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## From the Director's Office

Aloha Kākou,

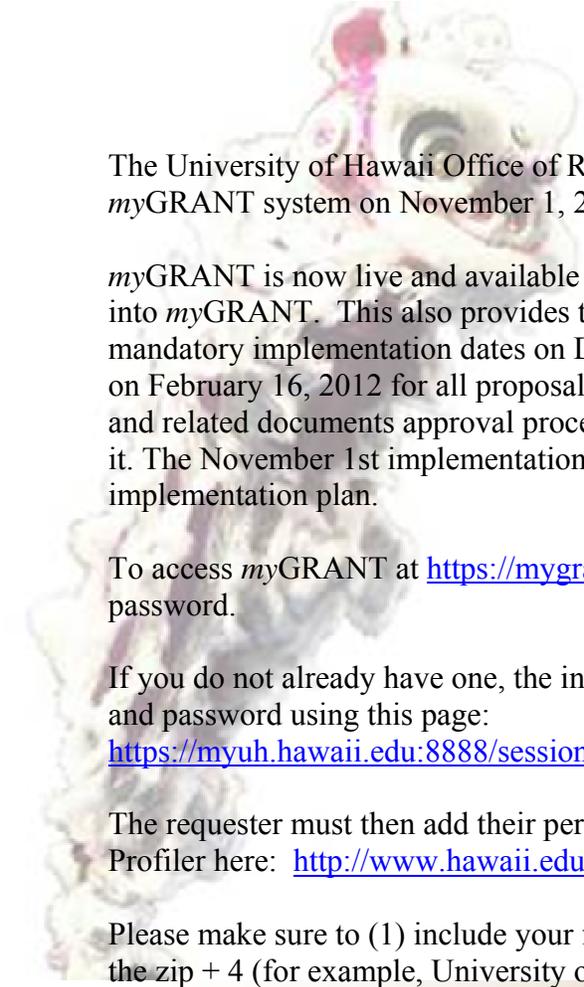
The grand opening of the *myGRANT* system across ten campuses occurred on November 1, 2011. BRAVO! to the *myGRANT* team for their tireless efforts to bring the system into reality, and many thanks to everyone who assisted us in implementing *myGRANT* at UH. This was a great team effort among ORS' *myGRANT* team, ITS and the research community. Without your support this would not be possible. We are excited to learn that some PIs already entered their proposals through *myGRANT* this week. As we continue to move forward into phases II & III of implementation, please contact the ORS Helpline for any questions and/or feedback you may have. Please see how to access *myGRANT* in the article below.

National Institutes of Health (NIH), National Science Foundation and the Office of Justice Program updates are also included in this month's news. Please check out the revised NIH Conflict of Financial Interest policy and agencies' terms and conditions in the articles below.

As in prior years, ORS will be available during the supplemental time off period in December. Staffing and hours will be forthcoming. Please check our web site for updates.

Mahalo,  
Yaa-Yin Fong, Director





## **myGRANT Live!**

The University of Hawaii Office of Research Services is excited to announce the launch of the new myGRANT system on November 1, 2011.

myGRANT is now live and available to the principal investigators (PIs) who opt to enter their proposals into myGRANT. This also provides the UH community an opportunity to access the system before the mandatory implementation dates on December 1, 2011 for Grants.Gov system-to-system submissions, and on February 16, 2012 for all proposal submissions. The existing proposal submission process (i.e., Form 5 and related documents approval process) will still be available until February 15, 2012, if PIs prefer to use it. The November 1st implementation marks the start of Phase I of the University's myGRANT implementation plan.

To access myGRANT at <https://mygrant.ors.hawaii.edu/mygrant>, you must use your UH ID and password.

If you do not already have one, the individual wishing to access myGRANT must first request a UH ID and password using this page:

<https://myuh.hawaii.edu:8888/sessionid=nobody/am-ssso-check-status>.

The requester must then add their personal information (name, address, e-mail, phone number, etc.) into Profiler here: <http://www.hawaii.edu/profiler/>

Please make sure to (1) include your fax number; (2) enter the country code exactly as "US"; and (3) enter the zip + 4 (for example, University of Hawaii at Manoa's zip + 4 is 96822-2303). This information is required for certain myGRANT proposal submissions.

Once the UH ID is obtained, the requester should e-mail the ORS Helpline and ask for access to myGRANT.

If you already have a UH ID and password, please access the Profiler link above to make sure that your country code, fax number and zip + 4 are already in your profile. If not, please update your profile as indicated in the attached instructions.

Many thanks to everyone for their continued support as we move forward to complete the Phase II & III implementations.

Please check our web site for [online](#) and [classroom](#) trainings if you have not attended the myGRANT training. If you have any questions, please call the ORS Helpline at (808) 956-5198 or e-mail [helpline@ors.hawaii.edu](mailto:helpline@ors.hawaii.edu).

## **myGRANT On-line Training is now available in the University of Hawaii's Lualima On-line Learning System**

myGRANT is the University of Hawaii's on-line application for proposal development/creation and grant administration.

To join the myGRANT Training site, please follow this link:

<https://lualima.hawaii.edu/autoenroll/?mygrant>

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## myGRANT On-line Training is now available in the University of Hawaii's Laulima On-line Learning System (continued)

If you are currently logged into Laulima you will be automatically added to the course. If you are not logged in, you will be prompted for your Laulima username/password (UH username/password) and once you successfully login you will be added to the course. From that point on, "myGRANT" will be available as one of your course tabs after logging into Laulima at: [http:// laulima.hawaii.edu](http://laulima.hawaii.edu).

Be sure to complete the assessments for each session to receive credit for completing the modules.

## National Institutes of Health (NIH) Financial Conflict of Interest Regulations

In our September newsletter, ORS notified you of the release of the final Financial Conflict of Interest (FCOI) regulations by National Institutes of Health (NIH). ORS is working together with other UH offices to revise the current policy and procedures in order to meet the August 24, 2012 implementation due date. While the general framework of the 1995 regulations has been maintained, a comparison of key changes is provided below.

TOPIC	1995	2011 Final Rule
Threshold at which Significant Financial Interest (SFI) requires disclosure	\$10,000	\$5,000
Type of SFI that requires disclosure	Only SFI related to PHS-funded research	All SFI related to investigator's institutional responsibilities
Financial Conflict of Interest (FCOI) information reported by institution to the PHS Awarding Component	<ul style="list-style-type: none"> <li>Grant/Contract number</li> <li>Project Director/Principal Investigator (PD/PI) or Contact PD/PI</li> <li>Name of Investigator with FCOI</li> <li>Whether FCOI was managed, reduced, or eliminated</li> </ul>	<p><u>Initial Report:</u> 1995 requirements and:</p> <ul style="list-style-type: none"> <li>Name of entity with which PI has FCOI</li> <li>Nature of FCOI (i.e., equity, consulting fees, travel reimbursement)</li> <li>Value of SFI</li> <li>Description of how SFI relates to PHS funded research and basis for institution's determination of FCOI</li> <li>Key elements of institution's management plan</li> </ul> <p><u>Annual Report:</u></p> <ul style="list-style-type: none"> <li>Status of FCOI</li> <li>Changes to the management plan</li> </ul>

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## National Institutes of Health (NIH) Conflict of Interest Regulations (continued)

TOPIC	1995	2011 Final Rule
Public Accessibility of FCOI held by senior / key personnel	No requirement	<p>Make the following information regarding FCOI held by senior/key personnel available either via publicly accessible Web site or by providing written response to requestor within 5 business days of a request:</p> <ul style="list-style-type: none"> <li>• Investigator's name</li> <li>• Investigator's title and role with respect to research project</li> <li>• Name of entity in which SFI is held</li> <li>• Nature of SFI</li> <li>• Approximate value of SFI</li> </ul>
FCOI Training	No requirement	<p>Each investigator must complete training prior to engaging in research and at least every four years and immediately if:</p> <ul style="list-style-type: none"> <li>• Changes to institution's FCOI policy affects investigator's requirements</li> <li>• Investigator is new to the institution</li> <li>• Institution finds investigator noncompliant with FCOI policy or management plan</li> </ul>

We will keep you updated as we progress with implementing these revisions. However, if you have any questions, please contact Dawn Kim, Compliance Manager, at [dawnkim@hawaii.edu](mailto:dawnkim@hawaii.edu) or (808) 956-0396.

## National Institutes of Health (NIH) Publishes Revised Grants Policy Statement

The National Institutes of Health (NIH) announced the publication of its revised NIH Grants Policy Statement (NIHGPS, rev. 10/1/2011). This revision is applicable to all NIH grants and cooperative agreements with budget periods beginning on or after October 1, 2011. This revision supersedes, in its entirety, the NIH Grants Policy Statement (10/2010) as a standard term and condition of awards. However, the October 2010 NIHGPS continues to be the standard term and condition for all NIH grants and cooperative agreements with budget periods that began between October 1, 2010 and September 30, 2011. Please see details at <http://grants.nih.gov/grants/guide/notice-files/NOT-OD-12-003.html> for more information.

For questions please contact:

Division of Grants Policy  
 Office of Policy for Extramural Research Administration  
 National Institutes of Health  
 6705 Rockledge Drive, Suite 350  
 Bethesda, MD 20892  
 Email: [GrantsPolicy@mail.nih.gov](mailto:GrantsPolicy@mail.nih.gov)

## Issuance of Revised National Science Foundation (NSF) Award Terms and Conditions

The National Science Foundation's (NSF) entire suite of Award Terms and Conditions (see full listing below) has been revised to implement two new requirements which are either mandated by regulation or legislation. Each set of terms and conditions is accompanied by a comprehensive summary of the changes made to that document.

The revised Terms and Conditions will apply to all new NSF awards and funding amendments to existing NSF awards issued on or after February 1, 2012. In addition to clarifications and other changes made to the conditions, significant changes include:

- **Travel\***, has been updated to incorporate revised circumstances under which use of a foreign-flag air carrier is permissible. The Article provides information on recent modifications to the "Open Skies" Agreement with the European Union, and includes a link to the General Services Administration website for additional information.
- **Academic Technology Transfer and Commercialization of University Research\*\***, is a new Article which requires higher education institutions that have NSF research support and at least \$25,000,000 in total federal research grants in the most recently completed federal fiscal year to submit to NSF the URL [http://www.nsf.gov/pubs/policydocs/rtc/nsf\\_212.pdf](http://www.nsf.gov/pubs/policydocs/rtc/nsf_212.pdf) that contains information on their transfer of technology and commercialization of research results efforts. This change has been mandated by the America COMPETES Reauthorization Act.

Revisions have been made to the following documents:

- NSF Agency Specific Requirements (ASR) to the Research Terms and Conditions (RTC);
- Grant General Conditions (GC-1);
- Cooperative Agreement Financial & Administrative Terms and Conditions (CA-FATC);
- Cooperative Agreement Supplemental Financial & Administrative Terms and Conditions for Managers of Large Facilities;
- Cooperative Agreement Supplemental Financial & Administrative Terms and Conditions for Managers of Federally Funded Research and Development Centers (FFRDCS);
- International Research Terms and Conditions;
- Small Business Innovation Research (SBIR)/Small Business Technology Transfer (STTR) Phase I Grant General Conditions;
- Small Business Innovation Research (SBIR)/Small Business Technology Transfer (STTR) Phase II Grant General Conditions; and
- Administration of NSF Conference or Group Travel Grant Special Conditions (FL 26).

\* This article **does not** apply to the SBIR/STTR Phase I grant conditions.

\*\* This article **only** applies to the ASR and CA-FATC grant conditions.

These Award Terms and Conditions have been posted to the NSF website and are available electronically at: [http://www.nsf.gov/awards/managing/award\\_conditions.jsp?org=NSF](http://www.nsf.gov/awards/managing/award_conditions.jsp?org=NSF).

If you have any questions on these changes, please contact the DIAS/Policy Office at [policy@nsf.gov](mailto:policy@nsf.gov) or (703) 292-8243.

For questions please contact the ORS Helpline at [helpline@ors.hawaii.edu](mailto:helpline@ors.hawaii.edu) or (808) 956-5198.

## United States Department of Justice, Office of Justice Programs (OJP) Issues Memorandum on Conference Costs

On October 21, 2011, the United States Department of Justice, Office of Justice Programs (OJP) issued a memorandum regarding its “Newly Enacted Conference Costs and Reporting Requirements.” Highlights of the memorandum, which is *effective immediately*:

1. For **NEW** contracts and agreements: No OJP funds can be used to purchase food and/or beverages for any meeting, conference, training, or other event. Exceptional circumstances will require prior [written] approval from OJP.
2. For **EXISTING** contracts and agreements:
  - a. Grantees that already contracted to provide such services prior to October 21, 2011, should renegotiate such contracts to avoid these expenditures. Only one refreshment break a day is allowable, and may not exceed 11.5% of the General Services Administration (GSA) locality meals and incidentals expenses (M&IE) rate [per attendee]. OJP recommends that the cost be well below the 11.5%.
  - b. From October 21, 2011 forward, no OJP funds can be used to purchase food and/or beverages for meetings, trainings, etc. unless OJP approves it due to exceptional circumstances.
3. Although OJP’s current food and beverage policy allowed grantees to charge meal expenses up to 150% of the M&IE rate per attendee through October 21, 2011, OJP recommends that grantees stay at or below 100% of the applicable per diem rate for any meal provided, including hotel service costs.
4. The DOJ OIG also strongly criticized conference planning costs. Accordingly, all grantees are being asked to review all conference planning costs and to avoid them if they exceed reasonable levels or unless they are absolutely necessary.
5. Grantees funded via cooperative agreements are reminded that under the terms of their award, they may not enter into any contract for services without the prior [written] consent and approval of OJP bureau or program office. Meetings, trainings, etc., that are already scheduled may not proceed without email notification from OJP that the event and all of its associated costs have been approved. In the absence of such approval, grantees must cancel the event.

The memorandum applies only to the costs of conducting the meeting, conference, training, or other event and does not affect travel per diems directly paid to individuals on travel status under the institution’s travel policy.

Investigators with OJP projects with conference costs that have not yet contracted for services prior to October 21, 2011 or are under cooperative agreements, should work with their OJP program manager, with the assistance of ORS, to obtain the necessary approvals. If some costs have already been incurred, the investigator should take steps to minimize termination costs in the event the conference will be disapproved.

Investigators that already contracted prior to October 21, 2011 to provide services for an upcoming conference should renegotiate with the food and/or beverage vendor to meet the guidelines. Even in this instance, ORS recommends that the investigator keep the OJP program manager informed and obtain written approvals, if necessary.

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## United States Department of Justice, Office of Justice Programs (OJP) Issues Memorandum on Conference Costs (continued)

This situation illustrates the order of precedence of granting agency policy statements or policy memoranda, and OMB Circular A-21. OMB Circular A-21 provides the fundamental guidelines for meeting costs, but granting agency policies supersede them. Thus, non-OJP grantees should familiarize themselves with the specific terms of their award or the agency policy statements or memoranda referenced in the award when considering whether to charge conference costs food and/or beverage and planning costs to their award.

Should you have any questions, please contact Kevin Hanaoka, Cost Studies Manager, at [hanaokak@hawaii.edu](mailto:hanaokak@hawaii.edu) or (808) 956-9242.

### Supplemental Time Off Schedule – Final Report Filing for December 2011

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 supplemental time off (December 19, 2011 through December 31, 2011) and in early January (January 1, 2012 through January 6, 2012) no later than **Monday, December 12, 2011**.

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 so that the final reports can be filed by December 16, 2011.

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 16, 2011. 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.

Please also note that December 16, 2011 at 4:00 p.m. will be the last RCUH FastTrack and FREDI feed until the process resumes on December 30, 2011, therefore please submit requests as early as possible and no later than December 16, 2011 so the requests may be processed before the administrative leave. 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.

### ORS Helpline Frequently Asked Questions

**If I would like my administrative office or staff to work on a proposal for me, how can they get access to create proposals?**

Currently, only PIs are able to create proposals in *myGRANT*. Once you create the proposal, you can grant others access to your proposal under the “Permissions” tab. If you would like your AO, or staff to create proposals on your behalf, please contact the ORS Helpline.

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## ORS Helpline Frequently Asked Questions (continued)

I found an error, bug or area that needs improvement in *myGRANT*, who should I contact to report this?

You may access the ORS Ticket System by clicking the “Contact ORS Helpline” link on the upper right hand side of *myGRANT*:



This link will take you to the ORS Ticket System. Click “Submit a Ticket” and fill out the form. You may attach screenshots, if applicable. Please also indicate whether the priority of your ticket is normal, medium, high or of an emergency nature. After your ticket is submitted, you will be contacted via e-mail.

You may also contact the ORS Helpline at [helpline@ors.hawaii.edu](mailto:helpline@ors.hawaii.edu) or call (808) 956-5198.

### Do you have a Question or Comment for ORS?

*Please feel free to contact us at the ORS Helpline:*

*Email: [helpline@ors.hawaii.edu](mailto:helpline@ors.hawaii.edu) or Phone: (808) 956-5198*