

## CONTENTS

- Federal Contractors Required to Use E-Verify Beginning Sept. 8, 2009
- NSF Cost Sharing Policies for a Robust Federal Research Enterprise
- ARRA Subaward Requirement
- Interest Income Accounts for Sponsored Projects
- ORS Return to Sakamaki D-200
- ORS Helpline FAQs

## From the Director's Office

I hope you all had an enjoyable summer.

The month of August was splendid. Hitting another record high, we received \$65M in awards for the month, totaling \$111M in awards for this fiscal year. It's been a really busy summer for ORS.

I am excited that ORS is now fully operational in Sakamaki D-200. If you have had the opportunity to visit, I hope you found Sakamaki D-200's newly improved office -- friendly, professional, and accessible. If you haven't, we welcome you to stop when you get a chance.

As part of ORS's commitment to continue education for the research community, we are pleased to announce that Module 3 of ORS' Six (6) Module Certification Program will be available online this fall. With module 3 & 4 available on our website, it is our goal to bring all of the modules online to enable PIs, FOs, and research staff to access training at their leisure and have updated information available for quick reference.

The new manager of the ORS Kaka'ako Satellite Service Center has been named – Ms. Jennifer Halaszyn. We look forward to her leadership in strengthening the relationship between ORS, JABSOM, CRCH and improving services to meet the needs of the faculty and staff at Kaka'ako. Please stop by the ORS Kaka'ako Satellite Service Center to welcome Jennifer and her team.

Happy Discovery!

Best Regards, Yaa-Yin Fong, Director

## Federal Contractors Required to Use E-Verify Beginning Sept. 8, 2009

The federal government has issued a mandate requiring recipients of federal contracts and sub-contracts to use the E-Verify system to verify work eligibility of employees. Beginning as early as September 8, 2009, certain government contracts will contain a clause requiring use of the E-Verify system.

E-Verify is an internet-based system operated by the Department of Homeland Security that is used to verify information provided by employees on the Form I-9. As required by federal law, once the University of Hawai'i (UH) is awarded a contract containing the E-Verify clause, it will have 30 days from the award date to enroll in E-Verify.

Professional and technical UH employees who are directly performing work under federal contracts and subcontracts to UH must be e-verified by a UH personnel representative. Individuals who provide administrative support to the contract, including those who provide overhead functions or who do not perform substantial work under the contract, are exempt from E-Verify requirements. Students performing work under the contract are not exempt from E-Verify.

*(Continued on next page)*

## **Federal Contractors Required to Use E-Verify Beginning Sept. 8, 2009 (Continued)**

Research Corporation of the University of Hawai'i (RCUH) employees are automatically e-verified. UH employees who have been e-verified for one contract should not be re-verified. Strict timeframes apply. For example, initiation of the e-verification process must be implemented within 3 business days following a new hire.

When ORS executes a federal contract or subcontract that includes an E-Verify clause, we will issue a compliance memo to the PI that explains his/her responsibility to comply with E-Verify requirements. A copy of the memo will be provided to the personnel representative.

*For additional information on this new law, visit the E-Verify website at:*

<http://www.uscis.gov/everify>

## **National Science Foundation (NSF) Cost Sharing Policies for a Robust Federal Research Enterprise**

The National Science Board's (Board) report on cost sharing policies at the National Science Foundation (NSF): *Investing in the Future: NSF Cost Sharing Policies for a Robust Federal Research Enterprise* (August 2009) is now available online at:

[http://www.nsf.gov/nsb/publications/pub\\_summ.jsp?ods\\_key=nsb0920](http://www.nsf.gov/nsb/publications/pub_summ.jsp?ods_key=nsb0920)

The Board's report is the result of a 2-year activity and examined issues associated with NSF's cost sharing policies for agency-sponsored research projects in response to a Congressional directive in the 2007 America COMPETES Act. The Board's intent in studying these issues and developing this report was to improve consistency and clarity of NSF cost sharing practices and policy. Throughout this process, the Board engaged with the NSF proposer community as well as representatives of stakeholder organizations interested in the Federally sponsored research enterprise.

In its report, the Board prescribes a set of recommendations with two primary objectives:

1. To allow, but narrowly circumscribe, the use of mandatory cost sharing requirements in NSF programs in which cost sharing from grantees is critical for achieving programmatic goals, and
2. To prohibit voluntary committed cost sharing in NSF proposals.

The report recommendations are intended to ensure that NSF requires cost sharing from its grantees only in limited and appropriate circumstances, while still permitting grantees to invest their own resources in Federally sponsored research projects at their own discretion. NSF is currently working to implement the Board's recommendations.

*For all inquiries regarding the Board's report, please contact the National Science Board Office, Jennifer Richards at [jlrichar@nsf.gov](mailto:jlrichar@nsf.gov).*

## American Recovery and Reinvestment Act (ARRA) Subaward Requirements

The University of Hawai'i (UH) has received a number of awards funded through the American Recovery and Reinvestment Act (ARRA). These awards come with requirements that are unique to ARRA and may be unfamiliar to UH faculty and administrative personnel.

Some of these requirements relate to subawards and vendors that are issued by UH or Research Corporation of the University of Hawai'i (RCUH). When such subcontracts are issued under ARRA awards to UH, requirements specific to ARRA must be included. For this purpose, ORS has developed special terms and conditions that must be incorporated into all ARRA subawards issued by UH or RCUH.

In particular, the ARRA terms and conditions address reporting requirements. Subrecipients are required to provide reports to UH no later than five (5) calendar days following each quarter in which ARRA funding through UH has been received. Information required includes the number of jobs created and retained using ARRA funds. If certain conditions are met, the subrecipient may also be required to provide information on its most highly compensated officers. Other data will be collected. UH will provide to subrecipients and vendors a questionnaire to enable their ARRA reporting by the applicable deadline.

UH will incorporate this information into reports that it submits to the federal government within ten (10) calendar days following the end of the quarter. The first quarterly reports are due on October 10, 2009, for the quarter ending September 30, 2009.

Everyone who is involved in the administration of ARRA awards must be aware of applicable ARRA requirements. Compliance with these requirements is essential to ensure that UH continues to be eligible for federal ARRA funding. It is important that PIs or their administrative/fiscal representatives (AO/FOs) inform ORS as soon as possible when subawards or vendor contracts are contemplated under their ARRA awards.

For additional information see ORS ARRA exporting guidelines on the ORS website:

<http://www.ors.hawaii.edu/reporting-guidelines.asp>

*If you have any questions, call ORS Helpline at 956-5198 or email ORS Compliance at: [compliance@ors.hawaii.edu](mailto:compliance@ors.hawaii.edu).*

## Interest Income Accounts for Sponsored Projects

Due to the complex nature of the interest allocation and distribution methodology in the Financial Management Information System (FMIS), we are asking the Principal Investigator (PI) and administrative/fiscal representatives (AO/FO) to request an interest income account at the same time the sponsored project account is established, only if a separate interest income account is required by the sponsor.

A separate interest income account is required when the documentation of the requirement and specific terms are in the award document or part of the sponsor's standard policy. It should be applicable to all of their sponsored projects and referenced on their website.

Sponsor letters that reference applicable statutes, regulations or policy statements requesting the establishment of Interest Income Accounts are not acceptable, if not verifiable through their website.

It is extremely challenging and time-consuming to determine the interest allocable for an interest income account retroactively, if the interest income was not set-up when the project account was first established. This has been an issue for ORS accountants and their time can be better utilized elsewhere.

Therefore, effective September 1, 2009: For all new projects, a separate interest account, if required by the sponsor, can be established but must be requested at the same time with the project account to avoid unnecessary retroactive calculations.

Retroactive interest allocation can only be requested for the exiting projects when the funds are required to be returned to the sponsor, or required to be expended.

Thank you in advance for your cooperation.

*For more information, contact Joanne Yama, ORS Projects Financial Services Manager at [jyama@hawaii.edu](mailto:jyama@hawaii.edu) or (808) 956-8163.*

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

*Please feel free to contact us at:*

*ORS Helpline at [helpline@ors.hawaii.edu](mailto:helpline@ors.hawaii.edu) or (808) 956-5198.*

## ORS Return to Sakamaki D-200

The Sakamaki Hall D-200 renovation is now complete. Thank you again for your support and patience during this project.

Please note that the following ORS sections have relocated back to Sakamaki D-200:

- Pre-Awards Admin.
- Contracts & Grants Admin.
- Financial Compliance (Formerly in Biomed T-110)
- Cost Studies and Rate Analysis
- Director's Office
- ORS Helpline

Mail delivery/pick-up for above: To Sakamaki D-200

The ORS Directory is available on the ORS Website under Quick Links:

<http://www.ors.hawaii.edu/ors-directory.asp>

## ORS Helpline FAQs

***I work in a sponsored program office, how can I gain more information about the University of Hawai'i's Grants and Contracts process?***

You can sign up for our ORS Grants and Contracts certification program that is offered twice a year: <http://www.ors.hawaii.edu/for-ao-traditional-in-class.asp>

The program is aimed to provide you with a better understanding of proposal and contract preparation & review processes, research compliance issues, budgeting, cost sharing, indirect cost returns, program income, electronic tools, and post-award management and reporting.

***If I was previously enrolled and completed some modules and missed sessions, how can I make these up?***

You will have to re-register and note which modules you need to make up on the registration form. You will only need to attend the make-up modules to receive your certification.

***If I already completed Module 4 -- online will that count towards my upcoming participation in the ORS Certification Program?***

You can take Module 4 online at any time, at your own pace. In order to receive your certification, you must finish Module 4 prior to the start of the "in class" Module 5.