



# ORS Newsletter

May 2023

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## MESSAGE FROM THE DIRECTOR

Dear UH Research `Ohana!

It is my pleasure to introduce myself to you as the new interim director of the Office of Research Services (ORS). My academic experience spans many years which includes appointments as a faculty member at multiple universities, and for the last several years, serving as a higher education administrator. While at the University of Southern California's Marshall School of Business, where I served as assistant dean for research initiatives, I had heard many good things about the University of Hawai'i's (UH) research, its dedicated faculty, staff and students—including a record \$505 million haul in extramural funding in fiscal year 2022. To everyone involved, a job well done! I'm so excited to be here!



While we are still experiencing a backlog in contracts and grants, we recently on-boarded two (2) new coordinators and three (3) specialists in the department to better handle the volume and provide more efficient servicing of our faculty. I'd like to thank Vice President Vassilis Syrmos for serving as interim director for the last three (3) years to help lay the foundation for my transition. Together, we see many positive changes ahead, and we also expect to eliminate the current backlog by the end of this fiscal year.

My experience with the staff in ORS has been fantastic and encouraging. Everyone is working hard and supporting one another as they welcome all the new members of our team, and they have been dedicating themselves to a positive culture change while continuing to resolve the backlog. It is this spirit of generosity that will enable ORS to move forward and better position ourselves to offer the best customer service to our researchers.

(Continued on next page)

## MESSAGE FROM THE DIRECTOR (CONTINUED)

However, we cannot do it all by ourselves and we will need everyone's help to be successful, including having proposals turned in on time, and prioritizing the applications that follow the guidelines. My goal as the interim director is to dedicate myself and our team to improve our research administration services through efficient and effective processes. By working together with our research community, I know that we can help to move the UH research enterprise to new heights of success. If you have any questions, please feel free to reach out to me.

I look forward to working with all of you.

Regards,  
Tereza Alexandre

## GUIDE FOR FISCAL YEAR-END 2023 CLOSE

In preparation for the end of fiscal year (FY) 2023, please perform the following procedures in accordance with the University of Hawai'i (UH) Fiscal Management Office Fiscal Year 2023 Year End Closing Schedule posted at <https://go.hawaii.edu/79X>.

- Reclassify transactions posted to continuation accounts to the intended account.
- Clear account deficits.
- Review and reconcile payroll transactions and process salary transfers prior to the creation of the annual Effort and Cost Shared Effort Certifications. Once the annual Effort Certifications and Cost Shared Effort Certifications are certified, salary transfers cannot be processed.
- Record all FY2023 cost shared amounts. (Refer to the article on Fiscal Year End Reminders for Cost Sharing in this newsletter.)
- Submit requests to extend advance accounts ending on or before June 30, 2023 prior to the advance account expiration date, as appropriate. Advance accounts expiring on or prior to June 30, 2023 that are not being extended should be closed per the requirements of UH Administrative Procedure [12.405, Advance Funding Accounts for Externally Financed Programs and Activities](#). Complete and confirm closeout of awards and accounts in a timely manner.
- Reallocate PCard transactions.

Should you have any questions, please contact Suzanne Efan, ORS Extramural Funds Accounting Manager, at [efhans@hawaii.edu](mailto:efhans@hawaii.edu) or (808) 956-4061.

## FISCAL YEAR-END REMINDERS FOR COST SHARING

As a reminder, Distribution of Income and Expense (DI) eDocs to record cost sharing must be processed or made final in the Kualii Financial System (KFS) by June 30, 2023 at 5:00 p.m. ORS requests that all accounts with committed cost sharing be reviewed and any necessary cost sharing eDocs be submitted as soon as possible. Please note the additional reminders below:

- Cost sharing for direct costs is based on expenses recorded to the KFS source account during the fiscal year and should be recorded in the applicable fiscal year.
- Cost sharing for UH personnel salaries and fringe should reflect payroll dates through June 30. Estimates may be used for the June 15, 2023 and June 30, 2023 pay periods, if necessary.
- Annual certification of cost sharing effort for FY2023 is required and will be due by September 15, 2023. Further information regarding the certification process will be forthcoming.
- Do not include cost sharing for periods beyond June 30, 2023.
- Please review your accounts to ensure that cost sharing is recorded in the CS001 subaccount and cost sharing object codes are used appropriately. If transactions were incorrectly posted to cost sharing object codes, please make corrections prior to fiscal year end.

For information on cost sharing, please see AP [12.410, Accounting for Cost Sharing](#) or refer to the ORS website at <https://research.hawaii.edu/ors/resources/cost-sharing/>.

For information on recording cost sharing, please refer to the ORS website at <https://research.hawaii.edu/ors/resources/project-accounting/>. Should you have any questions regarding recording cost sharing, please contact Dawn Chow-Hoy, ORS Extramural Funds Accounting Assistant Manager, at [dhirao@hawaii.edu](mailto:dhirao@hawaii.edu) or (808) 956-9233.

## FISCAL YEAR 2023 SINGLE AUDIT

The University of Hawai'i (UH) has once again engaged Accuity LLP Certified Public Accountants (Accuity) to perform its fiscal year (FY) 2023 Single Audit. As in prior years, ORS Financial Compliance will be coordinating the audit requests and will be working with appropriate UH personnel. From May through mid-November, you may be contacted for documentation, inquiries and follow up requests. In order for Accuity to complete the audit by the end of November and present the audit report to the Board of Regents in December, we kindly ask for your cooperation in responding to the audit requests and inquiries in a timely manner in order to meet these deadlines.

If you are unable to fulfill audit requests in a timely manner, please notify ORS as soon as possible so that accommodations can be arranged with our auditors.

We thank you in advance for your assistance and cooperation and look forward to another smooth Single Audit engagement.

Should you have any questions, please contact Dawn Kim, ORS Financial Compliance Manager at [dawnkim@hawaii.edu](mailto:dawnkim@hawaii.edu) or (808) 956-0396.

# CHANGE TO ANNUAL EFFORT CERTIFICATION IN THE KUALI FINANCIAL SYSTEM

In prior years, a Kualu Financial System (KFS) Effort Certification (EC) edoc was generated for any employee paid from a federal extramural account. Beginning with fiscal year (FY) 2023, ECs will be generated for employees paid from at least one extramural (both federal and non-federal) account. Similar to previous years, the ECs will be generated in mid-August for salaries and wages paid during the previous FY. Additional instructions will be provided prior to the creation of the ECs.

AP 12.408 "Effort Reporting" is also being revised to reflect this change. The application of Effort Reporting to all extramural funding strengthens the University of Hawai'i's internal controls over salaries and wages charged to extramural awards.

Should you have any questions, please contact ORS Financial Compliance at [orscomp@hawaii.edu](mailto:orscomp@hawaii.edu).

## HELPLINE FREQUENTLY ASKED QUESTIONS

### 1. How do I create a budget for a myGRANT proposal development record (PD)?

Open your myGRANT PD and navigate to the "Budget" tab in the left menu.

Once in the "Budget" tab, click on the "+Add Budget" button to open the "Create Budget Version" window.

The screenshot shows the "Create a Budget Version" dialog box. The "Proposal:" field is populated with "13428". The "Budget Name: \*" field is empty. Below this, there is a question: "Would you like to create a detailed budget or enter a summary only?: \*". There are two radio button options: "Start a detailed budget" and "Start a summary budget". The "Start a summary budget" option is selected. At the bottom of the dialog, there are two buttons: "Create Budget" and "Cancel".

In the window, enter a "Budget Name" and select the "Start a summary budget" option before clicking "Create Budget".

# HELPLINE FREQUENTLY ASKED QUESTIONS (CONTINUED)

In your budget, go to the “Periods & Totals” tab and use your budget spreadsheet to enter the following figures:

1. Direct Cost; and
2. Facilities & Administrative (F&A) Cost (also known as Indirect Cost); and
3. Cost Sharing (shared cost totals), if applicable.

Proposal #13428 > Budget #1

## Budget #1: my budget

Marked For Submission: No  
Created: 10/22/2015  
Proposal: #13428  
[more...](#)

Data Validation (off) Budget Settings Hierarchy Summary Budget Versions Autocalculate Periods Help

### Periods & Totals

Recalculate with changes Reset to period defaults

+ Add Budget Period

Period Start Date *	Period End Date *	Months	Total Sponsor Cost	Direct Cost	F&A Cost	Unrecovered F&A	Cost Sharing	Cost Limit	Direct Cost Limit	Actions
11/01/2015	10/31/2016	12.0	0.00	100,000.00	40,000.00	0.00	0.00		0.00	
Total:			Total: 12.00	Total: 100,000.00	Total: 40,000.00	Total: 0.00	Total: 0.00	Total: 0.00	Total: 0.00	

Save Save and **B** Complete Budget Return to Proposal **C**

After you have entered this information, click the “Complete Budget” button. This will open a window asking you to confirm that the budget is ready for submission. Click “OK” to finalize the budget.

Click on the “Return to Proposal” button to return to the proposal.

## 2. What is F&A cost and how do I calculate it?

The F&A cost, or Facilities & Administrative cost is synonymous with “indirect” cost or “overhead” cost. F&A costs are the expenses incurred by the University of Hawai'i (UH) to develop and maintain the facilities and administrative infrastructure necessary to support extramurally funded research and non-research activities. The F&A costs can be calculated by dividing the total sponsor cost by 1.X% (where X=F&A rate percentage), then subtracting the result from the total sponsor cost. F&A rates can be found on the ORS website at <https://research.hawaii.edu/ors/resources/rates/>.