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From the Director's Office

Aloha Kākou,

ORS Staff currently housed in Sakamaki will need to be relocated on March 15th to accommodate the Sakamaki Hall AC renovation from March to April. We want to thank HIGP/SOEST for kindly loaning us POST 601. We will do our best not to interrupt daily operations while functioning in multiple locations, but we ask for your kokua during this time.

We have received 64 registrations for this semester's ORS Grant & Contract Certification Program. In addition to Modules 3 & 4 that are already offered online, Module 6 will also be launched as an online module this spring. Thanks to everyone for your interest in our program and we look forward to another successful training session.

To avoid any last minute rushes, principal investigators (PIs) are asked to notify ORS of their intent to submit a proposal as early as possible. This will aid in our efforts to provide continued services while accommodating expected increases in ARRA proposal volume. In this issue, we also bring to your attention faculty summer salary and helpful hints pertaining to cost share calculations.

Congratulations to ORS Fiscal Accounting Specialist, Samantha Cogbill, for earning the distinction of Certified Research Administrator (CRA) by the Research Administrators Certification Council (RACC)!

Mahalo,

Yaa-Yin Fong
Director, ORS

Relocation Notice of ORS D-200 & C-200 – Sakamaki Hall Air Conditioning Renovation March-April 2010

A new air conditioning system is being installed in Sakamaki Hall that will affect all floors/occupants. This will also include new ceilings, electrical lighting and related work to each wing.

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Relocation Notice of ORS D-200 & C-200 – Sakamaki Hall Air Conditioning Renovation March-April 2010 (continued)

This project will directly affect the ORS offices at UH Mānoa in Sakamaki D-200 and C-200 from March through April 2010. During this period, ORS will be fully operational while staff relocation is handled accordingly. Signage will be posted on doors as appropriate. Please call the ORS Helpline at 956-5198 if you have any questions.

ORS Staffing Schedule: Administrative Leave Days (March 22-25, 2010)

We would like to thank everyone who replied to the Office of Research Services' (ORS') spring break administrative leave survey. We received 121 responses.

Among the feedback received, 90% indicated that they would not require services from ORS. The remaining 10% answered with either “yes”, “maybe” or “unknown” regarding their need for ORS services during the spring break. Based on the feedback and our experiences during the December administrative leave, ORS will remain operational at a minimum level to provide essential services. Below is the planned schedule:

- **March 26, 2010 - Holiday CLOSED**

- **March 22 – 25, 2010:**

ORS Cost Studies, Compliance and Administrative Sections: CLOSED. If there are any matters which will require the attention of any of these sections during the holiday break (e.g., JVs, RTRF account set-up, etc.), please send your requests to ORS by March 12, 2010 so ORS can process it in a timely manner before the break.

ORS Contracts & Grants and Pre-Award Sections: Open with limited resources to provide proposal submission and/or urgent contract and grants review.

Mānoa Office – 7:45 am – 4:30 pm

Kaka‘ako site Office – 1:00 pm – 5:00 pm.

ORS Accounting Section: Open with minimum staffing to cover time-sensitive requirements such as final filings/federal interim reports, as well as any urgent needs.

ORS Helpline: Fully functional.

Due to our staff's rotational schedule, individual e-mail and voice mail accounts will not be checked during off-duty days. Therefore, during the spring break, we ask that you direct all inquiries to the ORS Helpline. The ORS Helpline may be reached at helpline@ors.hawaii.edu or (808) 956-5198.

For easy reference, please click the following link to review the ORS' Admin. Leave Staffing Matrix: http://www.ors.hawaii.edu/_library/documents/ORS_Admin_Leave_March_2010.xls

Thank you in advance for your understanding and cooperation.

ORS Helpline can be reached at email: helpline@ors.hawaii.edu or phone: 986-5198 and will remain functional throughout the entire duration of the administrative leave period.

ORS Accounting Administrative Leave Schedule – Final Report Filing

Fiscal Officers are asked to provide closeout confirmation, including final certified cost sharing reports and any required back up documentation, for all awards that have final reports due during the administrative leave period through April 2, 2010, no later than Monday, March 15, 2010. Please review your awards with final reports due during this period so that communication with the Principal Investigator and project staff can be made now to ensure timely closeout notification to your ORS accountant. The ORS accountants may also contact you to obtain information that they may need in order to file the final reports.

In accordance with APM A8.954, Project Closeout, if timely closeout confirmation is not received, ORS will file the final reports based on the information in FMIS at the time that the final reports are prepared. Suspense items, suspended payroll and encumbrances will not be included in the final report and must be transferred out of the project account. Please also note that March 19, 2010 will be the last RCUH FastTrack and FREDI feed until the process resumes on March 29, 2010, therefore please submit requests as early as possible. Please be sure to contact your ORS accountant as soon as possible if there are issues that need to be addressed in the closeout of your awards.

Late Submission of Proposals

This is a friendly reminder to Principal Investigators and Fiscal Officers to please be cognizant of the proposal dealines. Many proposals are being submitted very close to the agency deadline, which does not provide ORS staff sufficient time to thoroughly review them for accuracy and institutional/sponsor compliance.

In a recent deadline, approximately 72% (57 out of 79) submissions were received late. Some were received hours, others just minutes, prior to the agency deadline. This makes it difficult, and in some cases impossible to adequately review proposals for university and agency requirements.

In the case of Grants.gov, when there are multiple agencies with concurrent deadlines, the system can be quite slow, or even completely jammed, as was the case the week prior to the President's Day holiday. A late submission due to a backlog of the Grants.gov system is not a sufficient excuse for missing a deadline.

Our office is committed to serving the best interests of the university, the Principal Investigators and the sponsors who provide us with funding for our research. We will make every effort to submit all proposals within agency guidelines and timeframes. However, when we make a submission without adequate time for review, we cannot guarantee the proposal will be acceptable to the sponsoring agency, or that it complies with university and agency guidelines. In those cases the department will be held responsible for issues that may not comply with the rules and regulations of the agency or university. It is in everyone's best interests to limit the late submission of proposals, which could ultimately jeopardize your funding.

Those of you who consistently make an extra effort to adhere to proposal deadlines have our thanks and appreciation.

Impact of the Faculty Pay Cut on Cost Sharing and Summer Salary

There have been questions about the impact of the faculty pay cut on cost sharing and summer salary. Based on our understanding, the faculty pay cut should not impact cost sharing or summer salary.

Cost Sharing

The cost sharing memorandum system uses the reduced base salary in PeopleSoft to compute cost shared salaries. As a result, the reduced base salary will result in a lower cost sharing contribution. To correct this condition, the committed FTE should be increased to reflect the unreduced base salary level of contributions.

Summer Salary

The computation of summer salary should be based on the unreduced base salary for all the extramural funds.

Effect on Future Periods

Our understanding from OHR is that the lump sum payments are not an adjustment to the base salary rates hence the lump sum payments will not affect the computation base for future summer salary and cost share

Should you have any questions about this article, please contact Kevin Hanaoka, Cost Studies Manager at hanaokak@hawaii.edu or 956-9242.

Kudos!!

Congratulations to ORS Fiscal Accounting Specialist, Samantha Cogbill, for earning the distinction of Certified Research Administrator (CRA) by the Research Administrators Certification Council (RACC).

The RACC was formed by the Society of Research Administrators in 1993 and offers certification to candidates who pass a rigorous examination in the field of research administration. Over 1,500 research administrators have become certified since the program's inception. Well done, Samantha!

Update on State DOH Rates

Please refer to our December 2009 newsletter article for the current HIDEOH rates. HIDEOH has decided not to post its rate agreement on their public web site. If you need more information, please contact Sharon Abe at sharon.abe@doh.hawaii.gov or Vanessa Lau at 586-4559. As an alternative, you may also contact Kevin Hanaoka, ORS Cost Studies Manager, at hanaokak@hawaii.edu or at 956-9242.

How to Calculate Cost Shared Salary for an Employee in the Month of Termination

When an employee terminates employment, the Faculty & Staff Information System (FSIS) file does not include salary information for the employee in the month of termination. Thus, the cost sharing memorandum system will not automatically calculate the employee's contribution during that month.

For example, an employee terminates during the month of December. When the December cost sharing is run, cost shared salary will not be computed for the month of December even though the committed period for the affected employee includes the month of December. As a result, the amount of the cost shared salary must be manually computed and entered into the cost sharing system.

To calculate the amount of cost shared salary for a terminated employee, use the following formula:

Monthly base salary x (No. of days worked ÷ No. of work days in the month) x committed FTE %

For example, an employee with a monthly base salary of \$5,000 and a 10% committed FTE terminated on December 30, 2009. For the month of December 2009, there are 23 working days. Note that computation of working days should include paid holidays.

The employee's cost shared salary for the month of December 2009 is:

$$\$5,000 \times (22 \div 23) \times 10\% = \$478$$

Because of the difficulty in reprogramming the COBOL program without creating unforeseen errors in the cost sharing memorandum system, we are not planning to modify the program to perform this calculation.

Should you have any questions, please contact Kevin Hanaoka, ORS Cost Studies Manager, at hanaokak@hawaii.edu or 956-9242.

ORS Helpline Frequently Asked Questions

I missed the registration for the Grant and Contract Certification Program, when will this be offered again?

The CG Certification is offered once per semester. The most up-to-date information regarding the training program can be found on the ORS website. You can also take Modules 3 and 4 of the certification program at any time through LauLima. Module 6 will be available online by April.

<http://www.ors.hawaii.edu/education-and-training.asp>

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ORS Helpline Frequently Asked Questions (continued)

How do I access the Online Training modules?

Step by step instructions on how to access the Online Training Modules can be found here:

http://www.ors.hawaii.edu/_library/documents/Accessing_Online_Training.pdf

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 and later. Make sure you have an up-to-date version of Adobe Acrobat/Reader installed before trying to access ORS forms.

Do you have a Question or Comment for ORS?

Please feel free to contact us at the ORS Helpline:

Email: helpline@ors.hawaii.edu or Phone: (808) 956-5198