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From the Director's Office

Aloha Kākou,

ORS received \$73.3 million in awards for the month of August 2010. This not only marks a record high for the month of August, but a record high for the amount of awards received in a single month. The amount of awards received for July and August 2010 totaled \$123.9 million. Congratulations to the principal investigators who have already received awards this year!

We are very excited about the large number of awards that the University of Hawai'i has received thus far. ORS is prepared to assist principal investigators in starting and closing project accounts in a timely manner. If you have any accounting or reporting questions relating to your project, please contact the ORS Helpline or the ORS Accounting section.

The National Institutes of Health (NIH) will be changing its policy to eliminate the two-day technical error corrections window effective as of January 25, 2011. If you plan to submit NIH proposals in the future, please keep in mind that validations for the eRA Commons system may occur up to two days after proposal submission, and under the new policy, no corrections will be allowed after the due date. Stay tuned as we get closer to January.

We also like to remind principal investigators about the current Institutional Biosafety Committee (IBC) policies, including the requirement that all renewals and new protocol registrations be submitted on the current IBC registration form. Also keep in mind that all protocols shall expire three (3) years from the original issue date, notwithstanding any alternate language that may be included in the original approval.

If you need assistance on proposal development and submission, please contact the ORS Helpline or send us an advance notification through our website.

Mahalo!

Yaa-Yin Fong, Director

National Institutes of Health (NIH) Policy Change

The National Institutes of Health (NIH) has recently announced a change in its policies concerning proposal deadlines. Currently, proposals with technical errors in NIH's eRA Commons system may be corrected within two days after system validation, even if the proposal was submitted on the day of the deadline.

Effective January 25, 2011, proposals with technical errors can only be corrected if the system validates the submission prior to the deadline and an error-free proposal is resubmitted by the deadline. eRA Commons system validations may occur up to two days after submission and the University of Hawai'i may not be notified of the existence of an error until then. Since under the new policy, no corrections will be allowed after the due date, if an NIH proposal is not submitted early and contains errors, chances are high that the proposal cannot be corrected, and consequently will not be accepted by NIH.

With this change taking effect in January 2011, ORS will continue to evaluate NIH's new policy and more updates will be forthcoming.

Please address questions to Jennifer Halaszyn, Kaka'ako Satellite Service Center Manager, at jhalaszy@hawaii.edu or (808) 692-1807.

Current Institutional Biosafety Committee (IBC) Policies

New policies and procedures have been established for the University of Hawai'i (UH) Institutional Biosafety Committee (IBC). All IBC activities are now coordinated by the UH Office of the Assistant Vice Chancellor for Research and Graduate Education. Accordingly, inquiries on IBC related matters should be directed to uhibc@hawaii.edu.

The following are some IBC reminders for principal investigators (PIs):

- IBC registration forms must be completed if a PI is conducting research activities that involve any of the following:
 - Recombinant DNA
 - Infectious agents classified as Risk Group 3 or 4 and Select agents or toxins
 - Introduction of a microorganism into another organism
 - Use of transgenic animal or plant
- All renewals and new protocol registrations should be submitted on the current IBC registration form found at: <http://manoa.hawaii.edu/ovcrge/research/ibc/resources.html>. Older versions of the IBC registration application will no longer be accepted.
- All protocols shall expire 3 years from the original issue date. As such, any protocol approved before January 1, 2007 is no longer valid. If the research activities described in the protocol have ceased, no further action is required. However, if a PI plans to continue research after the expiration date of the protocol, a new registration must be submitted to IBC on the new IBC registration form.
- PIs do not need to submit a new registration form if they have a protocol that was submitted and approved between January 1, 2009 and the present date unless the PI is making an amendment or change to the protocol.

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Current Institutional Biosafety Committee (IBC) Policies (continued)

- If the IBC approval is not on official UH IBC letterhead and issued between January 1, 2008 and January 1, 2009, the PI should contact the IBC at uhibc@hawaii.edu to confirm the validity of the approval. Please attach a copy of the approval when sending the inquiry.

For more information, please visit the UH IBC website at <http://manoa.hawaii.edu/overgrge/research/ibc/index.html> or contact the UH IBC at uhibc@hawaii.edu.

Exiting Principal Investigators

What happens when one of our faculty leaves the University of Hawai'i (UH)? If the faculty member is serving as principal investigator (PI) on grants, contracts, or other forms of extramural funding, it is the responsibility of the dean or director of the school or department to notify ORS and work with the PI to determine how those awards will be dealt with once the PI is gone.

If the PI opts to transfer the award to a new institution, the "Transfer Project Request" form on the ORS website should be completed, signed and forwarded to our office. The PI should also include with the completed form, a formal letter to the funding agency explaining the situation and asking to transfer the award to the new institution. This letter should be signed by the PI and endorsed by ORS. (For agencies utilizing electronic databases, the requests will go in electronically according to agency policy.) All correspondence should be copied to the sponsored projects office of the new institution. Once the sponsor agrees to transfer the award, it will move to the new institution.

Another option is to transfer the award to a UH colleague within the same area of expertise in order to finish the work here at UH. The PI should write a formal letter to the sponsor explaining the situation and asking for approval to change the PI. The letter should be written and signed by the current PI and endorsed by ORS. (For agencies utilizing electronic databases, the requests will go in electronically according to agency policy.) An updated ORS Form 5 should also be completed and signed, and the new PI's current CV should be attached. In some cases the sponsor may ask for additional information, such as a current or pending support document. Once the sponsor approves the change, the new PI can begin working on the project.

Prior to leaving UH, the PI is responsible to submit any final reports or other deliverables that are or will be due for current projects that are not being transferred. Once the PI has left UH, it becomes increasingly difficult to acquire deliverables and reports, and if deliverables and/or reports are not submitted to the sponsor by applicable deadlines, it may jeopardize future funding for UH. Therefore, the dean, director or department chair should ensure that all deliverables and reports are or will be submitted in a timely manner prior to the PI's actual departure from the university.

Masking of Social Security Numbers (SSN) on Research Corporation University of (continued) Hawai'i (RCUH) Fast Track Cost Sharing

Effective September 2010, the first five digits of the SSN will be masked in RCUH Fast Track Cost Sharing as follows:

1. In print mode.
2. When the form status is changed to "Submitted to CSR" (Cost Sharing Record).
3. On the Cost Sharing Master File.

We are still working with ITS on the feasibility of replacing SSNs with the PeopleSoft Employee Alt IDs on the input forms. In the meantime, the full SSN will continue to be shown online on input forms that are in edit mode. Stay tuned for more updates.

Should you have any questions, please contact Kevin Hanaoka, Cost Studies Manager, at hanaokak@hawaii.edu or (808) 956-9242.

Service Centers Exempt for F&A

The University of Hawai'i's negotiated F&A rate agreement might refer to service centers or specialized service facilities that are excluded from modified total direct costs, thus being exempt from F&A. There are only five specialized service facilities (SSF) whose charges are exempt from F&A:

- IFA Job Order Services
- IFA Mauna Kea Midlevel Facility
- SOEST Computing Facility
- SOEST Engineering Facility
- SOEST Ship Operations

The SSFs are exempt because under OMB Circular A-21, Section 47, charges from SSFs should include F&A costs. Because the SSF charges already include F&A, they are exempt from the F&A charged to sponsored agreements to avoid double-billing the sponsor. Charges for other service center do not include F&A and thus are not exempt from the F&A charged to sponsored agreements.

Please remember this distinction when preparing proposal budgets so that F&A is appropriately budgeted on charges for non-SSF service centers.

Should you have any questions, please contact Kevin Hanaoka, Cost Studies Manager, at hanaokak@hawaii.edu or (808) 956-9242.

Requests for Award Statistics

ORS has received many requests for statistical award data after the fiscal year end. To coordinate the responses more efficiently, on a go-forward basis, if you have request for award statistics (including requests for fiscal year end numbers), please send the request to Linda Fong at the Director's Office by e-mailing her at llfong@hawaii.edu, or calling (808) 956-8259. Thank you for your cooperation.

ORS Helpline Frequently Asked Questions

You can sign up for our Grant and Contract Certification Program here:

<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 process, research compliance issues, budgeting, cost sharing, indirect cost returns, program income, electronic tools and post-award management and reporting.

If I previously took the class and missed sessions, how can I make these up?

You will have to register again and note which modules you need to make up on the registration form. You will only have to attend the sessions for these modules to receive your certification.

If I already went through online modules will it count towards this fall's certification class?

You can take the online modules at any time, at your own pace. In order to receive certification you must finish the online modules before the last "in-class" training session on October 27, 2010.

Do you have a Question or Comment for ORS?

*Please feel free to contact us at the ORS
Helpline:*

*Email: helpline@ors.hawaii.edu or Phone:
(808) 956-5198*