



ORS Newsletter

September 2023

For Principal Investigators

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FY23 CERTIFICATIONS REVIEW

Kuali Financial Systems (KFS) Effort Certifications (EC) and Cost Sharing Effort Certifications were generated and are available for principal investigator (PI) and fiscal administrator (FA) review. ORS will follow up on all outstanding ECs and cost sharing effort certifications and may escalate the matter to the appropriate deans or directors, or suspend account activity, if necessary.

- **Deadline:** Certifications should be approved and finalized by September 15, 2023.
- **Contact:** ORS Financial Compliance – orscomp@hawaii.edu.

KFS EFFORT CERTIFICATIONS: Salaries and wages paid from a federal extramural account and processed through the KFS Labor Ledger must be certified through KFS on the Effort Certification (EC) eDoc. ECs were created for each University of Hawai'i (UH) employee who was paid salaries and wages for services performed during FY2023 from a federal extramural account.

- **Requirements:**
 - Please see your KFS action list to review and approve ECs. If salary amounts are incorrect, please revise the amount on the EC. This will automatically generate an Effort Certification Salary Transfer (ECST) eDoc that will appear on the EC.
 - The ECs will be subsequently routed to the FAs. The FA will then prepare any appropriate adjustments.

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FY23 CERTIFICATIONS REVIEW (CONTINUED)

- **Reference:** Please refer to the Effort Reporting Training Manual for detailed instructions on reviewing ECs and processing related ECSTs, if applicable. Link: drive.google.com/file/d/1-pdRsvDm-y3aGsC2kQoLFmU7M-shyOHX/view.

COST SHARING EFFORT CERTIFICATIONS: PIs who have cost-shared effort on a federal extramural award must certify these amounts on an annual basis per below:

- **Requirements:**
 - An online certification (not in KFS) of all cost-sharing effort recorded in the KFS cost share sub-account will be available for PIs to review and approve.
 - You should have received an email notification with instructions to access the online certification using your UH username and password. Although FAs are not required to approve these certifications, they are able to view outstanding certifications to assist their PIs.
- **Reference:** For additional guidance, refer to Cost Sharing Effort Certifications FAQs. Link: research.hawaii.edu/files/ors/compliance/Cost_Sharing_FAQs.pdf.

NSF APPLICATIONS

OFF-CAMPUS/OFF-SITE RESEARCH: Any National Science Foundation (NSF) prime sponsor grant applications require PIs to certify a plan for safe and inclusive off-campus or off-site research (data, information and/or samples collected off-campus or off-site – not considered part of UH on-campus Clery geography), such as fieldwork and research activities on vessels and aircraft.

- **Requirements:** Prior to submitting any NSF-sponsored grant application, please be sure to:
 - Determine and confirm whether your project will include off-campus or off-site research.
 - Distribute and submit this mandatory NSF Plan for Off-Campus or Off-Site Research compliance form for each individual conducting off-campus or off-site research prior to commencing such activity.

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NSF APPLICATIONS (CONTINUED)

- Link: research.hawaii.edu/files/ors/compliance/2023_NSF_Plan_for_off-campus_or_off-site_research_activities.pdf.
- Include completed questionnaires as internal attachments in myGRANT.
- **Contact:** Dawn Kim, Financial Compliance Manager – dawnkim@hawaii.edu.

SENIOR PERSONNEL: The last day to submit the NSF fillable PDF format for biographical sketch and current and pending (other) support is Friday, October 20, 2023. The Science Experts Network Curriculum Vita ([SciENCv](#)) will be required after that date. See links below for more information.

- **Requirements** – The following documents must be included for each senior personnel involved in your NSF proposal. Please click the links below for more information:
 - **Biographical Sketch** – new.nsf.gov/funding/senior-personnel-documents#biographical-sketch-0bd.
 - **Current and Pending (Other Support)** – new.nsf.gov/funding/senior-personnel-documents#current-and-pending-other-support-5db.
 - **Collaborators and Other Affiliations** – new.nsf.gov/funding/senior-personnel-documents#collaborators-and-other-affiliations-2b3.
 - **SciENCv** – www.ncbi.nlm.nih.gov/sciencv/.
- **Deadline:** Friday, October 20, 2023 (5:00 p.m. submitter's local time)

For New Employees

24/7 RESOURCES

If you are new to research or extramural funding or need a refresh, please feel free to access any of the following resources to support your extramural funding needs:

- **Institutional Profile** (research.hawaii.edu/rsc/institutional-profile/) – Common applicant information: Legal name, address, authorized organizational representative (AOR) name, tax status, EIN number, SAM UEI, DUNS, CAGE code, etc.

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24/7 RESOURCES (CONTINUED)

- **Rates Page** (research.hawaii.edu/ors/resources/rates/) – Facilities and Administrative (F&A) rate also known as indirect cost rate, which are based on activity type and location of project.

Fringe Benefit Rates for budgeting purposes for estimated benefits for UH employees. If the actual fringe rate for a certain employee is known, it should be used. Actual fringe is charged to the awards based on employee election.

- **Research Lifecycle** (research.hawaii.edu/lifecycle/) – General overview of the extramural and award process if you don't know where to start or what to do next.
- **ORS Contracts & Grants Specialists** (research.hawaii.edu/ors/ors-assignments/) – Personal contacts who can help you with any questions or further assistance.
- **myGRANT Access & Support** (<http://go.hawaii.edu/eVP>) – Access to myGRANT or submit a ticket for technical support.

FY23 CERTIFICATIONS REVIEW

Kuali Financial Systems (KFS) Effort Certifications and Cost Sharing Effort Certifications were generated and are available for principal investigator (PI) and fiscal administrator (FA) review. Certifications should be approved and finalized **by September 15, 2023**. Please reference requirements and requests above under the Principal Investigators “FY23 Certifications Review” section for more information.

HR UPDATE TIPS

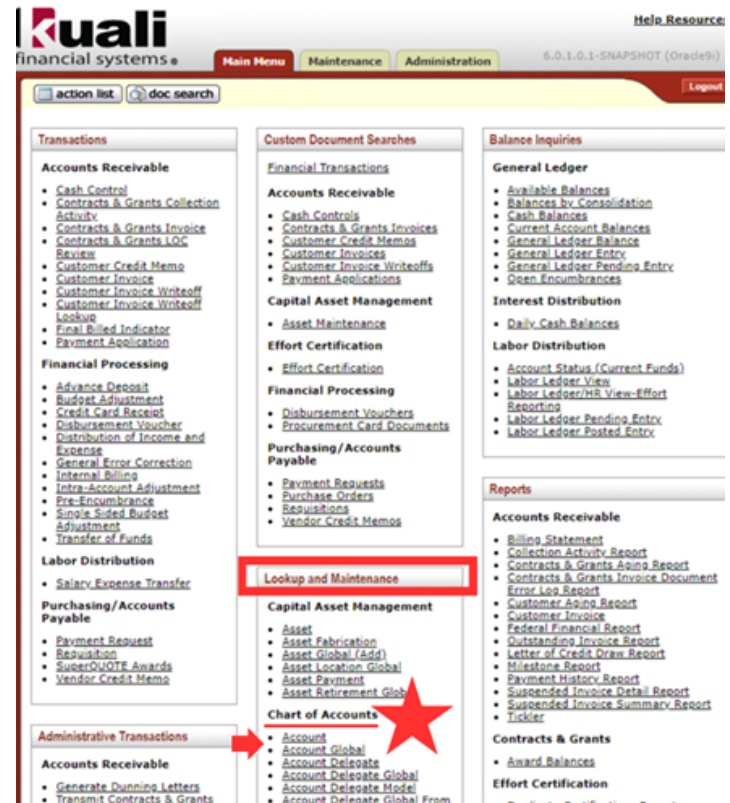
When updating the positions below, please use the following in [Kuali Financial System \(KFS\)](#) (Go to 2nd column, bottom section: Lookup and Maintenance > Chart of Accounts > Account or Account Global – see image).

- **Account Supervisors:** Use an *Account eDoc* rather than an Account Global eDoc as accounts under different Awards may need to be reviewed by different ORS Accountants (CGs).

Please remember KFS updates should only be submitted after the change has been accepted via your ORS Contracts & Grants Specialist with prior sponsor approval.

If there are extenuating circumstances that require an Account Global eDoc to be used for Account Supervisor changes, or you have any other questions, please contact the CG assigned to the accounts before submitting the eDoc.

- **Fiscal Administrators and Account Managers:** Use an *Account Global eDoc* to update multiple accounts simultaneously. When using an Account Global eDoc, *please use separate eDocs for extramural and non-extramural accounts.*
- **Contact:** Dawn Chow-Hoy, Financial Services Assistant Manager – dhirao@hawaii.edu.



EXTRAMURAL DISCLOSURE TRAINING (EDT) DEADLINE EXTENDED TO OCTOBER 1, 2023

In February 2023, the Office of the Vice President for Research and Innovation (OVPRI) announced mandatory Extramural Disclosure Training (EDT) for University of Hawai'i (UH) principal investigators (PIs), co-investigators (Co-Is) and key personnel working on extramural projects at UH. The impetus for this training is the recent U.S. government concerns related to inappropriate foreign interference in federally funded research. The training is intended to highlight what faculty and key personnel involved in extramural projects need to know to protect UH's research and intellectual property.

For extramural proposal submissions, all investigators and key personnel listed in the myGRANT routing document must have a Conflict of Interest (COI) disclosure form submitted in the rCOI electronic system in the past 12 months.

Effective October 1, 2023 in order to submit a COI disclosure form in the rCOI system, EDT training must be completed.

Upon proposal routing through myGRANT, ORS will verify that investigators and key personnel have a current COI disclosure submitted in the past 12 months. Similarly, for award acceptance, ORS will continue to confirm that all investigators and key personnel listed on the award record have a current COI disclosure.

Instructions for completing the training

The Extramural Disclosure Training (EDT) is accessed online in Lulima. See the ORS Training page for detailed instructions.

Who must complete the training?

All principal investigators, co-investigators, and key personnel listed in myGRANT proposals and associated awards must complete the required training and pass the required exam. The key personnel listed in the myGRANT proposal must match the key personnel listed in the sponsor application.

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EXTRAMURAL DISCLOSURE TRAINING (EDT) DEADLINE EXTENDED TO OCTOBER 1, 2023 (CONTINUED)

How do I verify in a myGRANT proposal development document that all investigators and key personnel have completed their training?

To verify in a myGRANT proposal that the training has been completed, navigate to the “Key Personnel” then “Personnel” tab.

1. To check on the EDT status for all key personnel, click the rCOI Disclosure Status “Details” tab. A pop-up window will show the EDT Status for each key personnel listed in the “Personnel” tab.

rCOI Disclosure Status for Key Personnel

Full Name	Role	rCOI Disclosure Status	EDT Status
John A Smith	PI	Needs to Submit Disclosure	Non-compliant
Jane Doe	COI	Disclosure found. Expiring 03/16/2024	Compliant

2. To check on the EDT status for an individual, click on the “Required Training” subtab for the individual.

John A Smith (Principal Investigator) (Certification Incomplete)

rCOI Disclosure Status: Needs to Submit Disclosure

Details Organization Extended Details Degrees Unit Details **Required Training** Key Person Certification

Required Training

Show 10 entries

Training	Date Passed	Expiration Date	Status
Extramural Disclosure Training			Non-compliant

Showing 1 to 1 of 1 entries

First Previous 1 Next Last

There are three (3) possible completion statuses: Compliant, Non-Compliant, and Expired.

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EXTRAMURAL DISCLOSURE TRAINING (EDT) DEADLINE EXTENDED TO OCTOBER 1, 2023 (CONTINUED)

Do I need to complete the training in one session or can I stop partway?

You are able to stop partway and return without losing your place. However, your EDT will not register as complete unless all lessons are completed within a 60-day window. That means you must complete the training in its entirety within 60 days or you will need to retake any lessons beyond that timeframe.

How often is the training required?

Extramural Disclosure Training must be completed every two (2) years.

Questions?

If you have questions about the content of the training (for example, understanding the disclosure requirements), please send an email to coi@hawaii.edu.

For technical questions about completing the training in Laulima or verification of training in myGRANT, click [here](#).

HELPLINE FREQUENTLY ASKED QUESTIONS

I received an email about the National Oceanic and Atmospheric Administration (NOAA) and Department of Commerce (DOC) transitioning from Grants Online to eRA. What does that mean and how do I register for an eRA Commons account?

The United States Department of Commerce will be transitioning its granting platform from Grants Online to GEMS, which is built on the National Institutes of Health eRA platform.

In **October 2023**, all existing, active NOAA grants will be migrated to eRA. DOC recipients with existing grants in Grants Online will need to register prior to October 2023 in order to log in, access grant information, and complete post-award activities within eRA Commons.

In **January 2024**, eRA will be the system of record for all NOAA grants. New NOFOs and RFAs will be published, and applicants will need to be registered with eRA Commons before submitting any new applications for NOAA.

The University of Hawai'i and its campuses are already registered as organizations with eRA Commons. To request an eRA Commons account, please submit a [Helpline ticket](#) with ticket type "**New eRA Commons Account**". If you already have an eRA Commons account but need to affiliate it with UH, submit the Helpline ticket with ticket type "**Other Issue**" and enter your affiliation request and eRA Commons User ID in the "Description" field.