CONTENTS
- Federal Demonstration Partnership (FDP) – Health and Human Services (HHS) Seeking Comment on Proposed Human Subject Relations
- myGRANT [Kuali Coeus (KC)] Tentative Training Schedule – Implementation Date: November 1, 2011
- Vacation Reserve Changes
- Incomplete Proposal Disclosures Could Result in Research and Scholarly Misconduct
- Revised FY 2012 Fringe Rate
- ORS Helpline Frequently Asked Questions

From the Director’s Office

Aloha Kākou,

We are very excited to report that "myGRANT" – University of Hawai‘i’s own Kuali-Coeus (KC) research administration system - is making steady progress and, as scheduled, will be implemented on November 1, 2011. For principal investigators and research administrators who have not attended our informational sessions, please refer to our website for the PowerPoint presentation and upcoming sessions this fall. Effective as of November 1, 2011, all proposals must be submitted through myGRANT for UH’s review and submission. Therefore, we urge you to orient yourself with the new system if you plan to submit proposals in the future. For more information and up-to-date status information, please refer to ORS’ "myGRANT" website:

http://www.ors.hawaii.edu/index.php/kuali-coeus-informational-session

The "myGRANT" training sessions for proposal and budget creation will roll out in September 2011 for the research community. Please contact the ORS Helpline if you have any questions or suggestions. Your feedback is very important to us.

Have a restful and productive summer!

Mahalo!

Yaa-Yin Fong
Director

Federal Demonstration Partnership (FDP) – Health and Human Services (HHS) Seeking Comment on Proposed Human Subject Relations

Federal Demonstration Partnership (FDP) - Health and Human Services (HHS) is seeking comments on proposed changes to the regulations concerning human subject research. The deadline for comments is September 26, 2011. Please see the Federal Register notice for more information:

**myGRANT [Kuali Coeus (KC)] Tentative Training Schedule – Implementation Date: November 1, 2011**

On November 1, 2011, the University of Hawai‘i will be implementing myGRANT as its Kuali-Coeus (KC) research administration system. myGRANT’s core functions include a system-to-system integration with Grants.gov for proposal e-submissions and extensive online budget & proposal developments. The ORS myGRANT team is working diligently to bring the system to life in November. A series of informational sessions has already been conducted across the UH system and ORS will continue to communicate with principal investigators and research administrators to relay up-to-date information. A proposal submission comparison between the current process and myGRANT process is in development and will be available on the ORS website in mid-August.

In addition, myGRANT training sessions for principal investigators, research administrators, fiscal officers and administrative officers will be available starting in September 2011, and will continue throughout the year. We are also looking for principal investigators who have proposals due in September or October to pilot the submission process. All training will be facilitated through a computer lab that has access to Laulima for off-site access.

ORS is available to customize information and training sessions to meet the needs of individual departments, schools or colleges. If you would like ORS to attend your departmental meeting, please contact Linda Fong at llfong@hawaii.edu or (808) 956-8259.

---

**Vacation Reserve Changes**

The United States Department of Health & Human Services approved the University of Hawai‘i’s proposal to consolidate the separate extramural vacation reserves and to charge a single vacation fringe rate. Effective July 1, 2011, all vacation fringe revenue, journal vouchers and deposits involving extramural funds will be posted to account 650497SW.

Thus, we will no longer need to distinguish between employee types (i.e., APT, faculty or civil service) or source of funds (i.e., federal or private) when preparing journal vouchers. Also there will no longer be different vacation fringe rates by employee type and source of fund.

The ORS Cost Studies section has revised the vacation JV instructions and accumulated vacation worksheet. Please refer to the website: [http://www.ors.hawaii.edu/index.php/start-up-a-manage/81-start-up-a-manage/156](http://www.ors.hawaii.edu/index.php/start-up-a-manage/81-start-up-a-manage/156).

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

---

**Incomplete Proposal Disclosures Could Result in Research and Scholarly Misconduct**

The University’s systemwide Executive Policy E5.211, “Policy for responding to allegations of research and scholarly misconduct”, provides examples that describe research misconduct as: “fabrication, falsification, or plagiarism in proposing, performing, or reviewing research, or in reporting research results.”

(Continued on the next page)
Incomplete Proposal Disclosures (continued)

Failure to accurately identify current and pending support in proposals and/or an omission that the proposal has also been submitted to another federal agency can be perceived as a potential form of misconduct. The omission of these disclosures may have an adverse effect on the potential approval for funding the proposal.

An example of final possible actions that may be taken in cases of misconduct, by a federal sponsoring agency such as the National Science Foundation (NSF), can be found in 45 CFD Ch.VI section 689.3. The options for recourse range from sending a letter of reprimand to the individual or institution, to totally or partially suspending an active award, to terminating an active award and suspending eligibility for federal awards by debarring or suspending an individual or institution.

All individuals involved in preparing proposals must ensure that complete and accurate proposals are submitted. Close attention must be exercised when submitting identical proposals to different sponsors.

Questions or concerns regarding research or scholarly misconduct should be addressed to the Office of Research and Graduate Education University of Hawaii at Manoa Compliance Office at: uhrcr@hawaii.edu or (808) 956-5909.

Revised Fiscal Year 2012 Fringe Rate

Effective July 15, 2011, a new composite fringe benefit rates for use in grant and contract proposals is available and has been posted on the ORS website at: http://www.ors.hawaii.edu/index.php/rates/102-quick-links/rates/98

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 register for NSF Fastlane?

As a principal investigator, you can register through our website at http://www.ors.hawaii.edu/index.php/era-registration or by contacting the ORS Helpline at helpline@ors.hawaii.edu.

I want to add more than four co-PIs to my cover sheet on my NSF proposal. Can I do this?

National Science Foundation (NSF) policy permits only one principal investigator (PI) and a maximum of four co-PIs on a proposal. There is no provision for additional co-PIs.

How do I submit my proposal to ORS once I have completed it in Fastlane?

Once you log in, access the “Proposal Actions” screen. From there, select your proposal number in the list, and click the “Allow SRO Access” button. If there are any errors or missing components in your proposal, you should receive a proposal errors screen.

(Continued on the next page)
When errors have been corrected, you will get to the “Sponsored Research Office (SRO) Access Control” screen. Click the “GO” button next to “Allow SRO to view, edit and submit proposal.” The appropriate Pre-Award specialist will be notified that your proposal is ready to submit.

Please note that you will also need to submit a hard copy of your proposal to ORS, along with any required ORS forms.

---

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