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From the Director's Office

As we close the federal fiscal year, ORS received 616 awards for a total of \$137M for the first quarter (7/08 – 9/08). I am pleased with the dedication displayed by the ORS staff in efficiently working through this peak year-end period.

Included in this month's newsletter is an update on the Federal Demonstration Partnership (FDP), an association of 10 federal agencies that collaborate with member research institutions to streamline the administration of federally sponsored research. UH is pleased to be one of the 120 FDP members, working in partnership with universities from across the US and some of our largest federal sponsors, to reduce the administrative burden on PIs and their institutions. Other articles address changes in the NIH Peer Review Process, NSF Proposal Submissions, and answers questions frequently asked of ORS staff.

Through this newsletter, ORS will continue to keep the UH research community apprised of news and announcements about our sponsors and the administration of grants and contracts at UH. I hope you will find the information and updates in this issue of the newsletter to be useful. If you would like to contribute articles or suggest ideas for future articles, please feel free to contact the ORS Helpline at helpline@ors.hawaii.edu or (808) 956-5198. We welcome your thoughts. Mahalo!

Yaa-Yin Fong
Director

infoEd Project Tracking (PT) Module Implementation a Success!

We would like to thank you for your feedback regarding the implementation of infoEd on September 8. We appreciate your suggestions and look forward to adding enhancements to the Web reports in the near future.

*Your feedback is important to us, please continue to send your comments to:
Carol Santucci, infoEd Project Manager at carolss@hawaii.edu or (808) 956-3876.*

Federal Demonstration Partnership (FDP) News

National Institutes of Health (NIH) Update

Transition to Adobe Forms

Funding Opportunity Announcements (FOAs) that have receipt dates on or after January 8, 2009 must use Adobe form packages (exceptions are noted in the FOA). Although some FOAs have been published for 2009 receipt, NIH has no application packages to attach to them. These are awaiting new forms in November/December. Advice from NIH: Don't let these changes catch you unprepared. Write up the application's scientific content as usual, but don't fill out forms or submit them before confirming the correct application package with the FOA.

National Science Foundation (NSF) Update

Upcoming changes to the Grant Proposal Guide to be posted on the NSF website by Oct 1, 2008.

Revised Faculty Salary Policy

This policy limits salary compensation for senior project personnel to no more than two months of their regular salary in any one year. The limit includes salary compensation received from all NSF-funded awards. It broadens the previous policy, moving away from the concept of "two summer months" and allows senior project personnel to schedule work when appropriate throughout the year. Any compensation for such personnel in excess of two months must be specifically justified in the proposal, and if approved by NSF, will be included in the award budget. All new funding opportunities with target/deadline dates after January 5, 2009 will be subject to the new requirement.

For more information, please contact your respective Pre-Award Specialist or Paul Kakugawa at pkakugaw@hawaii.edu or (808) 956-4054.

National Institutes of Health (NIH) Announces Initial Implementation Timeline for Enhancing Peer Review

In June 2007, National Institutes of Health (NIH) initiated an effort to formally evaluate its Peer Review System. External and internal working groups deliberated on challenges and recommendations regarding enhancements to the review system. The preliminary implementation plans for the 2009 to 2010 calendar years are as follows:

Priority Area 1 – Engage the Best Reviewers

Priority Area 2 – Improve the Quality and Transparency of Review

Priority Area 3 – Ensure Balanced and Fair Reviews across Scientific Fields and Career Stages, and Reduce Administrative Burden

*To view the detailed announcement (Notice Number: NOT-OD-08-118) visit:
<http://grants.nih.gov/grants/guide/notice-files/NOT-OD-08-118.html> .*

*To learn more about NIH Enhancing Peer Review, visit its website at:
<http://enhancing-peer-review.nih.gov> .*

National Science Foundation (NSF) Electronic Proposal Submissions via NSF FastLane

ORS recommends that all National Science Foundation (NSF) proposals be submitted electronically via the NSF FastLane System and not through Grants.gov, until further notice.

<https://www.fastlane.nsf.gov/fastlane.jsp>

We have found that Grants.gov proposals received at NSF are incomplete. Warning messages from FastLane are sent to the PI with notification that updates need to be made.

When forwarding your NSF proposal to ORS, please ensure the following is included in your proposal packet:

1. A copy of the NSF Solicitation.
2. A hard copy of the electronic proposal submitted via FastLane.
3. ORS Form 5: http://www.hawaii.edu/ors/filecabinet_forms.html
4. ORS Form 5b Conflict of Interest Attachment:

http://www.hawaii.edu/ors/filecabinet_forms.html

(Which is necessary for all key personnel per NSF Policy:

http://www.nsf.gov/pubs/policydocs/pappguide/nsf08_1/aag_4.jsp

5. All other required attachments found on the ORS Proposal Checklist:

http://www.hawaii.edu/ors/grantlifecycle_proposal_checklist.html

NSF FastLane registration for PIs is necessary through ORS prior to accessing/submitting a proposal. More information can be found on the ORS website at: http://www.hawaii.edu/ors/era_fastlane.html or contact: ORS Helpline at helpline@ors.hawaii.edu or (808) 956-5198.

For more information regarding NSF submissions, please contact:

Kathy Yoshinaga, Pre-Award Specialist at kyoshina@hawaii.edu or (808) 956-4057 or Naomi Mitake, Pre-Award Assistant at mitake@hawaii.edu or (808) 956-3105.

Cost Sharing Reports on Terminated Awards

As a reminder, compliance procedures require that a copy of the certified cost sharing report on terminated projects be submitted to ORS within 60 days from the print date of the report. This time frame is required to meet the reporting requirements of the sponsor.

Respective Deans and Directors will be notified when there is non-compliance in submitting these certified reports. Subsequent Principal Investigator (PI) proposals may be held pending until all outstanding cost sharing requirements have been met on current awards.

These reports can be submitted via fax, e-mail or hard copy to the attention of Jean Uyeda, Closeout Specialist at jeanu@hawaii.edu, fax: (808) 956-9692 or for more information, please feel free to contact Jean at (808) 956-5045.

Depositing State Agency Vacation Credit Checks

When an employee leaves another State agency to work at the University of Hawai'i (UH), a check transferring the employee's accumulated vacation credits will eventually arrive in a Fiscal Officer's (FO) in-box. The question always asked is where should the check be deposited? The answer is that it depends on the type of funding account (federal or trust) from which the new employee is being paid.

The tables below summarize where checks should be deposited and by whom:

Transfer-in from State Agency (Employee paid from UH Imposed Account)			
<i>Paid from</i>	<i>Deposit to</i>	<i>Sub-code</i>	<i>Deposited by</i>
Federal	Vacation reserve account	0873	ORS
Trust	Vacation reserve account	0873	ORS
Other	Current payroll account	0873	FO

Transfer-in from State Agency (Employee paid from UH Non-imposed Account)			
<i>Paid from</i>	<i>Deposit to</i>	<i>Sub-code</i>	<i>Deposited by</i>
General	G000 992xxx	0873	FO
Federal	Vacation reserve account	0873	ORS
Special	S397 current account	0873	FO

Please note: Split deposits involving extramural vacation reserves should be forwarded to ORS.

Please include the following information on all extramural vacation reserves checks:

1. The employee's bargaining unit
2. The type of funding (i.e. federal or trust)
3. A copy of the check and transmittal memo should be kept in the employee's personnel folder to assist the fiscal officer in filing a claim against the reserve account when the employee terminates employment.

For more information, please contact: Kevin Hanaoka, Cost Studies and Rate Analysis Manager at hanaokak@hawaii.edu or (808) 956-9242.

ORS Financial Compliance – Full-Time Employee (FTE) Certification FAQs

1. Can the Principal Investigator (PI) delegate the signing of the FTE certification to someone else when he/she is expected to be temporarily away on travel or leave?

Yes, but the individual that the PI delegates signing authority to, should have first-hand knowledge of the project with suitable means of verifying that the work was performed.

2. Can we accept an email (verifying effort) from the PI who is temporarily away, in lieu of an actual signature to meet the 45-day deadline?

Yes, if the PI has established suitable means of verifying that the work was performed in their absence and they sign the FTE certification document upon their return to campus.

3. How important is the FTE certification documentation for payroll cost transfers - Journal Vouchers (JV)?

This is required documentation that is used to support a correction of the planned level of effort for an individual to actual project effort. It is also required to be attached to retro-pay (Special Salary Adjustment – SSA) salary JVs to support its pro-rata distribution.

4. Are there any consequences to re-certifying previously certified FTE reports?

Re-certifications give the appearance that original certifications were not validly made. The entire “after-the-fact confirmation of effort” process could be questioned by the Federal sponsor or auditors. That would jeopardize the level of payroll costs that were charged to the project. The frequency of re-certification occurrences and the materiality of costs that resulted from the revisions would increase the questionable nature of those FTE certifications.

5. What other documentation could be used to substantiate the level of FTE effort if the certification document ever gets questioned?

Sponsors and auditors have requested to examine project related lab notes, journals and diaries to validate the activities of individuals who are working on and being charged to a project.

*For more information, please contact:
Dennis Nakamura, Financial Compliance at
dnakamu@hawaii.edu or (808) 956-5893.*

ORS Helpline FAQs

1. I'm not able to view my attachments in PureEdge Viewer.

PureEdge Viewer requires the Internet Explorer (IE) browser to display application package attachments. Double check to see that you are using the IE browser and not another browser (e.g. Mozilla Firefox) to access PureEdge.

2. How do I register with an Electronic Research Administration Website (NSF FastLane, NIH eRA Commons, NASA NSPIRES, NOAA Grants Online, STGMS)?

ORS is responsible for registering users in these types of systems but can only register UH personnel whose position is Board of Regent appointed. Your department's Fiscal Officer or Personnel Officer can verify if your position is BOR appointed or not. Thereafter, please contact the ORS Helpline at: helpline@ors.hawaii.edu or (808) 956-5198 with further instructions on how to register.

3. What websites should I search for possible funding opportunities for my project?

infoEd's SPIN database - <https://infoed.its.hawaii.edu/spin/spinmain.asp>

Grants.gov - http://www.grants.gov/applicants/search_opportunities.jsp

NSF FastLane - <https://www.fastlane.nsf.gov/fastlane.jsp>

The Foundation Center - <http://foundationcenter.org/findfunders/>

Community of Science (COS) - <http://fundingopps.cos.com/>