



# ORS Newsletter

July 2019

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## PREPARING FOR ANNUAL KUALI FINANCIAL SYSTEM (KFS) EFFORT CERTIFICATIONS AND COST SHARING EFFORT CERTIFICATIONS

To comply with the requirements of the U.S. Office of Management and Budget's Uniform Guidance at 2 CFR 200.430 and support the University of Hawaii's system of internal controls which provides a reasonable assurance that compensation charges are accurate, allowable and properly allocated to an award, the annual Kualo Financial System (KFS) Effort Certifications and Cost Sharing Effort Certifications will be generated in mid-August 2019. Each principal investigator (PI) must certify to the reasonableness of compensation that has been charged or cost shared to their projects. Fiscal administrators should assist their PIs with completing the certifications in accordance with the established deadline.

Please note that separate certification processes have been developed for compensation charged to or cost shared on your award.

- For compensation charged to your award, "KFS Effort Certifications" will be generated from payroll recorded in the KFS Labor Ledger. Effort Certification (EC) eDocs will be created and saved in your KFS action list.
- For compensation cost shared on your award, "Cost Sharing Effort Certifications" will be generated from the cost shared payroll recorded in the KFS cost share sub-account. **However, the Cost Sharing Effort Certifications are NOT in KFS but will be accessible online using your UH username and password.**

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## PREPARING FOR ANNUAL KUALI FINANCIAL SYSTEM (KFS) EFFORT CERTIFICATIONS AND COST SHARING EFFORT CERTIFICATIONS (CONTINUED)

In preparation for the creation of the annual KFS Effort Certifications and Cost Sharing Effort Certifications, please process all adjustments that impact fiscal year (FY) 2019 balances by **July 31, 2019**. For prior year Labor Ledger adjustments, Salary Transfers should be prepared and routed for approval through KFS. For FY 2019 Cost Sharing adjustments, please refer to the accompanying newsletter article below entitled ***"Fiscal Year (FY) 2019 Cost Sharing Entry Adjustments"***.

Detailed instructions for certifying both KFS Effort Certifications and Cost Sharing Effort Certifications will be provided in August 2019 along with the release of the certifications.

For questions, please contact Dawn Kim, ORS Compliance Manager, at [dawnkim@hawaii.edu](mailto:dawnkim@hawaii.edu) or (808) 956-0396.

### FISCAL YEAR (FY) 2019 COST SHARING ENTRY ADJUSTMENTS

As noted in the above newsletter article, *"Preparing for Annual Kualii Financial System (KFS) Effort Certifications and Cost Sharing Effort Certifications,"* in order to ensure that the fiscal year (FY) 2019 Cost Sharing Effort Certifications properly reflect the cost shared salary and wage amounts for University of Hawaii employees, please email any cost sharing adjustments related to FY 2019 in accordance with the instructions provided below by **July 31, 2019**. While other direct cost sharing amounts are not captured in the annual Cost Sharing Effort Certification, to ensure the timely recording of all direct cost sharing amounts, please submit all FY 2019 direct cost sharing adjustments by **July 31, 2019**. **DO NOT** submit these cost sharing effort adjustments in the Kualii Financial System (KFS). ORS will process a JV to record these FY 2019 cost sharing entries.

#### Instructions for recording FY2019 direct cost sharing amounts after June 30, 2019

Please prepare an Excel spreadsheet with the information noted in the table below for FY 2019 cost sharing adjustments for university personnel salaries, fringe and other direct costs. Email the Excel file to Karen Matsunaga, Projects Financial Services Specialist, at [klmatsu@hawaii.edu](mailto:klmatsu@hawaii.edu). The subject line should read "FY 2019 Cost Sharing Adjustments."

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## FISCAL YEAR (FY) COST SHARING ENTRY ADJUSTMENTS (CONTINUED)

Chart	Account	Sub-Account	Object Code	UH ID	Source Account (Chart/Account)	Cost Sharing Period (include only FY 2019)	Adjustment Amount (rounded to the nearest dollar)	
							DR	CR
		CS001	7810 Salaries & Wages (7820 contra account)	Required for adjustments to 7810	Required	Required		
		CS001	7811 Fringe Benefits (7821 contra account)	Required for adjustments to 7811	Required	Required		
		CS001	7812 (Direct Costs (7822 contra account)	N/A	Required	Required		

For cost sharing of external support, unrecovered indirect costs and tuition waivers, please continue to submit any adjustments via the KFS DI (Distribution of Income and Expense) e-Doc.

As described in [AP 12.410, Accounting for Cost Sharing](#), proper supporting documentation must be maintained for all cost sharing amounts reported. The principal investigator and project staff are responsible for providing any supporting documentation requested by sponsors and/or auditors.

For questions, please contact Suzanne Efhan, ORS Projects Financial Services Manager, at [efhans@hawaii.edu](mailto:efhans@hawaii.edu) or (808) 956-4061.

## RESEARCH CORPORATION OF THE UNIVERSITY OF HAWAII (RCUH) ACCOUNTS PAYABLE

Please process payments for invoices with service dates on or prior to June 30, 2019 promptly for proper year end accounts payable reporting. For payments that will be processed or approved after Friday, August 2, 2019, are \$100,000 or greater, and have service dates of June 30, 2019 or earlier, please refer to Reminder included in the "[Financial System Processing Now Available](#)" announcement in the RCUH News.

For questions, please contact Dawn Kim, ORS Compliance Manager, at [dawnkim@hawaii.edu](mailto:dawnkim@hawaii.edu) or (808) 956-0396.

## IMPLEMENTATION OF UNIVERSITY OF HAWAII (UH) SAFETY SOLUTIONS

The University of Hawaii (UH) Environmental Health and Safety Office (EHSO) is happy to announce the full implementation of its new laboratory safety software platform, UH Safety Solutions (UHSS). The system provides a group of tools (Assessment, Inspect and Chemicals) that guides principal investigators through a formal process of identifying and communicating known hazards to their laboratory teams. The key elements of the system create a robust partnership between research groups and EHSO and allow for more accurate and faster systems to:

- Create lab groups and assess lab hazards;
- Streamline inspections;
- Manage chemicals; and
- Identify trends and target resources accordingly.

The original platform was developed by the University of California nearly 10 years ago and has been used by their system campuses to address managing chemical and physical hazards in academic research laboratories with a high degree of accuracy.

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## IMPLEMENTATION OF UNIVERSITY OF HAWAII (UH) SAFETY SOLUTIONS (CONTINUED)

According to Hans O. Nielsen, UH EHSO Occupational Health and Safety Program Manager, "I am excited about where we are with UHSS and what it provides to the scientific community. There are a lot of moving parts in a research enterprise and this software is an excellent means of identifying and managing resources, hazards, and risks. We spent a lot of time with our developers building the tools to work in a way that is meaningful and I am glad we have this system. But a system only works to its highest potential if we have good data going in and a straightforward user interface, so we are working closely with the various research units to educate them about the system and walk them through the process of getting started. Our faculty-led Chemical and Physical Hazards Committee was part of the process to select this system, and we could not have gotten this far without their feedback, and also the support of the research administration at UH Manoa. Between these tools and the new EHSO Lab Safety Program personnel, we're trending in the best direction to support the safest and most productive education and research possible at UH Manoa!"

Please call EHSO at (808) 956-8660 if you have any questions.

## UNIVERSITY OF HAWAII ENVIRONMENTAL HEALTH AND SAFETY OFFICE (EHSO) WELCOMES SEVERAL NEW STAFF TO ITS TEAM OF PARTNERS

University of Hawaii (UH) Environmental Health and Safety Office (EHSO) recruited a pair of skilled and motivated new staff members this year. Their work experience will be highly beneficial to the research and teaching community at UH.

**Mike Soles**, EHSO's new Chemical Hygiene Officer, has been working in the field of environmental health and safety with more than 14 years of experience at the University of North Carolina at Chapel Hill. He was integral to their Comprehensive Laboratory Inspection Program and also managed a comprehensive environmental health and safety program at a neuro-medical treatment center in North Carolina for two years. Mike's breadth and depth of knowledge — from chemistry to health physics and beyond — and his ability to work well with all stakeholders in a university setting make him an ideal resource in a complex, fast-moving and ever-changing education and research environment. Mike's areas of focus this year will be helping guide principal investigators in using UH Safety Solutions, providing helpful feedback to research groups through inspections, informing them about reducing unwanted chemicals, and encouraging departments to decommission labs thoughtfully and thoroughly prior to faculty departing the university. Mike's primary goal is to be a true safety partner in a collaborative research process. EHSO is excited he is now part of their team.

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## UNIVERSITY OF HAWAII ENVIRONMENTAL HEALTH AND SAFETY OFFICE (EHSO) WELCOMES SEVERAL NEW STAFF TO ITS TEAM OF PARTNERS (CONTINUED)

**Aaron Toyama**, EHSO's new Occupational Health and Safety Technician, also joined the EHSO in early 2019 and shares an equal set of technical and interpersonal skills that are key to an effective Environmental Health and Safety program. Aaron inspects and provides guidance on emergency lab equipment and chemical fume hoods as well as supports the lab inspection program and use of UHSS. Prior to joining the EHSO, Aaron worked in the UH Manoa College of Engineering as a machinist for several years and, after completing the Occupational, Environmental and Safety Management program at Honolulu Community College, had been an inspector with Hawaii Occupational Safety and Health for more than a year. He is excited to return to UH Manoa, and EHSO is glad he is back.

As always, UH EHSO is here to help. Do not hesitate to contact them at (808) 956-8660 to support any and all research at UH Manoa.

## ORS HELPLINE FREQUENTLY ASKED QUESTIONS

### **What is Unrecovered Facilities & Administrative (F&A) cost?**

Unrecovered F&A cost is the difference between the amount awarded and the amount which could have been awarded under the recipient's approved negotiated indirect cost rate (F&A rate), where a lower indirect cost rate is applied to an award.

Unrecovered F&A applies where any of the following apply:

- The award or sponsor's F&A rate is less than the university's standard F&A rate, which is the federally negotiated rate.
- The principal investigator obtains an F&A cost reduction or waiver in writing from the appropriate campus chancellor or chancellor's designee.

According to OMB Circular A-110 and 2 CFR200.306, the unrecovered indirect cost may be included as a part of cost sharing or matching only with the prior approval of the federal awarding agency.