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From the Director's Office

As part of ORS' continued improvement process, the multiple-investigators' forms (ORS Forms 5c and 5d) have been modified. Since their implementation, we have received constructive feedback from various PIs, FOs, and administrators, which lead us to review and streamline the forms. The revised multiple-investigator process is outlined in this issue and will be posted shortly on the ORS website. Our sincere appreciation goes out to everyone who took the time to provide feedback and help ORS grow. We hope you will find the new process more efficient and user friendly.

In this issue, we also bring to your attention the recent news regarding the USDA reorganization and helpful hints pertaining to the upcoming NIH change. We also wanted to remind the field about submitting certain types of proposals directly to OTTED and have included instructions on when to do so.

To assist ORS in planning for the paid administrative leave days, we are currently soliciting feedback from the research community of the services required during the "holiday" break. We will announce ORS' plan once we've had the opportunity to assess the critical needs.

Wishing you and your family a wonderful Thanksgiving holiday!

Mahalo,
Yaa-Yin Fong

USDA News – The Launch of National Institute of Food and Agriculture (NIFA), formerly CSREESF

On October 8, 2009, the United States Department of Agriculture (USDA) launched the National Institute of Food and Agriculture (NIFA). USDA also announced the transfer of all authorities under the Cooperative State Research, Education and Extension Service (CSREES) to NIFA under Section 7511 of the Food, Conservation, and Energy Act (FCEA).

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USDA News – The Launch of National Institute of Food and Agriculture (NIFA), Formerly CSREES (continued)

All CSREES grants announcements formerly available in Grants.gov are now listed under NIFA and the e-mail address has been changed to: @nifa.usda.gov . For detailed information, please see the USDA website:

http://www.csrees.usda.gov/newsroom/news/2009news/10081_nifa_launch.html

NIFA includes four (4) Institutes and the following Center:

1. Food Production and Sustainability;
2. Bioenergy, Climate, and Environment;
3. Food Safety and Nutrition;
4. Youth and Community Development; and
5. The Center for International Programs – which will remain separate.

Other USDA important changes to note:

- USDA has established an electronic notification system that will send an email to the principal investigator (PI) 45-days prior to the end date.
- Requests for No-Cost Extensions **must** be received by USDA **prior** to the end of the current grant period. Institutionally Authorized No Cost Extensions (NCE) under FDP **must** also be received by USDA **prior** to the current end date. Any request received **after** the end date will only be allowed a 120-day extension.
- Due to an audit by the Inspector General, the USDA has a new Regulation 7 in Code of Federal Regulations (CFR) 3430 which applies to all USDA programs. This new regulation establishes one set of administrative requirements, and standardizes and streamlines the management of USDA awards. Subparts A through E will now be common to all awards and any program specific requirements will be identified in **Subpart F**.

For more information, please see USDA's power point presentation from the NCURA 2009 national conference on the ORS website at:

http://www.ors.hawaii.edu/_library/documents/usda.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

NIH Helpful Hints For the Upcoming Proposal Submission Changes – For Due Dates On or After January 25, 2010

The National Institutes of Health (NIH) are implementing important changes to the structure of their applications, as a result of their initiative to change the peer review system. Below are resources and links available for questions that you may have regarding the NIH's upcoming changes. Here's what you need to do to be prepared:

- Read about the changes now so that you can begin writing your Research Strategy correctly.
- In December, go back to the updated Funding Opportunity Announcement (FOA) or reissued Parent Announcement and download the new application package and instructions.
- For due dates on or after January 25, 2010, submit your electronic and paper applications to ORS using the new application forms.

In general, key changes will affect the following areas:

- A newly structured Research Strategy will replace the old Research Plan.
- Page limits for the new Research Strategy have been decreased.
- The Facilities and Other Resources will have new narrative requirements.
- Biographical Sketches will have publication limits and a new Personal Statement requirement.

The changes will affect the following types of grant applications made on or after January 25, 2010:

- All applications (including individual Career Awards) electronically submitted using application packages that combine the SF 424 (R&R) with PHS 398 components (e.g, PHS 398 Research Plan Component and PHS 398 Career Development Supplement Form).
- All electronically submitted Individual NRSA Fellowship applications using application packages that combine the SF 424 (R&R) with the PHS Fellowship Supplemental Form.
- All applications using the paper PHS 398 application package.

General information about the changes may be found at:

<http://grants.nih.gov/grants/guide/notice-files/NOT-OD-09-149.html>

More information about Parent Announcements may be found at:

http://grants.nih.gov/grants/guide/parent_announcements.htm

Questions about the content of new forms and instructions may be addressed to:

Jennifer Halaszyn, ORS Contracts & Grants Manager

Email: jhalaszy@hawaii.edu or Phone: (808) 692-1807

More information about the Enhancing Peer Review Effort may be found at:

<http://enhancing-peer-review.nih.gov>

The NIH eRA Help Desk can be reached at:

Web Support: <http://ithelpdesk.nih.gov/eRA/>

Phone: (866) 504-9552 or (301) 402-7469

ORS Review Required – ARRA/Recovery Act Subawards

Due to the unique terms of stimulus funding and special reporting requirements of ARRA/ Recovery Act awards and subawards, all ARRA subawards for the University of Hawai‘i (UH) as a prime recipient must be reviewed by the ORS Contracts & Grants Administration before they are processed through the Research Corporation of the University of Hawai‘i (RCUH) Disbursing/Purchasing Office. The Federal Demonstration Partnership (FDP) Research Subaward Agreement Form shall be used for both FDP and non-FDP associated sponsored agencies.

Based upon the sponsoring agency (FDP v. Non-FDP), the following documents will be required:

FDP Sponsored Agency	Non-FDP Sponsored Agency
FDP Research Subaward Agreement	FDP Research Subaward Agreement
FDP Attachment 2 and continuation for NIH/ NSF (if applicable)	Prime Award (in place of FDP Attachment 2) and RCUH Attachment 32 series
FDP Attachment 3A & 3B	FDP Attachment 3A & 3B
FDP Attachment 4A	FDP Attachment 4A
RCUH ARRA Cover Letter	RCUH ARRA Cover Letter

Forms are available at the FDP website at: http://www.thefdp.org/Subawards_Forms.html

An RCUH official will continue to sign as an Authorized Official on these subawards. However, ORS compliance manager Dawn Kim, should be listed as the University’s administrative contact official and the University of Hawai‘i should be listed as a primary recipient on the FDP Attachment 3A.

Questions regarding this article should be directed to the ORS Compliance Section at: compliance@ors.hawaii.edu .

Private For-Profit, SBIR, STTR Proposals to be Submitted Directly Through the UH Office of Technology Transfer and Economic Development (OTTED)

As a reminder, please note that the following types of awards/agreements are processed directly through the Office of Technology Transfer and Economic Development (OTTED):

- Funded solely with private for-profit industry funds (excluding Clinical Trials).
- Funded by the Small Business Innovation Research (SBIR) Program, including when such funds are passed through to UH in a subaward.
- Funded by the Small Business Technology Transfer (STTR) Program, including when such funds are passed through to UH in a subaward.
- Funded by a combination of SBIR, STTR and/or private for-profit funds, including when such funds are passed through to UH in a subaward.

For more information please visit OTTED’s website at: <http://www.otted.hawaii.edu> .

Change in ORS Forms for Multiple Investigators – Effective December 1, 2009

In response to the feedback from investigators, deans and directors to streamline the paperwork requirements for projects involving multiple investigators, ORS has consolidated Form 5d with 5c. ORS Form 5d was previously used to collect information after a grant or contract had been awarded/executed, and will now be eliminated.

Form 5c will remain in use and is required at the time a project proposal is submitted for projects with multiple investigators.

The following changes will be reflected on the new Form 5c – effective December 1, 2009:

- Effort, per investigator, will be expressed in terms of months, rather than in terms of a percentage. The feedback from many in the field was that months of effort are more straightforward than a percentage. The table will come with a drop-down field to indicate if the months are based on calendar, academic, or summer/overload months.
- The RTRF % allocation, which was previously on Form 5d will be moved to Form 5c.
- Since Form 5d will no longer be collected after a sponsor awards extramural funds for a project, when ORS receives the award, ORS will ask the lead Principal Investigator to confirm with other investigators on the project whether the effort and Research Training and Revolving Funds (RTRF) allocation agreed to on Form 5c had changed. If there is a change, a revised Form 5c will need to be submitted.
- The basic instructions for Form 5c have been revised and ORS has provided additional clarification on how to complete it.

Collecting information about projects that have multiple UH investigators is very valuable to our institution for a number of reasons:

- UH must ensure that all investigators named in a proposal are aware of and agree to their potential involvement in a project.
- It's important for research centers and schools to agree as to how the RTRF will be split and credited down to the investigator level.
- The data that ORS collects about the effort multiple investigators are contributing to projects is important for researchers and their deans/directors.

Thank you for your attention to these changes.

Questions regarding this article should be directed to your respective ORS Pre-Award Specialist: <http://www.ors.hawaii.edu/ors-directory.asp> .

ORS Survey Re: HGEA/UH Administrative Leave Days

In support of the HGEA's supplemental agreement and to prepare for staffing needs to serve the University's research community, ORS is asking for your reply to the following survey by no later than Friday, November 6.

http://www.surveymonkey.com/s.aspx?sm=I7V4jdKeBN_2ba8hgaf3nguQ_3d_3d

The survey questions pertain to the upcoming UH administrative leave days:

- a. The Friday after Thanksgiving (11/27/09);
- b. The four work days preceding the December 25th holiday (12/21/09 - 12/24/09); and
- c. The four work days preceding the New Year's Day holiday (12/28/09 - 12/31/09).

Thank you in advance, as the information will help us formulate the ORS office plan for the administrative leave days.

ORS Helpline - Frequency Asked Questions/Terms to Know

1. As a Principal Investigator (PI), do I need to register with Grants.gov?

ORS is the overall UH representative registered with Grants.gov. Principal Investigators (PIs) only need to complete their application package using Adobe Acrobat/Reader and upload any supporting files to the ORS website. For more information, go to Grants.gov and click on Help, then Download Software: http://www.grants.gov/help/download_software.jsp.

2. I filled out my application package. How do I submit it to ORS?

You need to save the application package and make sure that all of the required fields (generally in yellow) are completed. Submittal of the package is handled by ORS after reviewing and approving the packet.

Please be aware that ORS requires more than just the application package from Grants.gov. ORS proposal submissions must include a signed ORS Form 5, a print out of the entire proposal, and a copy of the request for proposal (RFP). To submit the electronic documents please use the ORS File Uploader available on the ORS website:

<https://ors61.ors.hawaii.edu/UPS/upload.aspx>

All hardcopies must be delivered to Sakamaki D200.

3. RFP – Abbreviation for: Request for Proposal

An RFP is an invitation made by sponsors for researchers to submit proposals to complete a specific objective. Generally, an RFP contains guidelines for eligibility, the submission process, and information that must be included in the proposal.

4. % Effort – Percentage of Effort

The % Effort is the percentage an appointment (investigator) has spent working on a project. For example, if a 9-month employee spends 3 months of the year working on a project, this would be considered a 33% effort on the project.