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## From the Director's Office

Aloha,

We are all very excited to receive the initial two (2) Recovery Act/ARRA awards through NIH and NSF.

ORS is taking steps to ensure Principal Investigators (PIs) and Administrative/Fiscal Officers (FOs) are aware of ARRA award requirements when the award is received; and to also establish a process to ensure that funds are expended within the ARRA specified timeframe.

A total of (85) ARRA proposals were among the (1,189) total proposals submitted by ORS since January 2009. Many ARRA proposals are work-in-progress and are currently moving through the pipeline. ORS continues to assist PIs with their proposal submission and help UH receive more research funding from the federal government.

We also wanted to let you know that the Sakamaki D-200 wing that houses ORS Pre-Award, Cost Studies and Director's Office Staff will be re-configured shortly. We will do our best not to interrupt daily operations but ask for your kokua again, during this time.

Have a wonderful summer!

Mahalo, Yaa-Yin Fong, Director

## E-Verify Requirement Effective 9/8/09

As it currently stands, the implementation of the final rule requiring federal contractors and subcontractors to begin using U.S. Citizenship and Immigration Services' (USCIS) E-Verify system will be in effect on 9/8/09.

The rule requires use of the federal internet-based system E-Verify to verify the employment eligibility of existing employees (hired after 11-06-86) and new hires that are directly performing work under the award.

Federal contracting officers will not begin to insert the new E-Verify clause into federal contracts and solicitations until 9/8/09.

*For more information, please visit: <http://www.uscis.gov/portal/site/uscis/menuitem>.*

## **National Science Foundation (NSF): Proposal Submission through FastLane**

Due to an expected increase in Grants.gov submissions relating to the processing of Recovery Act (ARRA) proposals, the Office of Management and Budget (OMB) has authorized agencies to use alternative methods for proposal submission and acceptance.

***Effective Immediately: New funding opportunities issued by the National Science Foundation (NSF) will exclusively require the use of FastLane to prepare and submit proposals.***

We hope that this will help to alleviate system strain and increase system capacity for Grants.gov.

In addition, NSF plans to revise existing funding opportunity documents to reflect this change and to remove all active application packages from Grants.gov APPLY. NSF will continue to post information about available funding opportunities to Grants.gov FIND.

Detailed instructions regarding the technical aspects of proposal preparation and submission via FastLane are available at:

<http://www.fastlane.nsf.gov/> and <http://www.fastlane.nsf.gov/a1/newstan.htm>

*If you have any questions regarding this change, please contact the Policy Office on (703) 292-8243 or by e-mail to: [policy@nsf.gov](mailto:policy@nsf.gov).*

## **NASA Solicitations and Proposal Integrated Review and Evaluation System (NSPIRES): Changes to Affect Proposal Submission**

The following are several changes to NSPIRES that will affect proposal submissions to NASA. These changes are being implemented to improve the process by which potential conflicts of interest are determined.

### ***1. For solicitations with due dates between July 11, 2009 and August 7, 2009:***

All proposal team members should establish an organizational relationship, i.e., identify the organization or other auspices through which you are participating in a given proposal. Note that establishment of an organizational relationship will become a requirement for proposal submittal (see #2 below), so we strongly encourage all team members to confirm their organizational relationship once the function is released on July 11, 2009. This identification of organization satisfies the team member commitment requirement described in the Guidebook for proposers.

New explanatory procedures will be in place on NSPIRES to guide both existing and prospective team members through this process.

### ***2. For solicitations with due dates on or after August 8, 2009:***

Confirming an organizational relationship for all proposal team members will be a prerequisite for proposal submission. A proposal cannot be submitted if an organizational relationship is missing for any team member.

*If you have any questions regarding this change, please contact the NSPIRES Help Desk at: (202) 479-9376 or by e-mail to: [NSPIRES-HELP@nasaprs.com](mailto:NSPIRES-HELP@nasaprs.com).*

## **Administrative Policy Manual (APM): Revised Extramural Closeout Procedures (APM A8.954)**

Revisions to the Extramural Closeout Procedures (APM A8.954) were recently posted on the Administrative Procedures Information System (APIS) website:

<http://www.hawaii.edu/svpa/apm/sysap.html>

### ***Revisions include:***

- Added provision that future proposals of the Principal Investigator may be held if outstanding requirements on current awards are not met;
- Revised Administrative/Fiscal Officer (AO/FO) notification due dates;
- Added procedure to notify the Principal Investigator (PI) and Dean/Director on final reporting in which the AO/FO does not provide closeout confirmation;
- Added the utilization of a collection agency for accounts that appear to be uncollectible; and
- Removed time frame (270 days after project termination) to close project accounts.

## **Fixed Price Project Accounts: Updated Forms Effective 7/1/09**

Effective July 1, 2009, the prior “Fixed Price No-Cost Extension Request” form will no longer be accepted. In its place is the “Internal Account Extension Request” form and the “Transfer to Departmental Account Request” forms.

The “Internal Account Extension Request form” is used to request an extension to an extramurally sponsored project account when:

1. A project is being conducted under a fixed price contract;
2. A project end-date was not defined in the contract signed by the sponsor; and
3. No change to the sponsor-approved budget or scope of work is being requested.

The “Transfer to Department Account Request form” is to request a transfer the residual balance from an extramural project account to a departmental account when all of the following criteria met:

1. The award was made under a fixed price contract,
2. The scope of work is complete to the satisfaction of the sponsor
3. All payments have been received and recorded by ORS,
4. All expenses have been booked,
5. The project end-date has been reached and the account is ready for closure.

Please note that these two forms now require both the Principal Investigator (PI) and Administrative/Fiscal Officer’s (AO/FOs) signatures. These forms are now available on the ORS website under Forms.

*For more information, contact Joanne Yama, ORS Projects Financial Services Manager at [jyama@hawaii.edu](mailto:jyama@hawaii.edu) or (808) 956-8163.*

## Relocation Notice of ORS Director's Office, Cost Studies and Pre-Awards Sections

After years of planning, the ORS Office that houses the Pre-Award, Cost Studies and the Director's Office Staff at the UH Manoa Sakamaki D-200 will be retrofitted to address the lack of functional space due to the increase in research activities.

This is scheduled to take place from the end of June through the end of August 2009. During this period, the following sections will be relocated as follows:

### **Effective Immediately:**

ORS Cost Studies will be located to Manoa Innovation Center room 170.

- Phone/Fax/Email: Remains the same - will not be affected by the relocation.
- Mail Delivery: To Sakamaki C-200 or Manoa Innovation Center room 170.

### **Effective Monday, June 29, 2009:**

ORS Pre-Award will be located at Biomed room T210.

ORS Director's Office Staff will be located at Sakamaki C-200.

- Phone/Fax/Email: Remains the same - will not be affected by the relocation.
- **ORS Mail Delivery (previously sent to Sakamaki D-200): To Sakamaki C-200.**
- **Pre-Award Signed Proposals Pick-Up (previously at Sakamaki D-200): Can be picked-up at Sakamaki C-200. If urgent, please arrange with a Pre-Award specialist to pick-up directly at Biomed T210.**

**ORS Contracts & Accounting Sections will not be impacted and will remain available during this time.**

**ORS Helpline who can be reached at email: [helpline@ors.hawaii.edu](mailto:helpline@ors.hawaii.edu) or phone: (808) 986-5198 will remain functional as usual.**

ORS will make every effort to ensure continued service with minimal down time to our operations during this period. Thank you for your support and understanding.

*For more information, please contact: Susan Chong, Assistant to Director at [sschong@hawaii.edu](mailto:sschong@hawaii.edu) or (808) 956-8259.*

## Useful Recovery Act (ARRA) Websites

### ***National Science Foundation (NSF) Award Terms and Conditions:***

[http://www.nsf.gov/pubs/policydocs/arra/arrate\\_509.pdf](http://www.nsf.gov/pubs/policydocs/arra/arrate_509.pdf)

### ***Recovery Act (ARRA) Whistleblower Protection Rule:***

[http://www.bakerbotts.com/file\\_upload/ARRALegislationUpdateEconomicRecoveryPackageProvidesAdditionalProtectionsforWhistleblow.htm](http://www.bakerbotts.com/file_upload/ARRALegislationUpdateEconomicRecoveryPackageProvidesAdditionalProtectionsforWhistleblow.htm)

***Recovery Act (ARRA) Checklist - Window on State Government (Extracted from OMB ARRA Guide):*** <http://www.window.state.tx.us/recovery/transparency/checklist.php>

## ORS Helpline FAQs

### *1. I am having problems with ORS forms not displaying or saving properly.*

Make sure you are using the latest version of Adobe Reader or Acrobat. Our forms require Adobe version 7 or later to function properly. The newest version of Adobe Reader can be downloaded for free, from the following Adobe website:

<http://get.adobe.com/reader/>

### *2. What is an F&A rate?*

The F&A or Facilities and Administrative rate (formally known as Indirect Cost) is the method used by the federal government to reimburse UH and other research institutions for the use of their facilities and administrative services for federally sponsored activities.

They include, but are not limited to, the costs of providing:

- Centralized and departmental contracts and grants administration;
- Research compliance functions (e.g., protection of human and animal subjects, environmental health and safety, etc.);
- Use of offices, labs, classrooms, conference rooms, and other facilities on the ten UH campuses;
- Related building and grounds maintenance and utilities; and
- Use of campus and departmental libraries.

*For more information, please visit:*

<http://www.hawaii.edu/ors/documents/IndirectFACostsandRatesFAQOriginal.doc>

### *3. We have a project that will be conducted at two or more different locations, which F&A rate should we use?*

If the work straddles two or more locations, use the F&A rate defined for the location at which the majority of the work will be completed.

### *4. We just submitted a proposal before the new rate was announced, do we have to revise our proposal?*

Proposals already submitted do not need to be revised unless the sponsor requests a re-budget. Any proposals that have not been submitted yet should use the new rates.

**Do you have a Question or Comment for ORS?**

*Please feel free to contact us at:*

*ORS Helpline at [helpline@ors.hawaii.edu](mailto:helpline@ors.hawaii.edu) or (808) 956-5198.*