



ORS Newsletter

June 2018

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LIFTING OF UNITED STATES DEPARTMENT OF AGRICULTURE (USDA) NOTICE OF RECORDS DISPOSAL FREEZE

The USDA has lifted its freeze on records disposal. The freeze was initially issued back in February of this year (refer to [March 2018](#) edition of ORS newsletter) and applied to awards from the Agricultural Research Service (ARS), Economic Research Services (ERS) and National Agricultural Statistics Service (NASS). The [official lift notice](#) dated April 26, 2018 was received by ORS on May 15, 2018 and the principal investigators and fiscal administrators who were initially notified of the freeze have been informed of the lift. Should you have any questions, please contact Dawn Kim, ORS Compliance Manager, at dawnkim@hawaii.edu, or (808) 956-0396.

CERTAIN TIERED IDC RATES CHANGING ON JULY 1, 2018

As a reminder, certain IDC Rate IDs were created to provide a straightforward means to update the IDC rates on accounts in instances when the negotiated IDC rates change at the start of a new fiscal year. ORS refers to these IDC Rate IDs as “tiered” rates. These rates can be easily identified because any KFS IDC Rate ID with a leading “9” is a tiered rate. Because fiscal year (FY) 2017 was the final year of the current Negotiated Indirect Cost Rate Agreement (NICRA) and a new NICRA has not yet been approved by UH’s cognizant federal agency, the IDC rate IDs effective in FY2017 remain unchanged in FY2018 and FY2019. Additional tiered IDC rate IDs will be created, as needed, by ORS after the new NICRA is approved. Therefore, the only tiered IDC rates changing in FY2019 are those rate IDs that were established pursuant to the June 23, 2015 Memorandum from the Vice President of Research and Innovation (VPRI) regarding *F&A Rate on Federal Funds on Pass Through Awards From State of Hawaii and Local City and County Government Sponsors*.

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CERTAIN TIERED IDC RATES CHANGING ON JULY 1, 2018 (CONTINUED)

The following table summarizes the tiered IDC Rate IDs:

KFS Rate ID	FY2017 Rate	FY2018 Rate	Rate (eff. July 1 2018 – June 30, 2019)	Future Rate (eff. July 1 2019 – June 30, 2020)
903	41.5%	41.5%	41.5%	41.5%
904	53%	53%	53%	53%
905	54%	54%	54%	54%
906	16%	16%	16%	16%
907	16%	19%	19%	19%
908	16%	19%	22%	22%
909	16%	19%	22%	25%

Note that IDC Rate IDs 903, 904, 905 (Federal Tiered Rates) 906 and 907 remain unchanged from their FY2018 rates. Accounts linked to these Rate IDs should have expiration dates in FY2018 or earlier; **or** have a no-cost extension or non-competitive continuation of the award continuing past June 30, 2018.

IDC Rate IDs 906, 907, 908, and 909 were created to handle the IDC rates mentioned in the June 23, 2015 Memorandum from the VPRI regarding *F&A Rate on Federal Funds on Pass Through Awards From State of Hawaii and Local City and County Government Sponsors*. Note that awards that are subject to these rates are IDC waivers of the negotiated IDC rates for federal flow-through awards from the State of Hawaii or local city/county governments.

Additional information regarding IDC rates can be found on the ORS website's IDC FAQ page: http://www.ors.hawaii.edu/files/Indirect_Cost_and_Rates_FAQ.pdf

If you have any questions about these changes please contact Bob Roberts, Projects Fiscal Accounting Manager, at rroberts@hawaii.edu or (808) 956-6959.

REVISIONS TO THE SUBAWARD PROCESS - EFFECTIVE JULY 1, 2018

In July 2016, ORS took on the subaward preparation process in an effort to reduce the administrative burden placed on our principal investigators (PIs), project personnel and fiscal administrators (FAs), and to improve the turnaround time of issuing subawards. Since then, we have noticed certain delays related to incomplete documents being provided by the PI/program and the subrecipient. To streamline the process we have revised the checklists for the PI and project personnel to obtain the subrecipient commitment form, tax clearance certificate and evidence of a valid SAM registration. These items should be requested in conjunction with the subrecipient's review of the contact information, budget, scope of work and other required attachments. We believe this change will improve efficiencies over the subaward process and improve the communication between PI/program staff and the subrecipient. The FAs should also continue reviewing the documentation provided for completeness and accuracy prior to submitting the subaward packet to ORS. ORS will continue to prepare the subaward agreements once all required documents have been received. Additional information will be provided prior to the July 1, 2018 implementation date.

Should you have any questions, please contact Dawn Kim, ORS Compliance Manager, at dawnkim@hawaii.edu or (808) 956-0396.

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" cost. F&A costs are the expenses incurred by the University of Hawaii (UH) to develop and maintain the facilities and administrative infrastructure necessary to support extramurally funded research and non-research activities. The F&A costs can be calculated by dividing the total sponsor cost by $1.X\%$ (where X =F&A rate percentage), then subtracting the result from the total sponsor cost.

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

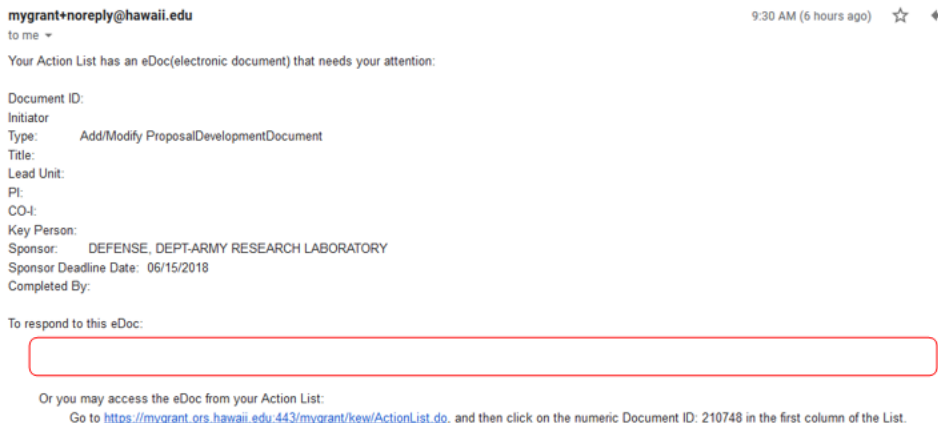
<http://www.ors.hawaii.edu/index.php/apply/budget-development/indirect-costs>

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ORS HELPLINE FREQUENTLY ASKED QUESTIONS (CONTINUED)

I received an email with the subject “Approve proposal due...” What do I need to do?

In the email, click on the link under “To respond to this eDoc:” or copy it into the address bar in your web browser.



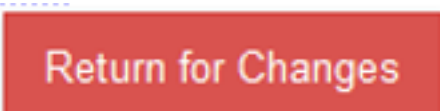
This link should take you directly into the myGRANT Proposal Development Document. If you are not logged in, you may need to click on the link again after logging in.

Once you are in the Proposal Development document, you will be taken directly to the “Summary/Submit” tab. This single tab contains a summary of the entire proposal, including the budget, questions, attachments and key personnel information.

At the bottom of the “Summary/Submit” tab there should be two buttons:



and



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. The proposal will need to be re-approved by all individuals in the workflow when it is resubmitted after revisions have been made.