ORS Newsletter

May 2019

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EXTRAMURAL AWARD COST GUIDELINES

Guidelines have been developed to assist projects with the budget creation process. The purpose of these guidelines is to define allowable, reasonable and allocable costs, and to implement sound cost principles over extramural awards. These guidelines were shared with the Research Administration group this past January and are also posted on the ORS website (see Apply / Budget Development / Extramural Award Cost Guidelines). A list of common costs incurred on extramural awards with cross-references to federal regulations and internal policies and procedures is provided as Attachment 2.

Please contact Dawn Kim, ORS Compliance Manager, at dawnkim@hawaii.edu, or (808) 956-0396 if you have any questions or comments regarding these guidelines.

REBATES

Rebates on purchases are normally received from a manufacturer or vendor as an incentive to purchase a certain good or service. Rebates can also be obtained from third parties, including the government as an incentive to promote certain types of purchases (i.e., energy efficient equipment) or support other initiatives (i.e., economic stimulus). In any case, rebates received on purchases made from extramural funds should be used to offset the cost of such items or be returned to the sponsor unless otherwise directed. For capitalized equipment, the book value of the asset should be reduced by the amount of the rebate. For additional guidance on rebates received on federal awards, refer to 2 CFR §200.406 Applicable credits.

Please contact Dawn Kim, ORS Compliance Manager, at dawnkim@hawaii.edu, or (808) 956-0396 if you have any questions or comments regarding these guidelines.

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 are easily identified as KFS IDC Rate IDs with a leading "9". 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, FY2019 and FY2020. After the new NICUREA is approved, additional tiered IDC rate IDs will be created by ORS as needed. Currently, the only tiered IDC rates changing in FY2020 are certain rate IDs that were established pursuant to the June 23, 2015 Memorandum from the Vice President for 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*.

The following table summarizes the tiered IDC Rate IDs:

Award/Grant Sponsors	KFS Rate ID	FY2018 Rate	FY2019 Rate	Rate (eff. July 1, 2019 – June 30, 2020)	Future Rate (eff. July 1, 2020 – June 30, 2021)
Direct Federal Awards	903	41.5%	41.5%	41.5%	41.5%
	904	53%	53%	53%	53%
	905	54%	54%	54%	54%
Federal Flow-through from State Agencies	906	16%	16%	16%	16%
	907	19%	19%	19%	19%
	908	19%	22%	22%	22%
	909	19%	22%	25%	25%

Note that IDC Rate IDs 903, 904, 905 (Federal Tiered Rates), 906, 907 and 908 remain unchanged from their FY2019 rates. Accounts linked to these Rate IDs should have expiration dates in FY2019 or earlier; **or** have a NCE or non-competitive continuation of the award continuing past June 30, 2019.

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CERTAIN TIERED INDIRECT COST (IDC) RATES CHANGING ON JULY 1, 2019 (CONTINUED)

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 ORS' IDC FAQ page: at http://www.ors.hawaii.edu/files/Indirect_Cost_and_Rates_FAQ.pdf

If you have any questions about these changes, please contact Suzanne Efhan, ORS Projects Financial Services Manager, at efhans@hawaii.edu or (808) 956-4061.

2019 FISCAL YEAR-END DEADLINES FOR SUBMISSION OF KUALI FINANCIAL SYSTEM (KFS) EDOCS

The due dates for submission of fiscal year-end Kuali Financial System (KFS) 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 PREQ eDoc approval past termination date of account; PREQs for accounts terminating 6/30/2019 must be submitted to Disbursing by 6/07/2019. FAs must approve PREQ eDoc to final by 6/25/2019.	6/07/2019 6/25/2019
Reclass RCUH Advances (7232)	Extramural project accounts that are closing should have all balances in 7232 re-classed to proper expenditure object codes.	6/14/2019 (through May) 6/27/2019 (through June)
Non General Fund Payments – DV eDocs)	Should be "IN ACTION LIST APPROVE" for Disbursing Office	6/18/2019
Budget adjustment eDocs for ORS accounts should be "IN ACTION LIST APPROVE" for ORS	Extramural account budget SSBA and BA eDocs	6/26/2019

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Year-End Closing Calendar Reference	ORS Specific Reminders	Due Date
eDocs for non General funds should be approved, in "PROCESSED" or "FINAL" status – DI, GEC, IB, SB, ST, TF	Includes the following: • Clearing Account (Continuation Account) adjustments • Project account deficit adjustments DI for Cost sharing entries for FY 2019 (Note: include estimates, if necessary, for UH salaries and fringe for 6/15/2019 and 6/30/2019 periods) – See April ORS newsletter article - "Fiscal Year-End Reminders for Cost Sharing" for further information.)	6/21/2019
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	6/26/2019
Accruals & other 13TH month adjustments	Year-end JV worksheets: RCUH related (due to/from 7232 reclass)	07/10/2019
	Year-end JV worksheets: Other accruals/adjustments (non-A/P)	07/12/2019

KFS eDocs submitted after the due dates noted above may not be processed for FY2019. Any FY2019 eDocs in "enroute" status on July 1, 2019 will be auto-disapproved and will need to be resubmitted in FY2020.

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 Suzanne Efhan, ORS Projects Fiscal Accounting Manager, at efhans@hawaii.edu or (808) 956-4061.

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 unlock a proposal, 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 someone else has it locked, please contact that person to make sure they are no longer working on the proposal, or you can 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?

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, use the "Action" drop-down menu on the right side of the budget version, and select "Mark Budget Incomplete".

I submitted a proposal in myGRANT. How can I check the workflow 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 shows 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.