added to help ensure timely proposal submissions.

Please be on the lookout for updated information from ORS.

### **Subaward Tax Clearance Reminder**

*An Explanation of the Hawaii State Tax Clearance Process for Subrecipients:* Pursuant to [HRS Section 103-53](#), unless the subaward is being made to a governmental (state, federal or foreign) agency (including public universities), subrecipients under subawards issued under prime awards to the University of Hawai'i (UH) of \$25,000 or more must provide proof of tax clearance from the State of Hawaii Department of Taxation and the Internal Revenue Service (IRS) before any payments can be made.

From our past experiences, obtaining a tax clearance certificate from the State of Hawaii can be a lengthy process. Therefore, principal investigators and/or fiscal administrators must advise potential subrecipients of the state-mandated tax clearance requirements as soon as the subrecipient is identified during the proposal development stage. This will enable new subrecipients to start applying for the tax clearance process as early as possible and not wait until the proposal has been awarded. This will help to speed up the payment process once the award is received.

For more information on the subaward process and tax clearance certificates, see the ORS website at <http://www.ors.hawaii.edu/index.php/start-up-a-manage/project-account-set-up/subaward-process> and Research Corporation of the University of Hawai'i policies and procedures 2.218 at [http://www.rcuh.com/Webhelp/policies\\_and\\_procedures/2-218\\_procurement/2.218\\_tax\\_clearance.htm](http://www.rcuh.com/Webhelp/policies_and_procedures/2-218_procurement/2.218_tax_clearance.htm)

### **Tax Clearance Certificates – Frequently Asked Questions**

The following are some frequently asked questions regarding the tax clearance certificates mandated by state law.

#### **What is a tax clearance certificate?**

A tax clearance certificate is issued to certify that the taxpayer has filed all tax returns due, and paid all amounts owed as of the date the certificate of is issued.

#### **When are tax clearances required?**

A tax clearance certificate must be obtained by any subrecipient under a subaward, or a vendor under a procurement contract entered into with the University of Hawai'i.

#### **Are there any exceptions?**

A tax clearance certificate is not required for (1) small purchases or contracts under \$25,000; or (2) when both parties to the subaward or procurement contract are government agencies (HRS Section 103-53(e) (4)).

(Continued on the next page.)

## Tax Clearance Certificates – Frequently Asked Questions (continued)

### How do I obtain a tax clearance certificate?

Tax clearance certificates can be obtained through the State of Hawaii Department of Accounting and General Services' Hawai'i Compliance Express portal (HCE) at <https://vendors.ehawaii.gov/hce/splash/welcome.html>. Registration is required, and there is a nominal registration fee (currently \$12.00).

For more information on tax clearance certificates through the HCE, please see: <https://vendors.ehawaii.gov/hce/splash/faq.html>

## Contract & Grant Specialist School Assignment Changes

We are pleased to announce that Jeff Ibara has joined the Contracts & Grants Mānoa Service Center at ORS. In light of the increasing complexity and volume of proposals, and in conjunction with the addition of our new grant specialist, effective February 1, 2014, the Contract and Grant Specialist school assignments will be reallocated to provide greater assistance.

Please visit the ORS website at [http://www.ors.hawaii.edu/files/ORS\\_Assignments.pdf](http://www.ors.hawaii.edu/files/ORS_Assignments.pdf) for the most current information of the grant specialist assigned to your department. The new school assignments will be posted on the ORS website on February 2, 2014. If you have any questions please feel free to contact the ORS Helpline at [helpline@ors.hawaii.edu](mailto:helpline@ors.hawaii.edu) or (808) 956-5198.

## Advance Notifications Reminder

Principal Investigators (PIs) are asked to notify Office of Research Services (ORS) as early as possible of the intent to submit a proposal. This will aid in our efforts to provide continued services in accommodating expected increases in proposal volume, especially during peak proposal submission periods.

This notification should be as far in advance as possible and should include the name of the program and agency/sponsor (including the RFP, RAA, or solicitation number) and any other information (such as compliance requirements, subawards, etc.). Notifications can be submitted to the Contracts and Grants Specialist assigned to your school by e-mail, fax or hand delivery.

Keep in mind that proposals should be submitted to ORS in *myGRANT* at least five (5) business days prior to the proposal submission deadline to ensure adequate time for ORS review and processing. PIs are strongly encouraged to give themselves more than five (5) business days to accommodate adjusting to the system if they are new to *myGRANT*, or have not used the system in a while. Proposals involving subawards may require more time than this five-day minimum. Please contact the ORS Helpline at [Helpline@ors.hawaii.edu](mailto:Helpline@ors.hawaii.edu) or (808) 956-5198 for *myGRANT* assistance.

In addition, PIs have primary responsibility for the preparation of budgets for their proposals. We strongly encourage PIs to provide the budget to ORS, their school/unit fiscal office, and/or Grants Development Office (if applicable) as early as possible for review and approval, even if the narrative portion is still under development.

(Continued on the next page.)

## Advance Notifications Reminder (continued)

The Contracts & Grants Specialists at ORS are sensitive to the level of effort faculty and staff expend to meet proposal submission deadlines. Every effort will be made to expedite the review and approval of proposals.

For more information on advance notification, please visit the ORS website at:  
<http://www.ors.hawaii.edu/index.php/advance-notification>

## ORS Helpline Frequently Asked Questions

**For a *myGRANT* proposal, can I make technical/typographical changes to the narrative or other attached documents after it has been submitted for workflow approval?**

Yes, you can update existing documents with newer versions prior to submission by ORS. Only existing attachments can be updated; no new documents may be added. Please work with your grants specialist so that they are aware of the changes you are making.

To replace an existing attachment, navigate to the “Abstracts and Attachments” tab, find the attachment you need to revise and click the “Replace” button. The file name field will change to a “Browse” button that you can then use to find and upload your revised attachment.

**Can other revisions be made to the proposal once it is submitted for workflow approval?**

Yes, for any other changes/revisions, the proposal can be returned for changes by the person/group currently pending approval in the workflow. As a new feature in *myGRANT* 5.1.1 (to be available for use on Monday, January 13, 2014), the initiator may recall the proposal without needing to ask a current approver to return for changes. To do this, go to the “Proposal Actions” tab and click the “Recall” button at the bottom of the screen.

### **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