From the Director’s Office

Aloha kākou,

To facilitate accurate record keeping and recognize the efforts of multiple principal investigators and key personnel, ORS will be developing a report to show the Research and Training Revolving Fund (RTRF) percentage distribution recorded in myGRANT for all active awards. As indicated in our December 2014 newsletter, the RTRF percentage field is used to allocate the actual RTRF generated among the units and/or campuses at each fiscal year end. The RTRF percentage split report will be available on ORS’ website for review soon. If there are any changes to current myGRANT records, you will need to contact ORS Helpline to correct the percentage before June 30, 2015. However, the RTRF allocation percentage distribution must be agreed upon among all parties. If an agreement has not yet been made, please make sure all parties reach agreement in order for ORS to make the changes by June 30, 2015. Once more, we ask our faculty and staff to be mindful when entering data into this important field. Stay tuned for the announcement of this web report.

ORS is also working on capturing the old Form 5C RTRF distribution information in the database for proposals that were submitted prior to implementation of myGRANT.

This month’s articles also provides information on the Office of Management and Budget’s (OMB) Uniform Guidance (UG) entitlement to federally negotiated facilities and administrative (F&A) rates, transitioning of Office of Naval Research award notification, requests for waivers of Internal Revenue Service tax clearances for University of Hawaii-issued subawards at time of final payment, limited submission proposals that include non-UH personnel, and establishing a separate account for any award with budgeted participant support costs.

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From the Director's Office (continued)

We are very excited to introduce our new Manoa Service Center Manager, Victoria Rivera, in this month’s newsletter. I am also very pleased to announce that Joanne Yama has accepted ORS’ Associate Director of Cost Studies position. Joanne has played integral roles on many ORS business improvement projects as well as electronic system implementations, e.g., Docushare, Kuali Financial Systems and Contracts and Grant Billing. In her new role, she will be working closely with me to develop UH's next Facilities and Administrative Proposal. Please stop by to welcome Joanne to her new role.

Happy Discovery,

Yaa-Yin Fong
Director

The Office of Management and Budget's (OMB) Uniform Guidance (UG): Entitlement to Federally Negotiated Facilities and Administrative (F & A) Rates

The Office of Management and Budget (OMB) Uniform Guidance (UG) requires all federal awarding agencies and pass-through entities to accept the University of Hawaii's (UH’s) federally negotiated facilities and administrative (F & A) rate for grants, cooperative agreements, subawards and cost-reimbursement contracts / subcontracts awarded under the Federal Acquisition Regulations unless:

- Prohibited by federal law for a class of federal awards or a single federal award or
- Approved by a federal awarding agency head.

If UH has a pre-existing agreement with an extramural sponsor for an approved reduced F & A rate (either as a sponsored cap or an approved waiver) which ends in a future year, please contact your chancellor’s office to see whether the reduced rate will continue to be honored under the new OMB UG. ORS has been asked by upper administration to generate reports for “unrecovered F & A” (indirect costs charged to the project are less than the full UH federally negotiated rates). Therefore, we are once more asking our faculty and staff to be mindful when entering the unrecovered F & A data into myGRANT with the indication on "sponsored caps" or "approved waiver". These fields will be used to generate the unrecovered F & A report. Technically, for federal agencies, the sponsored cap can only apply when the rate is approved by the agency head under the OMB UG. Hence, we anticipate sponsor caps from federal agencies should be limited in the future.

By the same token, the university, as a pass-through entity, is required to use a subrecipient's or subcontractor's federally negotiated F & A rate or a de minimis rate (currently 10%) applied to Modified Total Direct Costs (MTDC) if the subrecipient or subcontractor has never received a negotiated F & A rate.

Should you have any questions, please contact Dawn Kim, Compliance Manager, at dawnkim@hawaii.edu, or (808) 956-0396.
Office of Naval Research (ONR) Award Notification

In December 2014, Office of Naval Research (ONR) began transitioning their award notification process from ONR’s AwardWeb to the DoD’s Electronic Document Access (EDA) application. This transition started with all new FY15 grants. This change also impacts existing ONR grants (i.e., award numbers starting with N00014-XX-X-XXXX) and subsequent grant modifications (e.g., funding increments, or no funds extensions). This transition will continue through September 2015, at which time AwardWeb will sunset. To ensure that ONR has the correct email address for all applications, specific guidance to the grant recipient community has been forwarded to ORS.

ONR creates an award notification profile for every grant. The notification profile will use the email addresses from the Application for Federal Assistance, SF424, to notify the recipient of an award. ONR is using the following three email addresses entered by the grantee on the SF424 application to create the EDA notification profile:

a. Project Director / Principal Investigator (Block 14 - Email);
b. Applicant Information (Block 5 - Email); and
c. Authorized Representative (Block 19 - Email) ORS Specialist, name and email (aorcontact@ors.hawaii.edu).

For all proposals going forward, please be sure that the email address provided in each of these blocks is accurate on your application cover sheet before uploading your final application package to myGRANT. Thank you for your assistance and cooperation in ensuring that this information is accurate. This will allow ORS to receive immediate notification of all awards from ONR.

For all FY 2009-2014 grants ONR has established award notification profiles in the new system with the email address located on Block 13.f and 20.c of your ONR grant document. If you see any errors in the email address for any existing grants issued during this time please notify your assigned ORS Specialist so that ORS can contact ONR to correct the EDA notification profile. Please contact your ORS Specialist if you have any questions. (http://www.ors.hawaii.edu/index.php/ors-assignments)

Request for Waiver for Internal Revenue Service Tax Clearance for University of Hawaii – Issued Subawards

If a subaward was executed at a time when full (both state and federal) tax clearance was met but the IRS tax clearance is not met at the time of final payment, a waiver request may be submitted by ORS to the Director of Taxation for IRS non-compliance only. The Fiscal Administrator should submit the project award and account number, final invoice information and Certificate of Vendor Compliance for the subrecipient to the ORS Projects Financial Services Manager. A request maybe submitted by the ORS Director, if appropriate, to the Director of Taxation. If approved, the final payment may be processed.

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Request for Waiver for Internal Revenue Service Tax Clearance for University of Hawaii – Issued Subawards (continued)

In order to meet final reporting deadlines, please submit the waiver request to allow for adequate time for ORS to review and process and for response by Director of Taxation.

Should you have any questions, please contact ORS Compliance at compliance@ors.hawaii.edu, or (808) 956-0396.

Participant Support Costs – Separate Account

Modified Total Direct Costs as defined under the Office of Management and Uniform Guidance 2 C.F.R. §200.68, specifically excludes participant support costs. Participant support costs are direct cost items such as stipends or subsistence allowances, travel allowances and registration fees paid to or on behalf of participants or trainees (but not employees) in connection with conferences, or training projects. In addition, strict re-budgeting rules generally apply to participant support costs.

In order to properly account for participant support costs for the Facilities and Administrative (F & A) cost proposal for the next base year (FY 2016) and in order to allow for monitoring of expenses and re-budgets, we are requesting that a separate account be established for any award with budgeted participant support costs. The account will be set up as exempt from indirect cost. In addition to setting up the initial account for a new award, if applicable, the ORS accountant will also create the corresponding participant support account based on the awarded budgeted amount.

Should you have any questions, please contact Joanne Yama, Associate Director of Cost Studies, at jyama@hawaii.edu, or (808) 956-8163.

Limited Submission Proposals that Include Non-UH Personnel

Limited submission opportunities may include a requirement that only allows key personnel to be listed in one proposal for the submission. If this term applies to your opportunity, the University of Hawaii (UH) principal investigator should certify that any non-UH personnel listed as key personnel in their proposal are not being listed on any other proposal from any other institutions for the specific proposal submission. This situation has previously occurred and the outcome was that both proposals were rejected.

We would like to prevent this from happening again, so please be mindful of the opportunity's requirements. To assist in these situations, the ORS myGRANT development team will be working on developing a validation warning that will alert you to a possible issue when a limited submission proposal with non-UH personnel is validated in the myGRANT system.

Should you have any questions, please contact your ORS Specialist (http://www.ors.hawaii.edu/index.php/ors-assignments).
New Manager for the Office of Research Services (ORS) Manoa Service Center
Contracts and Grants Administration

The Office of Research Services Manoa Service Center has administratively combined the former Grants Section and Contracts Section into the Manoa Service Center Contracts and Grants Administration. ORS is pleased to announce that Victoria Rivera has joined the Manoa Service Center Contracts and Grants Section as the manager for both this new section. Victoria comes from the Texas Tech University Health Services Center where she was the Managing Director of the Office of Sponsored Programs for over eight years.


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 in myGRANT was 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.
ORS Helpline Frequently Asked Questions (continued)

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”.

You can search using the street number, name and/or room number.

If you cannot find either your sponsor or performance site location, it may not be loaded into the database. Please use the Helpline Portal at http://www.ors.hawaii.edu/helpline/ to request a new sponsor or performance site location or contact the ORS Helpline at helpline@ors.hawaii.edu or (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