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## From the Director's Office

Under the American Recovery and Reinvestment Act, \$21.5 billion in new federal funds will be available for research and development from the overall economic stimulus package. National Institutes of Health (NIH), National Science Foundation (NSF), and the Energy Department will receive majority of available funds. UH researchers are gearing up to take full advantage and we look forward to UH's growth in research funding into the future.

U.S. Office of Management and Budget (OMB) will anticipate agency oversight on accountability and transparencies in awarding contracts using Recovery Act funds and will require the awardees/contractors to track and report these funds separately.

Although specific details have yet to be released, we anticipate the new OMB compliance requirements to impact research operations at UH. ORS is preparing our system for the change and will address and implement necessary improvements to the business process for this purpose - utilizing our existing ORS resources. Your support during this period will be greatly appreciated.

This is an exciting time for the research universities and UH. Good luck to everyone on your future proposals!

Mahalo -

Yaa-Yin Fong, Director

## National Science Foundation (NSF) Update

### *Revised NSF Proposal & Award Policies & Procedures (PAPP) Guide*

NSF has issued a revised Proposal & Award Policies & Procedures Guide (PAPP). This guide (NSF 09-29) is available at: [http://www.nsf.gov/publications/pub\\_summ.jsp?ods\\_key=nsf0929](http://www.nsf.gov/publications/pub_summ.jsp?ods_key=nsf0929) .

This guide applies to proposals received on or after April 6, 2009.

The revised guide addresses NSF implementation of the mentoring requirement in the America COMPETES Act. Beginning April 6, 2009, a supplementary document describing the mentoring plan/activities must be included with proposals when funding will support postdoctoral researchers on the project.

In the interim, proposals must adhere to the current policy that requires the mentoring plan to be submitted as a separate section within the 15-page project description.

*If you have any questions regarding this change, contact the NSF Policy Office at [policy@nsf.gov](mailto:policy@nsf.gov) or (703) 292-8243.*

## National Science Foundation (NSF) Update (Continued)

### Research.gov Grant Management Service - Beta Release Available

You are invited to participate in a Beta release of Research.gov Grants Management Services. Limited release of Research.gov initial services were made to a select group of organizations.

#### What is Research.gov?

A new initiative, led by the NSF, that enables organizations and grantees to access, in one place, streamlined grants management services and other resources applicable to multiple federal research agencies.

#### Accessing the Research.gov Beta

Research.gov Beta serves sponsored projects office staff and project directors/principal investigators. All FastLane users automatically are given access to Research.gov. Please note that while this is a Beta release, you will be seeing real data for your institution.

To access the Research.gov Beta, go to: <https://eauth.research.gov/eauth/samlClient.do> .

You will need to log in using your last name, NSF ID and FastLane/Research.gov password. If you don't have a FastLane account, contact your institution administrator or FastLane contact for assistance.

Your opinion is valued regarding this Beta release:

- Users will be able to access the following services for NSF: The Department of Agriculture Cooperative State Research, Education, and Extension Service (CSREES); and the Department of Defense Army Research Office (DoD/ARO).
- Grants Application Status – Sponsored projects office staff and project directors/principal investigators (PD/PIs) can check the status of proposals submitted to NSF, CSREES, and DoD/ARO from submission to funding decision. They can also view:
  - A history of submissions and panel summaries and reviews (if applicable)
- Institution and User Management – Institution Administrators can add users and select their access to ensure that users only have access to information and services relevant to their role.

#### Send your comments via:

1. The Research.gov feedback form. Click on “Tell Us What You Think” under the feedback section of the left-hand navigation menu.
2. Email feedback to the Research.gov team at [feedback@research.gov](mailto:feedback@research.gov) .

*For more information regarding Research.gov, contact the Research.gov Helpdesk at [rgov@nsf.gov](mailto:rgov@nsf.gov) or (1-800) 381-1532.*

*For more information regarding NSF updates, contact Kathy Yoshinaga, ORS Pre-Award Specialist at [kyoshina@hawaii.edu](mailto:kyoshina@hawaii.edu) or (808) 956-4057.*

## Fly America Act and Open Skies Agreements Update

Recently, the National Science Foundation (NSF) added Open Skies Agreements as an exception to the Fly America Act to its research terms and conditions. This change is expected to provide faculty with greater flexibility for use of foreign-flag air carriers in certain circumstances on NSF research grants or contracts.

This exception does not affect the traveler's ability to use a foreign-flag air carrier provided that the travel meets one of the existing exceptions under 41 CFR §301-10.135 - §301-10.138.

Open Skies Agreements are negotiated by the U.S. Department of State and foreign governments to enable U.S. airlines and airlines of the other government to operate from and to any airport under the terms of the agreement. A list of participating countries can be found at: <http://www.state.gov/e/eeb/rls/othr/ata/114805.htm> .

The use of Open Skies Agreements by NSF grantees or contractors is limited under two scenarios:

- If the travel funds were provided by the Secretary of Defense or the Secretary of a Military Department (e.g. Army, Navy, Air Force, Marines), a US-flag air carrier must be used.
- If a General Services Administration (GSA) city-pair contract exists for air passenger transportation services between points (i.e. origin and destination), a U.S.-flag air carrier must be used.

City-pair contracts are negotiated between the GSA and U.S.-flag air carriers for the most frequently requested routes by federal agencies. The contracts allow federal and military employees traveling on official business to use these lower fares. The fares are not available to government grantees or contractors.

To determine whether a city-pair contract exists, visit the following web site:

<http://www.gsa.gov/citypairsearch>

For example, if a traveler intends to fly from Honolulu to London on NSF funds, a search of the GSA city-pair contracts should be performed before using British Airways. The search will reveal that a city-pair contract exists for the Honolulu to London route. Assuming no other circumstances exist to warrant an exception, the traveler must use a U.S.-flag carrier for this trip.

*For more information, visit US Department of State Web site:* <http://www.state.gov/e/eeb/tra/ata/> *or GSA Web site:* [http://www.gsa.gov/Portal/gsa/ep/contentView.do?contentType=GSA\\_BASIC&contentId=24833&noc=T](http://www.gsa.gov/Portal/gsa/ep/contentView.do?contentType=GSA_BASIC&contentId=24833&noc=T) .

## Mail to ORS

There are two mail in-boxes for ORS at Sakamaki (Sak) Hall.

- Sak C-200: In-box for ORS Accounting sections only. The in-tray is located on the table below the mail pick-up slots.
- Sak D-200: Receives all other mail for ORS.

Please also note that deliveries for RCUH Disbursing Department should be dropped off at the RCUH section of Sakamaki C-200 – doors closest to the stairs.

Deliveries made to the incorrect wing of Sakamaki may cause delays in processing.

## Fixed Price Project Accounts Update

A fixed price contract (or agreement) is a pre-determined, fixed amount of funds awarded by an external sponsor to complete a defined scope of work.

Under a typical fixed price contract, if UH expends more than the awarded amount to complete the work, UH is responsible to cover the negative account balance.

If the Principal Investigator (PI) spends less than the approved budget and a residual balance remains after completion of the work, it can be used by UH for other purposes.

The PI has until the award end date to spend award funds. Fixed price project accounts are closed out when all of the following criteria have been met:

- All project deliverables have been met to the satisfaction of the sponsor;
- All project funds have been received from the sponsor; and
- All project expenses have been charged to the account.

As part of the account close out process, any residual balance, positive or negative, will be transferred to the PI's college, school or Department account. UH and departmental spending guidelines will apply.

In order to close out the project account and transfer the balances, all encumbrances and payroll activities must be cleared from the project account.

ORS has begun the process to set up accounts at the college, school, or department level using accounts currently available to request that account be established, complete Form FMIS-6 and FMIS-21 GL SL and submit them to the ORS Projects Fiscal Accounting Section (attention to Joanne Yama).

You may use the existing "Internal No-Cost Extension" form or the new "Transfer to Departmental Account Request" form available on the ORS Web site: [http://www.Hawaii.edu/ors/filecabinet\\_forms.html](http://www.Hawaii.edu/ors/filecabinet_forms.html)

ORS will provide a 30-day transition period to allow for transfer of payroll expenses currently charged to the project account.

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

## ORS Form 5 - Updates to Know

Please note the following changes to the Form 5:

- A drop-down menu has been added to the upper right corner of the form. Please select to notate that the Form 5 is an “Initial” submission or “Re-submission.”
- Section C – Project Title section. You will find “Proposal Type: [drop-down menu].” Please verify and select from the drop-down menu: New Proposal, Competitive Renewal, Supplement Request, Continuation or CTAHR Formula - which was added due to the processing change in the Federal proposal procedure.
- ORS now accepts the Form 5 on WHITE paper, although forms printed on yellow paper are preferred. Form 5 instructions will be updated to reflect this change.

## ORS Helpline FAQs

***1. I am writing a proposal that has a project period that includes a future fiscal year. What indirect cost (or Facilities and Administrative – F&A) rate should I use?***

Use the current approved rate that is posted on the ORS Web site:

[http://www.hawaii.edu/ors/filecabinet\\_rates\\_indirect.html](http://www.hawaii.edu/ors/filecabinet_rates_indirect.html)

***2. I cannot open ORS forms or ORS forms are not working properly.***

ORS forms are only compatible with Adobe Acrobat/Reader version 7.0.5 or higher. Make sure you have an up-to-date version of Adobe Acrobat/Reader before trying to access ORS forms.

***3. I missed the registration for the Spring 2009 ORS Grant and Contract Certification Program. When will this program be offered again?***

The ORS Grant & Contract Certification Program is offered once each semester. The most up-to-date information regarding the certification program can be found on the ORS Web site, under “training.”

Module 4 is now available online at: <http://www.hawaii.edu/ors/training.html> and can be taken at any time. It covers:

- Proposal Preparation and Processing,
- Proposal Budget Preparation, and
- Review and Approval of Contracts and other Award Documents.

**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.*