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From the Director's Office

Aloha Kākou,

We have received 59 registrations for this semester's ORS Grant & Contract Certification Program. Thanks to everyone for their interest in our program and we look forward to another successful training session.

We are in the process of moving our website to a new server. Our ISS staff will be testing to make sure the move will be as seamless as possible for the users. If you encounter any problems with our website, please send an e-mail to the ORS Helpline (helpline@ors.hawaii.edu) with a detailed description of the problem, and what browser you are using (e.g., Internet Explorer, Firefox, Google Chrome, Safari). We apologize for any inconvenience this may cause.

In the effort to provide university administrators with extramural award data relevant to their specific unit's needs, we would like to introduce a new report request process. This new process will assist ORS in identifying data critical to your unit, and in tracking these elements more effectively. Please see details in the article below.

Mahalo,

Yaa-Yin Fong
Director, ORS



National Aeronautics and Space Administration (NASA) Shared Services Center (NSSC) No-Cost Extensions

The National Aeronautics and Space Administration (NASA) Shared Services Center (NSSC) has announced that no-cost extensions (NCEs) may now be requested online by grantee institutions. However, all NCEs need to be approved by the university's authorized representative at ORS. To streamline the process, ORS has developed an online "NSSC NCE Prior Approval Form" for requesting no-cost extensions of NASA awards, when necessary.

The online form is available on the ORS website (<http://www.hawaii.edu/ors/documents/NSSC-NCE.pdf>)

If a NASA NCE is needed, please complete the form and send or e-mail the signed document to the ORS Pre-Award Specialist assigned to your unit for review. Upon submission by ORS, confirmation from NASA of the action will be forwarded to the principal investigator (PI) and fiscal officer (FO) for their files. Please be aware that this form is to be used ONLY for NASA award requests for no-cost extensions. All other agency requests for no-cost extensions should continue to use the original Prior Approval Form.

For questions, please contact Paul Kakugawa, Pre-Award Specialist, at pkakugaw@hawaii.edu or (808) 956-4054.

State of Hawaii Department of Health Rates (Updated)

The State of Hawaii Department of Health (HIDOH) has issued another update on its federally negotiated indirect cost rates. The university uses these rates to claim indirect costs on federal pass-through awards it receives from HIDOH agencies.

The following rates should be used in new proposals to HIDOH until amended:

Health Resources Administration	15.8
Environmental Health Administration	13.0
Behavioral Health Administration	12.4
Health Status Monitoring Office	6.6
Planning, Policy & Program Development Office	6.2
State Health Planning	7.9
Disability & Communications Access Board	7.5
Developmental Disabilities Council	9.9
Office of Environmental Quality Control	9.7

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Tobacco Settlement Project/Healthy Hawaii Initiative 5.9

Executive Office On Aging 14.3

For proposals that have already been submitted using the old rates, HIDOH will usually correct the indirect cost rate during the award stage.

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

New Resource! Web Pages on Research Integrity - From the University of Hawaii Office of the Vice President for Research

Information about research integrity issues can now be found on the University of Hawaii's System web page at <http://www.hawaii.edu/research/integrity/index.php>.

These web pages contain facts on research and scholarly misconduct, responsible conduct of research, conflicts of interest, and information on requesting assistance from the research integrity unit of the compliance office.

For further inquiries or questions please contact Renee Harada at reneeh@hawaii.edu or (808) 956-5909.

New Procedure for Review and Processing of Subaward Agreements

To enhance and supplement current sub-recipient monitoring for the Federal Funding Accountability and Transparency Act (FFATA) and other compliance requirements, the Office of Research Services (ORS) and the Research Corporation of the University of Hawai'i (RCUH) have worked together to come up with a new process for subaward review and negotiation when a subaward is issued on prime awards made by the university.

Effective as of March 1, 2011, all subaward agreements for subawards issued under prime awards to the University of Hawaii (UH) in amounts greater than or equal to \$25,000 shall be reviewed by and negotiated through the ORS. Once a sub-recipient is determined, the principal investigator (PI) and/or fiscal officer (FO) should prepare a sub-agreement using the Federal Demonstration Partnership (FDP) subaward agreement template. The FDP template has been designed to minimize administrative burden and also cover all requirements of the United States Office of Management and Budget Circular A-133, with which the university must comply

As a reminder, to ensure that the most current version is being used, please access the FDP template from the link found on the "Forms" page of the ORS website at: <http://www.ors.hawaii.edu/forms.asp> under the "Agreement Templates" section.

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Once the preliminary agreement has been drafted, it should be e-mailed to ors-contracts@lists.hawaii.edu. Once received, an ORS coordinator will assign review to a contract specialist, who will work with the PI, FO and subawardee to negotiate and finalize the subaward agreement on behalf of UH. A notice will be sent to the PI and FO once the subaward agreement has been fully executed.

After the subaward agreement is fully executed, any RCUH forms which are required in order for RCUH to issue a purchase order should be filled out and submitted to RCUH. State of Hawaii and Internal Revenue Service tax clearances will still need to be obtained, if applicable.

Should you have any questions, contact Darcie Yoshinaga, Associate Director, at dsy@hawaii.edu or (808) 956-4806.

Export Compliance Officer at the University of Hawaii

Leonard R. Gouveia, Jr., of the Office of the Vice President for Research, has been designated as the new University of Hawaii Administrative and Export Compliance Officer for the university system. Mr. Gouveia will be responsible for handling all export control matters including, but not limited to, matters that are subject to the U.S. Department of State's International Traffic in Arms Regulations (ITAR) and the U.S. Department of Commerce's Export Administrative Regulations (EAR). In sum, ITAR and EAR are federal laws that prohibit the "export" of controlled technology and technical data to foreign countries and/or citizens of foreign countries.

Any questions relating to ITAR and/or EAR compliance should be directed to Mr. Gouveia at lgouveia@hawaii.edu or (808) 956-4740. His office is located in the Office of the Vice President for Research at the Manoa Innovation Center, 2800 Woodlawn Drive, Suite 201.

ORS Administrative Leave Schedule – Final Report Filing For March 2011

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 spring administrative leave period and Prince Kuhio Day holiday (March 21-25, 2011), and in late March (March 26-31, 2011), no later than **Monday, March 14, 2011**. 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 be contacting you to remind you of information they will need to file the final reports.

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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 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 18, 2011 will be the last RCUH FastTrack and FREDI feed until the process resumes on March 28, 2011, therefore please submit requests as early as possible (but no later than March 18, 2011) so that they may be processed before the administrative leave period.

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.

For questions, please contact Joanne Yama, Project Fiscal Accounting Manager, at [jyama@hawaii.edu](mailto: jyama@hawaii.edu) or (808) 956-8163.

ORS Staffing Schedule: Administrative Leave Days (March 21-24, 2011)

From March 21, 2011 through March 24, 2011, ORS will remain operational at minimum levels to provide the following essential services during the 2011 spring administrative leave period: Extramural funds proposal submission and contracts & grants review/processing, urgent post award financial reporting and ORS Helpline services.

ORS will be completely closed on Friday, March 24, 2011 for the Prince Kuhio Day holiday.

A summary of the availability of the various ORS sections is as follows:

ORS Cost Studies, Compliance and Administrative Sections: CLOSED. If there are any matters that 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 **Friday, March 11, 2011** so ORS can process them in a timely manner before the break.

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

Kaka'ako Site Office – 10:00 a.m. to 2:00 p.m. in the Gold Bond Building. Staff may be reached by telephone at (808) 356-5762.

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 administrative leave period, we ask that you direct all inquiries to the ORS Helpline. The ORS Helpline may be reached at [helpline@ors.hawaii.edu](mailto: helpline@ors.hawaii.edu) or (808) 956-5198.

For easy reference, please click the following link to review the ORS Administrative Leave Staffing Matrix at: http://www.hawaii.edu/ors/documents/ORS_Admin_Leave_March_2011.xls

Thank you in advance for your understanding and cooperation.

ORS New Report Request Process

Efforts to increase the amount of extramural funding received by the University of Hawaii in the upcoming years have resulted in a focus at all levels of the university community to make this a reality. In order to meet this demand, accurate, relevant extramural data is critical towards understanding the posture of your organizational unit and could assist you in making judicious decisions for any plans to increase award funding.

In the effort to provide the university community with extramural award data relevant to their specific unit's needs, the Office of Research Services (ORS) has launched a new report request process, which, along with the new ORS Report Request Form, will help ORS to efficiently track report requests, identify data critical to the requestor, enhance data tracking and ultimately result in an expeditious turnaround time generating reports. The new process asks that requests be made using the new ORS Report Request Form that can be found in the Forms section of the ORS website at: <http://www.ors.hawaii.edu/forms.asp>. The PDF form should be submitted via e-mail to the ORS Helpline@ors.hawaii.edu. After review, the requestor may be contacted by our report specialist with any questions that may arise. Delivery of the report will then follow the instructions specified on the form.

For more information regarding the process and form please contact the ORS Helpline at helpline@ors.hawaii.edu or (808) 956-5198.

ORS Helpline Frequently Asked Questions (FAQs)

What is the ORS Grants & Contracts Certification Program?

The ORS certification program is designed for research and non-research sponsored program administrators and support staff.

It is aimed to provide you with a better understanding of: proposal and contract preparation & review process, research compliance issues, budgeting, cost sharing, indirect cost returns, program income, electronic tools and post-award management and reporting.

Should investigators enroll in this program?

The information in the certification program is targeted for towards research administrators and fiscal support staff, and may therefore not be entirely relevant for investigators. Investigators who completed the certification program in the past found the information in modules one through four useful.

How do I access the Online Training modules?

Step by step instructions on how to access the Online Training Modules can may be found here: http://www.hawaii.edu/ors/documents/Accessing_Online_Training.pdf

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