ORS Newsletter

November 2022

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MANDATORY TRAINING ON UNDUE FOREIGN INFLUENCE AND DISCLOSURE REQUIREMENTS

Starting January 2023, the Office of the Vice President for Research and Innovation will be implementing mandatory training for University of Hawaii (UH) principal investigators, co-investigators and key personnel working on extramural projects at UH. The training will cover undue foreign interference and disclosure requirements, and is intended to highlight what faculty and key personnel involved in extramural projects need to know to protect UH's research and intellectual property. To give users time to comply with this requirement, the check for training completion will be implemented as of July 1, 2023.

More information, including how to access the training, will be posted through the ORS announcement listserv. If you are not currently a subscriber to the "ors-announce" listserv, subscription information is posted here: https://research.hawaii.edu/ors/home/subscribe-to-ors-announcements/.

If you have questions, please send an email to coi@hawaii.edu.

MYGRANT UPGRADE—INVESTIGATOR ELGIBILITY CHECK

Per University of Hawaii (UH) Regents Policy 12.202, Principal Investigator, only Board of Regents (BOR) appointees may serve as principal investigators (PIs), including adjunct faculty, research affiliates and emeritus faculty in non-compensated (non-comp) UH appointments. Effective January 2023, myGRANT will be upgraded to include basic human resources (HR) data to allow the Office of Research Services (ORS) and the field to check for investigator eligibility at the time of proposal submission, and prior to formal award acceptance.
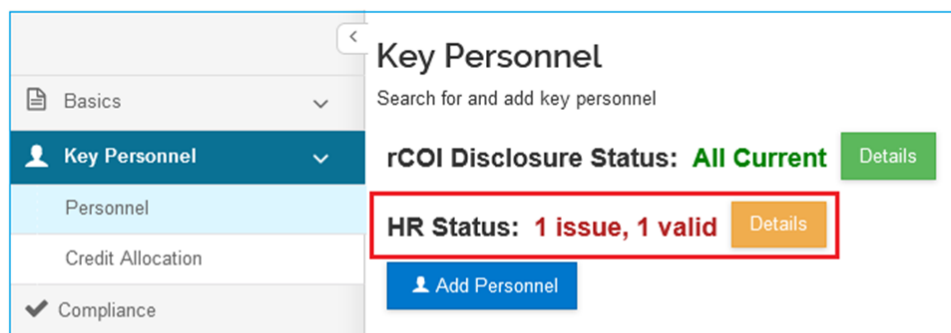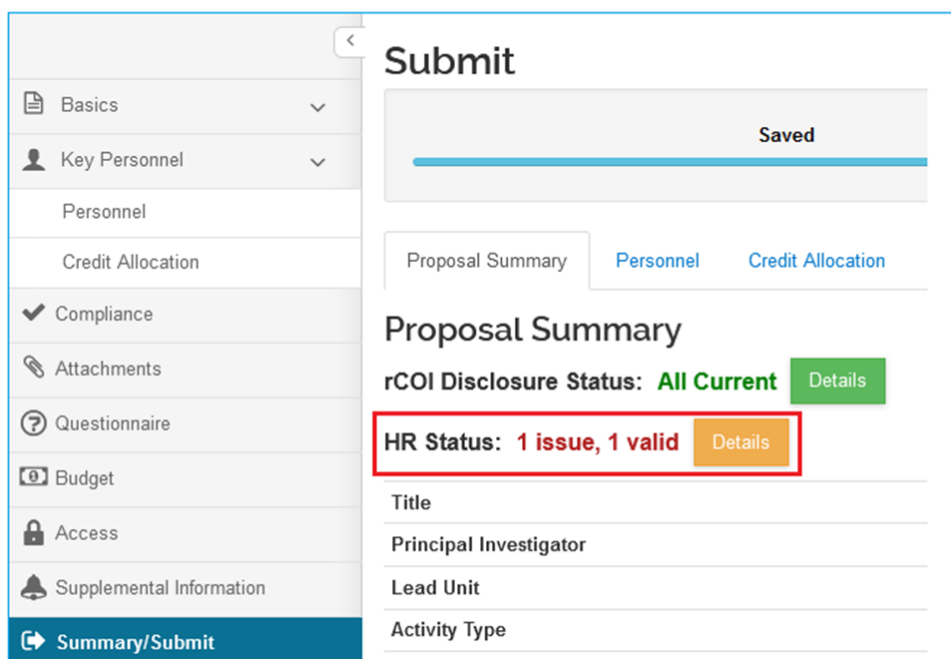
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For proposals, the PI and any co-investigator or MPI [for National Institutes of Health (NIH) proposals] must have a full-time position or non-comp appointment with UH as of the date of proposal submission. The same check will be performed prior to formal award acceptance if the proposal is funded, except that any non-comp appointment(s) must be in effect from the project start date through at least 30 days from the date of formal award acceptance. If the non-comp appointment has expired or will expire before the 30-day period, ORS will ask that the non-comp appointment be renewed before the award is formally accepted. The submission of a PNF that shows the appointment period will expedite the process as PeopleSoft updates will not show in the system until the day after entry. Please redact any UH ID number and salary showing on the PNF prior to submitting it to ORS.

Changes to myGRANT Proposal Development Document (PD)

Starting January 2023, an "HR Status" line will appear at the top of the "Key Personnel" and "Summary/Submit" tabs in all myGRANT PDs:

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If no full-time position or current non-comp appointment is found, the status line will indicate that there is an "issue". Click the "Details" button for more information.

The "Details" button will display two tabs for each investigator: an "HR Data" tab and a "Unit Details" tab. On the "HR Data" tab, if a valid full-time position or non-comp appointment is found, the information will display in green. If no full-time position or current non-comp appointment is found, the information will display in black.

HR Details

Jane Roe (Principal Investigator)

HR Data   Unit Details

HR Data

Rec#	Emp Type	From	To	Campus	Division	Branch	Section
0	Non-Comp	06/01/2021	05/31/2024	MA	C OF NAT SCI	PHYSICS & ASTRO DEPT	PHYSICS & ASTRO DEPT

Example of valid non-compensated appointment

John Doe (Co-Investigator)

HR Data   Unit Details

HR Data

Rec#	Emp Type	From	To	Campus	Division	Branch	Section
0	Faculty	08/01/2020	07/31/2022	MA	C OF NAT SCI	PHYSICS & ASTRO DEPT	PHYSICS & ASTRO DEPT

Example of expired non-compensated appointment

On the "Unit Details" tab, if a full-time position or current non-comp appointment with the designated unit is found, the "HR Status" line will display as a "Match". If no full-time position with the designated unit or current non-comp position is found, the "HR Status" line will display as "No Match".

HR Details   ✕

Jane Roe (Principal Investigator)

HR Data   Unit Details

Unit Details

Show 10 entries

Unit Name	Unit Number	HR Status	Unit Mapping
Department of Physics and Astronomy	MA1543	Match	MA / C OF NAT SCI / * / *

Showing 1 to 1 of 1 entries   **Example of valid non-compensated appointment**   First | Previous | **1** | Next | Last

John Doe (Co-Investigator)

HR Data   Unit Details

Unit Details

Show 10 entries

Unit Name	Unit Number	HR Status	Unit Mapping
Department of Physics and Astronomy	MA1543	No Match	MA / C OF NAT SCI / * / *

Showing 1 to 1 of 1 entries   **Example of expired non-compensated appointment**   First | Previous | **1** | Next | Last

When preparing your myGRANT PD, if the HR Status line displays existing issues, please resolve them prior to submitting the PD to myGRANT workflow routing.

If you have any questions, please contact your assigned ORS pre-award specialist.

MYGRANT UPGRADE—INFORMATION SECURITY AWARENESS TRAINING COMPLIANCE CHECK

University of Hawaii (UH) Administrative Procedure 2.215, Mandatory Training on Data Privacy and Security requires all UH employees, including student and graduate assistants, to complete the UH Information Security Awareness Training on an annual basis. Employees of the Research Corporation of the University of Hawaii and UH Foundation are also subject to the training requirement.

Starting January 2023, myGRANT will be verifying on login if the user has completed the mandatory ISAT. If the user has not completed the ISAT or their ISAT has expired, when they log in, the user will receive a reminder in the form of a pop-up notice. We are not blocking user access to the system at this time as we move to align with the UH requirement. The goal is to bring awareness to this requirement and give the UH research community time to complete the training while not preventing the conduct of research.

For additional information on the ISAT requirement please visit https://www.hawaii.edu/infosec/training/. If you have any questions, please contact UH Information Security at infosec@hawaii.edu.

HELPFUL HINTS IN REVIEWING SPONSOR SOLICITATIONS

As we approach the new calendar year, here are some helpful hints for principal investigators and research fiscal and administrative staff in reviewing sponsor solicitations, including funding opportunity announcements (FOAs), requests for proposals (RFPs) and requests for applications (RFAs).

- Double check that you have the most recent version of the solicitation as sponsors sometimes do updates without any notifications.

- Read the solicitation carefully and thoroughly. Pay close attention to the following sections:

    o Eligibility requirements;

    o Cost share;

    o Duplicate or multiple submissions; and

    o Limits on submission.

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- Cost Share - If cost share is NOT required, ORS highly discourages voluntary cost share as it affects UH's indirect cost (IDC) rate negotiation. It also places an administrative burden on departments/campuses to track and report.

- Limited submissions - If there are any limitations on submission, please send your notice of interest to the appropriate office:

  o For the University of Hawaii at Manoa. contact the Office of the Vice Provost for Research and Scholarship at ovcrinfo@hawaii.edu.

  o For the University of Hawaii at Hilo, contact the Research Office Coordinator at bmathews@hawaii.edu.

  o For the University of Hawaii at West Oahu, contact the Chancellor at mbenham@hawaii.edu.

  o For the University of Hawaii community colleges (including University of Hawaii Maui College), contact the Interim Associate Vice President for Academic Affairs at dellaand@hawaii.edu.

  If the limited submission opportunity is a "per institution" (as opposed to a "per campus") limitation and there are more interested principal investigators than there are submission slots available, a systemwide competition will be held by the Office of the Vice President for Research and Innovation (OVPRI). The campus offices will coordinate with the OVPRI if a systemwide competition is required.

  Please remember that ORS will **not** submit any proposal with a limited submission restriction unless appropriate UH approvals are obtained from the relevant offices noted above.

If you have any questions about a sponsor solicitation you are interested in, please contact your assigned ORS Pre-Award Specialist.

ORS SERVICE SATISFACTION SURVEY

ORS is always striving to improve our processes and our service, and welcomes feedback from the research community. If there is an interaction that you would like to highlight as an opportunity for improvement or recognize staff for excellent service, please provide your feedback via the ORS Service Satisfaction Survey (https://go.hawaii.edu/G52). The link can also be found on the ORS website in the left navigation area below the office contact information.
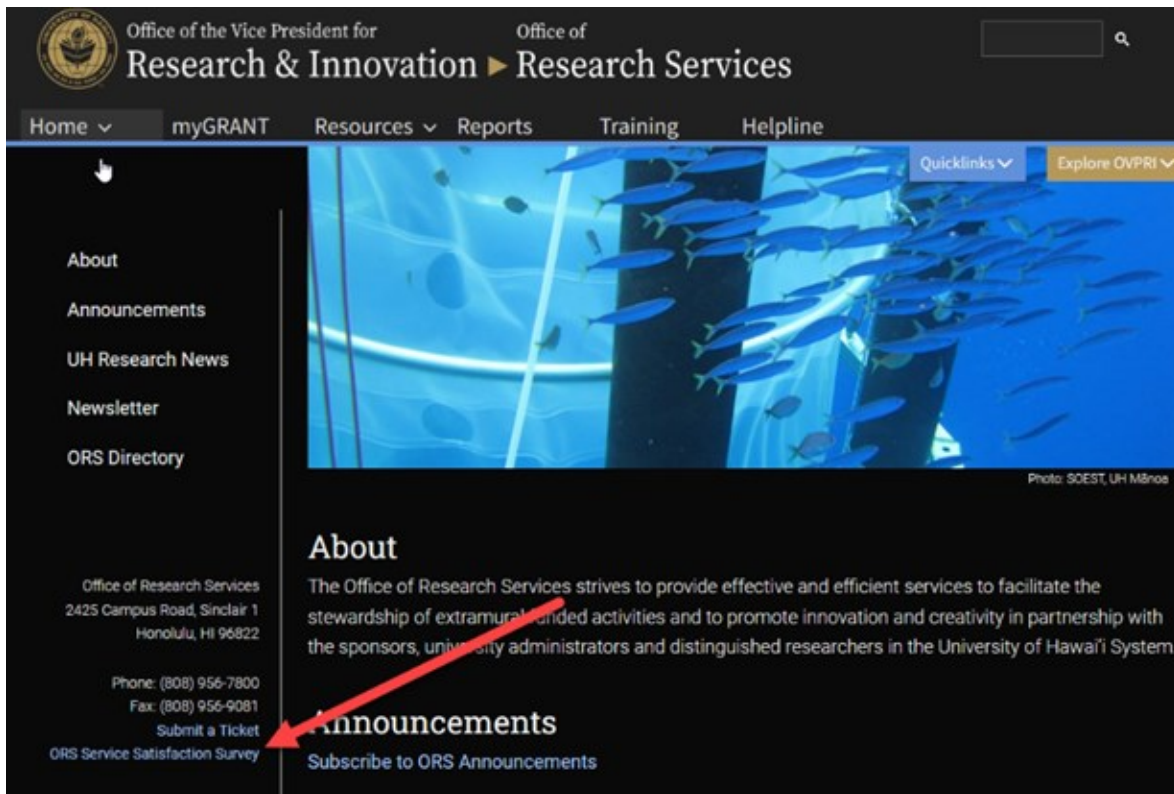
Your feedback and input are invaluable in helping ORS to provide the best possible service to the UH research community. The survey contains five (5) questions and takes only a few minutes to complete. It may be filled out whenever or as often as you wish to submit feedback. The survey is anonymous with no way to tell who submitted it. However, a field has been provided for you to include your name and contact information if you would like a personalized follow-up to any reported issue.

Similar feedback forms are also available for the Office Research Compliance at https://go.hawaii.edu/KT2, and the Office of Innovation and Compliance at https://go.hawaii.edu/2Tg. Form links are also posted on their respective websites in the left navigation area below the office contact information.

If you have any questions, please contact Mike Morimoto, ORS Information System Services Manager, at mcmorimo@hawaii.edu or (808) 956-4908.

TRANSFERRING UNIVERSITY OF HAWAII (UH) REVOLVING ACCOUNTS AT THE RESEARCH CORPORATION OF THE UNIVERSITY OF HAWAII TO UH

The University of Hawaii (UH) Office of the Vice President for Research and Innovation (OVPRI) is continuing its work on a project to transfer UH Revolving Accounts at the Research Corporation of the University of Hawaii (RCUH) into UH Kuali Financial Services (KFS) accounts. Projects that do not meet the types of activities allowed (outlined in UH Administrative Procedure 12.204, Revolving Fund Service Orders to the Research Corporation of the University of Hawaii) should either be closed or transferred to an appropriate fund. Please work with your fiscal administrator or business office for assistance in determining an appropriate fund. Idle accounts and accounts that are no longer needed should be closed. For the remaining revolving accounts, Special Fund Research Recharge Center (SRRC) accounts shall be created in KFS using Hawaii Revised Statutes §304A-2157 (UH Auxiliary Enterprises Special Fund) as the legal authority. We are currently seeking UH Board of Regents approval to recognize income from SRRCs as an approved Ancillary and Auxiliary Service Fee. We expect these accounts to be available in early 2023. Specific instructions will be provided once accounts can be established.

If you have further questions or would like to schedule a meeting to discuss your specific projects, please contact the Revolving Fund Committee by emailing orscomp@hawaii.edu.

KUALI FINANCIAL SYSTEM PAYMENT METHOD CODES 5 AND 7

Each Kuali Financial System (KFS) extramural account is assigned a payment method code to indicate its invoicing and payment method. Payment method codes 5 and 7 are used for fixed-price accounts, where the university retains residual funds, if any, at award end. The difference between payment methods 5 and 7 are summarized below.

Payment method 5 – "Fixed Price, Deliverables": Payment method 5 is used for fixed price agreements that are invoiced and paid upon completion of specified deliverables. For these accounts, revenue is earned based on completion of deliverables; thus, payment method 5 is excluded from the fiscal year end accrual adjustment process.

Payment method 7 – "Fixed Price, Other": If a fixed price agreement is not paid based on deliverables (payment method 5 above), it should be assigned payment method 7 – Fixed Price, Other. Payment method 7 accounts are generally invoiced and paid up-front, upon project completion, or installments based on a predetermined payment schedule. Since fixed-price awards should be budgeted to break-even and payment method 7 is not based on deliverables, it is included in Fiscal Year End accrual adjustment process and revenue is accrued or reversed, as applicable, to equal expenditures.

If a staff member moves to another University of Hawaii department, do they still have access to their prior unit's proposals and awards?

If you did not notify the ORS Helpline when the staff moved to another unit, please submit a ticket to ORS as soon as possible. While the system automatically removes a user's permissions when a UH username is deactivated, ORS does not receive information about unit changes , so notification is required to adjust access permissions in myGRANT.

Can I set my own delegations for myGRANT workflow approvals?

Yes, you have the ability to set your own delegations for workflow approvals. Please note that these delegations will only apply to workflow approvals, not other tasks such as creating proposals.

To set up a delegation, click the "Delegation" icon on the myGRANT homepage:
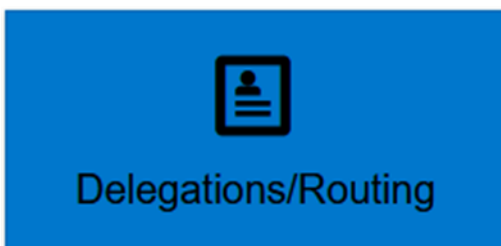
Once you log in, click on the "Add a new delegation" button:
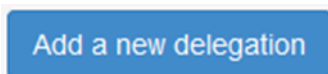
Enter the UH username, or use the "Lookup" tool to find the UH username of the person you want to add as a delegate. If this is a temporary delegation (for example, if you are going on vacation or sabbatical) you can enter the date range of when the delegation should be active, or you can leave it blank for an indefinite range. Check the box "I want to still be able to approve and get notifications" if you would still like to be included on the workflow and receive notification emails from myGRANT. If unchecked, your delegate will replace you in the workflow and you will no longer receive notifications from myGRANT until the delegation expires.