

## CONTENT

- Advance Accounts
- infoEd Reports
- Contract Status Log
- NIH on Financial Conflict of Interest Requirement
- On-line Training for PIs New to the University of Hawai'i System
- Contracts Review, Negotiation & Approval - FAQs
- ORS Helpline - FAQs

## From the Director's Office

Welcome back to the start of another great fall semester. I trust you all had a productive and enjoyable summer.

The implementation of infoEd's Proposal/Award Tracking (PT) modules was successful. We are pleased to announce that the infoEd PT module is scheduled to go live on Monday, September 8. We have outlined some important changes in this issue. I hope you will find the improvements to the ORS web reports and contract status log useful to you.

The New PI On-line Training was introduced during the summer and the feedback from the completion survey was very positive. If you are new to the UH system or just starting your research career at UH, we encourage you to take advantage of this PI On-line Training course. The training is available to you from the ORS Website.

We will continue to keep you informed of any new developments to infoEd. Mahalo!

Yaa-Yin Fong  
Director

## Keeping you informed - Advance Accounts

The Administrative Procedures Manual (APM) Sections A8.952 and A8.953 on advance accounts are being revised and updated. APM Section A8.953 will be deleted and merged with A8.952 to eliminate redundancies and to streamline the advance account process.

Two major changes made to the advance account procedure is the time limit on advance accounts and the dollar thresholds for these accounts. A Request for Advance Account Form, previously known as "CGMO Form 3," has been updated and will be required for all requests to establish an advance account.

More information on the new procedure for establishing advance accounts will be presented in a future issue of this newsletter.

*For more information, contact:*

*Janis Morita, Projects Fiscal Accounting Manager at 956-6959.*

## User friendly & now available - Enhanced infoEd Reports

Based on PIs feedback, we have modified the ORS Website reports to search on the “Award Period Start Date” field and simplified the search process. *(Because we are continuously making improvements; images may not be exactly as shown.)*

### 1) Individual Awards for Investigators

Search awards by PI’s First or Last name.

### 2) Awards by College/Unit

Search awards by College/School.

Eliminated Top Level and created a new report to specifically search on School Level.

### 3) Awards by Principal Investigator/Department

Search awards by Department Name.

(Future enhancement will subtotal by PI.)

### 4) Awards by Sponsor/Type

Search by Sponsor Type. Eliminated Parent Agency and Agency. (Future enhancement will allow additional selection by Sponsor Name, formally called Agency.)

**And coming soon...**

- All Awards for the University and History of Awards for Department

*For more information, contact: Carol Santucci, infoEd Project Manager at 956-3876.*

#### Parameter Form for the Awards by Given Individual PI Name

Input a name, a start date from and a start date to in the boxes below and press the

**Run Report** button to show details of awarded proposals for the given PI's first or last name and specified date range of the award start date.

Please enter part of the investigator's first or last name in the box below:

First or last of PI Name:

Note: Please input the **Start Date To** greater than the **Start Date From!**  
And input the date in MM/DD/YYYY format.

Award Start Date From:

Award Start Date To:

#### Parameter Form for Report Distributed by School/College

Choose a college from the list and press the **Run Report** button to show details.

College/School:

Note: Please input the **Start Date To** greater than the **Start Date From!**  
And input the dates in MM/DD/YYYY format.

Award Start Date From:

Award Start Date To:

#### Parameter Form the Awards by Specific Department Name

Input a department name, award start date range in the boxes below and press the **Run Report** button to show details of awarded proposals for the given department name and specified date range of awards.

Please enter part of department name in the box below:

Part of Department Name:

Note: Please input the **Start Date To** greater than the **Start Date From!**  
And input the dates in MM/DD/YYYY format.

Award Start Date From:

Award Start Date To:

#### Parameter Form for Report Distributed by Major Sponsor Type

Choose a major sponsor from below list, input the award start date from and to, and then press the **Run Report** button to show details of awarded proposal for the given date range of award start.

Sponsor Type:

Note: Please input the **Award Start Date To** greater than the **Award Start Date From!**  
And input the date in MM/DD/YYYY format.

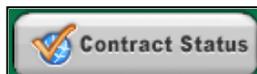
Award Start Date From:

Award Start Date To:

## A new look to ORS Contract Status Log

The Contract Status Log is currently available on the ORS Website. To access the log, click the Contracts Status Log button on the ORS home page. You will be prompted to enter your UH Username and Password that will auto-generate a log of your contracts that are currently under review by ORS, or were approved within the past 3 months. The log will allow you to identify the ORS Contract Specialist who is reviewing your contract. *(Because we are continuously making improvements; images may not be exactly as shown.)*

1. Click on Contract Status button.
2. Click on “login securely” link.
3. Enter UH Username & Password.
4. Click on “My Contract Status” button.



### Contract Status Log Web Login Entry

Welcome!

Please [login securely](#) by clicking on the link.

UH Username:	<input type="text"/>
UH Password:	<input type="password"/>

### Contract Status Log Web Login Entry

Welcome, Carol S Santucci (carolss)

[log off](#)

If you are not Carol S Santucci, please log off right now!

If yes, please click **My Contract Status** button to show details of your award contract status.

[My Contract Status](#)

### For Researchers - On-line training available for Principal Investigators New to the UH System

Are you new to UH or a new PI? Take this on-line training course to get a better understanding of what your role is and where to go for support. Obtain useful information on the grants and contracts management process, and learn about resources available to you.

For more information, visit us at the ORS web site and click on Training or go to: <http://www.hawaii.edu/ors/training.html>

### NIH Tutorial on Financial Conflict of Interest Requirement

NIH has developed a Web-based tutorial, which reviews the PIs requirements and responsibilities for compliance with Financial Conflict of Interest (FCOI) regulations. This tutorial can be accessed at: <http://grants.nih.gov/grants/policy/coi/index.htm>

Essential to the compliance process are: (1) PI's prompt and full disclosure of financial interests that may be impacted by their NIH-supported research; and (2) sound management of any conflicting interests, including reporting those interests to the NIH.

## **Contracts Review, Negotiation & Approval - Frequently Asked Questions -**

### ***1. How many contracts are reviewed by ORS?***

Approximately 80 extramural contracts or other award documents containing legal terms and conditions (excluding most grants) are under review by ORS at any given time. About 35 new award documents are received by ORS for review and approval each week. ORS has a process for logging in and tracking all award documents from the time they are received until they are fully executed (signed by all parties).

### ***2. What happens to my contract after ORS receives it?***

Each award document is assigned to a trained specialist who reviews the sponsor's agreement. If any terms and conditions are unacceptable to UH, the specialist will negotiate with the sponsor in an attempt to find language on which both parties can agree.

### ***3. How long does it take to complete the contract negotiation process?***

Some contracts can be reviewed and approved for signature within a few days. Others take much longer. The average turn around time for new award documents is less than one month. For modifications, the average turn around time is less than one week.

Factors that cause delays in the contract review process include: incomplete or missing submission documents; delays in the sponsor's response to ORS inquiries; unfamiliar contract terms requiring legal review; changes in the award during the review process; and an unwillingness by sponsors to compromise on provisions required by UH, which can necessitate further review and/or approval by other UH offices up to and including the Board of Regents.

### ***4. How and when do I receive a copy of the contract for my project once it is fully executed?***

After ORS receives a fully executed contract from the sponsor, it is compared to the version that ORS approved. Following confirmation that no changes were made, a PDF copy is sent to the PI and FO, usually by email, with a notification that the contract has been fully executed.

### ***5. How long does it take for ORS to establish an account after a contract has been fully executed?***

Each new award requires establishment of a new account. The FO initiates the process to set up the account, and ORS accountants approve the account after verifying the information with the award document. This process takes approximately 3 working days after full execution of the award but maybe delayed if compliance approvals (CHS, IACUC, EHSO) are pending or during peak accounting periods/cycles.

*For more information, contact:*

*Nancy King, Associate Director and Interim Grants & Contracts Manager at 956-5300.*

## **ORS Helpline is here to help you! - Frequently Asked Questions -**

### ***Top 5 questions regarding Grants.gov application SF424 form:***

#### ***1. What is the Organizational DUNS and EINS number for UH?***

The DUNS number is 965088057, except in the case of the Federal Department of Education which is 783414741.

The EINS number is 99-6000354.

#### ***2. What are the Congressional Districts?***

Applicant: 001 for Oahu and 002 for neighbor islands.

Program/Project: HI-all

#### ***3. Who should I put as the “Authorized Representatives”?***

*Research proposals (Except NSF):*

Paul Kakugawa (p) 956-4054, (f) 956-9081, pkakugawa@hawaii.edu

*NSF proposals:*

Kathy Yoshinaga (p) 956-4057, (f) 956-9081, kyoshina@hawaii.edu

*Non-Research proposals:*

Georgette Sakumoto (p) 956-4056, (f) 956-9081, gsakumot@hawaii.edu

*JABSOM/CRCH proposals:*

Susan Iwanaga (p) 692-1807, (f) 692-1994, susan@ors.hawaii.edu

#### ***4. I found the SF424 via Google search. Can I fill out this form and submit it?***

No, the SF424 will be provided within the grant application package you download from Grants.gov.

#### ***5. What should I fill in for Applicant Identifier, Federal Entity Identifier and Federal Award Identifier?***

These fields are not required for new applications and can be left blank. Applicant identifier number is required on applications for renewals or continuations of a awards.

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

Please feel free to contact us at:

*ORS Helpline at 956-5198 or email: [helpline@ors.hawaii.edu](mailto:helpline@ors.hawaii.edu)*