



ORS Newsletter

May 2018

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DR. AIMEE MALIA GRACE JOINS THE OFFICE OF THE VICE PRESIDENT FOR RESEARCH AND INNOVATION AS DIRECTOR OF HEALTH SCIENCE POLICY

ORS would like to welcome and introduce Aimee Malia Grace, MD, MPH, FAAP, who is the new Director of Health Science Policy for the University of Hawaii (UH) System, working in the Office of the Vice President for Research and Innovation. She will be responsible for identifying funding and establishing strategic opportunities, partnerships, policies, and initiatives to improve health and health care across the state and nation by leveraging UH's research enterprise, programs and capabilities in the area of health sciences.

Dr. Grace most recently served as lead health policy advisor for U.S. Senator Brian Schatz in Washington, DC. In the last three years, she managed Senator Schatz's legislative work in the health field, including the areas of telehealth, Medicaid buy-in, Tobacco to 21, Project ECHO, and chronic pain. She also managed Senator Schatz's budget and appropriations for health programs of importance to Hawai'i and Native Hawaiians. On a personal level, Dr. Grace comes from a fourth-generation kama'aina family in Hawai'i with strong ties to the University of Hawai'i, and she graduated from Punahou School. She completed her undergraduate studies in human biology at Stanford University, medical degree at the UH John A. Burns School of Medicine, and Master of Public Health (Health Policy) degree at the Harvard School of Public Health. Her pediatrics residency was completed at Stanford University's Lucile Packard Children's Hospital, and her General Academic Pediatrics (Health Policy) fellowship at the Children's National Health System.

If you have ideas for collaborations with Dr. Grace, or how she might assist with something you are working on, please feel free to contact her at amgrace@hawaii.edu or (808) 956-8069.

2018 FISCAL YEAR-END DEADLINES FOR SUBMISSION OF KFS EDOCS

The due dates for submission of fiscal year-end Kuali Financial System eDocs are aligned with the Year-End Closing Calendar. In line with these due dates, ORS is providing the following additional information and reminders on ORS-specific KFS eDocs for fiscal year-end.

Year-End Closing Calendar Reference	ORS Specific Reminders	Due Date
DISBURSING & PAYROLL – Payment documents-Non General Funds (PREQs): Submitted to Disbursing FAs to approve in KFS	KFS will not allow <u>PREQ eDoc</u> approval past termination date of account; PREQs for accounts terminating 6/30/2018 must be submitted to Disbursing by 6/08/2018. FAs must approve <u>PREQ eDoc</u> to final by 6/26/2018.	6/08/2018 6/26/2018
<u>Reclass</u> RCUH Advances (7232) thru May	Extramural project accounts that are closing should have all balances in 7232 re-classed to proper expenditure object codes.	6/08/2018
Non General Fund PAYMENTS – DV eDocs)	Includes DV for Vacation Credit Transfer to State Agency (2071)	6/19/2018
Budget adjustment eDocs for ORS accounts should be "IN ACTION LIST APPROVE" for ORS	Extramural account budget SSBA and BA eDocs	6/25/2018
eDocs for <u>non General funds</u> should be approved, in PROCESSED or FINAL status – DI, GEC, IB, SB, ST, TF	Includes the following: <ul style="list-style-type: none"> • Clearing Account (Continuation Account) adjustments • Project account deficit adjustments DI for Cost sharing entries for FY 2018 (Note: include estimates, if necessary, for UH salaries and fringe for 6/15/2018 and 6/30/2018 periods) – See April ORS newsletter article - "Fiscal Year-end Reminders for Cost Sharing" for further information	6/28/2018
Account maintenance eDocs (new accounts, account edits) should be "IN ACTION LIST APPROVE" for GALC/ORS	All new account requests and account edits for project accounts	6/25/2018
ACCRUALS & OTHER 13 TH MONTH Adjustments	YE JV worksheets: RCUH related (due to/from <u>7232 reclass</u>) YE JV worksheets: Other accruals/adjustments (non-A/P)	07/11/2018 07/13/2018

2018 FISCAL YEAR-END DEADLINES FOR SUBMISSION OF KFS EDOCS (CONTINUED)

KFS eDocs submitted after the due dates noted above may not be processed for fiscal year 2018. Any FY 2018 eDocs in 'enroute' status on July 1, 2018 will be auto-disapproved and will need to be resubmitted in FY 2019.

ORS appreciates your assistance with ensuring a successful year-end close. In order to avoid the last minute rush at fiscal year-end, please plan to submit KFS eDocs as soon as possible and no later than the established due dates. If you have any questions regarding these deadlines please contact Robert Roberts, ORS Projects Fiscal Accounting Manager, at rroberts@hawaii.edu, or (808) 956-6959.

PRELIMINARY FISCAL YEAR 2019 FRINGE BENEFIT RATES FOR USE IN GRANT AND CONTRACT PROPOSALS

The fringe rates for use in preparing fiscal year (FY) 2019 proposals is available on the ORS website at <http://www.ors.hawaii.edu/index.php/rates/102-quick-links/rates/98-fringe-benefit-rates>.

The fringe rates for FICA, Medicare, pension accumulation, pension administration, other post-employment benefits, retiree health and State health fund estimates for UH employees are provided by the State of Hawaii, Department of Budget and Finance. The FY 2019 rates are based on the interim FY 2018 rates (the latest approved rates available).

ORS negotiates the university's fringe rates for workers compensation, unemployment and terminal vacation payout directly with the Department of Health and Human Services. The approved rates for FY 2019 have been received and are reflected in the ORS website.

We anticipate that the schedule may be updated again in June 2018 depending on whether the State of Hawaii, Department of Budget and Finance negotiates interim FY 2019 prior to the beginning of the new fiscal year.

Important things to know about the fringe benefit rates for use in proposals:

- The rates are provided as a courtesy for estimating fringe benefits costs in proposals. If the actual fringe rates for employees are known, those rates should be used instead of the estimated rates provided. Actual fringe is charged to awards and can vary considerably.
- Please refer to RCUH HR Policy No. 3.510 for estimated fringe benefit rates for RCUH employees.

If you have any questions, please contact Kevin Hanaoka, ORS Interim Cost Studies Manager, at hanaokak@hawaii.edu, or (808) 956-7874.

ORS HELPLINE FREQUENTLY ASKED QUESTIONS

A proposal I am trying to work on in myGRANT has a note “This proposal is locked for editing by (username)”. What does this mean?

Whenever a user opens a proposal in myGRANT, the system automatically locks the proposal so no one else can make changes to it while they have it open. To make sure a proposal unlocks after you are done working on it, you need to use the “Close” button at the bottom of any page of the proposal. If you just close the browser window or logout without using the “Close” button, it will not unlock the proposal for others to edit.

If you need to work on a proposal and find it locked, please contact that person to make sure they are no longer working on the proposal, or contact the ORS Helpline for assistance.

I am trying to make changes to a budget that was returned for changes in myGRANT, but all the fields in the budget are not editable. How can I make changes to the budget?

You need to make sure the budget is not marked as “Complete”. Once the budget is marked as “Complete,” the budget is locked for editing. To change the budget status, go to the “Budget” tab, and use the “Action” drop-down menu on the right side of the budget version and select “Mark Budget Incomplete”.

How can I check the workflow status of a proposal in myGRANT?

To check proposal status, open your proposal in myGRANT and go to the “Summary/Submit” tab. You can check the status of your proposal by using the “View Route Log” button. There should be three sections, “Actions Taken,” “Pending Action Requests,” and “Future Action Requests.”

Actions Taken: This section will show all actions that have been completed for the proposal. This section will usually list the initiator as saving and completing the proposal, and any subsequent approvals.

Pending Action Requests: This section will list the approvals that are currently awaiting completion. The current pending action requests must be completed before the proposal can move forward in the approval process. If you see “Central ORS” as the pending approval, the proposal has reached ORS for review.

Future Action Requests: This section will list the approvals that will need to be completed once the current pending actions are completed. The approvals in this section are listed in the order that they need to be completed.