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From the Director's Office

Aloha Kākou,

We want to thank all the principal investigators and fiscal officers for their cooperation and understanding this semester. At the close of October, the total awards reached \$295 million at the University of Hawai`i, a record high for this period. ORS would not be able to keep up with daily functions without its dedicated staff and the support from the research community. Mahalo, everyone!

In this issue we provide important information on National Institutes of Health (NIH) changes and National Science Foundation (NSF) data management plan requirement updates. If you plan to submit NIH or NSF proposals next year, please read these articles carefully. I hope you will find the information useful.

During last year's winter administrative leave period, we received positive feedback on the services provided by ORS. Since the model worked well, ORS will continue the same arrangement during this year's winter break. ORS will remain operational at minimum levels to provide essential services -- extramural funds contracts & grants review/processing, urgent post award financial reporting, and ORS Helpline services. For more details please see the article below.

Have a wonderful Thanksgiving holiday!

Mahalo,

Yaa-Yin Fong
Director

Recent National Institutes of Health (NIH) Changes: Restrictions for Resubmissions, New Forms, and New Policy Guide

The following are recent National Institutes of Health (NIH) changes:

- The NIH will **not** accept a resubmission submitted more than 37 months (3 years and 1 month) after the date of receipt of the initial New, Renewal, or Revision application. For the full announcement, see <http://grants.nih.gov/grants/guide/notice-files/NOT-OD-10-140.html>.

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Recent National Institutes of Health (NIH) Changes: Restrictions for Resubmissions, New Forms, and New Policy Guide (continued)

- NIH, Agency for Healthcare Research and Quality (AHRQ), Center for Disease Control (CDC), Federal Drug Administration (FDA), and National Institute for Occupational Safety and Health (NIOSH) are transitioning to updated electronic application forms packages (ADOBE-FORMS-B1). Most may continue to use either ADOBE-FORMS-B or ADOBE-FORMS-B1 until deadlines on or before May 7, 2011. After May 7, 2011, applicants will be required to use ADOBE-FORMS-B1 forms. Changes to the ADOBE-FORMS-B1 include:

On Form “Project/Performance Site Location(s) version 1.4”, the DUNS (Database Universal Numbering System) number will no longer be required for the primary performance site, although the field remains an NIH requirement.

On Form “R&R Other Project Information version 1.3”, the Human Subject Assurance Number field may now be filled in.

*****Exceptions***:** Applicants submitting Individual Research Career Development Award Programs (Ks), Institutional Training and Career Development Programs (Ts and Ds), or Individual National Research Service Awards (Fs) must use ADOBE-FORMS-B1 packages for deadlines on or after January 25, 2011. For the full announcement, see <http://grants.nih.gov/grants/guide/notice-files/NOT-OD-11-007.html>.

Applicants applying for due dates on or after January 25, 2011 must download and use a new version of the SF424 (R&R) (ADOBE-FORMS-B1) application packages for the following programs:

- Individual National Research Service Awards (Fs)
- Individual Research Career Development Award Programs (Ks)
- Institutional Training and Career Development Programs (Ts) and Other Training Grants (Ds)

For additional information regarding using the correct application package, see http://grants.nih.gov/grants/ElectronicReceipt/files/right_forms.pdf.

The NIH published an updated NIH Grants Policy Statement, rev. 10/1/2010. It incorporates many updates, notices and policy changes that have occurred since the last release of the Grants Policy Statement in 2003. This document will be incorporated into the terms of all NIH awards with budget periods beginning October 1, 2010 or later. For a summary of changes, see http://grants.nih.gov/grants/policy/nihgps_2010/Significant_Changes_NIH_GPS_10_1_2010.doc. To view the new NIH Grants Policy Statement, go to http://grants.nih.gov/grants/policy/nihgps_2010/index.htm.

For questions, please contact Jennifer Halaszyn, Kaka’ako Satellite Service Center Manager, at (808) 692-1807 or jhalaszy@hawaii.edu.

National Science Foundation (NSF) Update - Data Management Plan Requirement

Beginning January 18, 2011, all proposals submitted to the National Science Foundation (NSF) must include a supplementary document entitled “Data Management Plan” within the Special Information and Supplementary Documentation section. However, please note that: (1) the NSF FastLane system will be checking for the Data Management Plan requirement beginning on January 15, 2011; and (2) if a NSF solicitation currently requires a Data Management Plan, then the requirement must be followed regardless of the January 18th start date.

The Data Management Plan will be reviewed as an integral part of the proposal, falling under the “Intellectual Merit” or “Broader Impacts” sections (or both), as appropriate for the scientific community of relevance.

If a specific program solicitation provides guidance on how to prepare a Data Management Plan, then those guidelines must be followed. (Specific requirements relevant to individual directorate, office, division, program or other NSF units may be found at: <http://www.nsf.gov/bfa/dias/policy/dmp.jsp>.) Otherwise, if a specific program solicitation does not provide guidance on how to prepare a Data Management Plan, then the GPG must be followed (see http://www.nsf.gov/pubs/policydocs/pappguide/nsf11001/gpg_2.jsp#dmp).

Under the GPG, all proposals will be required to include a supplementary document labeled “Data Management Plan”. The length must be no more than two (2) pages, and the plan should describe how the proposal will conform to NSF’s policy on the dissemination and sharing of research results. The Data Management Plan may also include:

- The types of data, samples, physical collections, software, curriculum materials, and other materials to be produced in the course of the project;
- The standards to be used for data and metadata format and content (where existing standards are absent or deemed inadequate, this should be documented along with any proposed solutions or remedies);
- Policies for access and sharing, including provisions for appropriate protection of privacy, confidentiality, security, intellectual property, or other rights or requirements;
- Policies and provisions for re-use, re-distribution, and the production of derivatives; and
- Plans for archiving data, samples, and other research products, and for preservation of access to them.

In the alternative, a valid Data Management Plan may include only a statement specifying that no detailed plan is needed. However, the statement must be accompanied by a clear justification.

If a Data Management Plan cannot properly fit within the two (2) page limitation, the proposer may use part of the 15-page Project Description to include additional data management information as long as the Data Management Plan is not being used to circumvent the 15-page Project Description limitation (i.e., project description information should not be included in the Data Management Plan).

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National Science Foundation (NSF) Updates - Data Management Plan Requirement (continued)

Collaborative proposals submitted together and proposals that include subawards are considered single unified projects and should contain only one supplemental combined Data Management Plan, regardless of the number of non-lead collaborative proposals or subawards included. In addition, proposals that are asking for supplementary support for an existing award will not be required to include a Data Management Plan.

For questions, please contact Kathy Yoshinaga, Pre-Award Specialist, at (808) 956-4057 or kyoshina@hawaii.edu

Administrative Leave Schedule – Final Report Filing for December 2010

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 2010 winter administrative leave and holiday period (December 20, 2010 through December 31, 2010) and in early January (January 1, 2011 through January 7, 2011) no later than Monday, December 13, 2010.

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 by December 17, 2010.

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 as of December 17, 2010. Suspense items, unposted entries, suspended payroll and encumbrances will not be included in the final report and must be transferred out of the project account.

Also note that the RCUH FastTrack and FREDI feed occurring at 4:00 p.m. on December 17, 2010 will be the last one until the process resumes on December 30, 2010. Therefore, please submit requests as early as possible (but no later than December 17, 2010) 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 (808) 956-8163 or jyama@hawaii.edu.

ORS Staffing Schedule: Administrative Leave Days

From December 20, 2010 through December 30, 2010, ORS will remain operational at minimum levels to provide the following essential services during the 2010 winter administrative leave period: Extramural funds contracts & grants review/processing, urgent post award financial reporting and ORS Helpline services.

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ORS Staffing Schedule: Administrative Leave Days (continued)

ORS will be completely closed on:

November 25-26, 2010 Thanksgiving and administrative leave day

December 24, 2010 Christmas Eve Holiday

December 31, 2010 New Year's Eve Holiday

We strongly encourage the Principal Investigators (PIs) to seek review and approval from their administrative and fiscal officers (AOs/FOs) before the holiday break if they plan to submit proposals during this time.

Due to our staff's rotational schedule, individual e-mail and voice mail accounts will not be checked during off-duty days. Please direct all inquiries to the ORS Helpline at helpline@ors.hawaii.edu or (808) 956-5198.

For easy reference, please click the following link to review the ORS' Administrative Leave Staffing:

http://www.ors.hawaii.edu/_library/documents/ORSAdminLeaveStaffingMatrix2010.xls

Thank you in advance for your understanding and cooperation.

ORS Helpline Frequently Asked Questions

How do I register with eRA Commons or National Science Foundation (NSF) FastLane?

You can register for eRA Commons or NSF FastLane by filling out the registration form below:

<http://www.ors.hawaii.edu/era-registration.asp>

If you need to be registered with any other eRA website, send an e-mail to the ORS helpline (helpline@ors.hawaii.edu) and we will assist you. Please allow up to one business day for your request to be processed.

I forgot my account information, how can I recover this?

For NSF, you may click on the "NSF ID lookup" link that is located on the FastLane login area. Enter your information in the required fields exactly as it appears in your account. The system will e-mail you your NSF ID.

For the other systems the easiest way to recover a lost password would be to e-mail the ORS helpline to do a password reset.

How do I register with Grants.gov?

Registering with Grants.gov is reserved for the authorized representatives of an organization. ORS has already registered with Grants.gov and so individuals do not need to register.

How do I track my application status in Grants.gov without an account?

Once your application has been submitted you will receive several e-mails that will update you on the status of your application.