



ORS Newsletter

September 2018

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WELCOME TO NEW OFFICE OF RESEARCH SERVICES DIRECTOR

Effective as of September 21, 2018, Leonard R. Gouveia, Jr. is the new Director of the Office of Research Services (ORS). Many of you may have already worked with Mr. Gouveia in his most recent roles of the head of the Office of Export Controls and as the Facility Security Officer for the Office of the Vice President for Research and Innovation in the last seven (7) years.

ORS would like to welcome Mr. Gouveia and also recognize and thank Darcie Yoshinaga, who served as the Interim Director of ORS since September 2016. She has resumed her role as the ORS Associate Director.

Should you have any questions or concerns regarding ORS matters, Mr. Gouveia may be reached via email at lgouveia@hawaii.edu or (808) 956-8259.

FEDERAL DEMONSTRATION PARTNERSHIP - SEPTEMBER 2018 MEETING

The Federal Demonstration Partnership (FDP) is a cooperative initiative among 10 federal agencies and 154 institutional recipients of federal funds. Its purpose is to reduce administrative burdens associated with research awards through demonstration projects aimed at testing feasibility and effectiveness of new procedures. The interaction between its members takes place in three (3) annual meetings and in collaborative working groups and task forces that meet often to develop specific work products. The university's current FDP Representatives are Dr. Katalin Csiszar (Faculty) and Dawn Kim (Administrative).

Presentations from the September FDP meeting have been posted at <http://thefdp.org/default/meetings/previous-meetings/september-2018-meeting/>.

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

LIMITED SUBMISSION PROPOSALS

You have found a program you want to apply to, but there is a limitation on the number of proposals an institution can submit. A determination will need to be made with an internal pre-review, but who do you contact and what is the procedure?

At the University of Hawaii the following offices are responsible for overseeing the internal selection process through the coordination of an internal review and notification to the applicants regarding the selections.

For the University of Hawaii (UH) at Manoa, contact the Office of the Vice Chancellor for Research at (808) 956-0813 or ovcr@hawaii.edu The OVCR limited submission website can be found at: <http://manoa.hawaii.edu/ovcr/LimitedSubmissions.html>.

For the University of Hawaii at West Oahu, contact Chancellor Maenette Benham at 808-689-2770 or mbenham@hawaii.edu.

For the University of Hawaii Community Colleges (including University of Hawaii Maui College), contact the Associate Vice President for Academic Affairs, Michael Unebasami at (808) 956-6280 or mune@hawaii.edu.

For the University of Hawaii at Hilo, contact the Interim Vice Chancellor for Academic Affairs, Kenneth Hon at (808) 932-7332 or kenhon@hawaii.edu.

If the limited submission opportunity is a “per institution” (as opposed to a “per campus”) limitation and there are more interested principal investigators than there are submission slots available, a systemwide competition will be held by the Office of the Vice President for Research and Innovation.

Please remember that ORS will **not** submit any proposal with a limited submission restriction unless appropriate UH approvals are obtained from the relevant offices noted above.

If you have any questions, please contact your [assigned ORS Specialist](#).

NATIONAL SCIENCE FOUNDATION (NSF) LIMITED SUBMISSION FUNDING OPPORTUNITIES

As a reminder, in December 2016, the National Science Foundation (NSF) informed the University of Hawaii (UH) that in order to comply with NSF proposal submission guidelines and procedures, all proposals to NSF must be submitted under NSF organization number 0016105000, regardless of campus.

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NATIONAL SCIENCE FOUNDATION (NSF) LIMITED SUBMISSION FUNDING OPPORTUNITIES (CONTINUED)

If the NSF funding opportunity is a limited submission opportunity, NSF has informed UH that by default, the “per institution” limitation is a systemwide limitation, that is, the submission limitation applies to all ten (10) campuses as a whole. NSF also noted that program officer confirmation and approval is required prior to any “per campus submission” which may be allowed by an RFP. For “per campus” submission approval, the NSF program officer may be contacted directly by the principal investigator (PI), or the PI is welcome to ask their [assigned ORS Specialist](#) to assist them with the inquiry to NSF.

After obtaining confirmation/approval from NSF, if you are interested in an NSF limited submission opportunity, please make sure to contact the appropriate office listed in the “Limited Submission Proposals” article above to seek approval for the submission.

If you have any questions, please contact your [assigned ORS Specialist](#).

CHANGES TO CLOSE-OUT NOTICES & PROCEDURES

Beginning with the September 2018 notices, ORS will distribute the monthly Closeout Notices (Closeout First Notice, Closeout Second Notice, and Award Termination Notice) only to the lead principal investigator (PI), based on the Kuali Financial System (KFS) Award Primary Project Director Principal Name; and Lead Fiscal Administrator (FA), based on the KFS Fiscal Officer Principal Name on the Contract Control Account. This will allow closeout notices to be produced and distributed more efficiently and consistently by eliminating the need for manual review, input and maintenance. PIs and FAs who have recently communicated with their [assigned ORS Specialist](#) for no cost extensions/modifications, and/or ORS Accountant responsible for closing the award may disregard the automated notices.

KFS Account Responsibility Names and account attributes should be reviewed by PIs and FAs on a regular basis, and their department should submit KFS account/FA changes in a timely manner to keep the FAs on accounts correct/current. If the FA on an account is not the FA authorized and responsible for 1) administering the account, and 2) working with ORS Accounting Staff (including confirming closeouts), the lead FA should consider changing the FA in KFS. Any changes finalized in a particular month will be reflected on the next month’s email notices. The Account Global eDoc may be useful for making larger numbers of “Fiscal Officer Principal Name” changes since it is an internal change only. Lead PI changes generally require sponsor approval via ORS so the Account Global eDoc should not be used since it does not automatically route to ORS Accounting for review of changes to PIs/Project Directors.

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CHANGES TO CLOSE-OUT NOTICES & PROCEDURES (CONTINUED)

As a reminder, these are automated courtesy notices, and the closeout notice mailbox are not monitored. If further questions or issues arise, the PIs and the FAs should contact their [assigned ORS Specialist](#) for extension, or their [ORS Accountant](#) for closeout. In addition, the notices may not always be sent when expected because there may be closeout timing issues, or special invoicing or financial reporting requirements. The PIs, FAs, and project staff assisting them are responsible to monitor their projects and accounts, and work with ORS as necessary to meet sponsor requirements.

If you have any questions, please contact Robert Roberts, Projects Fiscal Accounting Manager, at rroberts@hawaii.edu or (808) 956-6959.

ORS HELPLINE FREQUENTLY ASKED QUESTIONS

How do I check on the status of a new award or subaward?

You can use the applicable "Status Log" tool found on the ORS website:
<http://www.ors.hawaii.edu/index.php/award-status>

Select the log for award or subaward. Once you log in with your UH username and password, use the "Search" box to find the principal investigator (PI) of the award or subaward you are checking on. Once the PI name shows up in the "Results" box, use the "Insert" button to add it to the "Choice" box. You can continue adding more PIs or click the "Run" button at the bottom of the screen. The award or subaward status should show once the query completes.

Is the University of Hawaii a 501(c)(3) non-profit organization?

No, the University of Hawaii does not have a 501(c)(3) non-profit tax status. As an instrumentality of the state, UH is exempt from federal and state income tax in accordance with Internal Revenue Code §115, and does not meet the requirements to be designated as a 501(c)(3) non-profit organization.