



ORS Newsletter

October 2017

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REMEMBER TO REGISTER FOR "WORKSPACE" FOR GRANTS.GOV APPLICATIONS

If you have not already registered as a user at Grants.gov with affiliation an to the University of Hawaii for the new application portal called WORKSPACE, please remember that anyone who will be working on proposals must register and be approved with the University of Hawaii to submit proposals via Grants.gov. Grants.gov will no longer support the Legacy PDF Grant application after December 31, 2017.

Grants.gov will transition to Workspace from single-file PDF application packages effective January 1, 2018. Single-file application packages will no longer be available to download from Grants.gov from that date and any packages downloaded prior to the December 31 cut-off date must to be submitted before March 31, 2018.

If you are interested in watching Grants.gov training videos on working with Workspace you can find webinars and training videos at the Grants.gov website under Applicant Training at <https://www.grants.gov/web/grants/applicants/applicant-training.html>.

The first MAJOR change from previous procedure is that ANY individual who will assist in the preparation of a proposal must register at Grants.gov under Organization Applicant at <https://www.grants.gov/web/grants/register.html>. Each individual must complete the application form and a request will be sent to the EBiz POC (ORS). ORS Helpline will review and approve all requests, and once you are approved you will be able to access proposal documents. A summary of the Workspace Workflow is:

- User completes application form as an Organization Applicant at Grants.gov.
- EBiz POC approves appropriate role.

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REMEMBER TO REGISTER FOR "WORKSPACE" FOR GRANTS.GOV APPLICATIONS (CONTINUED)

- User with "Manage Workspace" role initiates the proposal. This person adds participants who should have access to all forms in Workspace. The appropriate ORS Contracts and Grants Specialist should be added as the AOR.
- Workspace participants complete the application package and attach it to the myGRANT proposal development document.
- AOR will review proposal and myGRANT for completeness and consistency.

There are various roles in Workspace and ANY person who will need to assist in the preparation of a proposal package must apply and be approved by UH to have access to the application package. The Workspace Roles are as follows:

- AOR – the assigned ORS Specialist who will be reviewing submitted applications
- Manage Workspace – allows user to create other new Workspace document and is the Workspace owner
- Workspace Owner – allows user to manage other users' access to Workspace
- Workspace Participant – allows access to the Workspace to collaborate on filling in forms and completing the application

It is required that anyone who may be assisting with proposal preparation register at Grants.gov as an Organization Applicant as soon as possible to avoid last minute rushes.

Once you are approved and affiliated with UH the sequential flow of proposal preparation should not change much. A Workspace must be set up for each application and all participants in the proposal preparation must be identified. Everyone should familiarize themselves with the general workflow if they will be managing a proposal:

- Log in to Grants.gov
- Search for a funding opportunity
- Create a Workspace
- Add participants who will need access to assist in the preparation of the proposal
- Re-assign Workspace ownership as needed
- Download and fill in applicable forms in the application package
- Complete the application and attach in myGRANT for internal routing approval
- AOR will review and submit proposals

With every new process, there may be problems and glitches so it is highly recommended that all principal investigators and administrators start early in the application process to avoid any missed deadlines.

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REMEMBER TO REGISTER FOR "WORKSPACE" FOR GRANTS.GOV APPLICATIONS (CONTINUED)

Grants.gov provides a number of resources to help in the transition and the Workspace Blog provides tips and up-to-date solutions on problems that are identified with the system:

- Grants.gov Workspace Overview: Open grants.gov in your browser, navigate to Applicants>Workspace Overview
- YouTube training videos: Open YouTube.com in your browser and search for "Grants.gov Workspace"
- Grants.gov Workspace Blog at <https://blog.grants.gov/category/grants-gov-workspace/>

If you have any questions regarding the application process, please contact the ORS Helpline at helpline@ors.hawaii.edu or (808) 956-5198.

CHANGES TO HUBBLE SPACE TELESCOPE (HST) GRANTS PROGRAM

There are changes to the Space Telescope Science Institute (STScI) Hubble Space Telescope (HST) grants program that will begin in October 2017.

HST is currently at peak scientific productivity and demand, and they expect this to continue until at least 2023, providing significant synergy with James Webb Telescope (JWST). HST's \$98.3M/year budget is roughly split into thirds: flight operations, science operations, and grants. Ongoing optimization of HST's flight and science operations have offset inflation in those areas, enabling a consistent level of funding for research grants at approximately \$30M/year.

Of the grants awarded each HST cycle, the overall rate of expenditure is significantly slower than the scheduled release of funds allocated to those grants. The discrepancy between available funds and actual expenditures accounts for a large amount of unspent funds on the HST grants program.

To reduce the pool of unspent (but obligated) funds, future grant funding increments will become available based on invoicing instead of scheduling. The amount available upon award will be a percentage of the approved grant amount. When 90% of the current funding is invoiced and paid, the next incremental funding allotment will become automatically available. See link for more details: www.ors.hawaii.edu/files/Attachment-Changes_to_HST_Grants_Program.pdf.

The Space Telescope Grants Management System (STGMS) has been upgraded to release the allocations automatically so that there will be no disruption in STScI-funded research at grantee institutions. As always, if needed, additional funding can be made available upon request, and generally within one business day.

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CHANGES TO HUBBLE SPACE TELESCOPE (HST) GRANTS PROGRAM (CONTINUED)

Additionally, the number of no-cost extensions will be limited. Generally, a request to extend the performance period for up to 12-months will be approved. A second no-cost extension may be considered in exceptional cases and will require an exceptional justification. Requests beyond that will not be considered.

According to STScI, these changes are necessary for the HST grants program to remain healthy and efficient. Please contact the STScI Grants Administration Office, gms_mail@stsci.edu or (410) 338-4400 if you have any questions.

DISCONTINUATION OF AWARD FUNDING/SPONSOR COMMUNICATION

Recently a federal sponsor decided not to continue funding a multi-year grant due to the lack of substantial progress made on an award. While certain factors are beyond the principal investigator's (PI) or the university's control, it is critical that the sponsor be kept informed of situations or factors that will substantially impact any progress on an award. Although terms and conditions of an award may only require an annual progress report, maintaining ongoing and timely communication with the sponsor could possibly avoid the termination of funding or other sanctions imposed by our sponsor. As recipients of an award, the university, through the PI, is responsible for meeting programmatic objectives and meeting all terms and conditions of an award. PIs should implement controls in order to meet performance goals, indicators, and milestones.

Should you have any questions, please contact Dawn Kim, ORS Financial Compliance Manager, at dawnkim@hawaii.edu or (808) 956-0396.

AWARD CLOSEOUT RESPONSIBILITIES

To ensure that the university meets all sponsor closeout requirements, please adhere to [AP 12.412 "Extramural Closeout Procedures"](#). Closeout responsibilities of the principal investigator (PI), fiscal administrator (FA), dean or director and the Office of Research Services are delineated in this AP. Closeout requirements for federal awards are also outlined in [2 CFR 200.343 "Closeout"](#).

We would like to remind the PI and all project staff of the following:

- Goods or services purchased on an award should be consumed within the award period in order to benefit the award. The receipt of goods or services near or after the award end date raises concerns as to how such items benefit the award. Such purchases must be avoided unless there is a valid reason or the sponsor has explicitly approved these acquisitions.
- If a PI leaves the university prior to completing all closeout responsibilities, the dean or director is ultimately responsible for ensuring that all requirements are completed in accordance with the terms and conditions of the award. Recently, a PI departed from the university prior to completing the required final report. As the university was unable to provide a final report on behalf of the former PI, the awarding sponsor has now precluded the specific campus from receiving any direct awards for the next five year period. To prevent similar situations, please ensure that all departing PIs have either completed all responsibilities prior to departure or communicated with their dean or director on who has been given the responsibility to complete outstanding tasks. A list of current awards can be obtained from the "Current Award by Person" report on the [report section of the ORS website](#). An exit checklist for departing PIs could also be utilized to prevent similar occurrences in the future.

Should you have any questions, please contact Dawn Kim, ORS Financial Compliance Manager, at dawnkim@hawaii.edu or (808) 956-0396.

ORS HELPLINE FREQUENTLY ASKED QUESTIONS

If an RFP requires that a graduate student or post-doc be listed as the PI, what is the process to get the proposal submitted?

For University of Hawaii (myGRANT) purposes, the PI must be in a BOR appointed position, so an advisor must be listed as the PI for the project. The student should be added as a co-investigator in the "Personnel" tab. They will need to contact the ORS Helpline to be set up for myGRANT access and follow the Helpline procedure.

Where do I find help with filling out a Grants.gov SF424 R&R workspace form?

Please see the quick reference guide for filling out the SF424 R&R form:

http://www.ors.hawaii.edu/files/SF424_Instructions.pdf

You may also contact the ORS Helpline for additional assistance at helpline@ors.hawaii.edu or (808) 956-5198.