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From the Director's Office

Aloha Kākou,

Congratulations! Fiscal year 2010 has been an outstanding year for the University of Hawai'i. I am pleased to report that we were granted a total of \$452 million as of the end of June 2010. This exciting result is a testimonial of the great efforts put forth by our distinguished researchers and research administrators, as well as a demonstration of the dedicated services provided by ORS' staff. We appreciate everyone's cooperation throughout the year and are proud of what we have accomplished together.

Challenges now lie ahead to administer these grants and to be in compliance with both sponsors' rules and regulations and award terms & conditions. We look forward to working closely with the principal investigators and research administrators to successfully execute and close out these awards as we proceed through their life cycles.

Mahalo!

Yaa-Yin Fong

Director, ORS

United States Environmental Protection Agency (EPA) Seeking Public Input Regarding FY 2011-15 Strategic Plan Deadline

The United States Environmental Protection Agency (EPA) is seeking public input on its FY 2011-15 strategic plan to advance its efforts to protect human health and the environment.

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United States Environmental Protection Agency (EPA) Seeking Public Input Regarding FY 2011-15 Strategic Plan Deadline (continued)

EPA's Strategic Plan sets forth the Agency's long-term vision, strategic goals and objectives, and strategies to achieve them. This Draft Plan is a streamlined, executive-level document which advances EPA Administrator Lisa Jackson's priorities and Agency mission goals. The Draft Plan identifies five strategic goals:

- Taking action on climate change and improving air quality
- Protecting America's waters
- Cleaning up our communities
- Ensuring the safety of chemicals and preventing pollution
- Enforcing environmental laws

Details of these proposed five goals as well as five cost cutting measures may be found at <http://www.epa.gov/ocfo/plan/plan.htm>.

Comments are due by July 30, 2010 and the final plan will be released on September 30, 2010. When trying to locate the comments on Regulations.gov, enter **EPA-HQ-OA-2010-0486** as the search criteria at:

<http://www.regulations.gov/search/Regs/home.html#home>.

University of Hawai'i at Mānoa Space Inventory Survey

On May 19, 2010, Vice Chancellor for Administration Kathy Cutshaw issued a memorandum to the University of Hawai'i at Mānoa (UHM) deans and directors about the space inventory survey, which is currently underway. The data collected will be used to prepare the University's FY 2011 facilities & administrative costs (F&A) rate proposal.

The space inventory survey is an important study for the preparation of the proposal. The information collected helps the University allocate facilities costs such as electricity, water, janitorial services, and building maintenance services that have been incurred to support research and training grants and contracts.

The resulting F&A rate is charged to grants and contracts, and the reimbursement of F&A costs is recorded in the Research and Training Revolving Fund (RTRF), which is an important source of revenue to the University of Hawai'i.

An accurate and defensible space inventory survey is important for the University to maintain or enhance its current F&A rates, which in turn impacts the financial resources of the University. Therefore, the ORS Cost Studies Section is asking for your help in providing the requested information to the Space Survey and Integrated Planning team and your designated space survey coordinator.

Should you have any questions about the space survey process, please contact Kevin Hanaoka, Manager of the ORS Cost Studies Section at hanaokak@hawaii.edu or at (808) 956-9242.

Streamlined Procedures for University of Hawai'i Foundation Awards

Effective August 1, 2010, the University of Hawai'i Foundation (UHF) and the Office of Research Services (ORS) will be launching a revised streamlined procedure for handling awards. Previously it was necessary for deans and directors to sign a UHF form accepting a sponsor cap of indirect costs when such an award was being granted to the University of Hawai'i (UH). The new procedure eliminates the need for that, while still ensuring that deans and directors are given proper visibility when such awards are being granted.

As of August 1, 2010, when UHF receives a "Request for ORS Agreement" form from a principal investigator (PI), UHF will send an email notice to the PI with the applicable indirect cost rate and will indicate if the indirect cost rate is the result of a sponsor limited cap. UHF's notice of the indirect cost rate, the appropriate proposal documents and the ORS Form 5 should be furnished to deans and directors for approval. The signature of the dean/director on the ORS Form 5 will indicate approval of any sponsor-limited cap to indirect costs for UHF projects.

The new procedure also ensures that UHF and ORS work hand-in-hand to expedite the handling of awards for PIs. UHF will update its website soon.

Should you have any questions regarding the new procedure, please contact Jennifer Halaszyn, Manager of ORS' Kaka'ako site office, at jhalaszy@hawaii.edu or at (808) 692-1807.

Solicitation Restrictions and Limitations Reminder

Certain sponsors have "limited submission", where they may place a restriction on a solicitation on the number of submissions from an institution allowed either per solicitation or per year.

For the Housing and Urban Development (HUD) limited submission per campus, please contact ORS Pre-Award Specialist Georgette Sakumoto at gsakumot@hawaii.edu or (808) 956-4056.

For the University of Hawai'i at Mānoa limited submissions, please contact Associate Vice Chancellor for Research and Graduate Education--Dr. Vassilis Syrmos at syrmos@hawaii.edu or (808) 956-0813.

For the University of Hawai'i Community Colleges, please contact Associate Vice President for Administrative Affairs Michael Unebasami at mune@hawaii.edu or (808) 956-6280.

For the University of Hawai'i at Hilo, please contact the RCUH Hilo Office at <http://www.rcuh.com/>.

New Initiatives for Private and Non-Profit Awards from ORS Accounting

Due to the current economic environment, ORS will be implementing the following initiatives for awards that are funded by private and non-profit agencies in order to minimize the risk of uncollectible balances on sponsored projects.

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New Initiatives for Private and Non-Profit Awards from ORS Accounting (continued)

If the award payment terms require payment upon execution of the award, ORS will not allow the account to be opened until the initial payment is received. This applies only to awards with private and non-profit agency sponsors. Advance accounts may be requested for these awards, however, the “Request for Advance Fund Account Approval” form must be completed with the applicable principal investigator (PI), department chair, fiscal officer (FO) and chancellor/dean/director signatures. Once payment is received, the PI and FO will be notified, and ORS will change the status of the account to “open”.

Referencing ORS or InfoEd Numbers on Fast Track Submissions

In order to expedite processing of the Fast Track submissions for the establishment or modification of new accounts, ORS Accounting requests that fiscal officers include in the internal comment section of the Fast Track, the ORS or InfoEd number (i.e. 2010xxxx) cited in the Notice of Fully Executed Agreement or Federal Award Information sheet. This will enable the ORS accountants to easily identify the appropriate award documents with the Fast Track submitted. Your assistance is appreciated.

Helpline Frequently Asked Questions

Where can I get help with filling out a grants.gov SF424 R&R form?

ORS has established detailed instructions to guide you as you complete the SF424 R&R form. The instructions for filling out the SF424 R&R form may be found at the ORS website:
http://www.ors.hawaii.edu/_library/documents/SF424_Instructions.pdf

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