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From the Director's Office

Aloha Kākou,

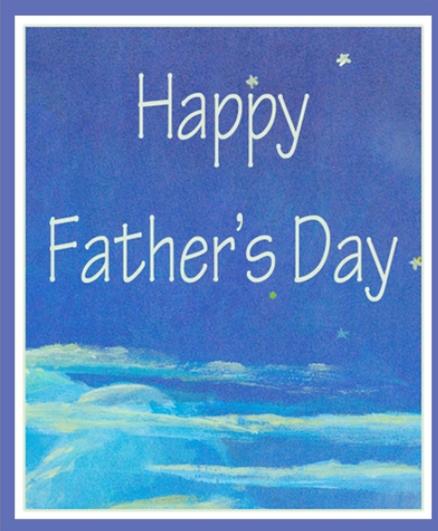
The new *myGRANT* system has been up and running for the last seven months. We want to thank the research community for their continuing support and constructive feedback. Needless to say, we recognize that there will always be an initial learning curve for the users after a new system has been implemented. However, for faculty and staff who took time from their busy schedule to attend the *myGRANT* training sessions before using the system, the transition went a lot more smoothly than for those who were not able to participate. As of today, we have 1218 faculty and staff who have attended either the *myGRANT* classroom or on-line training provided by ORS. We know your time is valuable and truly appreciate your effort on making *myGRANT* a positive experience. ORS Helpline's professional staff is available to answer *myGRANT* questions at helpline@ors.hawaii.edu. Mahalo to the faculty and staff who continue to exercise common courtesy and professionalism when inquiring with the ORS Helpline for support.

After 45 years of dedicated service to the University of Hawai'i, Paul Kakugawa, Pre-Award Specialist at ORS, has decided to retire on July 1, 2012. Throughout his career, Paul acquired in-depth experience with proposal submission and grant administration across all disciplines and agencies. He has also trained many junior Pre-Award Specialists at ORS during his lifelong career. We want to thank Paul for his valuable services to ORS and the University. Paul will be missed by all of us at ORS and by the faculty and staff who have worked with him over the years. Please join us in saying farewell to Paul on Thursday, June 28, 2012. For upcoming farewell luncheon details please contact Linda Fong at llfong@hawaii.edu.

There are two updates from the National Institutes of Health this month along with helpful hints for the *myGRANT* system. Please see the articles below.

Have a fun and productive summer!

Yaa-Yin Fong

**National Institutes of Health's (NIH) Office of Laboratory Animal Welfare (OLAW)**

The National Institutes of Health's (NIH) Office of Laboratory Animal Welfare (OLAW) has updated and clarified Position Statements for: 1) Cost, 2) Housing, 2a) Nonhuman Primate Housing, 2b) Rodent Housing and 3) Non-Pharmaceutical-Grade Substances. The NIH has adopted the 8th Edition of the *Guide for the Care and Use of Laboratory Animals* (<http://grants.nih.gov/grants/olaw/Guide-for-the-Care-and-Use-of-Laboratory-Animals.pdf>) effective January 1, 2012.

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National Institutes of Health's (NIH) Office of Laboratory Animal Welfare (OLAW) (continued)

In OLAW's judgment, the 8th Edition of the Guide empowers continued advancement in the humane care and use of vertebrate animals in research, research training, and biological testing. A summary of the changes and the complete text of the Position Statements is available at:

<http://grants.nih.gov/grants/olaw/2011guideadoption.htm>

National Institutes of Health (NIH) Requesting Input on Proposed Changes to Biosketch

The National Institutes of Health (NIH) has established a Working Group to examine the content of the Biographical Sketch (Biosketch) submitted with all NIH grant, cooperative agreement, and fellowship applications.

The NIH Working Group seeks input to determine whether a short, documented description of an investigator's scientific contributions could offer a better indication of an individual's scientific capabilities and accomplishments than the list of publications that currently appears in the Biosketch. Will this modification help level the playing field across academic institutions and career stages, and more accurately describe advances that may have originated in collaborative, multi-author and team research settings? Will the proposed modification increase the quality and relevance of information available to peer reviewers? Will the benefits of this modification accrue to the following types of applicants?

- Applicants at different career stages, especially early stage investigators
- Applicants from underrepresented groups
- Applicants from less research intensive institutions
- Applicants engaged in team science
- Applicants from different scientific fields
- Applicants for Small Business Innovation Research (SBIR) Grants
- National Research Service Award (NRSA) Fellowship applicants
- Academic Research Enhancement Award (AREA) applicants
- Other classes of applicants

The NIH Working Group welcomes comments on the proposed changes to the Biosketch from all members of the extramural community, including students, postdoctoral fellows, faculty members, scientific societies, grantee institutions, and the general public. Opinions about the potential to facilitate the evaluation of an investigator's contributions and capabilities are particularly important. Information on the content and format of the proposed narrative description and other relevant issues also will be useful. Any other creative, concrete suggestions for strengthening Biosketch are welcome. NIH will provide a summary of all input received that is responsive to this RFI. Responses can be anonymous.

All comments must be submitted electronically to: <http://grants.nih.gov/grants/rfi/rfi.cfm?ID=27>.

For more information go to <http://grants.nih.gov/grants/guide/notice-files/NOT-OD-12-115.html>. Responses to this RFI will be accepted through June 29, 2012. Specific questions about this RFI should be directed to the following e-mail address: BMWinfo@mail.nih.gov

New Research and Training Revolving Funds (RTRF) Process

When the Kualu Financial System (KFS) is implemented on July 2, 2012, there will be some changes to the way research and training revolving funds (RTRF) are handled.

First, RTRF accounts will no longer be contracts and grants (C&G) accounts. Thus, creation and editing of accounts will not route to ORS for approval in KFS. More importantly, because RTRF will no longer be C&G accounts, an expiration date (f.k.a. end date) is not required. This will be true for facilitating services funds.

However, allocations of RTRF from the University Research Council (URC), Vice Chancellor for Research (VCR) and Vice President for Research (VPR) will continue to have expiration dates. Deans or directors, at their discretion, may also require expiration dates for accounts such as faculty start-up accounts. In either case, a continuation account will be required to be provided by the recipient of these RTRF funds.

In KFS, accounts with expiration dates are required to have a continuation account. The continuation account will be used to pay for expenditures that cannot post to the account due to insufficient funds or if the transaction is posted 22 or more days after account expiration.

Second, KFS uses a different method in order to allocate funds and establish budgets in accounts. Under our current process, a budget for an account is established under object code 1117. In KFS, there is a two-step process: 1) an allocation is made to the account; and 2) the fiscal officer (FO) sets up a budget, which cannot exceed the allocation.

For example, the main FO for a school may allocate 100,000 for a particular account using object code A300. The department FO will then have to enter a budget less than or equal to the 100,000. For example purposes, let's say the budget is entered as \$60,000 for salaries and fringes and \$40,000 for other expenses. The department FO will have to enter a budget as follows: B020, 60,000; B040, 40,000. At this point, the account is ready for use.

Because the RTRF account will be treated more like general or special funds for budgeting purposes, the guidelines will be issued by the UH Budget Office. Thus, FOs are advised to consult the Budget Office guidelines for the object codes to use.

Except for the changes outlined above, the overall process for allocating RTRF should be the same as in FMIS.

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

All *my*GRANT Proposals Require a Completed Approval for Submission

For successful submission of proposals, a reminder to the University of Hawai'i community that all extramural proposals require completed e-routing approval (in the case of multiple investigators this includes all ad-hoc approvals) through *my*GRANT before the proposal can be submitted to the agency.

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All *myGRANT* Proposals Require a Completed Approval for Submission (continued)

The streamlined e-routing approval process, one of the key features of the *myGRANT* system, can be accessed through internet connected devices such as smartphones or tablets, which bypasses the need for physically running people down to sign forms and results in a faster, more efficient routing system.

In the very rare case, ORS may make a submission exception to accommodate unforeseen circumstances which require that a submission be made without the completed e-routing approvals for a *myGRANT* record to meet the deadline. However the reasons for the exception, along with the appropriate approvals by the unit(s) must be obtained for consideration. If the approval is granted, a follow-up e-mail will be sent to the PI regarding the outstanding *myGRANT* record which must be completed as soon as possible to avoid the proposal being withdrawn or the award not being accepted.

For questions, please contact Kathy Yoshinga, Pre-Award Specialist, at kyoshina@hawaii.edu or (808) 956-4057.

***myGRANT* Update**

The *myGRANT* system has been live for about seven months now and the system has been used by over 600 researchers, not to mention most colleges, fiscal officers, department chairs, deans and chancellors. The University of Hawai'i (UH) community is motivated, submitting about 1,200 proposals for \$713 million and not one has missed its deadline. We are very pleased to see the progress that has been made and with the enthusiasm of the UH community. Thank you for your support and patience with the new system.

We would like to remind faculty and staff that training for the *myGRANT* system is available 24x7 and strongly encouraged. The on-line training courses are always available in Laulima when you can spare a few minutes in your busy schedules. We found that UH faculty and staff who had taken the *myGRANT* training before using the system were able to adapt to the system quicker and easier. *myGRANT* classroom training for the unit can also be requested if there are enough participants. For more information, please contact Linda Fong (llfong@hawaii.edu). *myGRANT* training is also always available for community members who took the training earlier to refer back to or to be used as refresher courses to brush up on less familiar subjects. We welcome your constructive feedback to continue improving our training program and to facilitate the proposal development process in *myGRANT*.

Other *myGRANT* resources can be found in the *myGRANT* section of the ORS website (<http://www.ors.hawaii.edu/index.php/mygrant>) and as well as the monthly ORS Newsletter in which the ORS Helpline provides tips and answers to commonly occurring issues. The ORS Helpline is also available as a resource and can be contacted via our helpdesk ticketing system (<http://www.ors.hawaii.edu/helpline/>), e-mail (helpline@ors.hawaii.edu) or through telephone [(808) 956-5198]. **As always, we ask that when calling please exercise common courtesy when requesting assistance from our Helpline staff. Mahalo!**

ORS Helpline Frequently Asked Questions

In a *myGRANT* budget, what does “F&A Cost” mean?

The F&A Cost or Facilities and Administrative Cost, is synonymous with “indirect” cost or “overhead” returns. F&A costs are the expenses incurred by the University of Hawai'i (UH) to develop and

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ORS Helpline Frequently Asked Questions (continued)

maintain the facilities and administrative infrastructure necessary to support extramurally funded research and non-research activities. The F&A costs are usually found by multiplying the Modified Total Direct Costs for your project, by the applicable F&A rate negotiated by the University.

For more information, and to find your applicable F&A rate, please see the ORS Website:

<http://www.ors.hawaii.edu/index.php/rates/102-quick-links/rates/97>

I received an e-mail with the subject “Proposal action (APPROVE) for...” What do I need to do?

This message implies that there is an proposal enroute waiting for your approval in *myGRANT*. In the e-mail, you can click on the link under “To respond to this eDoc:” or copy it into the address bar in your web browser.



This link should take you directly into the *myGRANT* Proposal Development Document which requires your approval. If you are not logged in, you may need to click on the link again after logging in.

Once you are in the Proposal, you can review the proposal. Once you have completed your review, go to the “Proposal Actions” tab.



At the bottom of the “Proposal Actions” tab there should be several buttons:



Clicking “approve” will approve the proposal and the proposal will continue on to the next individual in the workflow.



Clicking “return for changes” will return the proposal to the initiator of the proposal so that revisions can be made. Please be aware that the proposal will need to be re-approved by all individuals in the workflow when it is resubmitted after revisions have been made.



Clicking “close” will close the proposal. Click the “close” button if you wish to close the proposal without approving or returning for changes. You can always return to the proposal through the link in the e-mail if you need more time to review.