From the Director’s Office

Aloha Kākou,

The Office of Management and Budget (OMB) has extended its due date for its proposed reform comments to June 2, 2013. ORS is compiling the institutional response to OMB. As suggested by the ORS Faculty Advisory Council, ORS has prepared a side by side summary of key reform issues released in February 2012 and February 2013 for your reference. For more information please see the article below or link to ORS website http://www.ors.hawaii.edu/index.php/omb-reforms.

Kuali Foundation released KC 5.1 this month, which includes eight (8) quick user interface fixes, and ORS will be working on upgrading myGRANT to KC 5.1 in the near future. In the meantime, in-house improvements have been made for searching for performance site, sponsor code and principal investigator units. Customizations have also been made to improve the search function to incorporate an independent search engine to be tied to those specific search areas instead of the default myGRANT search engine. Please see the FAQ below on how to search for a sponsor. As always, our Helpline staff is dedicated to assist you with any myGRANT questions you may have.

Despite the federal sequestration, we have seen an increased volume in proposal submissions in the past two months. ORS' grant & contract specialists have been very busy reviewing and submitting proposals without delay. In this month's article, we also provide an FAQ on the ORS award review and negotiation process. This is to keep communication open and make the process more transparent. If you have questions with respect to your award status, please log into ORS award status log, which is usually kept up-to-date. If you have any further questions, please contact the contract specialist assigned to your unit.

Mahalo,
Yaa-Yin Fong
Director
National Science Board Request for Information on Faculty Administrative Workload

The National Science Board (NSB), which establishes the policies of the National Science Foundation (NSF) and recommends and encourages the pursuit of national policies for the promotion of research and education in science and engineering, recently established a Task Force on Administrative Burdens that is charged with examining faculty administrative workload as it relates to federally sponsored research. The Task Force is also interested in identifying opportunities to reduce burden while maintaining accountability and oversight. The NSB Task Force has released a Request for Information (RFI) seeking recommendations from principal investigators for reducing the administrative workload associated with their federal awards. Responses to the RFI will be considered as the NSB develops recommendations to ensure investigators’ administrative workload is at an appropriate level.

The Federation of American Societies for Experimental Biology (FASEB) has also developed a short online survey to collect feedback from the scientific community on how administrative burden affects investigators. You can access the survey HERE. Survey replies will be included as part of the Federation’s response to the RFI. Survey responses will not be attributed to individuals.

NSB encourages faculty to provide their valuable insight. The RFI is available through May 24, 2013 at: http://www.nsf.gov/nsb/committees/ab/tskforce_ab_rfi.jsp

Grant Reforms and Office of Management and Budget (OMB) Circular Update - Extension of Comment Period to June 2, 2013

The Office of Management and Budget is extending the comment period for the Proposed Guidance on "Reform of Federal Policies Relating to Grants and Cooperative Agreements; Cost Principles and Administrative Requirements (Including Single Audit Act)" published February 1, 2013. The original comment period was scheduled to end on May 2, 2013. OMB is extending the time period in which to provide public comments until midnight Eastern Standard Time (EST), June 2, 2013. This will allow interested parties additional time to analyze the issues and prepare their comments. For more details please see the ORS web site at http://www.ors.hawaii.edu/index.php/omb-reforms.

ORS will be preparing the official institutional response for the University of Hawai‘i. You may send your comments to Dawn Kim at dawnkim@hawaii.edu. This email address is being protected from spambots so you will need JavaScript enabled to view it if you would like your comments to be considered for the institutional response. However, you are also welcome to submit your comments directly to OMB through regulations.gov under docket number OMB-2013-0001. A side by side summary of key reform issues released in February 2012 and February 2013 has been prepared for your reference.

For questions regarding this OMB Reform, please contact Dawn Kim, ORS Compliance Manager, at dawnkim@hawaii.edu or (808) 956-0396.

Cost Transfers: Vacation Payout at Termination of Employment

As a reminder, when the payment for unused vacation credits made to an employee is posted to an extramural account, the amount under object code 2030 and related fringe benefits must be transferred off the extramural account. Depending on the outcome of the accumulated vacation worksheet analysis, the amount should be transferred in its entirety to other accounts, which may include the vacation reserve.

(Continued on the next page.)
Cost Transfers: Vacation Payout at Termination of Employment (continued)

With the introduction of the Kuali Financial System (KFS) Contract & Grant Billing (CGB) module, it is important to clear these transactions because it affects the data used to create invoices in the CGB module. Whereas prior advice was to clear the transactions before the project closes, we are advising fiscal administrators to transfer the amount immediately.

While ORS Cost Studies prefers the back-up documents for vacation payout transfers to be submitted via UH File Drop, some fiscal administrators have been attaching the documents to Salary Transfer (ST) or Distribution of Income & Expense (DI) documents. If fiscal administrators (FAs) prefer to attach the back-up documents to the ST or DI documents, the FA should also remember to remove Personally Identifiable Information (PII) such as the social security number (SSN) or date of birth from the documents before uploading them. Common documents PII appear on are the Payroll Notification Forms, Leave Reports, and the G-2. The UH ID number is not currently considered PII and may remain.

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

Award Review, Negotiation, and Approval Frequently Asked Questions

1. When must an award be reviewed/negotiated by an ORS contracts specialist?

ORS contracts specialists will review and negotiate extramurally funded agreements and award documents which contain legal or sponsor-imposed terms and conditions. Note that most grants awarded through proposal applications are excluded from this definition and may be approved by ORS grants specialists.

2. How many awards are reviewed by ORS contract specialists on a monthly basis?

ORS contract specialists review an average of approximately 165 awards each month.

3. What happens to my award after ORS receives it?

ORS has a process for logging in and tracking all award documents from the time they are received until they are fully executed, or signed by all parties. Each award document is matched to an existing award or myGRANT proposal development record, and assigned to a trained contract specialist who reviews any terms and conditions which are included in the award agreement. If any terms and conditions cannot be accepted, e.g., by law; due to university, Board of Regents or state policies; or other restrictions, the contract specialist will negotiate with the sponsor to find alternative language on which both parties can agree.

4. How long is the average turnaround time for contract specialist review?

Most award documents can be reviewed and approved for signature within a few days. Others take much longer. The average turnaround time from receipt of an award document by ORS to full execution averages approximately (1) one month.

(Continued on the next page.)
Award Review, Negotiation, and Approval Frequently Asked Questions (continued)

5. Are there factors which may cause delays in the negotiation process?

There are various factors which may cause delays in the award negotiation process. Some include, but are not limited to, delays in sponsor or principal investigator (PI) responses to ORS inquiries, terms for which ORS is required to seek review by or approval from the University of Hawai`i Office of General Counsel/Office of Risk Management, incomplete or missing documents from the sponsor or the PI, unexpected changes to the award during the review process, or sponsor insistence on including indemnification language which requires approval by the Board of Regents or the Governor.

6. What happens after an award is signed by ORS?

Typically, the sponsor will require ORS to sign the award agreement, then return it to the sponsor for their signature. Assuming all research compliance protocols have been obtained (if applicable), once the fully executed document has been received from the sponsor, or if ORS is the last party to sign the award agreement, a scanned copy is uploaded to the myGRANT award record, then ORS will email the principal investigator (PI) and fiscal administrator (FA) an award notice which contains a link to the award document in myGRANT. Upon receipt of this award notice, the PI may begin work on the project. For new awards, ORS will make every effort to establish the initial project account and budget within two (2) business days. All subsequent account establishments, changes to existing accounts and budgets, and other modifications may be initiated by the FA.

For more information, please contact Rory Ann Kaneshiro, Contracts Manager, at rory@hawaii.edu or (808) 956-5300.

Kuali Financial System (KFS) Cost Sharing Tips & Reminders

ORS Cost Studies would like to provide a tip and some reminders regarding Kuali Financial System (KFS) Cost Sharing.

TIP

To help with the review process, please attach your computation worksheet to the Distribution of Income & Expense (DI) document. If you prefer not to attach the worksheet, please include in the Explanation field or Notes section, the additional information to help expedite the review (e.g., the % FTE for each cost shared employee).

REMINDERS

1. The DI document does not automatically route to ORS Cost Studies for approval. Remember to ad hoc route for Approval to Group 20021, ORS Cost Studies. Do not ad hoc route it to a specific person at ORS Cost Studies. Routing the approval to the group allows any ORS Cost Studies member to review and approve the document. If you send it to a specific person, the approval may be delayed as only that person will be able to review and approve the document.

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Kuali Financial System (KFS) Cost Sharing Tips & Reminders (continued)

2. Beginning April 1, 2013, fiscal administrators should be entering all cost sharing data into KFS. This includes any cost sharing that was manually reported during the transition period.

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

ORS Helpline Frequently Asked Questions

How do I find a sponsor code for a specific sponsor?

The “Sponsor Code” is an alpha numeric code that is used by myGRANT to identify sponsors in the database. In order to find a specific sponsor code, click on the magnifying glass next to the “Sponsor Code” box.

The sponsor search function in myGRANT was recently upgraded for easier usability. You can type in your search using all or part of the sponsor name, or using the sponsor’s acronym.

Once the search results show up, click the “return value” link to return the appropriate sponsor code to your proposal.

How do I find a performance site location in myGRANT?

Finding a performance site location is very similar to finding a Sponsor Code. Click on the magnifying glass under “Primary Performance Site”.

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ORS Helpline Frequently Asked Questions (continued)

The performance site search function was also recently upgraded. You can search using the street number, name and/or room number.

Once the search results show up, click the “return value” link to return the appropriate performance site to your proposal.

If you cannot find either your sponsor or performance site location, it may not be in the database. Please use the Helpline Portal at [http://www.ors.hawaii.edu/helpline/](http://www.ors.hawaii.edu/helpline/) to request a new sponsor or performance site location, or contact the ORS Helpline at (808) 956-5198 for assistance.

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