From the Director’s Office

Aloha Kākou,

As the summer rapidly fades away and the fall semester quickly falls upon us, we'd like to welcome all new faculty and staff who will have joined the University of Hawai‘i (UH) research community. To familiarize new faculty and staff with UH's research enterprise and electronic research administration system we will offer myGRANT and funding opportunity search workshops on August 21, 2013. If you already registered for the sessions, you will be receiving an e-mail notification with detailed information about the workshop. Due to the high interest in the workshop, we plan to offer additional sessions on a periodic basis. Please stay tuned for future announcements, if you are interested.

Principal investigators (PIs) can now use "Pivot" to search for funding opportunities using their UH ID and password. Please see the article below for more details. Also, with recent personnel changes and to balance workloads, ORS has updated grant and contract specialist school assignments. This change became effective on August 1, 2013. You may check the ORS website for the specialist assigned to your unit at http://www.ors.hawaii.edu/files/ORS_Assignments_Aug_2013.pdf. Please feel free to stop by ORS's Manoa and satellite service centers to meet your assigned specialists.

This newsletter issue also contains important information on effort certification for fiscal year 2013 (FY2013). UH has implemented Kuali Financial System effort certification and ORS has developed a web-friendly cost shared effort certification reporting system for FY2013. These two reports will be available for PI review and approval on August 15, 2013. Please see the articles below for more details.

Welcome back to school!

Yaa-Yin Fong
Director
University of Hawai`i New Funding Opportunities Search Engine

ORS is pleased to announce the availability of Pivot, a powerful web-based tool that links researchers with an extensive database of over 300,000 funding opportunities. Pivot replaces three formerly separate Community of Science (COS) databases—COS Funding Opportunities, COS Expertise, and COS Scholar Universe—with a single system designed specifically to support the needs of faculty, staff, and graduate students.

Pivot’s proprietary algorithm has compiled pre-populated researcher profiles for over 3 million principal investigators worldwide which instantly match them to current funding opportunities in its database.

Registration is not necessary to conduct basic searches on Pivot if accessed from any campus-networked computer but is highly recommended in order to fully take advantage of the system. To access Pivot from any computer via the internet, faculty, staff, and students will need to register for a free account. Registration on Pivot also allows individuals to create and save unique funding searches, receive weekly emails based upon those searches, and track relevant funding opportunities.

To get started, you may access Pivot from the ORS Search Page or go to http://pivot.cos.com/. ORS will be working with Pivot to schedule instructional sessions on site in the fall. Announcement of the specific dates will come later. In the meantime, there is a support link https://pivot.desk.com/ on the Pivot site that provides brief, detailed instructions and training videos regarding the various functions of Pivot.

For more information, please contact Liane Akana, Contract and Grants Specialist, at lianea@hawaii.edu or (808) 956-9117.

Grants.gov Update

Grants.gov has unveiled the new design of its website. Although the look and feel of the website are different, the content and its functionality are expected to remain the same. See http://www.Grants.gov (pictured on the next page).

Just in time for this rollout of the new look and feel, the Grants.gov Program Management Office has developed a new "Find and Apply" training video that runs about 21 minutes. In the video, potential applicants will receive a walk-thru of what to expect now that the new site is available. When you have a moment, you are invited to take a look at the video to familiarize yourself with the new image of Grants.gov and receive tips on how to Find and Apply for grant opportunities.

See the video at: http://www.youtube.com/watch?v=8HLFoOoVGQY&feature=player_detailpage

Just a reminder that the University of Hawai`i is registered so you do not have to register in order to download application packages. Once you have downloaded your application package, you are ready to start work on your application. Remember to keep file attachment names short, with no spaces or special characters.

(Continued on the next page.)
Grants.gov Update (continued)

A governing law clause is a contract provision that determines which state's laws should be followed in the event of a dispute. As a state institution, the University of Hawai‘i (UH) cannot agree to allow disputes to be decided according to the law of another state or to submit itself to another state's jurisdiction without prior approval of the Office of General Counsel (OGC). As such, if a sponsor requires that UH follow the governing law of any state or foreign government other than Hawai‘i or the U.S. federal government, the Office of Research Services will attempt to negotiate this governing law clause out of the research agreement. If the sponsor holds firm on the governing law requirement, ORS is required to consult with OGC. Most times, ORS is able to convince the sponsor to remove or change the governing law clause.

(Continued on the next page.)
Sponsored Research and Non-Research Contract Negotiations - Governing Law (continued)

Inquiries about governing law clauses should be directed to Rory Ann Kaneshiro, ORS Contracts Manager, at rory@hawaii.edu or (808) 956-5300, or to your assigned Contracts Specialist (see list at http://www.ors.hawaii.edu/files/ORS_Assignments_Aug_2013.pdf).

Update on Kuali Financial System (KFS) Effort Reports

On August 15, 2013, Effort Reports will be available in the Kuali Financial System (KFS) and will appear as an Effort Certification eDoc in the principal investigator's (PI's) / KFS Account Supervisor's action list for each UH employee receiving salaries or wages from their extramural accounts. The eDoc is generated for each employee, which differs from the FMIS FTE Certifications that were generated for each project account. After PI's approval, Effort Reports will then route to all the fiscal administrators (FAs) / KFS Fiscal Officers on the applicable extramural accounts. If an employee is paid by multiple project accounts with different PIs, the eDoc will route for approval from the PIs and FAs associated with each project account on the effort report.

PIs and FAs must review and approve the Effort Report eDocs by September 30, 2013.

Please contact ORS Compliance (compliance@ors.hawaii.edu) for any questions or issues that arise. ORS Compliance will follow up on any outstanding Effort Reports and may escalate the matter to the appropriate Dean/Director or suspend account activity, if necessary.

For detailed instructions, please refer to the KFS Training Manual for Effort Reporting available under Kuali Financial System (KFS Effort Reporting) at http://www.ors.hawaii.edu/.

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

New Cost Shared Effort Certification

In addition, to effort reporting in the Kuali Financial System (KFS), principal investigators (PI) must certify cost shared effort for their federal and non-federal awards on an annual basis.

We have developed a new web based cost shared effort report for fiscal year 2013 since the new KFS effort reports do not include the cost shared effort. The cost shared effort report will be available on August 15, 2013. PIs will use their UH id and password to sign into the website: https://apps.ors.hawaii.edu/effort. The due date is September 30, 2013.

New Cost Shared Effort Certification – Frequently Asked Questions

What is the purpose of this form?

Consistent with past practices for federal compliance, the Principal Investigator must certify cost shared effort for their federal and non-federal awards.

(Continued on the next page.)
New Cost Shared Effort Certification – Frequently Asked Questions (continued)

Are there any changes from prior practices?

Instead of manually signing the form, the Principal Investigator will click a button to electronically certify the form. Also, instead of separate certifications per award, all awards will be certified on one form.

Where did the data come from?

For the past year, your Fiscal Administrator has been inputting the cost sharing data for your awards. We have integrated the salary information from the University of Hawai‘i PeopleSoft program and calculated you and your colleague’s effort for the award.

None of us were paid from the award. Was a salary transfer made without our knowledge?

Consistent with the cost sharing practices, no salary was transferred. The form summarizes the inputted data that indicates a portion of your salary paid with state funds is cost shared to the award. The Source Account field identifies the account that contains your actual salary.

Who do I contact if I have questions?

If you have questions about the cost share figures, please contact your Fiscal Administrator. If you have questions about the electronic form, please email helpline@ors.hawaii.edu.

ORS Helpline Frequently Asked Questions

In myGRANT, how do I add multiple Principal Investigators for National Institutes of Health submissions?

On the Key Personnel Tab, after selecting a person, for their Proposal Role select "Co-Investigator"

Once you have selected "Co-Investigator" a check-box for "Multiple PI:" will appear. Select this check-box. This selection is only available for National Institute of Health submissions.

Click the "add person" button to add the Multiple PI to your proposal.

How do I register for National Institutes of Health's eRA Commons or National Science Foundation’s Fastlane?

You can register through our helpline portal: http://www.ors.hawaii.edu/helpline/

(Continued on the next page.)
ORS Helpline Frequently Asked Questions (continued)

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. When errors have been corrected, you will be taken 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 Grant Specialist will then be notified that your proposal is ready for submission.

Please note that you will also need to submit a myGRANT proposal, and in the myGRANT proposal you are required to attach the full National Science Foundation Fastlane proposal. To do this, on the Fastlane “Proposal Actions” screen, click the “Print” button, then the “GO” button next to “Print Entire Proposal.” This will generate a full PDF copy of your proposal, which you can then attach to the myGRANT proposal under “Abstracts and Attachments.”

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