CRS Newsletter

October - November 2018

CONTENTS

NOTICE OF UNIVERSITY OF HAWAI'I TEMPORARY PROTOCOL TO COMPLY WITH NATIONAL SCIENCE FOUNDATION TERM AND CONDITION

The US National Science Foundation (NSF) has unveiled a new term and condition entitled *"Notification Requirements Regarding Sexual Harassment, Other Forms of Harassment, or Sexual Assault"*, to affirm its commitment to promoting safe, productive research and education environments for current and future scientists and engineers. The new term and condition is effective for:

- Any new award made on or after October 21, 2018
- Any funding amendment to an existing award made on or after October 21, 2018

This new NSF term and condition is the responsibility of the awardee organization, University of Hawai'i (UH). Accordingly, at this time, **researchers do not have any additional obligations under this new term and condition.**

Recognizing that principal investigators (PI) and any co-PI(s) identified on an NSF award are in positions of trust, the new term and condition will require **awardee organizations, including UH,** to:

· Notify NSF of any findings/determinations of sexual harassment, other forms of harassment, or sexual assault regarding an NSF funded PI or co-PI.

· Notify NSF if the PI or co-PI is placed on administrative leave or if the awardee has imposed any administrative action on the PI or any co-PI relating to any finding/determination or an investigation of an alleged violation of awardee policies or codes of conduct, statutes, regulations, or executive orders relating to sexual harassment, other forms of harassment, or sexual assault.

NOTICE OF UNIVERSITY OF HAWAI'I TEMPORARY PROTOCOL TO COMPLY WITH NEW NATIONAL SCIENCE FOUNDATION TERM AND CONDITION (CONTINUED)

The award term and condition specifies the procedures that will be followed by NSF upon receipt of a notification. Updated Frequently Asked Questions (FAQs) regarding this award term and condition have been posted to the NSF Office of Diversity and Inclusion (ODI) Sexual Harassment Website. These FAQs are dated November 13, 2018. Any questions regarding the award term and condition or these updated FAQs should be directed to ODI at programcomplaints@nsf.gov or (703) 292-8020.

To comply with the new NSF term and condition, UH established a temporary protocol through collaboration between the Office of Institutional Equity, the System Equal Employment Opportunity and Affirmative Action Office, the System Office of Human Resources, the Legal Affairs and University General Counsel Office, and the Office of Research Services. The Research Corporation of the University of Hawai'i was also notified of this temporary protocol. Please note that this is a temporary measure pending a more detailed implementation plan that will need to go through the appropriate consultation process.

Please contact the Office of Institutional Equity at institutional.equity@hawaii.edu if you have any questions.

CHANGES TO MYGRANT PROPOSAL DEVELOPMENT QUESTIONNAIRES

Effective November 17, 2018, the University of Hawai'i's (UH's) proposal and solicitation questionnaires in myGRANT will be updated to make questions easier to understand and answer, and to minimize the need to reroute the proposal development record through workflow due to incorrect answers. The major updates are as follows:

Proposal Questionnaire

- The question relating to Institutional Biosafety Committee (IBC)-approved activities will be reworded to expand the list of items for which IBC approval is required.

- All compliance-related questions (Human Subjects Program, Institutional Animal Care and Use Committee, and IBC) will be updated to clarify that the question should be answered "yes" even if relevant activities are conducted in collaboration with UH-affiliated and/or non-UH-affiliated entities and performance sites.
    - If a compliance-related question is answered "yes", there will be an additional question requiring the PI to acknowledge that an approval or exemption is attached to the proposal development record, or will be provided as a condition of award acceptance.

- The answer option for required conflict of interest disclosures will now contain a "certify" checkbox, instead of a "yes" or "no" answer option:

> I certify that I shall have all personnel with responsibility for the design, conduct or reporting of this project, submit a Significant Financial Interest (SFI) disclosure in the COI module prior to the expenditure of project funds and prior to the start of any project activities. ⓘ
>
> ☑ **Certify**

- A new question will be added to check if UH's federally negotiated indirect cost (IDC) rate is being used in the proposal budget.
  - If the federally negotiated IDC rate is not being used, then there will be two additional questions:
    - 1. Whether the lower rate is due to sponsor cap or UH IDC waiver; and
    - 2. Request for acknowledgment that the documentation for the sponsor cap or waiver has been attached.

- The question regarding completion of the National Institutes of Health training module will be removed.

- The question regarding Responsible Conduct of Research requirements will be removed.

Solicitation Questionnaire

- The question asking if the proposal is for Small Business Innovation Research (SBIR) or Small Business Technology Transfer (STTR) funding will be moved from the Solicitation Questionnaire to the Proposal Questionnaire.

- The question asking if the proposal is a limited submission will be moved from the Solicitation Questionnaire to the Proposal Questionnaire.
  - If the limited submission question is answered "yes", there will be an additional question requiring the PI to acknowledge that the limited submission approval has been attached to the proposal development record.

The above changes will affect the myGRANT proposal development module in the following manner:

- **New proposals**: All proposal development records created on or after November 17, 2018 will contain the revised questionnaire sets.

- **Saved proposals**: All proposal development records in "saved" status on or after November 17, 2018 must be updated to the revised questions. Click the "Update Available" button on each questionnaire screen to generate the revised questionnaire sets.

(Continued on next page)

- **Proposals enroute in workflow**: The revised questionnaire sets will not affect proposal development records already enroute through workflow. However, if the proposal development record is recalled and resubmitted, the record must be updated to the revised questions. Click the "Update Available" button on each questionnaire screen to generate the revised questionnaire sets.

The changes will not affect proposal development records which have already been fully routed through workflow and submitted.

If you have any questions regarding the above, please contact your assigned ORS specialist, or ORS Helpline at orshelp@hawaii.edu.

UNIVERSITY OF HAWAI'I OFFICE OF TECHNOLOGY TRANSFER PARTNERS WITH KERAFAST TO FACILITATE RESEARCH TOOL LICENSING AND DISTRIBUTION

Has your lab created antibodies, cell lines, proteins or other bioreagents? UH's Office of Technology Transfer (OTT) is offering a new program to UH researchers to help market and distribute materials developed in labs that are useful tools and desired by others in the research community.

OTT has partnered with Kerafast, a reagent company whose primary mission is to make unique research tools easily accessible to the global scientific community. The program enables researchers to share biomaterials with a quick and simple Material Transfer Agreement. Kerafast markets the materials, handles selling and shipping logistics, and returns a portion of the proceeds to UH and the contributing labs.

For more information, or to discuss distributing your lab's reagents through the program, visit www.kerafast.com or contact OTT at uhott@hawaii.edu or (808) 956-9024. Start the process by disclosing your materials to the UH OTT.

Often a principal investigator (PI) will forward award notices to project staff who are monitoring awards and they do not have access because they are not a fiscal administrator. Can these project staff access the myGRANT award module?

PIs can request access for additional unit administrators by emailing the ORS Helpline at orshelp@hawaii.edu.

If additional award viewers are needed for an entire college or unit, please submit a memorandum request signed by the department chair or dean (depending on the level of access) to the ORS Helpline at orshelp@hawaii.edu.

How do I check on the progress of a proposal development record that I submitted in myGRANT?

If you open the proposal development record and navigate to the "Summary/Submit" section, you can view the status of your proposal using the "View Route Log" button at the bottom of the screen. The Route Log is separated into three sections:

Actions Taken: This will list all of the users and the action they have taken on the proposal. You will always see the initiator of the proposal listed here, but you might also see the initiator as "Completed" or a list of any subsequent approvals.

Pending Action Requests: This section will list the users or groups that currently need to approve the proposal.

Future Action Requests: This section will list the users or groups in order that will need to approve the proposal once it moves forward in the workflow. If this section is blank, it has been approved by ORS and the proposal has reached the end of the workflow.