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From the Director's Office

Aloha Kākou,

I am pleased to report that we have finished with a very strong month of June. As of June 30, 2011, the University of Hawaii received a total of \$489 million in awards for fiscal year 2011. During the month of June, the ORS staff worked tirelessly to meet all deadlines despite having an increase in volume of work and a staff shortage. We appreciate everyone's cooperation throughout the year and are proud of what we have accomplished together. Congratulations to all principal investigators who received awards.

Our thanks to the units at the University of Hawaii at Manoa who completed the space survey by June 30, 2011. Accurate space data is critical for our upcoming F&A cost proposal so your efforts are very much appreciated. Although initial efforts were needed to complete the survey, once the F&A data is finalized, the space survey can be updated online whenever changes occur. This will eliminate the need for future space surveys, help keep the space database up-to-date for management purposes, and assist with future F&A cost proposals. Thank you to everyone for your support.

In the past two months, ORS has conducted several Kualii-Coeus (KC) informational sessions. We appreciate the principal investigators and research staff who attended these sessions. ORS will continue to keep the research community informed of KC's implementation status. If you would like to know more about KC and/or attend the next session, please see the ORS web site at <http://www.ors.hawaii.edu/index.php/kuali-coeus-informational-session>.

Mahalo!

Yaa-Yin Fong
Director

National Science Board (NSB) and National Science Foundation (NSF) Seek Feedback on Revisions to the Merit Review Criteria

Over the past year, the National Science Board's (NSB's) Merit Review Task Force conducted a careful review of the National Science Foundation's (NSF's) [two merit review criteria](#) (Intellectual Merit and Broader Impacts).

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National Science Board (NSB) and National Science Foundation (NSF) Seek Feedback on Revisions to the Merit Review Criteria (continued)

Substantive input from a wide variety of stakeholder groups helped guide the work of the Task Force, which recently proposed maintaining the two criteria, but revising the text to clarify the intent of the criteria and how they are to be used during the review process.

The NSF and NSB are now interested in getting feedback on the revised criteria and the underlying principles upon which they are based, and have issued a joint Dear Colleague Letter (http://www.nsf.gov/nsb/publications/2011/06_mrtf.jsp) requesting your input. Comments are being collected through July 14, 2011 and NSF invites you to send comments to meritreview@nsf.gov. The merit review process is at the heart of NSF's mission, and the merit review criteria form the critical base for that process. Please take this opportunity to provide comments and suggestions.

Subaward Processing Reminders

In conjunction with the transfer of the subaward review process from the Research Corporation of the University of Hawaii (RCUH) to the Office of Research Services (ORS), in order to expedite your subaward review, ORS would like to offer a few reminders regarding the preparation of subawards:

1. Please include ORS Form S-1, ORS Forms S-2 and S-3 (as applicable), the form for FAR 15.406-2, and a copy of the subrecipient's tax clearance. Copies of the ORS and FAR forms may be found at: <http://www.ors.hawaii.edu/index.php/apply/forms>.
2. Please use the sample subaward on the ORS website as guidance when filling out the FDP template: http://www.ors.hawaii.edu/files/FDP_Subawardagreement_sample_11-15-10.pdf

Of particular note:

- A. The "Prime Recipient" should be the "University of Hawaii", both on the first page of the Research Subaward Agreement and on Attachment 3.
- B. The field for the subaward number should be left blank. A copy of the RCUH purchase order requisition may be transmitted with the subaward packet, but please do not put the purchase order number in the subaward number field. As the RCUH purchase order is for the internal encumbrance of funds, to avoid confusion regarding subaward terms and conditions, it is recommended that the purchase order not be transmitted to the subrecipient.
- C. Make sure that the prime award number, awarding agency, CFDA number (if appropriate) and all other applicable fields are filled in on Page 1 of the Research Subaward Agreement.
- D. The statement of work and budget should be attached as "Attachment 5" and the appropriate box checked off in Item 1 (i.e., "as shown in Attachment 5").
- E. The blanks in Items 6) and 8) should be completed with "Authorized Official". The blanks in the remaining items may be filled in according to the school's preference.
- F. All proper attachments should be included in the subaward packet. Recently, ORS has been receiving subawards with the incorrect Attachment 2 (i.e., specific to the wrong agency) and without Attachment 4 (Reporting Requirements).
- G. If a license is to be granted to the subrecipient in Attachment 2, please check off the "grants" option. If the "shall grants" option is checked off, a separate license agreement must be included in the subaward packet.

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Subaward Processing Reminders (continued)

H. The “Authorized Official” in Attachment 3A should be as follows:

Yaa-Yin Fong, Director
University of Hawaii, Office of Research Services
2530 Dole Street, Sak D-200
Honolulu, HI 96822
Phone: (808) 956-7800
Fax: (808) 956-9081
E-Mail: yaayin@hawaii.edu

I. If your prime award contains FFATA requirements or is ARRA funded, check the FFATA or ARRA Funds box on the face page as appropriate, and include Attachment 3B Page 2 or 4A, respectively.

3. If the prime award requires the prime sponsor’s authorization in order to issue the subaward, please include a copy of the authorization in the subaward packet.
4. When attaching the copy of the prime award as Attachment 2, please ensure that any sensitive (e.g., salary) or proprietary information is redacted.
5. Please make sure that any stated payment will be made in United States dollars. If payment is to be made in a different currency, please include authorization from the appropriate person at your school that the school will be responsible for any difference in payment amounts due to exchange rate fluctuation.

Should you have any questions, please contact Darcie Yoshinaga at dsy@hawaii.edu or (808) 956-4806.

Space Survey Update

ORS would like to thank the participating research units and academic departments who completed their space surveys by June 30, 2011.

Once the FY 2011 F&A space survey data is finalized, we envision that the space survey will become an ongoing database that the field will be able to update when changes occur in their units. Aside from the F&A proposal, the space data is also a useful tool for chancellors and deans/directors for their space management needs.

Should you have any questions, please contact Kevin Hanaoka, Cost Studies Manager, at hanaokak@hawaii.edu or (808) 956-9242.

Cost Sharing Error Message: No FSIS Record

A common error that we see in the cost sharing system is the monthly salary contribution not being computed for a particular person. If you check the Cost Sharing Edit List (R1911) in Page Center, you will usually find the error message: No FSIS Record. What this means is that the combination of UH ID (0 + the 8-digit UH ID) and committed account cannot be found in the month-end FSIS download file. The FSIS file is a snapshot of PeopleSoft at the end of the month and captures what is supposed to be a person’s current account distribution.

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Cost Sharing Error Message: No FSIS Record (continued)

Reasons for this error include the following:

- 1) Social security number was used instead of UH ID.
- 2) A change to People Soft was made that removed the account code string from the person's account distribution, which occurred after the Fast Track was changed to pending CSR submittal.
- 3) Another condition in People Soft (e.g. record does not exist or is materially different).

For items 1 and 2 above, the solution is to submit a change form in Fast Track to correct the errors and input the missed period contributions and related fringe. If neither of these are the problem, please contact the ORS Cost Studies section so that we can find out whether the record exists in People Soft or is different from what is expected.

Should you have any questions, please contact Kevin Hanaoka, Cost Studies Manager, at hanaokak@hawaii.edu or (808) 956-9242.

REMINDER: Routing of Service Order Requests to RCUH

In the December 2009 ORS newsletter, we gave an overview of the revised APM A8.930 – Service Orders to the Research Corporation of the University of Hawaii. One of the key changes was that service order requests are now signed by the applicable campus chancellor or designee and submitted directly to RCUH. Since December 2009, the signature of the Vice President for Research or Director of the Office of Research Services is not required for service order requests. Thus, to speed up processing of your service orders, please send your requests directly to your campus chancellor or designee as follows:

System – to Vice President for Research at MIC, Suite 201 or Director of the Office of Research Services at Sak, D-200.

UH Mānoa – to Vice Chancellor for Research and Graduate Education, Fiscal Office – Hawai'i Hall 103.

Community Colleges – to the respective chancellor.

Should you have any questions, please contact Kevin Hanaoka, Cost Studies Manager, at hanaokak@hawaii.edu or (808) 956-9242.

ORS Helpline Frequently Asked Questions

I need help with filling out a grants.gov SF424 R&R form.

Please see the newly created guide for filling out the SF424 R&R form:

http://www.ors.hawaii.edu/files/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